

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

MINUTES
Board of Finance Regular Meeting
Wednesday, October 16, 2019
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Jane Landers
Cheryl Reedy
Anthony Yorio
Tom Garben, Alternate
Brian Shea, Alternate (arrived 7:36pm)
Rick Salem, Alternate

Other Town Officials Present:

Ed Sbordone, Finance Director
Pat Del Monaco, First Selectman

Members not present:

Erin Badillo
Michael Cammarota

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

Pledge of Allegiance

Appointments-Chairman Wes Mash noted that Michael Cammarota will not be available for tonight's meeting and has appointed Brian Shea to take his place and that Erin Badillo will not be available for tonight's meeting and has appointed Tom Garben to take her place.

Correspondence/Announcements- None

Public Comment- None

Addition to the agenda

Wes Marsh made a motion to add item #6A "Approval of minutes from the September 17, 2019 special meeting" to the agenda. Jane Landers seconded the motion.

Vote: 5-0-0 (Motion approved- Brian Shea arrived late and did not vote on this motion)

Approval of Minutes

Wes Marsh made a motion to approve the minutes of the September 18, 2019 regular meeting as presented. Anthony Yorio seconded the motion.

Vote: 5-0-0 (Motion approved- Brian Shea arrived late and did not vote on this motion)

Wes Marsh made a motion to approve the minutes of the September 17, 2019 special meeting as presented. Jane Landers seconded the motion.

Vote: 5-0-0 (Motion approved- Brian Shea arrived late and did not vote on this motion)

Budget Transfers- None

Boat Dock Invoice

Cheryl Reedy made a motion to approve the payment of to Race Coastal Engineering in the amount of \$4,096.47 from the Boat Dock replacement fund. Anthony Yorio seconded the motion.

Vote: 6-0-0 (Motion approved)

First Selectman Pat Del Monaco gave an update on the boat docks and explained the process for putting in anchors and noted that only a unique company can do it.

FEMA Reimbursement update

The amount of the FEMA reimbursement for the May 15, 2018 storm is \$2,131,052.05. The town has already received \$71,377.76. Finance Director Ed Sbordone noted that it is hopeful that the rest of the reimbursement will be received by the beginning of November. He noted that this will be recorded as a receivable as of June 2019.

Members of the Board thanked First Selectman Pat Del Monaco and everyone involved for their hard work in getting this reimbursement for the town.

High School and Consolidated School project

Wes Marsh announced that the building project referendum for both building projects passed on October 5th. He spoke of the timeline for the project:

- Certified voting results have to be reviewed by the State
- The project will be on the approved bonding priority list in December.
- The RFQ for the architect went out on October 7th and are due back on October 21st. The RFQs will be reviewed at the PBC meeting on October 22nd.
- There will be a RFQ for an Owner's Representative.
- A construction company will be chosen.
- Construction will begin in 2021.

Finance Director Ed Sbordone spoke of the bonding of the project and noted that this project should not affect the AAA Bond rating.

Board of Education budget surplus for fiscal year 2018-2019

Ed Sbordone spoke of the unassigned general fund balance which, as of June 30, 2018, was \$7.2 million or 12.01% of total expenditures. With the addition of the FEMA reimbursement and the fiscal year 18/19 surplus, the unassigned general fund balance as at June 30, 2019 would be approximately \$10 million which would meet the goal of 16.67% of total expenditures.

Wes Marsh made a motion to table the vote on the BOE surplus until more refined quotes for the HVAC for the Middle School are received. Cheryl Reedy seconded the motion.

Vote: 6-0-0 (Motion approved)

Policy Annual review-Investment/General Fund

There was a discussion about possible changes and amendments to the General Fund Policy and Investment Policy.

Wes Marsh made a motion to amend the Note on the second page of the General Fund Policy to eliminate the first sentence “The Unrestricted fund balance is now at 12% and does not meet the minimum two months (16.67%) required by this proposed policy” and to revise the second sentence to read “The policy language requires the Board of Finance to develop a plan of action to bring the fund up to and maintain the minimum required level.” Anthony Yorio seconded the motion.

Anthony Yorio made a motion to amend the previous motion to remove the word “develop” and substitute the word “maintain”. “The policy language requires the Board of Finance to **maintain** a plan of action to bring the fund up to and maintain the minimum required level.” Wes Marsh seconded the motion.

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

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

Cheryl Reedy made a motion to change the “Plan of Action” on the General Fund Policy to read “100% of the annual budget revenue surplus and a minimum of 50% of the annual budget expenditure surplus shall be transferred to the unassigned fund balance” and to delete the last sentence of the paragraph. Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)

Anthony Yorio made motion to strike the word “future” from the following sentences with regard to the excess of the unassigned fund balance.

1. Let such excess remain in the unassigned fund balance
2. Transfer such excess to the Cap & Non Fund for **future** capital projects
3. Transfer such excess to the Debt Service Fund for **future** capital projects

Wes Marsh seconded the motion.

Cheryl Reedy made a motion to amend the previous motion to add item #4

4. Transfer such excess to the Medical Reserve Fund. Anthony Yorio seconded the motion.

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

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

Wes Marsh made a motion to accept the investment policy as presented. Anthony Yorio seconded the motion. **Vote: 6-0-0 (Motion approved)**

School Safety and Security Committee update

Anthony Yorio noted that the School Safety and Security Committee is waiting for the results of the grant application and will discuss at the next meeting. There was a brief discussion of making sure that safety is incorporated into the building design for the new schools and it was noted that there is a statutory requirement that new buildings must be reviewed by a safety professional.

Board of Finance article for the Town Tribune

It was decided not to include a BOF article in the Town Tribune this month. Jane Landers suggested putting an article in explaining the Medical Fund sometime in the future.

ONGOING UPDATES

Medical update- Ed Sbordone noted that \$101,735.15 has been received for the prescription drug rebate.

Legal update- The legal balance is currently \$116,955.00

Year to date expenses review- The Board discussed expenses to date and specifically electricity usage and the fact that an animal control officer has not been hired yet.

Current year revenue update- There was a brief discussion about Intergovernmental revenue and it was noted that this is received throughout the year.

Cap & Non-There was a brief discussion about the Saw Mill Bridge project and it was noted that the concrete beam are in. It was also noted that the project is on budget.

Public Comment- None

Future agenda items

The Board will discuss the following in the near future:

- 2020 BOF meeting calendar
- Status report on school building projects
- Surplus

Board member comments

Members of the Board of Finance remarked on the decent voter turnout for the referendum and encouraged everyone to get out and vote for the municipal election on November 5th. They thanked First Selectman Del Monaco and everyone involved in getting the FEMA reimbursement.

The Board members thanked outgoing member Rick Salem for all his hard work on the Board and encouraged him to get involved in the future.

Adjournment

Anthony Yorio made a motion to adjourn the meeting at 9:44 pm. Wes Marsh seconded the motion.

Vote: 6-0-0 (Motion approved)