

### Town of New Fairfield

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

BOARD OF SELECTMEN REGULAR MEETING Sr. Center Community Room 33 Route 37

Thursday, September 26, 2024 7:30 P.M. <u>AGENDA</u>

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Comment & Participation
- 4. Correspondence & Announcements
- 5. Approve Minutes of Board of Selectmen Regular Meeting September 12, 2024
- 6. Budget Transfers
- 7. Approve Tax Refunds Recommended by Tax Collector
- 8. Personnel Report
- 9. Appointments

### **New Business**

- 10. Discuss Updates to Budget Process Finance Director
- 11. Public Comment
- 12. Closing Board Member Comments
- 13. Adjournment

### TOWN OF NEW FAIRFIELD FISCAL 2024-2025 Intra-Department Transfer

<u>5'S</u>	TRANSFER FROM:		<u>\$'S</u>	TRANSFER TO:		REASON
2,000.00	001-4215-0000-000/112.00	PART-TIME SALARIES	2,000.00	001-4215-0000-000/610.00	MATERIALS & SUPPLIES	Request from the Emergency Communication Director to purchase 2 cell phones and a year of service.
4,200.75	301-4340-0000-000 / 700.14	PUBLIC BUILDINGS AND GROUND CAP AND NON	4,200.75	301-4340-0002-000 / 700.14	FURNITURE CAP AND NON	Reconciliation with departamental records; elimination of descrepancies due to technical issues.
				*		
6,200.75			6,200.75			

Submitted at the BOS meeting on 09/26/2024

### TOWN OF NEW FAIRFIELD REFUND REQUESTS TAX COLLECTOR'S OFFICE SEPTEMBER 26, 2024

LAST NAME	FIRST NAME	BILL NUMBER	TAX TYPE	\$ AMOUNT	REASON	DATE SIGNED
BECKER	IRVING	2023-3-50753	MV	\$52.71	ADJUSTMENT BY ASSESSOR	9/23/2024
CLARK	KENNETH	2023-3-52114	MV	\$53.23	ADJUSTMENT BY ASSESSOR	8/27/2024
KING	FRANCES & JOHN	2023-3-56325	MV	\$142.27	ADJUSTMENT BY ASSESSOR	9/17/2024
MANLEY	BRENT	22-3-57409 &23-3-57456	MV		ADJUSTMENT BY ASSESSOR	
OSWALD	MONICA	23-3-59110	MV		ADJUSTMENT BY ASSESSOR	
OUALEY	THOMAS & JEANNE	23-3-59792	MV		ADJUSTMENT BY ASSESSOR	
STUART EXCAVATING	C/O JANET ADLER	23-3-61531	MV		ADJUSTMENT BY ASSESSOR	
TORRE	GERALDINE/ALBERT		MV		ADJUSTMENT BY ASSESSOR	
USB LEASING LT		23-3-62130	MV		ADJUSTMENT BY ASSESSOR	
VIEGAS	ALFREDO & DORA	23-3-62347	MV		ADJUSTMENT BY ASSESSOR	
			TOTAL	\$2,082.80		
			01- Real Estate		Overnovment	
			02-Personal		Overpayment Production	
					Duplicate Payment	
			03-Motor Vehicle		Issuance of Assessor Adjustment Board of Assessment Appeals	

### TOWN OF NEW FAIRFIELD PERSONNEL REPORT August 22, 2024

Color of Mary Strong Street Co.					
		(April 12 Sept. 13 to 20 to 20 Sept. 20 Sept. 18	PAY RATE	REASON	EFFECTIVE
te	Program Instructor	Parks and Recreation	\$10.00/hr + commision	Recreation	7/18/2024
ra	Subsitute Sectratary	Town wide			9/19/2024
yan	Police Officer	Police	\$84,444,83	Full Time	9/23/2024
					3/23/2024
ra	ra	a Subsitute Sectratary	a Substitute Sectratary Town wide	Town wide \$19.19	Town wide \$19.19 Substitute  Substitute Sectratary  Town wide \$19.19 Substitute

### **Instructions**

The deadline is Friday, November 29, 2024.

Font Times New Roman, size 14.

Do not insert pictures in the statements. Send them separately. Pictures of New Fairfield are encouraged; group pictures of employees from events are allowed. Make sure that goals and objectives match with accomplishments every year.

### **Mission Statement**

Please write your own mission statement or copy/paste from other communities and adjust to New Fairfield (3 paragraphs).

### Significant Budget and Staffing Changes for FY26

Discuss or put "None", "Not anticipated".

### **FY25** Accomplishments

Describe 3 accomplishments, both achieved and anticipated (1 paragraph for each accomplishment).

- 1. Describe
- 2. Describe
- 3. Describe

### FY26 Goals and Objectives

Describe 3 goals and objectives.

Goal: Must be vague and broad statement

**Objective:** Must be S.M.A.R.T : Specific, Measurable, Achievable, Relevant, and Time-bound.

1 ime-bound.

Goal:

**Objective:** 

Goal:

**Objective:** 

### **Performance Metrics**

List 3 parameters how you measure the performance of your department, statistics such as events held, buildings fixed, drinking water produced, upgrades to systems accomplished, miles of sidewalk and roads repaired.

Performance	Actual	Actual	Estimated	Estimated
Measurers	FY23	FY24	FY25	FY26

How FY26 Departmental Goals and Objectives Relate to City's Overall Long and Short Term Goals

Discuss overall short/long term goals. This should be a summary narrative from the goals and objective from above and how they relate to Town's goals.

## Department of Information Technology

### Mission Statement

Information Technology (IT) provides the City with a high-speed network that allows for communication, document sharing, and data recording. IT works to ensure that City information is always accessible by residents and staff. A chief task of the IT Department is to acquire, implement, and maintain the hardware and software that City operations depend on. This includes office computers, audio/visual equipment, phones and tablets used in the field, and the servers and cabling the compose the network. IT plays a lead role in the Mayor's SomerStat Initiative, which allows the City to



track the performance of City resources and programs and make informed policy and planning decisions.

# Significant Budget and Staffing Changes for FY26

Not anticipated

## FY25 Accomplishments

- 1. Trained staff on cyber security issues (1 paragraph narrative)
- 2. Updated systems (1 paragraph narrative)
- 3. Replaced IT equipment for BOE (1 paragraph narrative)

## FY26 Goals and Objectives

Goal: Fully protect the city from cyber attacks



Objective: Install upgraded firewalls in FY26... (narrative).

Goal: Maximum program funding through grants

Objective: Apply for state grant ABC to do... in FY26 (narrative)

Goal: ABC

Objective: XYZ in FY26



## Performance Metrics

Performance Measurer	Actual FY23	Actual FY24	Estimated FY25	<b>Estimated FY26</b>
Service migrated to cloud	5	9	7	~
Number of tickets processed	250	200	150	150
Number of upgrades	50	75	96	80

How FY26 Departmental Goals and Objectives Relate to City's Overall Long and Short Term Goals