



# *Town of New Fairfield*

*Selectmen's Office  
4 Brush Hill Road  
New Fairfield, Connecticut*

## **BOARD OF SELECTMEN REGULAR MEETING ZOOM MEETING**

Join Zoom Meeting

<https://zoom.us/j/99337246633>

Meeting ID: 993 3724 6633

Dial In: (929) 205-6099

**Thursday, April 11, 2024**

**7:30 P.M.**

### **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Public Comment & Participation
4. Correspondence & Announcements
5. Approve Minutes of Board of Selectmen Regular Meeting March 28, 2024 and Special Meetings April 4, 2024 and April 8, 2024
6. Budget Transfers
7. Approve Tax Refunds Recommended by Tax Collector
8. Personnel Report
9. Proclamation
10. Appointments  
-Economic Development Commission

#### **Old Business**

#### **New Business**

11. Discuss and Possibly Vote to Accept Fair Housing Resolution
12. Discuss and Possibly Vote on Accepting Grant from Connecticut Fair Plan-Anti-Arson Committee
13. Discuss and Possibly Vote on Authorizing POCD Funding Request
14. Discuss and Possibly Vote on Amendment of Motion from January 11, 2024-Change Approved Amount of Additional Appropriation from \$330,000 to \$245,000
15. Public Comment
16. Adjournment

Received by email on 04/10/2024 @ 12:25 p.m.  
by Christie M. Bontempo, Asst. Town Clerk, New Fairfield





**TOWN OF NEW FAIRFIELD  
PERSONNEL REPORT  
April 11, 2024**

	LAST NAME	FIRST NAME	POSITION	LOCATION	PAY RATE	REASON	EFFECTIVE
<b>NEW HIRES:</b>							
1	BROWN HICIANO	JADE	COUNSELOR	TOWN CAMP	\$15.69/HR.	RECREATION	4/12/2024
2	MALANAPHY	BROOKE	COUNSELOR	TOWN CAMP	\$15.69/HR.	RECREATION	4/12/2024
3	MORROW	KATIE	COUNSELOR	TOWN CAMP	\$15.69/HR.	RECREATION	4/12/2024
<b>CHANGE IN STATUS</b>							
4	DAWES	SIDNEY	LIFEGUARD	TOWN BEACH	\$17.69/HR.	RECREATION	4/12/2024
5	FLANAGAN	CAITY	COUNSELOR	TOWN CAMP	\$16.69/HR.	RECREATION	4/12/2024
6	KEARNEY	NORA	LIFEGUARD	TOWN BEACH	\$17.19/HR.	RECREATION	4/12/2024
<b>SEPARATION</b>							
7	KRASKA	KIMBERLY	ANIMAL CONTROL OFFICER	ACO		RESIGNATION	5/11/2024



## *Town of New Fairfield*

*Selectmen's Office  
New Fairfield, Connecticut*

# *Proclamation Kathryn Waters*



*WHEREAS*, on December 15, 1998, Kathy Waters joined the Town of New Fairfield Finance Department as a General Ledger Accounting Clerk; and,

*WHEREAS*, Kathy was promoted to Senior Accountant on August 15, 2015; and,

*WHEREAS*, Kathy earned the respect and admiration of all who had the privilege of working alongside her; and,

*WHEREAS*, Kathy's professionalism and dedication was the foundation for strong relationships with multiple Finance Directors, Treasurers and Board of Education Business Managers throughout her tenure; and,

*WHEREAS*, Kathy's vast knowledge and mastery of financial matters have been instrumental in navigating complex financial challenges and ensuring proper record-keeping and filing; and,

*WHEREAS*, Kathy's attention to detail and accuracy resulted in excellent accounting records that were essential during annual audits and ongoing operations of the department; and,

*WHEREAS*, Kathy's strong work ethic and willingness to share her knowledge and expertise have enriched our workplace and strengthened our team; and,

*WHEREAS*, throughout her career, Kathy provided necessary support for the Town and Board of Education and demonstrated unparalleled commitment to her duties; and,

*NOW, THEREFORE*, I, Melissa Lindsey, First Selectman of the Town of New Fairfield, on behalf of the Board of Selectmen and the citizens of New Fairfield, do hereby express our appreciation and gratitude to Kathy Waters for her 25 years of exemplary service and years of dedication to the Finance Department, and the Town of New Fairfield. We extend our best wishes upon Kathy's retirement and wish her continued success in life's pursuits.

