

*Town of New Fairfield*  
**Board of Finance**  
**4 Brush Hill Road**  
**New Fairfield, CT 06812**

**MINUTES**  
**Board of Finance Regular Meeting**  
**Wednesday, July 20, 2022**  
**7:30 PM**  
**Virtual meeting via Zoom**  
**(REVISED)**

**Members present via Zoom**

Wes Marsh, Chairman  
Mark Beninson  
Michael Cammarota  
Thora Perkins  
Cheryl Reedy  
Claudia Willard  
Dave Coleman, Alternate  
Chris D'Esposito, Alternate  
Greg Williams, Alternate

**Other Town Officials Present via Zoom**

Olga Melnikov, Finance Director  
Dr. Ken Craw, Superintendent of Schools  
Pat Del Monaco, First Selectman  
Khris Hall, Selectman  
Terry Friedman, Town Treasurer  
Katherine Matz, Pupil Personnel Director  
Melissa Busnel, Special Education Supervisor  
Dominic Cipollone, BOE Chairman  
Greg Flanagan, BOE Chairman  
Amy Johnson, BOE member  
Samantha Mannion, BOE member  
Ed Sbordone, BOE/PBC member  
Bruce Taylor, Fire Chief  
Cynthia Ross-Zweig, PBC Chairman

**Call To Order** Chairman Wes Marsh called the meeting to order at 7:30pm.

Network Administrator Paul Gouveia gave a brief overview of the rules and procedures for a virtual meeting.

**Pledge of Allegiance**

**Appointments**- None

**Correspondence and Announcements**

Chairman Wes Marsh announced that the BOF received three letters from residents since the last BOF meeting. One letter was from Bud Koral asking the Board to reign in taxes and two letters were from Samantha Mannion regarding possible changes to the BOF's Public Comment policy.

**Public Comment**

A resident spoke in support of in-person meetings and encouraged the BOF to hold at least some of their meetings in person.

Some members of the public spoke of their concerns regarding the Board's proposed draft regarding possible changes to the public comment policy.

**Approval of Minutes**

Michael Cammarota made a motion to approve the minutes of the June 13, 2022 special meeting as presented. Thora Perkins seconded the motion. **Vote: 6-0-0 (Motion approved)**

Michael Cammarota made a motion to approve the minutes of the June 15, 2022 regular meeting as presented. Thora Perkins seconded the motion. **Vote: 6-0-0 (Motion approved)**

**Budget Transfers**

Cheryl Reedy made a motion to approve the following Inter-Departmental transfers in the amount of \$10,000.00. Mark Beninson seconded the motion. **Vote: 6-0-0 (Motion approved)**

\$	Transfer From		\$	Transfer To	
\$10,000.00	001-4164-0000-000/615.00	Business Machines-Postage	\$10,000.00	001-4195-0000-000/620.03	Utilities-Gasoline and Diesel
	To fill up tanks				
<b>\$10,000.00</b>			<b>\$10,000.00</b>		

**Additional Appropriation**

Wes Marsh made a motion to approve the following additional appropriation from the General Fund (Town Meeting required) of \$195,500.00 for the Cap & Non for Police Cars and equipment, Police salaries, Communications Center-part time salaries and Ambulance Paramedic and to approve the 2021/2022 budget surplus to reimburse the General Fund balance for this appropriation. Michael Cammarota seconded the motion.

Pat Del Monaco gave a brief description of the needs for this Additional Appropriation. There was a discussion of these Additional Appropriations specifically Communications Center-Part-Time salaries, the necessity of hiring an SRO at the elementary schools and the increase in cost for Nuvance Health.

\$	Transfer From		\$	Transfer To	
\$69,500.00	E25321	General Fund-Unreserved	\$69,500.00	301-4210-0000-000/742.02	Cap & Non-Police Cars and Equipment
	To purchase vehicle and equipment for additional SRO				
\$40,500.00	E25321	General Fund-Unreserved	\$40,500.00	001-4160-0000-000/110.00	Police-Salaries
	Salary for additional SRO				
\$5,000.00	E25321	General Fund-Unreserved	\$5,000.00	301-4210-0000-000/742.02	Cap & Non-Police Cars and Equipment
	Shortfall to purchase vehicle due to increased cost				
\$58,000.00	E25321	General Fund-Unreserved	\$58,000.00	001-4215-0000-000/112.00	Communications Center-Part Time salaries
	To hire additional part-time staff to increase coverage at the dispatch center				
\$22,500.00	E25321	General Fund-Unreserved	\$22,500.00	001-4221-0000-000/338.01	Ambulance/Paramedic
	Provider asked for 5% increase instead of 2% increase				
<b>\$195,500.00</b>			<b>\$195,500.00</b>		

Police Cars and Equipment

Cheryl Reedy made a motion to amend the previous motion to approve the additional appropriation from the General Fund (Unreserved) to Cap & Non-Police Cars and Equipment in the amount of \$5,000 for the 2022-2023 fiscal year. Mark Beninson seconded the motion.

