

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

**MINUTES
Board of Finance Regular Meeting
Wednesday, June 26, 2024
7:30 PM
Via Zoom**

<u>Board of Finance members present:</u>	<u>Other Town officials and Educators present:</u>
Thora Perkins, Chairman Mark Beninson Wes Marsh Thora Perkins Cheryl Reedy Claudia Willard Patrick Hearty, Alternate Peggy Katkocin, Alternate Greg Williams, Alternate	Dr. Ken Craw, Superintendent of Schools Melissa Lindsey, First Selectman Tom Perkins, Selectman Olga Melnikov, Finance Director Carrie DePuy, Director of Business and Operations Terry Friedman, Town Treasurer Director of Technology, Paul Gouveia Holly Smith, Town Clerk Elisa Beckett-Flores, Registrar of Voters Dan McDermott, Registrar of Voters Dominic Cipollone, BOE Chairman Tim Blair, BOE member Greg Flanagan, BOE member Amy Johnson, BOE member Kimberly LaTourette, BOE member Samantha Mannion, BOE member Ed Sbordone, BOE member Bruce Taylor, Fire Chief

Call To Order Chairman Thora Perkins called the meeting to order at 7:32pm.

Quintin Flower gave a brief overview of the rules and procedures for a virtual meeting.

Pledge of Allegiance

Appointments

Cheryl Reedy made a motion to elevate Patrick Hearty to a full member for the purpose of this meeting. Wes Marsh seconded the motion. **Vote: 4-0-1 (Motion approved- Claudia Willard abstained)**

Correspondence and Announcements

Chairman Thora Perkins made the following announcements:

- reminded everyone that the referendum vote for the budget will be held on Saturday, June 29th between the hours of 10am to 8pm at the Senior Center.
- Thanked everyone that participated in the positive multi-board meeting regarding the bus lot on June 13th.
- Thanked Cheryl Reedy for representing the BOF at the Town's Listening Session on June 22nd.
- Asked that there be no interruptions at tonight's meeting.
- Greg Williams and Rick Regan have both sent correspondence expressing interest in the full vacant seat on the BOF.
- First Selectman Melissa Lindsey sent correspondence to the BOF with information about the ARPA projects and upcoming Listening hours.
- Correspondence from two BOE members was sent to the BOF regarding the budget.

Cheryl Reedy spoke of emails that were received from residents and noted that 25 people stated their opinion that the BOE budget was too low, four people stated that both budgets were too low. Members of the BOE asked the BOF for suggestions on where to make the \$750,000 cuts. She further noted that she received an email from First Selectman Lindsey noted that she applied for a grant for the school oil tank removal from Congressman Jahana Hayes' office. This application is on the list to be considered.

Cheryl Reedy spoke of an email from a resident noting that their family has been harassed by another resident. Both Cheryl Reedy and Thora Perkins condemned harassment and noted that it should not be tolerated in any way.

Public Comment

Tim Blair spoke of his disappointment with the actions of the majority of the BOF at the June 12th meeting for appointing a member to the BOE that had previously publicly called for the resignation of the entire BOE.

Sunshine Rawley spoke of concerns with the BOF not following the democratic process and not listening to the voters.

Michael Oliva spoke in favor of keeping taxes low.

Terra Volpe spoke of the chaos of the BOF going against what the voters are saying.

Joliset Miller spoke in support of fully funding the education budget.

Approval of Minutes

Wes Marsh made a motion to approve the minutes of the May 22, 2024 regular meeting and the June 12, 2024 special meeting as presented. Cheryl Reedy seconded the motion.

Vote: 6-0-0 (Motion approved)

BOF-Minutes

06/26/2024

Attachment- Transfer sheet

Budget Transfers

Finance Director Olga Melnikov gave a review of the transfer for the fiscal year. She spoke of the need to make an Inter-Departmental transfer for the Registrar of Voters for budget referendums, legal expenses and year-end true ups. The Board reviewed the summary of transfers for 2023-2024.

Cheryl Reedy made a motion to approve the following Inter-Departmental transfer in the amount of \$102,200.00 as recommended by the BOS. Thora Perkins seconded the motion.