Melissa Lindsey, First Selectman  
Dated this 27th day of March, 2024



# THE TOWN OF NEW FAIRFIELD

First Selectman  
4 Brush Hill Road, New Fairfield, CT 06812  
PH: 203-312-5600 FAX: 203-312-5612  
www.newfairfield.org

## FAIR HOUSING RESOLUTION

### TOWN OF NEW FAIRFIELD

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, The Town of New Fairfield is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW THEREFORE, BE IT RESOVED,** That the Town of New Fairfield hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED,** That the chief executive officer of the Town of New Fairfield or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of New Fairfield and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Town of New Fairfield on \_\_\_\_\_

\_\_\_\_\_  
Melissa Lindsey, First Selectman



## CONNECTICUT FAIR PLAN

77 HARTLAND STREET, SUITE 308  
P.O. BOX 280200  
EAST HARTFORD, CT 06128-0200  
TEL (860) 528-9546 FAX (860) 282-0070

[www.ctfairplan.com](http://www.ctfairplan.com)

March 15, 2024

Town of New Fairfield  
Office of Fire Marshal  
4 Brush Hill Rd.  
New Fairfield, Ct. 06812

Re: Municipal grant fund application- Cannon EOS Camera and lens kit

To Whom It May Concern:

Your grant application was approved by the anti-arson committee. Our check in the amount of \$500.00 is enclosed.

Please send us a copy of the receipt for our files.

Very Truly Yours,

Amy T. Moriarty  
General Manager  
[Amy@ctfairplan.com](mailto:Amy@ctfairplan.com)

Enclosure

Vendor No: 800042

CheckNo: 0000000326

Check Date: 03/21/2024

Remit To: TOWN OF NEW FAIRFIELD

Account: 806 BOA DISB

INVOICE NUMBER	INVOICE DATE	VOUCHER NUMBER	COMMENT	GROSS AMOUNT	DISCOUNT	NET AMOUNT
03/15/24	Mar 15 2024	00000000392		500.00	.00	500.00
<b>TOTALS:</b>				500.00	.00	500.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE "I" SECURITY FEATURES

Connecticut Fair Plan  
302 Central Ave  
Johnston, RI 02919

Bank of America, N.A.  
Hartford, CT  
51-57/119

Check No.  
0000000326  
Mar 21 2024

PAY Five Hundred and 00/100 Dollars

\*\*\*\$500.00

Void if not presented within six months of date of check

TO THE ORDER OF  
TOWN OF NEW FAIRFIELD  
OFFICE OF FIRE MARSHALL  
4 BRUSH HILL ROAD  
NEW FAIRFIELD, CT 06812

*Amy Moriarty*  
Amy Moriarty

⑈000326⑈ ⑆01900571⑆ 38503194668⑈



**TOWN OF NEW FAIRFIELD  
REQUISITION  
2023/2024**

VENDOR CODE  
14806

Accounts to be charged:  
00142250000000 610.00

Vendor Name and Address  
Elan  
(credit card used for amazon)

Finance Approval:  
Date:

Ship To: 005 Town of New Fairfield -Fire Marshal  
4 Brush Hill Road  
New Fairfield, CT 06812

Purchasing Agent:  
Date:

Quantity	Description	Unit Price	Total Price
1	Canon EOS Rebel T7DSLR Camera	\$ 599.00	\$ 599.00
1	48 Pack Duracell Procell AA Batteries	\$ 30.99	\$ 30.99
1	10 pack Emfain 32 GB USB 2.0 Memory stick	29.99	\$ 29.99
1	Shipping?		?
<b>TOTAL</b>			<b>\$ 659.98</b>

\$500 Will be from a grant received from CT Fair Plan.  
DG FM1  
Department Head Approval

Selectman/Superintendent Approval

PO # \_\_\_\_\_ assigned on \_\_\_\_\_ by \_\_\_\_\_.