**Vote: In favor of amendment: 5-1-0 (Motion approved- Wes Marsh opposed)**

**Vote on motion as amended: 6-0-0 (Motion approved)**

\$	Transfer From		\$	Transfer To	
\$5,000.00	E25321	General Fund- Unreserved	\$5,000.00	301-4210-0000- 000/742.02	Cap & Non-Police Cars and Equipment
	Shortfall to purchase vehicle due to increased cost				
<b>\$5,000.00</b>			<b>\$5,000.00</b>		

Ambulance/Paramedic contract

Cheryl Reedy made a motion to approve an Additional Appropriation (Town Meeting Required) in the amount of \$22,500.00 from the General Fund Unassigned Fund Balance to the Ambulance/Paramedic contract. Claudia Willard seconded the motion.

**Vote: 5-1-0 (Motion approved- Cheryl Reedy opposed)**

\$	Transfer From		\$	Transfer To	
\$22,500.00	E25321	General Fund- Unreserved	\$22,500.00	001-4221-0000- 000/338.01	Ambulance/Paramedic
	Provider asked for 5% increase instead of 2% increase				
<b>\$22,500.00</b>			<b>\$22,500.00</b>		

Communications Center-Part Time salaries

Cheryl Reedy made a motion to approve an Additional Appropriation (Town Meeting Required) in the amount of \$58,000.00 from the General Fund Unassigned Fund Balance to Communications Center-Part time salaries. Thora Perkins seconded the motion. **Vote: 6-0-0 (Motion approved)**

\$	Transfer From		\$	Transfer To	
\$58,000.00	E25321	General Fund- Unreserved	\$58,000.00	001-4215-0000- 000/112.00	Communications Center-Part Time salaries
	To hire additional part-time staff to increase coverage at the dispatch center				
<b>\$58,000.00</b>			<b>\$58,000.00</b>		

Police Cars and Equipment

Wes Marsh made a motion to approve the following additional appropriation from the General Fund (Town Meeting required) of \$69,500.00 for the Cap & Non-Police cars and equipment and to approve the 2021/2022 budget surplus to reimburse the General Fund balance for this appropriation. Thora Perkins seconded the motion.

**Vote: 5-1-0 (Motion approved- Cheryl Reedy opposed)**

There was a discussion of the possibility of purchasing this vehicle with ARPA funds.

\$	Transfer From		\$	Transfer To	
\$69,500.00	E25321	General Fund- Unreserved	\$69,500.00	301-4210-0000- 000/742.02	Cap & Non-Police Cars and Equipment
	To purchase vehicle and equipment for additional SRO				
<b>\$69,500.00</b>			<b>\$69,500.00</b>		

Police Salaries

Wes Marsh made a motion to approve the following additional appropriation from the General Fund (Town Meeting required) of \$40,500.00 for Police salaries to approve the 2021/2022 budget surplus to reimburse the General Fund balance for this appropriation. Michael Cammarota seconded the motion. **Vote: 2-4-0 (Motion denied- Michael Cammarota and Wes Marsh in favor, Mark Beninson, Thora Perkins, Cheryl Reedy and Claudia Willard opposed)**

\$	Transfer From		\$	Transfer To	
\$40,500.00	E25321	General Fund- Unreserved	\$40,500.00	001-4160-0000- 000/110.00	Police-Salaries
	Salary for additional SRO				
<b>\$40,500.00</b>			<b>\$40,500.00</b>		

Executive Session

Mark Beninson made a motion to go into Executive Session at 9:07pm to discuss school security and the possible hiring of an additional School Resource Officer and to invite First Selectman Pat Del Monaco, Selectman Khris Hall, Superintendent of Schools Dr. Ken Craw and BOE members Dominic Cipollone, Greg Flanagan, Amy Johnson, Samantha Mannion and Ed Sbordone. Michael Cammarota seconded the motion. **Vote: 6-0-0 (Motion approved)**

Wes Marsh made a motion to come out of Executive Session at 9:36 pm. Mark Beninson seconded the motion. **Vote: 5-0-1 (Motion approved- Cheryl Reedy abstained)**

