

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

**MINUTES
(REVISED)**

**Board of Finance Budget Workshop
Saturday, March 2, 2019
9:00 AM
Community Room at 33 Route 37**

Members present:

Wes Marsh, Chairman
Erin Badillo
Michael Cammarota
Jane Landers
Cheryl Reedy
Anthony Yorio (first session only)
Tom Garben, Alternate
Rick Salem, Alternate
Brian Shea, Alternate

Other Town Officials Present:

First Session

Ed Sbordone, Finance Director
Pat Del Monaco, First Selectman
Khris Hall, Selectman
Peggy Katkocin, BOE Chairman
Dr. Pat Cosentino, Superintendent of Schools
Dr. Jason McKinnon, Ass't Superintendent of Schools
Dr. Rich Sanzo, Director of Business and Operations
James Mandracchia, Meeting House Hill School Principal
Greg Flanagan, BOE member

Second Session

Ed Sbordone, Finance Director
Khris Hall, Selectman
Dr. Pat Cosentino, Superintendent of Schools
Dr. Jason McKinnon, Ass't Superintendent of Schools
Dr. Rich Sanzo, Director of Business and Operations
Dr. Karen Fildes, Director of Instructional Technology
James Mandracchia, Meeting House Hill School Principal
Rob Spino, Consolidated School Principal
Karen Gruetzner, Consolidated School Ass't Principal
Katherine Matz, Special Education Supervisor
Roseann Petruso, Instructional Coach
Peggy Katkocin, BOE Chairman
Dominic Cipollone, BOE Vice Chairman
Greg Flanagan, BOE member
Kimberly LaTourette, BOE member
Samantha Mannion, BOE member
Rick Regan, BOE member
Stephanie Strazza, BOE member

BOF-Minutes

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Call To Order Chairman Wes Marsh called the meeting to order at 9:04am

Pledge of Allegiance

Appointments

Wes Marsh noted that at their February 28, 2019 meeting, the Board of Selectmen appointed Tom Garben to fill the vacancy for an alternate position on the BOF. Mr. Garben will serve in this position until the next regular election in November 2019.

Addition to Agenda

Wes Marsh made a motion to add Item #6A “Budget Transfers” to the agenda. Jane Landers seconded the motion. **Vote: 6-0-0 (Motion approved)**

Presentation of the Board of Selectmen’s Requested Budget 2019/2020

Wes Marsh explained the budget process and noted that the Board of Finance will meet every Wednesday in March to discuss the budget. The final mark up is in April with the budget referendum in early May.

First Selectman Pat Del Monaco gave a power point presentation regarding the proposed budget. She noted that the three main priorities for the town are School Safety and Security, Capital and Nonrecurring items and preventative maintenance and infrastructure.

School Safety and Security- It was noted that in the wake of the Parkland shooting in February 2018, taxpayers overwhelmingly expressed an interest in school safety and especially having a School Resource Officer in all of the schools. Safety Audits have been done which give recommendations for safety upgrades to the schools.

Capital and Nonrecurring- It was noted that capital projects include bridge and drainage and school safety initiatives. Revenue for Capital and Nonrecurring has decreased due to the change in fees for the boat docks and less revenue for the cell tower.

Preventative Maintenance and Infrastructure- Pat Del Monaco spoke of the need for proper maintenance for the aging infrastructure in town. She noted that there are fewer Public Works employees than there were a few years ago. There was a brief discussion of the roads in town and problems with asphalt that didn’t perform to expectations.

The total requested municipal budget for 2019-2020 is \$12,910,448 which represents an increase of \$784,007 or 6.47% over the 2018-2019 budget. This includes an operating budget of \$10,951,822, debt service of \$148,060, Capital and Nonrecurring contributions of \$977,306 and medical insurance contributions of \$833,260.

Public Comment- Board of Selectmen’s Budget- None

Review- Board of Selectmen’s Requested Budget for 2019-2020

The Board asked questions of the First Selectman regarding the proposed budget and specifically the priorities discussed in the presentation. They asked the Board of Selectmen to provide information so that results and goals can be measured.

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Other topics of discussion included the challenge of preparing a town budget before the state budget is completed, the possibility of hiring our own Animal Control employee, Squantz Pond traffic and parking, outsourced contracts and preventative maintenance contracts. There was a brief discussion of FEMA reimbursements from the May 2018 storm.