**CONNECTICUT FAIR PLAN  
ANTI-ARSON COMMITTEE  
77 HARTLAND STREET, Suite 308  
EAST HARTFORD, CT 06108-3260**

**GRANT FUND**

- BACKGROUND:** The FAIR Plan Anti-Arson Committee has established a Grant Fund from which Connecticut State and Local Governmental Agencies can request equipment. The maximum grant will not exceed \$500 in any calendar year.
- PURPOSE:** The Grant Program is designed to subsidize fire and police departments and prosecutors who would not otherwise be able to meet the costs of purchasing needed equipment relating to the prevention, investigation, or prosecution of arson fires.
- ELIGIBILITY:** The request must come from official state or local fire marshal offices, fire or police departments or State's Attorneys' Offices.
- CRITERIA:** The request must be for small items of equipment or material that will aid in fire investigation or the prosecution of arson. There must be sufficient need to justify the expense and qualified personnel available to operate and maintain the equipment.
- TIME SCHEDULE:** Grants will be awarded once a quarter. The deadline for submission of applications for each period will be March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>, and December 1<sup>st</sup>. Grants will be announced 30 days after each of the above dates.
- PROCEDURE:** Submit completed application, including a complete description of equipment and intended use, and estimated cost or amount of partial funding requested, brochures describing the equipment or copies of the item shown in a catalog would be helpful. Funds may be granted for the equipment requested or similar equipment may be purchased by the Committee. Requests should be sent to: Connecticut FAIR Plan, Anti-Arson Committee, 77 Hartland Street, Suite 308, East Hartford, CT 06108-3260.

\* Representing the Insurance Industry



## **The Planning Commission**

**Town of New Fairfield  
New Fairfield, Connecticut 06812**

To: Melissa Lindsey, First Selectman  
Town of New Fairfield  
From: Cynthia Ross-Zweig, Chairman, Planning Commission  
Date: March 28th, 2024  
Subject: POCD funding

At the recent meeting of the Planning Commission of the Town of New Fairfield on Monday, March 25th, 2024, the members agreed unanimously to request consideration from the Board of Selectman of the remaining funding for the amount of \$35,000 needed to complete the POCD.

Kindly note the POCD must be filed with the State of Connecticut by September 24th, 2024 and we will need 65 days prior for public meetings. Due to a lack of funding being approved in previous years by the BOS and the BOF, as we requested, we find ourselves in a time crunch for completion and therefore risk non-compliance with the statutes.

Thank you for your consideration in the matter.

# Conceptual Schedule

The project will commence in July of 2023 when \$35,000 of the funding has been secured (FY 2023-24 and prior year encumbrances). This is expected to fund project work through about February 2024.

Should FY 2024-25 funding of the remaining \$25,000 proceed smoothly, the Consultant may, at its option, choose to continue work and bill after July 1 2024 when additional funds become available. Should FY 2024-25 funding not proceed smoothly, the Consultant may, at its option, pause or suspend work on the project at any time until funding has been appropriated, or may terminate its work on the project.

It is understood that the Town's wishes for the POCD to be adopted by September 22, 2024 and this schedule accomplishes that. However, both the Town and the Consultant understand and accept that an interruption of funding may put this adoption date in jeopardy.

The following schedule is predicated on one meeting per month (or more) with the Planning Commission dedicated to the POCD update.

	2023						2024										
	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
Finalize Agreement																	
<b>1. SCOPING / RESEARCHING</b>																	
PC Kick-off Meeting																	
<b>Community Workshop Or Survey</b>																	
Research / Material Review																	
<b>2. ORGANIZING / STRATEGIZING</b>																	
Research / Analysis / Briefing Books																	
Review / Refine POCD Strategies																	
<b>3. PREPARING / ADOPTING</b>																	
Prepare First Draft																	
Deliver / Review / Refine Draft POCD																	
<b>Community Meeting</b>																	
PC Finalize Proposed POCD																	
Statutory Notice Period																	
Review By BOS / COG																	
<b>Public Hearing</b>																	
Plan Adoption																	
Plan Completion																	
<p>The red box indicates the period of time when, depending on progress of Town funding of the POCD project for FY 2024-25, Planetrics may, at its option, choose to:</p> <ul style="list-style-type: none"> <li>• work through a pause in available funding.</li> <li>• suspend work on the project until funding has been appropriated, or</li> <li>• terminate its work on the project.</li> </ul>																	

# Fee Proposal

**1. SCOPING / RESEARCHING \$10,000**

PC Kick-off Meeting, Research / Material Review, Community Workshop Or Survey, Conditions & Trends

**2. ORGANIZING / STRATEGIZING \$25,000**

Research / Analysis / Briefing Books, PC Listening Sessions, Review / Refine POCD Strategies

**3. PREPARING / ADOPTING \$25,000**

Prepare First Draft, Review / Refine Draft POCD, Community Meeting, PC Finalize Proposed POCD, Statutory Notice Period Review By BOS / COG, Public Hearing, Plan Adoption / Plan Completion

