

TOWN OF BROOKFIELD, CONNECTICUT
BOARD OF FINANCE

BYLAWS

ARTICLE I

Purpose and Authorization

The purpose of the Board of Finance (Board) shall be to provide oversight and guidance in all financial affairs of the Town of Brookfield. The Board of Finance of the Town of Brookfield shall have all authority to act as set forth in Chapter 106 of the Connecticut General Statutes and in Article VIII of the Charter of the Town of Brookfield. The Board of Finance shall execute all powers and duties delegated to the Board of Finance by the aforementioned Statutes, by ordinance of the Town of Brookfield in accordance with the above enabling law.

ARTICLE II

Name

The Board shall be known as the Brookfield Board of Finance.

ARTICLE III Office of
the Agency

The Office of the Brookfield Board of Finance shall be at the Town Hall, Pocono Road, where all Board records will be kept.

ARTICLE IV

Membership

Section 1:

The membership and terms of office shall be as specified in the Town Charter.

Section 2:

The First Selectman serves as ex-officio member of the Brookfield Board of Finance and shall vote in the event of a tie only.

ARTICLE V Officers and
Their Duties

Section 1:

The Officers of the Board shall consist of a Chair, a Vice-Chair and a Secretary.

Section 2:

The Chair shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by parliamentary usage on such officers. The Chair shall have the authority to appoint committees, certify expenditures of funds within the Budget of the Board of Finance up to \$500.00 without prior approval of the Board, call special meetings and generally perform other duties as may be prescribed in these bylaws.

Section 3: (NEW)

The Chair, or his designee, shall acknowledge receipt of all communications and send copies of any responses to all members of the Board.

Section 3:

The Chair shall be one of the Board members. He/she shall have the privilege of discussing all matters before the Board and of voting thereon.

Section 4:

The Vice-Chair shall act for the Chair in his/her absence and has the authority to perform the duties prescribed for that office during such absence. He/she shall be a Board member.

Section 5:

The Secretary shall be responsible for keeping the minutes, records and equipment of the Board and with the assistance of such staff as the town might employ, shall prepare the agenda of regular and special meetings under the direction of the Chairman, provide notice of all meetings to Board members, arrange proper and legal notice of all hearings, attend to correspondence of the Board and such other duties as are normally carried out by a Secretary. In the absence of the Chairman and Vice-Chairman, the Secretary shall act for the Chairman and shall have the authority to perform the duties prescribed for that office in an "acting" capacity. He/she shall be a Board member.

Section 6:

In the absence of the Secretary due to illness, personal or disqualification reasons, the Chairman may appoint a Secretary pro-tem at his/her discretion.

ARTICLE VI
Election of Officers

Section 1:

At the first meeting following the bi-annual Town elections, the Board shall convene with the First Selectman as acting Chairman. The Chairman will take nominations for the office of Chairman of the Board of Finance from the members of the Board. The candidate receiving more than 50% of those elected to be members of the Board of Finance as then constituted by the charter shall be elected Chairman. In the event the Board is unable to elect a Chairman, state statutes (Chapter 106

Section 7-342) allowing for the board of selectmen to choose officers of the board from its membership in the event officers are not chosen within one month after the election of the board.

Section 2:

Once a Chairman has been elected, the new Chairman will assume responsibility for conducting elections for the remaining officers. The Chairman will take nominations from the full Board. The candidate receiving a majority of the vote of the full membership of the Board as then constituted by the charter shall be elected to the office designated.

Section 3:

The First Selectman will not vote in the election of any officers, except in the case of a tie. While the First Selectman has the right to break a tie in the election of officers, it is the sense of the Board that an abstention in this instance would be preferred.

Section 4:

Officers of the Board of Finance will serve until a newly elected Board votes for leadership as described in Article VI Section 1, unless removed from such office by a majority vote of the full Board.

Section 5:

No member of the Board shall serve more than two consecutive terms in the same position.

