

**BOARD OF FINANCE
MINUTES OF MONTHLY MEETING SEPTEMBER 3, 2013**

The monthly meeting of the Board of Finance was held on Tuesday, September 3, 2013 at 7:30 p.m. in Seminar Room 300, Board of Education Administrative Offices, 501 Kings Highway East, Fairfield, CT.

MEMBERS PRESENT

Member of the Board of Finance present were: Thomas Flynn-Chairman, Catherine Albin, Kenneth Brachfeld; James Brown, Christopher DeWitt, Mary LeClerc, Robert Stone and James Walsh

MEMBERS ABSENT

Robert Bellitto, Jr.

ALSO PRESENT

Robert Mayer-Chief Fiscal Officer, Dr. David Title-Superintendent Of Schools, Doreen Munsell-Director of Finance-BOE, Phil Dwyer-Chairman –Board of Education, Nancy Byrnes-Director of IT-BOE, Edward Boman-Asst. Director of Public Works-TOF, Donald Leslie-Director of IT-TOF

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

Chairman Flynn asked for a moment of silence in honor of Retired Fire Chief David Russell who passed away this week.

1. Update on status of minutes and record retention policy

Chairman Flynn stated that discussion began at last month's monthly meeting to set a formal standardized format for minutes and updating record retention policy on video tapes of meetings. Chairman Flynn is working with Caitlin Bosse (Clerk of the Board) on these issues.

2. To review the BOE financial position versus budget as of Q4 FY2103

Dr. Title, Ms, Munsell and Mr. Dwyer addressed the Board.

It was noted that per the BOE Policy and Statutes, transfers are made at year end between certain line items to balance accounts.

Jim Walsh, inquiring on the legal services line –asked if there was a final cost relating to the math situation. Dr. Title does not have a final figure but will get one and verify.

Tom Flynn requested a breakdown of legal costs per categories, such as special education, labor issues etc, and Dr. Title agree to divide costs.

Inquiry was made into whether the BOE and the Town have joint legal services – it was noted that there is no joint legal services shared between the BOE and Town and each entity has their own specialized legal services dependant on cases.

Christopher DeWitt inquired about maintenance projects-have all projected been completed/? Under/over budget?

It was noted that almost all projects were completed with the exception of the FWMS locker project as the Board had been long backlogged in plumbing issues and has added a new plumber to complete long awaited projects and thus increase supply costs which were offset by not completing this project.

Ken Brachfeld inquires about the \$175,000 administrative cost to change insurance carries. It was noted that additional work extended past cancellation-i.e.-June claims being worked on in July-accounted for these fees and that Ms. Munsell successfully negotiated down the original amount requested for the additional work.

Jim Walsh inquired about the cost of the wireless project-originally budgeted for \$120,000 and cost is now @ \$360,000. It was noted that after work began on this project-which would allow wireless access in the elementary and middle schools, complication arose in the implantation causing higher costs.

Tom Flynn inquired about the importance of wireless access in schools and it was noted that students benefit from programs on laptops to the new statewide assessments will be online in the near future-requiring wireless access availability.

- 3. To hear, consider and act upon the following resolution as recommended by the Director of Public Works:
Resolved, that the Town of Fairfield appropriate \$1,300,000 towards the cost of creating a microgrid to serve Fire Headquarters, Police Headquarters, the cell phone tower at 100 Reef Road, ECC and Operation Hope; and
Further resolved, that the First Selectman is authorized to accept and expend a grant from the Connecticut Department of Energy and Environmental Protection (DEEP) in the amount of \$1,167,659 to pay a portion of the costs of such appropriation. The Town share of this project is to be funded from the current 2013-2014 town operating budget, and further resolved, that the First Selectman is authorized to execute, on behalf of the Town of Fairfield, any and all necessary document to secure such grant.**

Ed Boman, Assistant Director of Public Works-TOF, presented this item to the Board. Mr. Boman stated that this project is in response to loss of power during storms-stating that microgrids are relatively new to CT- widely used in Europe.

