

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

**MINUTES**  
**Board of Finance Regular Meeting**  
**Wednesday, September 20, 2023**  
**7:30 PM**  
**via Zoom**

<b><u>Board of Finance members present:</u></b> Wes Marsh, Chairman Mark Beninson Thora Perkins Cheryl Reedy Dave Coleman, Alternate Chris D'Esposito, Alternate <b><u>Board of Finance not members present:</u></b> Claudia Willard Greg Williams, Alternate	<b><u>Other Town officials and Educators present:</u></b> Pat Del Monaco, First Selectman Khris Hall, Selectman Olga Melnikov, Finance Director Terry Friedman, Town Treasurer Tony Iadarola, Town Engineer
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Quintin Flower gave a brief overview of the rules and procedures for a virtual meeting.

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

**Pledge of Allegiance**

**Appointments**

Wes Marsh noted that Claudia Willard will not be present at this meeting and has appointed Dave Coleman to serve in her place.

**Correspondence and Announcements**

Wes Marsh made a motion to add agenda item #11A "Vote to hold special meeting to discuss and possibly vote to fill vacancy" to tonight's agenda. Mark Beninson seconded the motion.

**Vote: 5-0-0 (Motion approved)**

**Public Comment-** None

**Approval of Minutes**

Wes Marsh made a motion to approve the minutes of the July 19, 2023 regular meeting as presented. Thora Perkins seconded the motion. **Vote: 5-0-0 (Motion approved)**

Wes Marsh made a motion to approve the minutes of the July 24, 2023 special meeting as presented. Mark Beninson seconded the motion. **Vote: 5-0-0 (Motion approved)**

### **Budget Transfers**

Wes Marsh made a motion to approve the following Inter-departmental transfer in the amount of \$4,229.00 for fiscal year 2022-2023. Mark Beninson seconded the motion.

**Vote: 5-0-0 (Motion approved)**

\$	Transfer From		\$	Transfer To	
\$4,229.00	001-4160-0000-000/140.00	Unclassified Payroll and Benefits -Salary Adjustments	\$755.00	001-4120-0000-000/105.00	Town Clerk-Elected Salaries
			\$1.00	001-4152-0000-000/105.00	Treasurer-Elected Salaries
			\$1,613.00	001-4154-0000-000/105.00	Tax Collector-Elected Salaries
			\$1,439.00	001-4154-0000-000/110.00	Tax Collector-Salaries
			\$421.00	001-4240-0000-000/110.00	Building Inspector-Salaries
<b>\$4,229.00</b>			<b>\$4,229.00</b>		

Wes Marsh made a motion to approve an Inter-departmental transfer of \$380,000 from unspent items from the 2022-2023 fiscal year into Internal Service-Medical Expenses. Cheryl Reedy seconded the motion. (Transfer document to be attached to the minutes of this meeting).

**Vote: 5-0-0 (Motion approved)**

There was a discussion of using unspent funds into the Medical Reserve Fund in order to mitigate the deficit in this fund. Finance Director Olga Melnikov noted that after the transfer, the balance in the Medical Fund would be approximately \$170,000.

### **Update- ARPA project status**

There was a discussion of the status of ARPA projects specifically the sewer project, beach house, Company A Firehouse improvements.

Some BOF members noted that they were happy to see Affordable Housing as a use for the ARPA funds.

### **Update on Medical Subcommittee meeting of September 14<sup>th</sup>**

Thora Perkins spoke of the Medical Subcommittee meeting that was held on September 14<sup>th</sup>. It was noted that the purpose of this subcommittee is to receive information from Medical Consultant Tom Kowalchik. It was decided that this subcommittee will meet once a month until at least February 2024. The next meeting of the subcommittee will be held on Thursday, October 19<sup>th</sup>.

The subcommittee reviewed forms from USI and it was noted that claims for July 2023 were lower than projected.

