

**APPROVED BOARD OF FINANCE MINUTES – REGULAR MEETING
TUESDAY, DECEMBER 13, 2016**

A regular meeting of the Board of Finance was held on Tuesday December 13, 2016 in the Board of Education's conference room at 8:35 p.m.

Members Present: David Ulmer, Chairman; Marty Heiser; Jessica Mancini; Mike Raduazzo and Sean Connelly (not yet sworn in)

Town Officials: Kevin Redmond, Controller

A G E N D A

Comments From the Public
Approval of Minutes – Regular Meeting of November 15, 2016
And Special Meeting of November 22, 2016
Review of CAFR – Vanessa Rossitto
Treasurer's Report – November 2016
Tax Collectors Report – November 2016
Controller's Report – November 2016
Old Business
New Business
Communications & Correspondence
Adjournment

Mr. Ulmer called the meeting to order at 8:35 p.m.

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

Mr. Heiser made, and Mr. Ulmer seconded a motion to approve the minutes for the November 15, 2016 meeting.

VOTE: 4-0 **APPROVED**

Mr. Heiser made, and Ms. Mancini seconded a motion to approve the Board of Finance November 22, 2016 Special Meeting Minutes with one change.

VOTE: 4-0 **APPROVED**

REVIEW OF CAFR (Comprehensive Annual Financial Report)

Ms. Rossitto led the BOF through a review of the CAFR noting that the auditors did not encounter any

difficulties nor did they have any disagreements with management during the audit. There were no issues with encumbrances at the Board of Education, more than half of which were tested.

Mr. Heiser asked about the percent of funding of the pension funds (Town, Fire and Police). Ms. Rossitto responded: "That's very good, a higher number than I have seen this year."

The Town's General Fund had a fiscal year-end balance of \$17.1MM, an increase of \$575.5k from the prior year. \$3.0MM of the \$17.1MM is assigned \$14.1M is unassigned, which is 10.1% of Ridgefield's 2017 fiscal year budget of \$139MM.

The auditor's management letter recommended using software to track capital assets rather than the Excel spreadsheets currently being used. Ms. Rossitto noted that cyber security is becoming very important and all Town and Board of Education employees should be educated about it. Both Town and Board of Education carry cyber insurance. Ms. Rossitto said the Town should have ACH (automated clearing house) controls. Mr. Redmond responded saying that the Town issues actual paper checks and does not use ACH transactions.

GASB 72 AND GASB 76 ARE PART OF THIS YEAR'S AUDIT REPORT

Summary of GASB 72 which is effective for periods beginning after June 15, 2015. This Statement addresses accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements.

Summary of GASB 76 which is effective for periods beginning after June 15, 2015 and should be applied retroactively. The objective of this Statement is to identify—in the context of the current governmental financial reporting environment—the hierarchy of generally accepted accounting principles (GAAP). The "GAAP hierarchy" consists of the sources of accounting principles used to prepare financial statements of state and local governmental entities in conformity with GAAP and the framework for selecting those principles. This Statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and non-authoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP.

TAX COLLECTOR'S REPORT

Fiscal Year Ending											
30-Jun-17						%					
	Budget	Q1	Oct.	Nov.	Y-T-D	Clctd	Prior	13-14	12-13	11-12	10-11
Current Taxes	\$ 123.3	\$ 39.5	\$ 24.3	\$ 2.4	\$ 66.3	53.76%	53.10%	52.78%	52.70%	52.37%	52.44%
Supplemental MV	\$ 0.8	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Prior Year	\$ 0.9	\$ 1.0	\$ 0.1	\$ 0.5	\$ 1.6	174.97%	63.80%	71.36%	66.42%	76.07%	48.16%
Interest & Lien Fees	\$ 0.5	\$ 0.3	\$ 0.1	\$ 0.3	\$ 0.6	143.08%	46.19%	50.84%	44.20%	61.60%	33.23%
As of 11/30/2016	\$ 125.5	\$ 40.8	\$ 24.5	\$ 3.2	\$ 68.5	54.62%	53.19%	52.94%	52.81%	52.75%	52.34%

Mr. Redmond reported on behalf of Ms. Berendsen-Hill stating that the 174.9% prior year tax collection is due to the tax sale activity started late last summer, adding: "Don't expect it next year."

TREASURER'S REPORT

NOVEMBER 30, 2016

	Balance	Month int/div.		30-day Yield Rate	Y-T-D Interest
Fairfield County Bank					
Money Market (...0134)	\$ 5,334,278	\$ 930		0.23%	
NOW (...0142)		\$ 428		0.21%	
Ambulance Fees (...0222)	\$ 271,195	\$ 45		0.23%	
Subtotal	\$ 5,605,473	\$ 1,403			\$ 6,861
STIF					
(CT- Short-Term Invstmnt Fnd)	\$ 8,832,602	\$ 3,199			\$ 16,017
People's United Bank					
Municipal (...0055)	\$ 500,912	\$ 206		0.50%	\$ 912
Union Savings Bank					
Investment (...0501)	\$ 750,000				
Investment Repo (...0501)	\$ 11,564,784	\$ 5,852		0.44%	
Tax Collector (...2672)	\$ 10,000				
Analyzed CKG (...2525)	\$ 16,415				
Repurchase (...2525)	\$ 11,994,046	\$ 4,029		0.44%	
Subtotal	\$ 24,335,245	\$ 9,881			\$ 43,455
Wells Fargo					
24-mo CD 4/6/2018 (...7870)	\$ 246,580	\$ 229		1.10%	\$ 1,130
TOTAL	\$ 39,520,812	\$14,918			\$ 68,375

Y-T-D interest has already exceeded budget.

CONTROLLER'S REPORT

FISCAL 2016 REVENUES AND EXPENSES

Mr. Redmond stated that, in the current fiscal year, revenues are favorable about \$1.25MM. Expenses: "Not much favorable and there is some risk."

The Fire Department has hired four new people related to turnover, not to the new eight-man minimum. Training and fit-out gear expenses have been incurred.

NEW BUSINESS
OLD BUSINESS
ADJOURNMENT

A motion was made by Mr. Heiser and seconded by Ms. Mancini to adjourn the meeting at 9:50 p.m.

Vote 4-0. **Motion APPROVED.**

Respectfully submitted,
Karen Rodgers, Recording Secretary