

**BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
BROOKFIELD HIGH SCHOOL
MEDIA CENTER
WEDNESDAY, NOVEMBER 14, 2012
7:00PM**

- a) **CALL TO ORDER:** Chairman Friedrich began the meeting at 7:00pm; beginning with the Pledge of Allegiance.
Present for the Board were: Chairman Friedrich, Vice Chairman Agard and Secretary Kurtz.
Members Present were: R. Jaffe, J. Tomaino and R. Appleby
Also Present were: First Selectman Davidson and Controller Leverage.
- b) **PUBLIC COMMENT:** There was no public comment.
- c) **APPROVAL OF MINUTES:** A motion was made by Vice Chairman Agard, seconded by R. Appleby to approve the Board of Finance Regular Meeting Minutes of October 10, 2012 as written. Motion was passed unanimously.
- d) **COMMUNICATIONS AND CORRESPONDENCE:** Secretary Kurtz reported that the Board of Finance received correspondence from First Selectman Davidson.
- e) **REPORT OF THE FIRST SELECTMAN:** First Selectman Davidson reported on the following: Ralph Tedesco's annual report, the impact of Hurricane Sandy, i.e. BHS grandstand bleachers damaged and to be replaced this weekend, Police union's contract will go to arbitration in December 2012, and the Southern Federal Road Water Line is on target.
- f) **REPORT OF THE FINANCE DIRECTOR:** Controller Leverage gave the Board an overview of the October 2012 Revenue and Expenditure Report.
- g) **COMMITTEE REPORTS:**
1. **BOF Audit Committee Update:** R. Jaffe stated that the audit process is currently going on. The Board will most likely receive the preliminary audit report in January as the town will be filing for an extension in order to complete audit.
 2. **BOF Bylaws Committee Update:** Vice Chairman Agard stated the BOF Bylaws Committee met and discussed the recommended changes to the Bylaws to be brought before the Board to vote on.

A motion was made by J. Tomaino, seconded by Secretary Kurtz, to approve the following recommended changes to the BOF Bylaws;

1. Article VII, Section 1, 2nd sentence – change “shall be made” to “shall be filled”, Article VII – add Section VIII of the town charter and chapter 106 of the state statutes as items that the new members should review, and Article XX, Section 1, second sentence - delete the words “and the treasurer.” Motion was passed unanimously.

The remaining recommended changes to the BOF Bylaws will be discussed at the BOF Regularly Scheduled Meeting on December 12, 2012.

3. **BOF Budget Committee Update**: There was no BOF Budget Committee update discussed.
- h) **OLD BUSINESS**: There was no old business discussed.
- i) **NEW BUSINESS**: Vice Chairman Agard discussed with the Board his recommendations on capital spending.
- j) **PUBLIC COMMENT**: There was no public comment.
- k) **OTHER**: Chairman Friedrich and Vice Chairman Agard gave the Board an overview of what was discussed at the CCM Conference they recently attended.
- l) **ADJOURNMENT**: A motion was made by R. Jaffe, seconded by R. Appleby, to adjourn the meeting. Motion was passed unanimously. Meeting was adjourned at 8:55pm.