Budget Transfers

Finance Director Ed Sbordone gave a brief explanation of the transfers

Wes Marsh made a motion to approve the following Inter-Departmental transfer in the amount of \$47,500.00. Anthony Yorio seconded the motion. **Vote: 6-0-0 (Motion approved)**

\$	Transfer From		\$	Transfer To	
\$3,000.00	4110-320	BOS-Cable Broadcasting Expense	\$25,000.00	4310-610-3	Public Works-Snow M&S
\$2,000.00	4110-330	BOS-Grants Administrator			
\$15,000.00	4161-332-3	Professional Services-Legal Labor			
\$5,000.00	4161-332-8	Professional Services-Legal ZBA			
\$3,000.00	4161-334	Professional Services-Consulting	\$20,000.00	4310-130	Public Works-Overtime
\$2,000.00	4162-313-3	Intergov Agencies-Reg. Animal Control			
\$1,000.00	4162-313-4	Intergov Agencies-COST			
\$1,000.00	4190-345	Human Resources-Business Services			
\$4,500.00	4195-620-3	Utilities-Town Properties-Electric			
\$3,000.00	4195-620-6	Utilities-Town Properties-Other			
\$3,000.00	4195-620-4	Utilities-Town Properties-Telephone			
\$1,500.00	4221-338	Ambulance-Para/EMT			
\$1,000.00	4160-260	Unclass P&B-Workers Compensation			
		Unclass P&B Workers Compensation			
\$2,500.00	4160-260		\$2,500.00		Public Works-Seasonal
\$47,500.00			\$47,500.00		

Additional Appropriation

Finance Director Ed Sbordone noted that this Additional Appropriation is needed for an upgrade to the financial system. It was noted that the last system is very old and is no longer supported by the company. There was a discussion of making sure that this new product will be supported for a reasonable amount of time. It was decided that Finance Director Ed Sbordone and Director of Business and Operations should determine what a reasonable amount of time would be with respect to a commitment by the vendor to support the new software (taking into consideration how long the school intended to use the software).

Wes Marsh made a motion to make the following Additional Appropriation (TOWN MEETING REQUIRED) in the amount of \$65,000. Cheryl Reedy seconded the motion.

Michael Cammarota made a motion to amend the previous motion to include that approval is subject to confirmation that that the company will support the product for a reasonable amount of time. Cheryl Reedy seconded the motion.

Vote to amend motion: 6-0-0 (Motion approved)

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

\$	Transfer From		\$	Transfer To	
\$65,000.00	301-4100-700	Unappropriated Cap & Non	\$65,000.00	301-4150-701	Financial System Upgrade
\$65,000.00			\$65,000.00		

Recess

The board went into recess at 10:52 am.

The board came back from recess at 11:06 am.

Presentation of Board of Education Requested Budget 2019/2020

BOE Chairman Peggy Katkocin presented the proposed BOE budget to the Board of Finance along with BOE Vice Chairman Dominic Cipollone, Superintendent of School Dr. Pat Cosentino, Assistant Superintendent of Schools Dr. Jason McKinnon and Director of Business and Operations Dr. Rich Sanzo. They spoke of Points of Pride at all four schools and reasons to invest in education. It was noted that New Fairfield’s position in the DRG has improved dramatically along with ELA scores and the Accountability index. Other topics that affect the budget include projected enrollment, special education and staffing changes. The presentation also included information about a facilities study for both the high school and Consolidated School.

The total requested BOE budget for 2019-2020 equals \$43,223,110 which is a \$402,456 increase from the 2018-2019 budget which represents a 0.94% increase.

Public Comment- Board of Education Budget- None

Review- Board of Education’s Requested Budget

The Board reviewed the BOE proposed budget and spoke of the following topics: Accountability index, increase in DRG ratings, money spent on curriculum development and how it affects test scores, special education and the cost of the medical plan. There was a request for a report of years of actual line by line for payroll showing individual salaries and the cost of the medical plan. There was a discussion of special education and the PPS contingency and the challenge of budgeting for the needs of the students.

There was a discussion of the upcoming facilities study and long term capital plan vs. an immediate capital plan. There was a request for preventative maintenance contracts. It was noted

that the firm of Quisenberry Arcari Malik (QA+M) will provide a variety of designs for both Consolidated School and the high school. These designs will also include security measures. These topics will be discussed further at the Board of Finance budget meetings which will be held every Wednesday in the month of March at 7:30 pm at the Community Room at 33 Route 37.

Adjournment

Jane Landers made a motion to adjourn the meeting at 12:37 pm. Cheryl Reedy seconded the motion.

Vote: 5-0-0 (Motion approved)