**Professional Time \$60,000**

**4. PROJECT EXPENSES**

<b>GIS Mapping</b> (to be provided by New England Geosystems of Middletown, CT)	<b>Included</b>
<b>Electronic Delivery</b> (work products will be delivered electronically for no printing or delivery costs)	<b>Included</b>
<b>Printing / Physical Delivery</b> Possible allowance for printing / delivery if desired by the Town)	<b>Provided at cost (if desired)</b>

**Expense Allowance Review / Refine \$0**

**Project Total \$60,000**

**TOWN OF NEW FAIRFIELD**

**FISCAL 2023-2024**

**Additional Appropriation - Town Meeting is Required**

<u>\$'S</u>		<u>\$'S</u>		<u>TRANSFER TO:</u>
<u>TRANSFER FROM:</u>				
245,000.00	001-E25321	General Fund - Unreserved	245,000.00	301-4330-0000-000 / 742.03 Cap & Non - Public Works Trucks & Equipment
245,000.00			245,000.00	

*Submitted at the BOS meeting on 04/11/2024  
 To be Submitted at the BOF meeting on 04/24/2024  
 To be Submitted at the Town Meeting (TBD)*

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

**MINUTES**  
**Board of Selectmen Regular Meeting**  
**Thursday, January 11, 2024**  
**7:30 PM**  
**Via Zoom**

**Members present:**

Melissa Lindsey, First Selectman  
Pat Del Monaco, Selectman  
Tom Perkins, Selectman

**Other Town Officials Present:**

Shareen Langdon, Tax Collector  
Ed Sbordone, BOE/PBC Member  
Anita Brown, Housing Opportunities Chairman  
Kathy Hull, Housing Opportunities member  
Claudia Willard, BOF Member  
Sue Huwer, BOE Member  
Don Kellogg, PBC Chairman  
Elisa Beckett-Flores, Registrar of Voters

**Call To Order** First Selectman Melissa Lindsey called the meeting to order at 7:32pm.

**Pledge of Allegiance**

**Public Comment**

Olivia Micca spoke of concerns with a lack of transparency by some members of the Board of Selectmen and specifically mentioned the recent decision regarding the bus lot and not including certain town officials in the Executive Session. Lastly, she noted concerns that the Town Tribune column is not being used appropriately.

**Correspondence and Announcements**

First Selectman Melissa Lindsey thanked the Public Works Department and First Responders for their hard work during the recent storms. She further noted that the Selectmen's office received a complimentary note regarding the Social Services Department and thanked them for all their hard work.

**Approval of Minutes**

Melissa Lindsey made a motion to approve the minutes of the regular meeting of December 14, 2023. Tom Perkins seconded the motion. **Vote: 3-0-0 (Motion approved)**

**Budget Transfers**

Melissa Lindsey made a motion to approve the following Intra-Departmental transfer of \$2,567.00. Tom Perkins seconded the motion. **Vote: 3-0-0 (Motion approved)**

\$	Transfer From		\$	Transfer To	
\$1,067.00	001-4210-0003-000/130.03	Police-DARE Overtime	\$1,067.00	001-4210-0004-000/130.04	Police-Training Overtime
\$1,000.00	001-4210-0000-000/742.00	Police-Vehicle Maintenance	\$1,000.00	001-4210-0004-000/130.04	Police-Training Overtime
\$500.00	001-4210-0000-000/430.07	Police-Equipment Maintenance	\$500.00	001-4210-0004-000/130.04	Police-Training Overtime
<b>\$2,567.00</b>			<b>\$2,567.00</b>		

**Approve Tax Refunds recommended by the Tax Collector**

Melissa Lindsey made a motion to approve the Tax Collector’s refund requests for January 11, 2024 totaling \$3,931.05 as presented. Tom Perkins seconded the motion. **Vote: 3-0-0 (Motion approved)**

**Personnel Report**

Melissa Lindsey made a motion to approve the Personnel Report for January 11, 2024 as presented. Tom Perkins seconded the motion. **Vote: 3-0-0 (Motion approved)**

**Appointments**

Melissa Lindsey made a motion to table the appointments to the Ball Pond Advisory Committee and to the Candlewood Lake Authority until the next regular BOS meeting. Tom Perkins seconded the motion. **Vote: 3-0-0 (Motion approved)**

Melissa Lindsey made a motion to appoint Mark Havira as an alternate member of the Permanent Building Committee. Tom Perkins seconded the motion. **Vote: 2-1-0 (Motion approved- Pat Del Monaco opposed)**

There was a discussion of Mr. Havira’s background and whether it fit in with the other members of the Permanent Building Committee.