ARTICLE VII
Vacancies

Section 1:

Resignations from the Board shall be in written form and transmitted to the Town Clerk with copies to the Chairman of the Board of Finance. Such vacancies shall be made by the Board within 60 days as specified in C2-6-B and C2-4 of the Town Charter.

Section 2:

Upon the resignation of any officer of the Board, a special election shall be called by a majority vote of the Board to elect a successor and such other officers as may be necessary by virtue of the successor vacating another office. Such special election shall be held as soon as practical after the effective date of the resignation.

ARTICLE VIII

New Member Orientation

New members of the Board of Finance will be furnished with materials dealing with information about the district, relevant laws and regulations, and BOF policies and regulations. Such materials shall include:

- Board policies & bylaws
- Printed list of names & contact information for new Board as well as key Town positions
- Current financial reports

- Most recent audit and approved budget

- . Annual Calendar

- . Section 8 Town Charter

- . Chapter 106 of State Statutes

It is recommended that the BOF Chair, First Selectman and Town Controller create orientation opportunities for new members prior to the first regular meeting.

(Note: Currently the above is being placed on the town web site in the Board of Finance listed under New Member Orientation)

ARTICLE IX Meetings

Section 1:

Regular meetings will be held on the second Wednesday of each month. In the event of a conflict with holidays or other events, a majority at any meeting may change the date of said meeting. The Secretary shall notify the membership of Regular or Special Meetings, not less than 48 hours in advance of such meeting.

Section 2: Once any meeting has been scheduled, the location should be booked.the meeting should be placed on the Town's calendar and all support personnel should be informed to reduce the potential for conflicts

Section 3:

All Board meetings shall be open to the public. Executive Sessions of the Board may be closed to the public upon a majority vote of those members present and voting, and the minutes shall reflect the purpose for calling said Executive Session. Four (4) voting members of the Board shall constitute a quorum and no business may be transacted unless a quorum is present. No business other than that shown on the agenda shall be discussed at a Regular Meeting except by majority vote of the Board.

Section 4:

Unless other specified, ROBERT'S RULES OF ORDER shall govern the proceedings at the meetings of this Board.

ARTICLE X Disqualifications

No member of the Board shall participate in the hearing or decision of the Board of which he/she is a member upon any matter in which he/she is directly or indirectly interested in a financial sense. In the event of such disqualification, such fact shall be entered into the records of the Board.

ARTICLE XI Reporting

Advance Delivery of Meeting Materials

A draft agenda will be circulated to Board members at least one week in advance of all Board meetings to provide each member an opportunity for input.

The agenda, together with supporting materials, shall be distributed to Board of Finance members as a package at least 5 days prior to the board meeting, if at all possible, to permit the Board members sufficient time to give items of business careful consideration. Staff will make every effort to deliver agendas and supporting material to Board members on the Friday preceding regular Wednesday meetings. The agenda and appropriate agenda materials shall also be made available to the press; to representatives of community, staff, and student organizations; and to others upon request.

Standard Reports

The following shall be included in the agenda packages for each regular meeting:

- Monthly financial report (with the recommendation that the Town Controller review the report with the school's director of finance prior to distribution) to include income statement. This to be accompanied by a brief synopsis of points of interest, including specifics about significant challenges that situations present.
- Capital projects update and closeouts (quarterly)
- Requests for transfers
- Update on auditor's recommendations

. Cash flow/balance sheet grant status (quarterly)

ARTICLE XII Order of Business

Section 1:

Unless otherwise determined by the Chair, the order of business at Regular Meetings

shall be:

- a) Call to Order
- b) Pledge of Allegiance
- c) Roll Call
- d) Public Comment

- e) Communication and Correspondence
- f) Approval of Minutes of previous meetings
- g) Report of First Selectman
- h) Report of the Finance Director
- i) Report of committees (if needed)
- j) Old Business
- k) New Business
- l) Other Items to come to the board
- m) Public Comment
- n) Adjournment

Section 2:

A motion from the floor must be made and passed in order to dispense with any item on the agenda or change the order of business.

