



Not-For-Profits Sub Committee  
Meeting Minutes 23 December 2010

Attendees: Ken Brachfeld  
Christopher DeWitt  
Joe Palmer  
Sherri Steeneck  
Cristin McCarthy Vahey

Other: Ken Flatto

**Agenda**

**I. Call to Order**

Mr. Flatto called the meeting to order, gave a quick overview of the need for this sub-committee and then opened the floor for nominations for Chairman.

**II. Election of Officers**

Mr. Brachfeld nominated Mr. DeWitt for Chairman. 5,0,0 vote, approved unanimous. Discussion was had about the need for additional officers for the temporary sub-committee. Unanimously decided that no additional officers were required and that Mr. DeWitt would act in the capacity of Chairman as well as recording secretary.

**III. Set-Up Meeting Schedule for January**

Meeting frequency and duration was discussed by the committee. Agreed that one meeting per week, every Thursday, at noon or after 6PM, starting after the new year would be the meeting schedule. Meetings to be held in the 1<sup>st</sup> Selectman's conference room if available. Call-in number is available if required. Meetings and sub-committee report preparation must be complete by February 1<sup>st</sup> for presentation to individual Boards before budget season starts.

#### **IV. Discuss/Decide on Form of Report to be Issued on February 1, 2011**

Discussion was had on the format and data to be included in the final report. Mr. Brachfeld detailed a 4-point plan for the report that includes:

1. An Issue Statement
2. Philosophical statement on why the Town believes, or does not believe, we should support non-profits
3. Legal requirements imposed upon the Town for certain non-profits
4. Final Policy . to include process for the current non-profits to stay as recipients of Town funds and the process to get added or to be deleted from the list.

Further discussion included Ms. Steeneck comments that this process cannot be onerous given the low dollar values. The stringency process should match the impact on the budget.

Also noted by other members that this process could open the doors for other non-profits to solicit for funds above what we have today.

Lengthy debate on what potential criteria the non-profit may have to provide for inclusion, including what percentage of non-profit total budget is Fairfield Town money, etc. Commonly agreed upon that any non-profit should have a regimented process for tracking funds and will disclose the operating budget to the Town.

Possible thoughts to limit the non-profit budget line item based on a percentage of total budget, or a fixed amount agreed upon by the BOS, BOF and RTM.

#### **V. Follow-on Action**

Invite Mr. Jack Leahy, former CFO of the Town to possibly help us baseline the process we currently use.

Mr. Hiller to provide State regulations on the requirements for mandated non-profits.

#### **V. Adjourn**

Motion to adjourn by Ms. Steeneck and seconded by Mr. Brachfeld.