

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

MINUTES

Board of Finance Regular Meeting
Wednesday, January 17, 2018
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Erin Badillo
Michael Cammarota
Jane Landers
Anthony Yorio
Cheryl Reedy, Alternate
Rick Salem, Alternate
Brian Shea, Alternate
Members not present:
Tom Edwards

Other Town Officials Present:

Ed Sbordone, Finance Director
Pat Del Monaco, First Selectman
Khris Hall, Selectman
Dr. Alicia Roy, Superintendent of Schools
Rick Regan, BOE member

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

Pledge of Allegiance

Appointments

Tom Edwards was unable to attend this meeting and designated Brian Shea to act in his absence.

Correspondence and Announcements- None

Public Comment- None

Approval of Minutes

Anthony Yorio made a motion to approve the minutes of the December 20, 2017 regular meeting as presented. Michael Cammarota seconded the motion.

Vote: 6-0-0 (Motion approved)

Erin Badillo made a motion to approve the minutes of the December 18, 2017 audit subcommittee meeting as presented. Jane Landers seconded the motion.

Vote: 5-0-1 (Motion approved- Anthony Yorio abstained)

Budget Transfers- None

Board of Selectmen’s budget surplus

First Selectman Pat Del Monaco presented the BOF with the BOS recommendation of uses for the BOS surplus. Board members asked questions specifically about the Town vehicle for the Zoning Department and the Ambulance EMT. It was noted that the Ambulance EMT money is needed to supplement not having enough volunteers. There was a brief discussion of other options for the Zoning Department vehicles and if leasing was an option and if it can be used by employees of other departments.

Anthony Yorio thanked the members of the Board of Selectmen for coming in with a proposal that conformed to Board of Finance policy.

Wes Marsh made a motion to recommend to a Town Meeting the approval of the following Additional Appropriation from the 2016-2017 town budget in the amount of \$123,037.61 with any adjustment to the surplus to be appropriated to the unappropriated Capital and Nonrecurring fund. (Document to be attached to the minutes of this meeting). Michael Cammarota seconded the motion.

Vote: 6-0-0 (Motion approved)

\$	Transfer From		\$	Transfer To	
\$123,037.61	2532-001	General Fund-Unreserved	\$293.41	304-3900-740	Fire Company Reserve
			\$25,000.00	301-4400-742	Town Vehicle (Zoning Dept.)
			\$24,000.00	301-4340-700	Town Properties Capital (PD AC)
			\$23,744.20	301-4290-740	Emergency Planning Capital (TH Generator)
			\$20,000.00	4221-338	Ambulance-Para/EMT
			\$15,000.00	301-4164-740-1	Business Machines and Equip (VOIP System)
			\$10,000.00	301-4340-700	Town Properties Capital (PW Doors)
			\$3,000.00	301-4340-700	Town Properties Capital (TH Doors)
			\$2,000.00	301-4164-740-1	Business Machines and Equipment (FD Copier)
\$123,037.61			\$123,037.61		

Board of Education budget surplus

Superintendent of Schools Dr. Alicia Roy presented the Board with a recommendation of uses for the Board of Education surplus. The request was for 100% of the expenditure surplus to be used mostly for the high school Consumer Sciences renovations, replacement of the rooftop HVAC unit at the high school and to replace the Building Management heating system at the Middle School. There was a brief discussion of giving 50% of the expenditure surplus to the BOE.

Wes Marsh made a motion to approve the following Additional Appropriation (Town Meeting Not required) in the amount of \$158,686.08 for the Board of Education (Document to be attached to the minutes of this meeting). Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)

Board of Education budget surplus (con't)

\$	Transfer From		\$	Transfer To	
\$149,422.12	2532-001	General Fund- Unreserved (2016-2017 Surplus)	\$158,686.08	306-4600-710	BOE Cap & Non
\$9,263.96	2532-001	General Fund- Unreserved (Prior year close outs)			
\$158,686.08			\$158,686.08		

Vote to retain audit firm for fiscal year 2018-2019

There was a brief discussion of retaining the current audit firm of O’Connor Davies and it was noted that the Town has been very happy with their services.