Section 3:

No new business submitted for action shall be acted upon unless it is submitted three (3) working days prior to a Regular Meeting date. Provisions of this section may be waived by the majority vote of the members present.

Section 4:

It shall be the policy of the Board to document that correspondence has been received by having the secretary read the author names for each item of correspondence. Email or other correspondence received by a majority of members of the Board shall be considered to have been received by the Board in the conduct of its public business and shall be part of the public record and shall be acknowledged by the secretary as indicated above. All correspondence shall be attached to the minutes of the subsequent meeting.

Section 5:

The board shall maintain a listing of reports and events that should be scheduled throughout the year for review and /or action at regular meetings. This "Tick List" will include indications as to which month during the year each report or activity should be scheduled. This list will be reviewed and update, if necessary, annually in July.

ARTICLE XIII Hearings

Section 1:

The Board may hold Public Hearings, in addition to required hearings, when it decides that such hearings will be in the public interest.

Section 2:

All Public Hearings prescribed by law shall be held in accordance with the requirements set forth for such hearings as prescribed in the Town Charter.

Section 3:

The matter before the Board shall be presented in summary by a member of the Board designated by the Chairman, or staff member, and parties in interest shall have the privilege of the floor.

ARTICLE XIV
Annual Budget

Section 1:

Upon receipt of the recommendations of the Board of Selectmen, the Board of Finance shall prepare a proposed annual town budget in accordance with the authorization and enabling sections of the town Charter.

Section 2:

The Board shall use the guidelines adapted in Exhibit A amended from time to time as appropriate, appended to these by-laws in its evaluation and preparation of its recommendations.

Section 3:

The Board shall hold such public hearing (s) as required by Charter prior to adoption of its final budget recommendation.

Sub Section A: The Chairman of the Board shall preside at the Public Hearing. In the event of his/her absence, the Vice Chairman or a duly appointed Board member shall act as presiding officer. The Chairman at his/her discretion may designate a regular member as the “presiding officer/moderator” who shall conduct a particular hearing as prescribed herein.

Sub Section B: The Chairman of the Board or another member designated by the Chairman shall present in summary the proposed budget to be considered by the electorate. The presiding officer of the meeting may invite representatives of other boards or commissions to present information related to their budget requests.

Sub Section C: Members of the public qualified to vote on the annual town budget shall then have an opportunity to be heard. Before speaking, each person shall give his name and address.

Sub Section D: The Presiding Officer shall assure an orderly hearing and shall take necessary steps to maintain the order and decorum of the hearing at all times. The presiding officer shall reserve the right to terminate the hearing in the event the discussions become unruly and unmanageable.

Section 4:

Following the Public Hearing, as prescribed by the Charter, the Board will prepare its final recommendation to be presented to the annual town meeting.

ARTICLE XV
Setting of the Mill Rate

Within fifteen (15) days after the adoption of the annual Town Budget the Board of finance shall meet and shall lay such tax as is required to fund the approved budget in accordance with the General Statutes

ARTICLE XVI
Special Appropriations

Section 1:

From time to time, there will arise the need for appropriations over and above those included in the current year budget. Requests for special appropriations are made to the Board of Selectmen which must forward such requests to the Board of Finance, along with their recommendation, within fourteen (14) calendar days after receipt. The Board of finance shall act on all requests for special appropriations within thirty (30) days after receipt thereof and shall immediately after acting advise the department making such requests and the Board of Selectmen of its action.

Section 2:

All requests for special appropriations that exceed the amount which the Board of

Selectmen is empowered by Section C8-5A of the Charter to appropriate for that department

in any one fiscal year, shall be acted upon by a special Town meeting after approval by the Board of Finance.

Section 3:

Special appropriations other than those from cash surplus, borrowing as limited by Section C8-8 of the Charter, or any approved contingency fund may be acted upon only by a special Town meeting after approval by the Board of Finance.