Ken Brachfeld asked if there could be additional unexpected costs to the town- Mr. Boman stated there would be no additional costs to the Town- that the Company hired to complete the project is totally responsible for making it work. Mr. Boman also stated that a new generator is required because it must run on natural gas (not diesel as current) because the generator must be able to hold a supply that would run the system for 30 days
The Board requested that the Town find a good and appropriate use for the replaced generator and was assured that would happen.

Tom Flynn stated his concerns on the generator at Ludlow –which is used as a shelter for storms, as it partially failed this year. It was noted that this is a project scheduled for completion in the spring of 2014.

Ms. LeClerc arrives at this time-8:20 p.m.

Jim Brown inquired on where the Town's share-\$132,000 would come from within the budget. Mr. Mayer stated that it would either come from savings found or contingency.

Tom Flynn inquired about the town's contingency account and the dollar amount of this account. Believe the contingency fund balance is in the range of \$250,000-\$400,000 for this current fiscal year, and this is a big dollar amount to hit this account.

Mr. Boman stated that the only cost to the town on this project was for the generator, which is considered capital equipment, and that State programs do not pay for capital equipment.

Ken Brachfeld made a motion to vote on this item, seconded by Jim Walsh—
HOWEVER-
The Board continued discussions on where the town's share -\$132,000 would come from within the budget.

Jim Walsh motioned to amend the resolution to read “**The Town share of this project is to be funded form the current 2013-2013 contingency account** “**replacing** *operating budget*. Motion to amend was seconded by Jim Brown-

7 yeas, 1 nay (Stone) motion to amend resolution passes.

Vote on item passes unanimously.

4. To hear, consider, and act upon a request for the Chief Fiscal Officer to transfer \$100,000 from account IT-Contingency (01003110-59010) to IT-Fees and Professional Service (01003110 -53200).

Donald Leslie, Director of IT-TOF, along with Chief Fiscal Officer of the Town of Fairfield-Robert Mayer, presented this item to the Board.

Mr. Leslie presented his department Budget by Operational Format to the Board, explaining his needs, infrastructure, services, licenses, warranties in details as to encourage the Board to transfer the requested amount of \$100,000 from contingency to fees and professional service.

Board questioned dollar amounts on expenditures, cost savings, disaster recovery, maintenance agreements, costs of servers, software programs for individual departments. Board members were confused as to the justification of this request and how it was being spent and this presentation did not address their concerns.

Jim Walsh asked for cost benefit analysis and once again made a request on behalf of the Board of a complete Disaster Recovery Plan-the Board has made numerous requests for this plan in the past and has yet to receive any plan.

The Board also requested a long range IT plan from Mr. Leslie.

Discussion ensued for well over an hour –on costs, justification, equipment and this request. Board was not satisfied with why this request was being presented and they were not getting the answers that justified this transfer request at this time.

Cathy Albin made a motion to postpone this item to the next monthly meeting; Chris DeWitt seconded.

At this point Bob Mayer tried to explain the request to the Board.

Vote was taken on the motion to postpone

6 yes

1 no (DeWitt)

1 abstain (Brachfeld)

Motion to postpone this item to October meeting passes.

5. To listen to Sub-Committee updates:

Fund Balance sub-committee

Jim Walsh informed the board that the committee met 10 days ago; Looking into what other towns are doing, time frame and hope to have more information for October meeting.

Investment sub-committee

Mr. Mayer stated this was a long project and that he believes committee is moving in the right direction-next step is to make an investment policy guideline- and to examine different investment opportunities to invest in the town's future.

Reporting sub-committee

Jim Brown stated that they are focusing on information, format and timing and their goal is consistency in reporting and hope to present a new quarterly meeting format next month.

Cathy Albin asked if there was any update on the Not for Profit sub committee- there was no update available.

Ken Brachfeld made a motion to adjourn at; seconded by Jim Walsh.
Meeting was adjourned at 10:13 p.m.

Respectfully submitted by;

Christine S. Boccamazzo