Melissa Lindsey made a motion to reappoint Pat Del Monaco as a member of the Housatonic Resources Recovery Authority (HRRA). The term of this reappointment is from July 1, 2024 to June 30, 2027. Tom Perkins seconded the motion. **Vote: 2-0-1 (Motion approved- Pat Del Monaco abstained)**

Melissa Lindsey made a motion to appoint Melissa Lindsey as an alternate member of the Housatonic Resources Recovery Authority (HRRA). Tom Perkins seconded the motion. **Vote: 2-0-1 (Motion approved- Melissa Lindsey abstained)**

**Old Business-** None

**New Business**

**Additional Appropriation for the Registrar of Voters**

Melissa Lindsey made a motion to make the following Additional Appropriation in the amount of \$14,368.00 for the Registrar of Voters (TOWN MEETING NOT REQUIRED). Tom Perkins seconded the motion. **Vote: 3-0-0 (Motion approved)**

Registrar of Voters Elisa Beckett-Flores explained updates to the voting process including early voting that will cause a shortfall to the salary budget for the Registrar of Voters. She further noted



that the expenses for the third budget vote for the 2023-2024 budget was included in the 2023-2024 budget thus creating a shortfall.

\$	Transfer From		\$	Transfer To	
\$14,368.00	001/R3421010	General Fund-Sale of Equipment	\$9,868.00	001-4140-0000-000/110.00	ROV- Salaries
			\$1,500.00	001-4140-0000-000/610.00	ROV -M&S
				001-4140-0000-000/105.00	ROV-Elected Salaries
<b>\$14,368.00</b>			<b>\$14,368.00</b>		

**Additional Appropriation for Public Works Truck and Police vehicles**

Melissa Lindsey made a motion to make the following Additional Appropriation in the amount of \$330,000.00 (TOWN MEETING REQUIRED). Tom Perkins seconded the motion.

**Vote: 3-0-0 (Motion approved)**

\$	Transfer From			Transfer To	
\$245,000.00	001-E25321	General Fund-Unreserved	\$245,000.00	301-4330-0000-000/742.03	Cap & Non-Public Works Trucks and Equipment
\$8,500.00	001-E25321	General Fund-Unreserved	\$8,500.00	301-4210-0000-000/742.02	Cap & Non-Police
<b>\$330,000.00</b>			<b>\$330,000.00</b>		

**Vote on Fiscal Year 2024-2025 BOS budget**

Melissa Lindsey made a motion to BOS 2024-2025 proposed budget. Tom Perkins seconded the motion. **Vote: 3-0-0 (Motion approved)**

**Vote on Housing Opportunities Committee Consultant**

Chairman of the Housing Opportunities Committee Anita Brown spoke of the need to extend the contract for the consultant for the Housing Opportunities Committee. She spoke of the role of the consultant and specific guidance and information that the consultant has provided. Members of the BOS asked questions about the consultant.

Melissa Lindsey made a motion to extend the Housing Opportunities Committee Consultant through the end of 2024. Tom Perkins seconded the motion. **Vote: 3-0-0 (Motion approved)**

**Public Comment**

Kathy Hull spoke in support of the Housing Opportunities Committee consultant.

Khris Hall spoke of her disappointment with the BOS not appointing Jeff Main to the Candlewood Lake Authority and encouraged an appointment for Mr. Main in the near future. She also spoke in agreement with Selectman Del Monaco regarding the appointment of Mr. Havira to the Permanent Building Committee and noted that the expertise of the current PBC led to the successful building of two new schools. Finally, Ms. Hall spoke in support of the purchase of new Public Works trucks and equipment and encouraged everyone to support it at the Town Meeting.

Elisa Beckett-Flores spoke of the time sensitivity of ordering new ballots and asked that the transfer be put on the BOF agenda as soon as possible.

Tom Quigley encouraged the BOS to advise the respective chairmen and include them in the interview process when appointing new members to boards and commissions.

Christine Garabo spoke of her frustration with the traffic at the new Meeting House Hill/Consolidated School. She noted that she supports the appointment of Mr. Havira to the Permanent Building Committee.

**Adjournment**

Melissa Lindsey made a motion to adjourn the meeting at 8:17 pm. Tom Perkins seconded the motion.

**Vote: 3-0-0 (Motion approved)**

Respectfully submitted,  
Suzanne Kloos

Received by email on 01/16/2024 @ 10:13 a.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield