

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

**MINUTES**

**Board of Selectmen Regular Meeting**  
**Thursday, February 8, 2018**  
**7:30 PM**  
**Community Room at 33 Route 37**

**Members present:**

Pat Del Monaco, First Selectman  
Khris Hall, Selectman  
Kim Hanson, Selectman

**Other Town Officials Present:**

Ed Sbordone, Finance Director  
Pam Dohan, Town Clerk  
Wes Marsh, BOF Chairman  
Cheryl Reedy, BOF Alternate member

**Call To Order** First Selectman Pat Del Monaco called the meeting to order at 7:30pm

**Pledge of Allegiance**

**Correspondence and Announcements**

First Selectman Pat Del Monaco noted that several large coyotes have been spotted in the Rita Drive neighborhood and reminded residents to keep their pets supervised.

The Commission on the Aging is conducting its annual Elderly Needs Assessment. This is a three question survey conducted at the Senior Center. Anyone that is homebound should contact the Senior Center to request a member of the Commission on the Aging to come to their home. The phone number for the Senior Center is (203) 312-5665.

The New Fairfield Library is conducting an online survey regarding programs that residents would like to see at the library. This survey will be available until February 14<sup>th</sup>.

The New Fairfield Library has put out a collection box for non perishable food items for patrons to contribute to the New Fairfield Food pantry. There will be a box located on both levels of the library.

New Fairfield and Sherman Social Services will be conducting a class on Mental Health First Aid on Wednesday, February 21<sup>st</sup> from 8:30am to 5:30pm at the Senior Center. This class is free to all New Fairfield and Sherman residents.

Khris Hall gave a brief summary of questions and concerns that she has heard during her recent listening hours:

- Request for cash at the Drop off center. The policy of only taking checks and credit cards has been in place for approximately two years at the recommendation of the town auditors. There was a suggestion of possibly issuing tickets at the Public Works Department to avoid having to use checks and credit cards every time.
- There was a suggestion of the possibility of the Board of Selectmen having “coffee sessions” in order to hear questions and concerns from residents. This may be done outside during the warmer months.
- There was a request for more youth programs at the library. More input for the library survey was encouraged.
- There was a question regarding the town owned cell tower in Patterson, NY. It was noted that two new carriers have recently been added and there is the possibility of adding Sherman to this cell tower.
- There were suggestions about ways to bring more local business into town. Preliminary discussions with local landlords have been started.
- A grant application has been put in to put walkways around Margerie Reservoir and the BOS will meet with the Friends of Ball Pond regarding the possibility of putting a walkway around Ball Pond.

Selectman Kim Hanson asked Selectman Khris Hall to keep an approximate count of the number of people offering suggestions and concerns in order to get a rough count of the magnitude of the concerns.

First Selectman Pat Del Monaco encouraged residents to keep bringing comments and suggestions to all of the Board of Selectmen.

### **Public Comment**

Jennifer Brackenwagen suggested that residents looking for youth programs may be interested in the many programs available at Great Hollow. She further asked about the hiring of a Human Resource Director. It was noted that this was not added to the Board of Education budget for 2018-2019 but suggested if Human Resource personnel are hiring that they be trained in recruitment of teachers and education professionals.

Cheryl Reedy spoke of the sand/salt mixture used for the roads during snow and ice storms and suggested that an article be put in the Town Tribune explaining how the town decides on the type of treatment for the roads. First Selectman Pat Del Monaco explained that currently the mixture for the roads is 50% sand and 50% salt. It was noted that more salt helps with melting and results in less sand in the storm drains. The cost of salt is \$65 per ton as opposed \$15 per ton for sand. The Public Works department is trying to find the best balance of the mixture that gives the best results and is the most cost effective.

Bill O’Keefe spoke of his concerns regarding the safety of having a walkway around Ball Pond. He spoke in support of a walkway around Margerie Reservoir.

**Approval of Minutes**

Khris Hall made a motion to approve the minutes of the January 25, 2018 regular meeting as presented. Kim Hanson seconded the motion. **Vote: 3-0-0 (Motion approved)**

**Budget Transfers**

Khris Hall made a motion to approve the following Intra-Departmental transfer in the amount of \$60,000.00. Kim Hanson seconded the motion. (Such document to be attached to the minutes of this meeting) **Vote: 3-0-0 (Motion approved)**

Finance Director Ed Sbordone spoke of the status of the materials and supplies for salt and sand for the roads and noted that the bins are currently full. There was a brief discussion of the status of the salary lines for Public Works regarding snow and it was noted that this line is being watched carefully.

\$	Transfer From		\$	Transfer To	
\$20,000.00	4310-423	Public Works-Contracted Services	\$20,000.00	4310-610-3	Public Works-Snow M&S (In anticipation of future snow storm needs)
\$20,000.00	4310-110	Public Works-Salaries	\$20,000.00	4310-130	Public Works-Overtime (In anticipation of future storm needs)
\$20,000.00	4310-110	Public Works-Salaries	\$20,000.00	4310-112	Public Works-Town Engineer (Due to under budgeting of activity)
<b>\$60,000.00</b>			<b>\$60,000.00</b>		

**Personnel Report-** None

**Appointments-** None

**NEW BUSINESS**

**Discussion of potential sale of Municipal Water Systems**

Pat Del Monaco spoke of the potential sale of the Municipal Water systems and noted that that discussions have begun regarding the possibility of selling the water system to Aquarion. This will be discussed further at a future meeting.

**Board of Selectmen 2018-2019 budget**

Pat Del Monaco gave a brief summary of the budget process and noted that the BOS prepares the Town Municipal budget and the BOE and Superintendent of Schools prepare the Education budget. A power point presentation was given to show what was included in the Municipal budget. First Selectman Del Monaco spoke of the state budget and how it affects the municipal operating budget. It was noted that \$500,000 in road repair was removed from last year’s budget in anticipation of cuts to the state budget. Putting this \$500,000 back in this year’s budget will yield a higher than usual

percentage increase to the 2018-2019 budget from the 2017-2018 budget. An increase of Ambulance and Paramedics services will yield an increase of \$43,236 from last year's budget.

Selectman Kim Hanson spoke in support of the roads and the paramedics but expressed concerns of increase in staffing in certain departments and the 2.5% raise for non union employees.

Selectman Khris Hall spoke in support the increase in staffing and how this will help productivity in the Town.

Pat Del Monaco made a motion to approve the 2018-2019 BOS budget for presentation to the Board of Finance in the amount of \$11,933,018 for an increase of \$1,021,672 (9.36%) from the 2017-2018 budget. Kim Hanson seconded the motion.

**Vote: 2-1-0 (Motion approved- Kim Hanson opposed)**

**Drop off center fees**

Pat Del Monaco spoke of a discussion at a previous meeting about the possibility of increasing recycling fees at the Drop off center. It was decided to not increase the costs at this time but to come up with creative ways to encourage more people to use the drop off center. There was a suggestion of possibly having evening hours as a pilot program in order to increase usage.

**Public Comment**

John McCartney spoke in support of the 2.5% raise for non union town employees.

**General Discussion: Items to be brought up by Selectmen for future agendas**

Pat Del Monaco gave an update on the Facebook page and noted that it up but not yet searchable.

**Adjournment**

Kim Hanson made a motion to adjourn the meeting at 8:17 pm. Pat Del Monaco seconded the motion.

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

*Respectfully submitted,  
Suzanne Kloos*

**TOWN OF NEW FAIRFIELD**  
**FISCAL 2017-2018**  
**Intra-Department Transfer**

<u>\$'S</u>	<u>TRANSFER FROM:</u>	<u>\$'S</u>	<u>TRANSFER TO:</u>
20,000.00	4310-423 Public Works-Contracted Services	20,000.00	4310-610-3 Public Works-Snow M&S (In anticipation of future storms needs)
20,000.00	4310-110 Public Works-Salaries	20,000.00	4310-130 Public Works - Overtime (In anticipation of future storms needs)
20,000.00	4310-110 Public Works-Salaries	20,000.00	4310-112 Public Works-Town Engineer (Due to under budgeting of activity)
60,000.00		60,000.00	

*To be submitted for approval at the BOS meeting on 2/8/2018*

**TOWN OF NEW  
FAIRFIELD**



**2018/2019  
BOARD OF SELECTMEN  
REQUESTED BUDGET**



## **BUDGET PROCESS**

- **MUNICIPAL BUDGET IS PREPARED BY THE BOARD OF SELECTMEN**
- **EDUCATION BUDGET PREPARED BY SUPERINTENDENT AND BOARD OF EDUCATION**
- **BOTH BUDGETS ARE REVIEWED BY THE BOARD OF FINANCE**
- **BOARD OF FINANCE MAY REQUEST CHANGES TO BOTH BUDGETS**
- **BOARD OF FINANCE VOTES TO APPROVE BUDGET FOR TOWN MEETING**
- **TAXPAYERS VOTE ON THE BUDGET**
- **BOARD OF FINANCE SETS THE MILL RATE**



## **MUNICIPAL (BOS) BUDGET**

- **BOARD OF SELECTMEN MEET WITH DEPARTMENT HEADS TO REVIEW ANNUAL BUDGET REQUESTS**
- **BOARD OF SELECTMEN DISCUSS AND MARK UP THE BUDGET**
- **SERIES OF 12 PUBLIC BUDGET WORKSHOPS**
- **BOARD OF SELECTMEN APPROVE BUDGET TO SEND TO BOARD OF**

**FINANCE**





## **TOWN SERVICES**

- **DEPARTMENT HEADS PREPARE BUDGET REQUESTS BASED ON PRIOR YEARS' EXPERIENCE, THEIR EXPERTISE AND KNOWLEDGE AND UPCOMING OR UNUSUAL CIRCUMSTANCES**
  
- **TOWN SERVICES INCLUDE**
  - **ROAD MAINTENANCE AND PLOWING**
  - **SENIOR SERVICES**
  - **POLICE**
  - **FIRE AND EMS**
  - **LAND USE**
  - **EVENTS AND ACTIVITIES**
  - **PUBLIC LIBRARY**



## **STATE OF CT CHALLENGES**

- **UNCERTAINTY IN STATE AID AND GRANTS**

## 2016 – 2019 Budget Summary

	Actual <u>2015/2016</u>	Actual 2016/2017	Budget 2017/2018	Selectmen <u>2018/2019</u>
Total Municipal Operations	9,200,316	9,475,055	9,716,188	10,399,615
Municipal Debt Service	160,000	157,450	154,500	151,280
Contribution to Cap & Non	131,201	151,853	126,085	452,170
Municipal Medical Insuranc	951,075	922,325	914,573	929,953
<b>Total Municipal Budget</b>	<b>10,442,592</b>	<b>10,706,683</b>	<b>10,911,346</b>	<b>11,933,018</b>
<b>Year to Year Increase \$\$</b>		<b>264,091</b>	<b>204,663</b>	<b>1,021,672</b>
<b>Year to Year Increase - %</b>		<b>2.53%</b>	<b>1.91%</b>	<b>9.36%</b>

The effect of increased Road Repair (\$500,000).

The effect of increased Ambulance/Paramedic services (\$43,236).

4.58%

0.40%

**Year to Year Increase - % excluding items above**

**4.38%**

**SUMMARY OF BUDGET CHANGES  
2018/2019**

	<u>2017/2018</u> BUDGET	<u>2018/2019</u> REQUESTED BUDGET
<b>Total Municipal Operating Budget</b>	<b>\$ 9,716,188</b>	<b>\$ 10,399,615</b>
change, 2017/2018 to requested 2018/2019		<b>\$ 683,427</b>
		<b>7.03%</b>

# 2018/2019 BUDGET SUMMARY

	2017/2018	2018/2019
	<u>Budget</u>	<u>BOS Request</u>
Municipal Operations		
General Government	\$3,469,050	\$ 3,582,820
Public Safety	\$3,318,871	\$ 3,378,122
Public Works	\$1,858,892	\$ 2,338,730
Health & Welfare	\$ 519,117	\$ 546,896
Culture & Recreation	<u>\$ 550,258</u>	<u>\$ 553,047</u>
	\$9,716,188	\$10,399,615