Vote: 6-0-0 (Motion approved) (Such document to be attached to the minutes)

Shared Town and BOE staffing positions

Cheryl Reedy spoke of restructuring of the shared staffing positions. She noted that the BOE will now have a full-time HR position and the Town will have a part-time HR position. There was a discussion of the other shared positions between the Town and BOE including positions in the finance department, payroll and technology.

First Selectman Melissa Lindsey spoke of the recent changes to the Human Resources department but noted that no other restructuring of shared positions is planned at this time. Superintendent of Schools spoke of shared services from the BOE perspective.

ARPA Fund projects presentations

First Selectman Melissa Lindsey gave a presentation regarding the status of projects funded by ARPA funds. There was a discussion of the process and the next steps for these projects.

- Sewer design
- Company A Firehouse renovation
- Beach House renovations
- Ball Pond Watershed drainage project
- Community Center Feasibility study
- Fire Marshal Vehicle

Vote for Clerk of the Board of Finance

The purpose of the clerk of the BOF is to serve in the absence of the chairman.

Thora Perkins made a motion to nominate Mark Beninson as the clerk of the Board of Finance.

There were no other nominations and Mark Beninson was elected clerk.

Vote: 6-0-0 (Motion approved)

Vote on BOF members to serve on the Audit subcommittee

It was decided that Thora Perkins, Cheryl Reedy and Claudia Willard will serve on the audit subcommittee.

Listening session

Cheryl Reedy spoke of the first “Listening session” that was held on Saturday, June 22nd. This was an informal meeting of members of the BOS, BOE, BOF, PBC and Zoning Commission. Members of the public asked questions of the elected officials. Listening sessions will be held once a month for the near future. Thora Perkins will send the dates to the BOF members.

BOF Column in the Town Tribune

Thora Perkins spoke of a conversation that she had with the Town Attorney asking if it is permissible to put an advertisement in the BOF column looking for members of the public that may be interested in filling the vacancy on the board. She spoke of the process for filling the vacancy.

Cheryl Reedy made a motion that the BOF advertise in the earliest possible edition of the Town Tribune for the filling of the vacancy on the Board of Finance. Mark Beninson seconded the motion.

Cheryl Reedy made a motion to amend the previous motion to spend up to \$100 from the BOF contingency for the advertisement in the Town Tribune for the vacancy. Mark Beninson seconded the motion.

Vote on amendment: 6-0-0 (Motion approved)

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

ONGOING UPDATES

Medical update

Thora Perkins noted that the Medical subcommittee met on June 24th. It was noted that claims for May 2024 were slightly higher than expected. Tom Kowalchik from USI will attend the regular meeting of July 24th and will recommend an amount for the Aggregate Stop Loss for 2024-2025.

Thora Perkins made a motion to set the Individual Stop Loss (ISL) at \$200,000 for the 2024-2025 fiscal year. Wes Marsh seconded the motion. **Vote: 6-0-0 (Motion approved)**

Finance Director Olga Melnikov spoke of the medical bills as of May 31, 2024. She spoke of the projected year end balance and the prescription drug rebate.

Legal update- Olga Melnikov discussed the legal budget as of May 2024. More information regarding the fund balance will be known when all the invoices come through.

Expenditures- Olga Melnikov noted that expenses are trending on budget and there is no reason for concern. There may be some year-end Inter-Departmental transfers.

Revenue- Olga Melnikov that revenue is on track to have a surplus of over \$1 million. This is primarily due to out performing interest income, unanticipated revenue from the State and building permits income.

Capital and Nonrecurring- Cheryl Reedy noted that the BOS will be closing out some capital and nonrecurring projects at their June 27th meeting.

Unassigned General Fund Balance Review- Olga Melnikov reviewed the Unassigned General Fund balance.

Public Comment

Keith Landa questioned Chairman Thora Perkins on her use of the Town Attorney for questions about putting an advertisement in the Town Tribune.

Laura Consiglio spoke in support of the BOE and Town budgets and spoke of concerns with the costs of multiple referendums.

Rick Regan suggested putting the letters of intention for filing the vacancy as attachments to the agenda as was done in the past.

Joliset Miller implored the BOF to listen to the public and to put forth a reasonable budget.

Jena Alviti spoke in support of the school budget and encouraged residents to vote “No” at the June 29th referendum.

Elaine Hicks thanked the BOF for attempting to keep taxes low and encouraged taxpayers to get out and vote.