ARTICLE XVII

Town Requests for Funding

The BOF expects that all requests from the Board of Selectmen for funding (both operational and capital) will be in written form. Any significant financial implications will be included as part of the backup documentation. The requests will include the following:

- Project description; including purpose, background and justification, effect on annual operating budget,
- Specifics on funding request, including suggestion(s) from the Director of Finance/Town Controller on where funding could be sourced,
- Capital requests will include timeframe for implementation/completion. Building projects will have received prior review by and support of the Municipal Building Committee.

ARTICLE XVIII
Contract Review

The Board of Finance may appoint a liaison with the Board of Selectmen and a liaison with the Board of Education to request consultation on labor contracts, where appropriate. Note that Connecticut General Statute 10-153d requires that the town's fiscal authority (the Board of Finance in Brookfield's case) be consulted by the Board of Education prior to negotiations with teachers' and administrators' unions.

ARTICLE XIX

Town Audit and Accounts

Section 1:

The Board of Finance shall provide for an annual independent audit of the books and accounts of the Town as required by the General Statutes.

Section 2:

The system of accounts used by the Town agencies and departments shall be that prescribed

by the Board of Finance.

Section 3:

The Board of Finance shall periodically, but no less often than every five years, explore options for auditing firms through the RFP process. A change in auditing firms will not be mandated.

ARTICLE XX Employees

Section 1:

The town may hire professional staff to oversee the financial and accounting functions. In order to maintain an appropriate level of oversight and insure the integrity of information it receives, the hiring of the person to fulfill the responsibilities consistent with that of the chief financial officer of the town shall be subject to input from the Board of Finance and the Treasurer. Such persons may be removed from office by the Board of Selectmen for good cause, provided that the First Selectman has consulted with the Board of Finance prior to making a recommendation to the Board of Selectmen. If the First Selectman does not consult with the Board of Finance, the Board of Finance retains the option to advise the employee on their rights to request a public hearing before the Board of Selectmen.

Section 2:

The Chairman of the Board of Finance or his/her designee will meet periodically, not less than at least once a year, with the Chief elected official of the town and the Town Treasurer to communicate the Board's evaluation of performance of this employee..

ARTICLE XXI

Committees

Section 1:

The Board shall establish an audit committee to act as liaison between the Town, the Board of Finance and the external audit firm.

Section 2:

The Board shall establish a Bylaws committee.

Section 3:

Other Committees may be appointed by the Chair for purposes and terms which the Board approves.

Section 4:

All Committees shall report findings and recommendations to the Board as necessary.

ARTICLE XXII Communications

Section 1:

The Chair shall be responsible for insuring that timely and accurate information is disseminated to the community and the media. This includes preparation of news releases, interviews, etc.

Section 2:

In the matter of the press, radio and television representatives, the Board shall comply with Section 1-226 of the Connecticut General Statutes, 1958 revision, as amended.

ARTICLE XXIII Amendments

These bylaws may be amended by a majority of the entire voting membership of the Board, only after the proposed change has been read and discussed at a previous Regular Meeting.

BYLAW HISTORY

Adopted: October 12, 2005

Revised: February 10, 2010

Technical changes to existing bylaws

Revised: April 14, 2010

Addition of the following Articles:

VIII New Member Orientation; XI Reporting; XVII Town Requests for Funding

Revised: November 18, 2010

Addition of the following Section:

XIX Town Audit and Accounts—Section 3

Revised: October 12, 2011

Addition of the following Section:

Article VIII: addition of Annual Calendar Bullet points

Article XII Section 5

New exhibit B

Revised: November 9, 2011

Exhibit A: new language relating to salary changes for elected officials

Revised: December 14, 2011

Addition of the following Section:

Article VIII: Additiona of Town Charter Bullet point

Article XI ; Added Language to Capital Project update and cash flow balance sheet/grant status update.

Article XXI: Added establishment of Bylaw committee

Revised: January 14, 2012

Addition of the following Section

Exhibit C: Added Statements of Purpose as approved

Exhibit A – Annual Budget Review

This attachment provides general guidance about the annual budget cycle. It is not intended as a set of rules, but rather as a general documentation of the annual budget cycle for use by the Board of Finance. It may be amended from time to time.

Reporting Format

In January, the Controller will present the BOF with a package of financial reporting templates (for town and individual department) being contemplated for use during the upcoming budget process for BOF input.

Information Gathering

Request that the First Selectmen arrange for all group/departments to present their budgets in consistent manner, to include:

Line item detail for past 5 years (actual, not budgeted), current year line item detail (both budget and current estimate), line item detail request for upcoming year.

Written discussion by department (what this year's goals were, what we were able to accomplish this year, what next year's goals are, how the budget moves these goals forward, what metrics (if available) were used to generate priorities and discussion of revenue where applicable.

Provide BOF with spreadsheet files that allow for individual analysis and what-if scenarios. Preference is for files not to be linked.

Letter for BOF chair should go to all departments, or to the First Selectman for distribution to departments, in forming them of their charter right to present their budget request and inviting them to a budget session to make a presentation and answer questions. The BOF will work with the First Selectman to schedule dates with those departments that the BOF wishes to meet with.

Continue the process of attending a joint BOE/BOS/BOF session in February.

First meeting in March would be BOS presentation of their expense request, proposed 5-year capital plan (including debt service), revenue assumptions, and areas of priority.

Questions relating to operational change: The BOF (by consensus) may have specific questions that require additional work or research by department personnel and the First Selectman. (eg: how would the department adjust if the BOF took a specific budget action, or could operations be effectively combined with another department). In these cases, departments will be given time to respond thoroughly. Follow-up meetings will be scheduled with departments as needed.

Questions of clarification: BOF members may ask for line item clarifications at any time. In order to ensure coordinated communication, questions will be passed through either the BOF

chair (or his/her designee) or the Controller (contact point to be determined early in the process). The Controller shall keep a running list of such clarification questions. Responses will be circulated to the BOF (including First Selectman), the Controller, and all Departments referenced in the report.

Devote the first 3 weeks of March to information gathering sessions, followed by a round table discussion of the budget.

Agree on revenue assumptions on which the proposed budget will be based.

Include discussion of expense, revenue, and capital with all departments.

Decision Making

Devote the last week of March to decision making sessions. If possible, representatives from departments will be present to answer questions.

The Controller will distribute hard copy and digital (Excel) versions of most recent budget under consideration prior to each meeting. These reports will reflect the status as of the previous meeting. Any changes; including corrections should be made as first order of business at subsequent meetings. BOF members should be working from the same files.

If possible, the Controller will project the budget on screen during discussions, and will update as consensus changes are made to insure that BOF members understand and agree on changes, and can see the effects of those changes.

If department reductions are being considered, the BOF should work with the First Selectman to insure that key department personnel are informed and present to discuss effects of changes.

The Board of Finance shall prepare a proposed Town budget (Charter C8-2 D-1) to present at public hearing.

The BOF is required by Charter to hold at least one public hearing, but should consider whether or not to hold additional public hearings and optional locations.

Following the public hearing, the Board of Finance may then revise the Town budget as it deems advisable (Charter C8-2 D-3) as it sets a proposed budget for Town Meeting. The BOF chair will then offer to work with First Selectman on the BOS Town Meeting presentation.

Following Passage

At a regular meeting, BOF should discuss any large-scale change ideas, and agree on items to communicate to the BOS for their possible consideration for the following year's budget cycle.

Exhibit B – Annual Calendar (Tick List – see Secretary)

Board of Finance – Annual Calendar

MEETING

DATE

REPORTS/ACTIVITIES BUDGET CYCLE

July

MEETING

- Revenue & Expenditure Report
- Capital project status

Includes project close out when applicable

August

MEETING

- Revenue & Expenditure Report
- Year-end transfers
- Joint executive session to discuss negotiation goals

September

MEETING

- Revenue & Expenditure Report
- Meet with Town Treasurer
- Grant Status Update

October 15, 2013

MEETING

- Revenue & Expenditure Report
- Capital Project Status (Includes project close out when applicable)
- Preliminary audit update