Police Salaries

Wes Marsh made a motion to approve the following additional appropriation from the General Fund (Town Meeting required) of \$40,500.00 for Police salaries to approve the 2021/2022 budget surplus to reimburse the General Fund balance for this appropriation. Michael Cammarota seconded the motion. **Vote: 6-0-0 (Motion approved)**

\$	Transfer From		\$	Transfer To	
\$40,500.00	E25321	General Fund- Unreserved	\$40,500.00	001-4160-0000- 000/110.00	Police-Salaries
	Salary for additional SRO				
<b>\$40,500.00</b>			<b>\$40,500.00</b>		

**Presentation of Special Education- Katherine Matz**

Wes Marsh made a motion to table the Special Education Presentation on Special Education until the next regular BOF meeting. Michael Cammarota seconded the motion. **Vote: 6-0-0 (Motion approved)**

### **Discussion and vote on changes to the Debt policy**

Town Treasurer Terry Friedman gave a presentation regarding changes to the Debt Policy originally established in September 2019. Such changes are consistent with the bond offering that was recently completed. The first change includes an amendment to the debt structure noting that the first payment shall be 75% or more instead of equal payments. The second change notes that credit ratings should be sought from one or more credit agencies instead of at least two. The final change was to make the Board of Finance responsible for the annual amortization amount of bonds.

Cheryl Reedy made a motion to adopt the updated Debt Service Policy as presented by the Town Treasurer Terry Friedman. Thora Perkins seconded the motion. **Vote: 6-0-0 (Motion approved)**

### **ARPA Projects funding status**

First Selectman Pat Del Monaco noted that the Town is still waiting for the second round of ARPA funds. A Town Meeting will be scheduled once the funds are received. It was noted that the request for the new vault for the Town Clerk has been removed from the list as it is not shovel ready and could possibly be funded through a STEAP grant.

### **Long-term capital planning subcommittee**

Cheryl Reedy noted that this subcommittee met on July 14<sup>th</sup> and decided to come up with a reasonable consistent amount for capital projects that can be put in the budget each year. The decision regarding which capital projects to do would be based on a set amount determined by the Board of Finance. The subcommittee also discussed future funding options. It was decided that this subcommittee will meet quarterly with the next meeting sometime in September. It was noted that the BOE asked if the BOF can appoint a liaison to come to BOE meetings.

### **Discussion of in-person meetings**

There was a discussion of the pros and cons of having in-person Board of Finance meetings.

Thora Perkins made a motion to have in-person Board meetings at least once per quarter beginning at the discretion of the chairman. Claudia Willard seconded the motion. **Vote: 6-0-0 (Motion approved)**

### **Discussion of in-person office hours for the BOF**

Dave Coleman spoke of the possibility of having office hours for BOF members in an attempt to generate more comments and feedback from the public. There was a discussion of the feasibility of these office hours and the potential value of them.

### **Discussion of the Public Comment policy for the BOF**

Claudia Willard spoke of a proposed draft regarding a new policy for Public Comment for BOF meetings. There was a discussion of potential changes

### **ONGOING UPDATES**

**Medical update**- No report

**Legal update**- No report

**Year to date expenses review-** Olga Melnikov noted that the town is waiting for the final invoices for the year.

**Year to date revenue update-** Olga Melnikov noted that once all revenue for the year is received, it is expected that there will be a revenue surplus in the neighborhood of \$500,000. There was a brief discussion of the grand list and the increase in motor vehicle assessments. It was noted that this was taken into account when compiling the budget.

**Capital and Nonrecurring update-** Olga Melnikov spoke of Capital and Nonrecurring and showed the status of the projects.

### **Public Comment**

A resident thanked the board for being receptive to in-person meetings.

### **Future Agenda items**

Wes Marsh made a motion to cancel the August BOF meeting scheduled for August 17<sup>th</sup>. Michael Cammarota seconded the motion. **Vote: 6-0-0 (Motion approved)**

Wes Marsh will talk to Pupil Personnel Director Katherine Matz to find a date to reschedule her presentation.

### **Board Member Comments**

Cheryl Reedy asked if a discussion of Capital projects could be put on the next agenda.

Thora Perkins asked for the last two BOE expenditure reports for the year.

### **Adjournment**

Michael Cammarota made a motion to adjourn the meeting at 10:54 pm. Mark Beninson seconded the motion. **Vote: 6-0-0 (Motion approved)**

**Received by email on 07/25/2022 @ 10:56 a.m.  
By Tricia Quinn, Asst. Town Clerk, New Fairfield**