**Town of New Fairfield  
Budget Summary - Fiscal 2018/2019**

	2017/2018 Budget	2018/2019 Dept. Request	2018/2019 BOS Cuts	2018/2019 BOS Recommended	Increase (Decrease)
<b>General Government</b>					
Board of Selectman	170,783	174,486	-	174,486	3,703
Town Clerk	163,615	166,146	-	166,146	2,531
Probate	12,274	6,860	-	6,860	(5,414)
Registrars of Voters	58,261	58,198	-	58,198	(63)
Finance	247,048	242,340	-	242,340	(4,708)
Board of Finance	90,381	74,441	-	74,441	(15,940)
Treasurer	13,038	13,024	-	13,024	(14)
Assessor	167,310	171,092	-	171,092	3,782
Tax Collector	185,075	186,916	-	186,916	1,841
Board of Assessment Appeals	1,150	1,260	-	1,260	110
Unclassified Payroll & Benefits	1,015,832	1,119,971	(16,840)	1,103,131	87,299
Professional Services	143,550	132,500	-	132,500	(11,050)
Intergovernmental Agencies	277,794	285,167	5,000	290,167	12,373
General Insurance	168,500	175,000	(5,000)	170,000	1,500
Business Machines	283,251	286,341	-	286,341	3,090
Human Resources	30,000	30,000	-	30,000	-
Planning Commission	3,074	5,843	-	5,843	2,769
Zoning Commission	69,271	69,619	-	69,619	348
Zoning Board of Appeals	9,266	9,410	-	9,410	144
Utilities	345,415	372,212	-	372,212	26,797
Permanent Building Committee	2,414	2,471	-	2,471	57
General Land Use	10,485	15,113	-	15,113	4,628
Historical Properties Commission	250	250	-	250	-
Commission of the Youth	1,013	1,000	-	1,000	(13)
<b>Total General Government</b>	<b>3,469,050</b>	<b>3,599,660</b>	<b>(16,840)</b>	<b>3,582,820</b>	<b>113,770</b>

	2017/2018 Budget	2018/2019 Dept. Request	2018/2019 BOS Cuts	2018/2019 BOS Recommended	Increase (Decrease)
<b>Public Safety</b>					
Police	2,107,922	2,101,420	-	2,101,420	(6,502)
Communications Center	260,036	260,679	-	260,679	643
Fire Companies	232,925	242,245	(2,500)	239,745	6,820
Ambulance / Paramedic	515,205	568,788	-	568,788	53,583
Fire Marshal	42,937	64,250	(17,000)	47,250	4,313
Building Inspector	132,206	132,156	-	132,156	(50)
Office of Emergency Management	27,640	28,084	-	28,084	444
Total Public Safety	3,318,871	3,397,622	(19,500)	3,378,122	59,251
<b>Public Works</b>					
	1,858,892	2,463,730	(125,000)	2,338,730	479,838
<b>Health &amp; Welfare</b>					
Health	262,560	268,094	-	268,094	5,534
Inland/Wetlands	5,556	5,620	-	5,620	64
WPCA	1,466	1,480	-	1,480	14
Social Services	67,193	84,739	(4,550)	80,189	12,996
Senior Services	167,912	176,841	-	176,841	8,929
Ball Pond Advisory Commission	10,082	10,098	-	10,098	16
Commission on Aging	4,348	4,574	-	4,574	226
Total Health & Welfare	519,117	551,446	(4,550)	546,896	27,779
<b>Cultural &amp; Recreation</b>					
Recreation	56,732	56,777	-	56,777	45
Library	493,526	496,270	-	496,270	2,744
Total Cultural & Recreation	550,258	553,047	-	553,047	2,789
<b>Totals</b>	\$ 9,716,188	\$ 10,565,505	\$ (165,890)	\$ 10,399,615	\$ 683,427
Change From Last Year		\$ 849,317	\$ (165,890)	\$ 683,427	
		8.74%		7.03%	