

**BOARD OF FINANCE
FINAL MINUTES OF SPECIAL MEETING
MAY 8, 2013**

The Board of Finance held its Special Meeting on Wednesday, May 8, 2013 at 7:30 p.m. in the First Floor Conference Room, Independence Hall at 725 Old Post Road, Fairfield.

MEMBERS PRESENT

Members of the Board of Finance present were, Thomas Flynn, Chairman Robert Bellitto, Jr., Vice Chairman, Ken Brachfeld, James Brown, Mary LeClerc, Robert Stone, and Cathy Albin

MEMBERS ABSENT

Christopher DeWitt and James Walsh

ALSO PRESENT

First Selectman Michael Tetreau, Robert Mayer, Chief of Staff and Chief Fiscal Officer, Linda Gardiner, Budget Director, Scott Bartlett, Supervisor, Department of Public Works

Chairman Flynn called the meeting to order at 7:30.

Chairman Flynn asked for a moment of silence to recognize the people who lost their lives in the Boston bombings, as well as the first respondents.

1. To approve minutes:

To approve the minutes of the Budget Hearing of the Board of Finance from February 27, 2013.

Robert Stone moved and Mary LeClerc *seconded* to approve the minutes of the Budget Hearing of the Board of Finance from February 27, 2013, as submitted. *Motion passed unanimously.*

To approve the minutes of the Budget Hearing of the Board of Finance from March 5, 2013.

Robert Stone moved and Mary LeClerc *seconded* to approve the minutes of the Budget Hearing of the Board of Finance from March 5, 2013, as submitted. *Motion passed unanimously.*

To approve the minutes of the Budget Hearing of the Board of Finance from March 7, 2013.

Robert Stone *moved* and Mary LeClerc *seconded* to approve the minutes of the Budget Hearing of the Board of Finance from March 7, 2013, as submitted. *Motion passed unanimously.*

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To approve the minutes of the Budget Hearing of the Board of Finance from March 11, 2013.

Robert Stone moved and Mary LeClerc seconded to approve the minutes of the Budget Hearing of the Board of Finance from March 11, 2013, as submitted. Motion passed 5-1. James Brown abstained.

To approve the minutes of the Budget Hearing of the Board of Finance from March 13, 2013.

Robert Stone moved and Mary LeClerc seconded to approve the minutes of the Budget Hearing of the Board of Finance from March 13, 2013, as submitted. Motion passed 5-1. Mary LeClerc abstained.

To approve the minutes of the Budget Hearing of the Board of Finance from March 19, 2013.

Robert Stone moved and Mary LeClerc seconded to approve the minutes of the Budget Hearing of the Board of Finance from March 19, 2013, as submitted. Motion passed unanimously.

To approve the minutes of the Budget Hearing of the Board of Finance from March 21, 2013.

Robert Stone moved and Mary LeClerc seconded to approve the minutes of the Budget Hearing of the Board of Finance from March 21, 2013, as submitted. Motion passed unanimously.

2. To hear, consider and act upon the following resolution:

RESOLVED, that funds be transferred from an increase in grant revenue in the amount of \$10,946.67 to cover the cost of the upgrade of the Marine Sewage Disposal Facility at South Benson Marina; and

FURTHER RESOLVED, that the First Selectman is authorized to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the Connecticut Department of Energy and Environmental

Scott Bartlett presented this item to the Board. He noted the marina's pump out station is approximately fifteen years old and is in need of replacement. This includes 75% of the cost, which is covered by Clean Vessel Act through Clean Water Act of the Long Island Sound. This will also include approximately 25% of in house in kind cost. This will come out of the operating budget this fiscal year.

After discussion:

Cathy Albin moved and James Brown seconded to consider and act upon the following resolution: RESOLVED, that funds be transferred from an increase in grant revenue in the amount of \$10,946.67 to cover the cost of the upgrade of the Marine Sewage Disposal Facility at South Benson Marina; and

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FURTHER RESOLVED, that the First Selectman is authorized to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the Connecticut Department of Energy and Environmental. Motion passed unanimously.

3. To appoint Auditors to conduct the Audit of the Town's financial records for the Fiscal Year ending June 30, 2013.

Mr. Mayer presented this application to the Board. He noted he is very pleased with the firm Cohen and Resnick and their fee is \$91,900, which has not changed since last year.

Mrs. LeClerc noted they did discuss bidding on new auditors but due to change of town staff, they were in agreement to stay with same auditors for another term. She also noted she was also very pleased with their work.

After discussion:

Mary LeClerc moved and Cathy Albin seconded to appoint Cohen and Resnick to conduct the Audit of the Town's financial records for the Fiscal Year ending June 30, 2013. Motion passed unanimously.

4. To consider and set the Mill Rate for the Fiscal Year beginning July 1, 2013 and ending June 30, 2014.

Mr. Mayer presented and discussed with the Board the Schedules for Mill Rate Establishment for Fiscal Year ending June 30, 2014, "under" - Description: Expenditures and Required Tax Levy Mill Rate; Risk Factors: State Revenue Budgets and latest information; Senior Tax Relief; Assessment Appeals; Alternate Options for Tax Collections and Mill Rates; FEMA Receivable for Storm Sandy and NEMO.

Chairman Flynn noted the tax-collection rate assumption is on the conservative side, based on data from the last three years. He also noted the town's collection rate for the current fiscal year is already ahead of where it was this time last year.

Selectman Tetreau noted the town also chose to use conservative estimates of state aid to the town over the coming fiscal year, since the Governor's budget has not yet been approved; they are working off the latest data from the General Assembly's Appropriations Committee and receive updates every week. He also noted they are not expecting the state budget to be finalized until early June.

After discussion:

Chairman Flynn moved and Robert Bellitto seconded to set the Mill Rate for the Fiscal Year beginning July 1, 2013 and ending June 30, 2014 at 23.93 mills. Motion passed unanimously.

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Chairman Flynn noted in the past there was discussion on establishing a sub-committee of this Board to review a formal policy of the town's general fund balance. He believes this this will be a good signal to credit agencies, auditors and would be a good guide post for town bodies. He also noted he asked Mary LeClerc, Cathy Albin and James Walsh of this this Board to set up the sub-committee and asked them to come back within the next couple of months with their recommendations.

Selectman Tetreau was in support and noted a written policy is a good policy.

There being no further business to come before the Board, Robert Bellitto moved and Robert Stone seconded to adjourn the meeting at 8:20 p.m. Motion passed unanimously.

Respectfully submitted,

Josephine M. Keogh