November

MEETING

- Revenue & Expenditure Report
- Second audit update

December

MEETING

- Officer elections (every other year)
- Revenue & Expenditure Report
- Final audit report
- Pension
- Set meeting schedule for upcoming year
- Actuarial valuation
- *Grant Status Update

January

MEETING

- Revenue & Expenditure Report
- Capital project status

Includes project close out when

applicable

- Update on auditor's recommendations (monthly until resolved)
- Set budget meeting calendar

February

MEETING

- Revenue & Expenditure Report
- Issue RFP for audit services (every 5 years)

March

MEETING

April

MEETING

- Revenue & Expenditure Report
- Review of elected official's salaries (every 4 years)
- Revenue & Expenditure Report
- Capital project status

Includes project close out when applicable

- Debt service
- WPCA annual budget
- *Grant Status Update

May

MEETING

- Revenue & Expenditure Report • Final budget document (following town approval)
- Budget recap memos (following town approval)

New suggestion: From controller to department heads, a recap of any changes between request and final approved budget)

* Letter to BOS and BOE – negotiation status

June

MEETING

• Revenue & Expenditure Report

*Grant Status Update

TO BE DETERMINED REPORTS TO BE SCHEDULED NEEDED

- Meet with State Representatives (Annually/Quarterly)
- Bond ratings
- Tax suspense list (Need input on which month to schedule)
- Request for transfer
- New capital projects
- Update on auditor's recommendations
(monthly until resolved)

Exhibit C – Statements of Purpose

BOF AUDIT COMMITTEE

Statement of Purpose

FOCUS

- The BOF Bylaws state that the BOF shall provide for an annual independent audit of the books and accounts of the town as required by CT General Statutes. It is the ongoing role of the Audit Committee to initiate and oversee the audit process, ensure timely communication and reporting, and make sure that recommendations are acted on in a timely manner.

RESPONSIBILITIES

- Make sure that the engagement letter is prepared and presented to the BOF for timely approval.
- Meet with the audit firm, town controller, BOE business manager and first selectman as needed to insure that the audit process proceeds as scheduled.
- Make sure that presentations from the audit firm to the BOF are scheduled appropriately.
- Report activities, progress, concerns to the BOF monthly.
- See to it that Audit Committee agendas and minutes are generated and posted in a timely manner.

Adopted 10/12/11

BOF BYLAWS COMMITTEE

Statement of Purpose

FOCUS

- The BOF Bylaws are the internal rules of the Board of Finance, designed to help the group function in an orderly and productive manner. It is the ongoing role of the Bylaws Committee to keep the Bylaws current and to propose needed and beneficial change.

RESPONSIBILITIES

- Ensure that BOF Bylaws are current and posted on the Town's website.
- Research issues and propose changes to BOF Bylaws, at either the Board's directive or its own initiative.
- Interface with Town, State, CCM, etc. as required to prepare recommendations.
- Make sure that the Bylaws are amended to conform with changes in Town Charter, Town Code, State Statute, etc.
- See to it that Bylaws Committee agendas and minutes are generated and posted in a timely manner.

Revised: July 19, 2012

Addition of the following Sections:

Article VIII Sec 3 – eliminate “except in the case of a tie”

Article XI – Standard Reports – eliminate “cash flow, balance sheet”, add “quarterly (3 times)

Article XII Sec I: Reorder and add to reflect current process

Article XII Sec 4: eliminate “date, addressee, subject”

Article XII Sec 5: add “in July”

Article XIII Sec 2: add “as per the Town Charter”

Article VIV: Sec 3: remove Sub Section B

Article XVII: eliminate “anticipates” add: “requires” add: “Written motion resolution”

Article XXI: Sec 2: add “s” to Bylaw

Add to Tick List: Quarterly Grant Status Update, Letter from Chair to BOS for negotiations schedule. July update of Tick List.

Revised: October 9, 2013

Replace Exhibit A, with new Exhibit A Attachment.