### **Request from Planning Commission**

Wes Marsh noted that he received a request from the Planning Commission asking for feedback for the Plan of Conservation and Development. The Planning Commission will be holding “listening

sessions” with boards and commissions. The BOF is scheduled for Monday, November 27<sup>th</sup>. It was decided that BOF members will send their ideas and suggestions to Wes Marsh and it will be discussed further at the October BOF meeting.

### **Update on Policies and Procedures**

There was a discussion of recommendations made by Finance Director Olga Melnikov for purchases and disbursements. She spoke of how these changes can save money for the Town and how electronic payments and software can reduce the risk for fraud. There was a brief discussion of backing up of electronic information.

Cheryl Reedy made a motion to approve the changes to the Policies and Procedures relating to non-payroll cash disbursements as presented by Finance Director Olga Melnikov. Mark Beninson seconded the motion. **Vote: 4-1-0 (Motion approved- Dave Coleman opposed)**

### **Discussion and vote on special meeting**

There was a request to call a special meeting to fill a vacancy due to the resignation of Kim Hanson. It was noted that vacancies can only be filled via a special meeting. There was a discussion of whether to fill this vacancy since it is so close to the election. Thora Perkins noted that there is a person that is interested in filling this position. There was a discussion of whether or not alternates should be given a chance to apply for the position.

Thora Perkins made a motion to hold a special meeting on Wednesday, September 27<sup>th</sup> for the purpose of voting to fill the vacancy due to the resignation of Kim Hanson. Dave Coleman seconded the motion.

Cheryl Reedy made a motion to amend the previous motion to hold the special meeting on Wednesday, October 11<sup>th</sup>. Wes Marsh seconded the motion.

**Vote to amend motion: 4-1-0 (Motion approved- Dave Coleman opposed)**

**Vote on motion as amended: 3-2-0 (Motion approved- Cheryl Reedy and Wes Marsh opposed)**

The special meeting of October 11<sup>th</sup> will be held at 7:30pm. It was decided that the BOF members will put a “Letter to the Editor” in the Town Tribune instead of putting an advertisement in the Town Tribune.

### **ONGOING UPDATES**

**Medical update-** Discussion of concerns regarding low fund balance. Olga Melnikov noted that the numbers are still preliminary. There will be an adjustment to IBNR (Incurred but not reported) that will yield a fund balance of approximately \$173,000. The Stop Loss rebate is lower than expected.

**Legal update-**The board reviewed the expenditures for fiscal year 2022-2023 and for the first two months of fiscal year 2023-2024. There was a question about PBC/Zoning lawsuit.

**Year to date expenses review-** The board reviewed the expenditures for fiscal year 2022-2023. They discussed the dispatch server and types of software.

**Current year revenue update-** The board reviewed revenue for 2022-2023 and noted that there was a significant surplus due to unanticipated State revenue and interest income. The amount of excess revenue is approximately \$1,024,794.00. There was a discussion of how the excess revenue affects the budget.

**Cap & Non-** Olga Melnikov explained the difference between the Capital and Nonrecurring fund and the Unassigned General Fund.

**Public Comment**

Tom Perkins asked to see the drawings of the proposed new Beach House and the possibility of posting it online. He also spoke of concerns regarding electronic storage and asked if there is a possibility of a paper back up.

Dave Coleman spoke of concerns with electronic storage specifically ransomware.

Olga Melnikov specified that paper copies are kept as a back up.

**Future Agenda items**

Discussion of the Plan of Conservation and Development

The BOF will discuss budget plans and guidance with Department Chairs at the November meeting.

The BOF will Review Medical contracts and Stop Loss.

**Board Member Comments**

Thora Perkins noted that she is glad about Revenue Surplus.

Cheryl Reedy thanked everyone for a good meeting.

**Adjournment**

Dave Coleman made a motion to adjourn the meeting at 10:18 pm. Mark Beninson seconded the motion.

**Vote: 5-0-0 (Motion approved)**

**TOWN OF NEW FAIRFIELD  
FISCAL 2022-2023  
Inter-Department Transfer**

<u>\$'S</u> TRANSFER FROM:		<u>\$'S</u>	<u>TRANSFER TO:</u>	
4,229.00	001-4160-0000-000 / 140.00	755.00	001-4120-0000-000 / 105.00	Town Clerk - Elected Salaries
		1.00	001-4152-0000-000 / 105.00	Treasurer - Elected Salaries
		1,613.00	001-4154-0000-000 / 105.00	Tax Collector - Elected Salaries
		1,439.00	001-4154-0000-000 / 110.00	Tax Collector - Salaries
		421.00	001-4240-0000-000 / 110.00	Building Inspector - Salaries
3,500.00	001-4110-0000-000 / 350.00	380,000.00	001-4900-0000-000 / 601.00	Internal Service - Medical Expenses
12,000.00	001-4150-0000-000 / 110.00			Finance - Salaries
4,000.00	001-4160-0000-000 / 140.00			Unclassified Payroll&Benefits - Salary Adj
8,000.00	001-4160-0000-000 / 250.00			Unclassified Payroll&Benefits - Unemployment
10,000.00	001-4160-0000-000 / 260.00			Unclassified Payroll&Benefits - Workers Comp
11,000.00	001-4163-0000-000 / 520.01			General Insurance - Property&Casualty
2,000.00	001-4164-0003-000 / 431.02			Business Machines - Finance Equipment
2,000.00	001-4164-0005-000 / 430.04			Business Machines - Copier Maintenance
12,000.00	001-4164-0007-000 / 430.06			Business Machines - System Administrator
1,500.00	001-4191-0000-000 / 110.00			Planning Commission - Salaries
2,000.00	001-4191-0000-000 / 610.00			Planning Commission - M&S
9,000.00	001-4192-0000-000 / 110.00			Zoning - Salaries
1,500.00	001-4194-0000-000 / 610.00			Economic Development Comm - M&S
1,500.00	001-4196-0000-000 / 110.00			P&C - Salaries
16,000.00	001-4197-0000-000 / 110.00			Land Use - Salaries
49,000.00	001-4210-0000-000 / 110.00			PD - Salaries
6,000.00	001-4210-0000-000 / 291.00			PD - Uniforms
35,000.00	001-4210-0000-000 / 317.00			PD - Resident State Trooper-Sergeant
7,000.00	001-4210-0000-000 / 610.00			PD - M&S
2,000.00	001-4210-0000-000 / 742.00			PD - Vehicle Maintenance
4,000.00	001-4210-0001-000 / 130.00			PD - Overtime
19,000.00	001-4210-0001-000 / 317.01			PD - Resident Sergeant Overtime
9,000.00	001-4210-0002-000 / 130.02			PD - Private Duty Overtime
45,000.00	001-4210-0002-000 / 317.02			PD - Resident State Troopers
25,000.00	001-4210-0003-000 / 317.03			PD - Resident State Troopers Overtime
32,000.00	001-4210-0005-000 / 130.00			PD - SRO Overtime
1,500.00	001-4225-0000-000 / 610.00			Fire Marshal - M&S
3,000.00	001-4290-0000-000 / 110.00			OEM - Salaries
6,000.00	001-4290-0000-000 / 610.00			OEM - M&S
9,000.00	001-4310-0000-000 / 110.00			Public Works - Salaries
3,000.00	001-4310-0000-000 / 130.00			Public Works - Overtime
11,000.00	001-4440-0000-000 / 110.00			Social Services - Salaries
1,500.00	001-4470-0000-000 / 110.00			Commission on Aging - Salaries
16,000.00	001-4550-0000-000 / 110.00			Library - Salaries
384,229.00		384,229.00		

Approved at the BOS meeting on 09/14/2023  
Submitted at the BOF meeting on 09/20/2023