Wes Marsh made a motion to retain the current audit firm of O’Connor Davies for the fiscal year 2018-2019 for a fee not to exceed \$54,000 per year. Anthony Yorio seconded the motion.

Vote: 6-0-0 (Motion approved)

Tax Collector Policies and Procedures

The Board of Finance spoke of a policy for the Tax Collector and staff that was written by Tax Collector Kerrie Greening. It was noted that this policy was already approved by the Board of Selectmen. There was a brief discussion of the policy of collecting cash at the Tax Collection office.

Wes Marsh made a motion to accept the Tax Collector Policies and Procedures as presented by Tax Collector Kerrie Greening. Anthony Yorio seconded the motion.

Vote: 6-0-0 (Motion approved)

Discussion of changing of Receivables Policy

Finance Director Ed Sbordone spoke of possible changes in this policy. It was decided that this will be discussed at the February meeting.

Selection of members for the Medical Insurance subcommittee

The Medical Insurance consultants will have a meeting with Anthem on February 7th from 1pm to 3pm in the Town Annex Building. Jane Landers, Anthony Yorio, Brian Shea and Wes Marsh volunteered to serve on this subcommittee.

Board of Finance Communication plan

The following was discussed regarding plans to increase public communication to the BOF and spoke of Fast Facts of the BOF:

- Erin Badillo noted that the Board of Selectmen intend to set up a Facebook page for the entire town so it is not necessary for the BOF to have their own page.
- Cheryl Reedy noted that the Town Tribune has agreed to publish a BOF column once a month. This column will be approximately 700 words.
- Copies of the BOF monthly packets will be available on the Town's website and shown on the screen at the BOF meetings.
- There was a brief discussion of the best ways for members of the public to send emails to the BOF.
- First Selectman Pat Del Monaco suggested putting explanations of the surplus process and how the budget determines taxes in the Town Tribune article.

Wes Marsh made a motion to approve items #1-5 of the proposed Board of Finance Communications plan. Erin Badillo seconded the motion.

Vote: 6-0-0 (Motion approved)

Fiscal year 2018-2019 budget planning

The Board discussed the budget planning for 2018-2019 and the optimal percentage of increase or decrease. It was noted that the tax increase last year was 3.97% but was mainly affected by the concerns of cuts from the State budget. There was a discussion of the State budget in the long term and it was noted that the General fund balance is growing. It was decided to ask both the BOS and the BOE for a typical spending plan with a reasonable budget without giving an actual percentage.

The Board decided to put together a 5-year projection for Operations and Capital for both the BOS and the BOE. Erin Badillo and Rick Salem volunteered to put this report together.

ONGOING UPDATES

Medical update- The Board compared claims from this year to last year. The fund balance is thru November 2017. The subcommittee will discuss this further at the February meeting.

Legal update- The balance as of January 10, 2018 is \$82,888.

Year to date expenses review- The Board discussed overtime for communications and police. An Intradepartmental transfer will be presented to the BOS in the near future.

Current year revenue update- Taxes are due by February 1st. Revenue for licenses and permits is up. The student tuition revenue is higher than expected.

Cap & Non- The Creamery project has been completed. The Board asked if the Community Room carpet project and the Town Hall septic project can be closed out. Approximately \$24,000 additional is needed for the air conditioning at the Police Dept.

Public Comment- None

Future Agenda Items- The following will be discussed at a meeting in the near future: Medical subcommittee, 5-year budget planning for the BOE and BOS and Communications update.

Board member comments- Chairman Marsh reminded residents to pay their taxes by February 1st.

Adjournment

Anthony Yorio made a motion to adjourn the meeting at 9:10 pm. Erin Badillo seconded the motion.

Vote: 6-0-0 (Motion approved)