Future agenda items

The following will be discussed at future meetings:

- Medical presentation by Tom Kowalchik from USI.

Board member comments

Cheryl Reedy reminded everyone to vote at the budget referendum on Saturday, June 29th. She spoke of the process for setting the Mil rate. If the budget fails, the Mil Rate will be set by the BOS and the BOF will hold a special meeting to rework the budget to send back to the taxpayers. Such meeting is scheduled for Monday, July 1st at 7:30 pm via Zoom.

Thora Perkins thanked everyone for their hard work with recent meeting despite intermittent power outages during this meeting. She specifically thanked Finance Director Olga Melnikov, First Selectman Melissa Lindsey, Superintendent of Schools Dr. Ken Craw and Recording Secretary Suzanne Kloos.

Adjournment

Cheryl Reedy made a motion to adjourn the meeting at 10:36 pm. Patrick Hearty seconded the motion. **Vote: 6-0-0 (Motion approved)**

*BOF-Minutes
06/26/2024
Attachment- Transfer sheet*

Received by email on 07/01/2024 @ 10:33 a.m.
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield

TOWN OF NEW FAIRFIELD
FISCAL 2023-2024
Inter-Department Transfer

<u>\$'S TRANSFER FROM:</u>		<u>\$'S TRANSFER TO:</u>			
1,000.00	001-4151-0000-000 / 801.00	BOF - Contingency	1,000.00	001-4110-0000-000 / 610.00	BOS - M&S
16,100.00	001-4160-0000-000 / 140.00	Unclassified Payroll & Benefits - Salary Adj	10,100.00	001-4140-0000-000 / 110.00	ROV - Salaries
			4,000.00	001-4140-0000-000 / 105.00	ROV - Elected Salaries
			2,000.00	001-4120-0000-000 / 105.00	Town Clerk - Elected Salaries
1,900.00	001-4163-0000-000 / 520.01	General Insurance - Property & Casualty	1,900.00	001-4140-0000-000 / 610.00	ROV - M&S
5,500.00	001-4163-0000-000 / 520.01	General Insurance - Property & Casualty	31,000.00	001-4161-0000-004 / 332.01	Legal - General
13,000.00	001-4160-0000-000 / 250.00	Unclassified Payroll & Benefits - Unemployment			
8,500.00	001-4160-0000-000 / 260.00	Unclassified Payroll & Benefits - Workers' Comp			
4,000.00	001-4154-0000-000 / 331.00	Tax Collector - Delinq. Tax Collection			
52,200.00	001-4160-0000-000 / 140.00	Unclassified Payroll & Benefits - Salary Adj	3,000.00	001-4110-0000-000 / 105.00	BOS - Elected Salaries
			2,000.00	001-4120-0000-000 / 105.00	Town Clerk - Elected Salaries
			3,700.00	001-4120-0000-000 / 110.00	Town Clerk - Salaries
			900.00	001-4140-0000-000 / 105.00	ROV - Elected Salaries
			8,000.00	001-4150-0000-000 / 110.00	Finance - Salaries
			300.00	001-4152-0000-000 / 105.00	Treasurer - Elected Salaries
			4,200.00	001-4153-0000-000 / 110.00	Assessor - Salaries
			1,500.00	001-4154-0000-000 / 105.00	Tax Collector - Elected Salaries
			2,500.00	001-4154-0000-000 / 110.00	Tax Collector - Salaries
			1,300.00	001-4192-0000-000 / 110.00	Zoning - Salaries
			500.00	001-4225-0000-000 / 110.00	Fire Marshal - Salaries
			4,000.00	001-4295-0000-000 / 110.00	Animal Control - Salaries
			2,000.00	001-4310-0000-000 / 110.00	PW - Salaries
			7,000.00	001-4310-0000-000 / 112.01	PW - Town Engineer
			1,500.00	001-4410-0000-000 / 110.00	Health - Salaries
			4,000.00	001-4440-0000-000 / 110.00	Social Services - Salaries
			5,000.00	001-4460-0000-000 / 110.00	Senior Services - Salaries
			800.00	001-4510-0000-000 / 110.00	Parks & Recreation - Salaries
102,200.00			102,200.00		

*Approved at the BOS meeting on 06/13/2024
To be submitted at the BOF meeting on 06/26/2024*