

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

MINUTES

Board of Finance Regular Meeting
Wednesday, January 15, 2020
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Michael Cammarota
Jane Landers
Cheryl Reedy (arrived 7:37)
Anthony Yorio
Brian Shea, Alternate
Greg Williams, Alternate

Other Town Officials Present:

Ed Sbordone, Finance Director
Khris Hall, Selectman
Dr. Rich Sanzo, Director of Business and Operations
Phil Ross, Director of Buildings and Grounds
Bud Koral, Fire Dept.
Bob Jano, Fire Dept.

Members not present:

Tom Garben, Alternate

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

Pledge of Allegiance

Appointments- None

Correspondence and Announcements

Chairman Wes Marsh noted that BOF member Erin Badillo has resigned. There will be special meeting in the near future to fill the vacancy.

Public Comment- None

Approval of Minutes

Jane Landers made a motion to approve the minutes of the December 18, 2019 regular meeting as presented. Michael Cammarota seconded the motion. **Vote: 3-0-1 (Motion approved- Anthony Yorio abstained- Cheryl Reedy arrived late and did not vote on this motion.)**

Budget transfers

Anthony Yorio made a motion approve the transfer of the following Inter-Departmental transfer in the amount of \$5,000.00. Jane Landers seconded the motion.

Vote: 4-0-0 (Motion approved-Cheryl Reedy arrived late and did not vote on this motion.)

\$	Transfer From		\$	Transfer To	
\$5,000.00	4160-250	Unclass Payroll and Benefits-Unemployment	\$5,000.00	4196-110	Permanent Building Committee-Salaries
\$5,000.00			\$5,000.00		

Boat Dock invoice- None

Medical Plan and Reserve Fund update

Senior Vice President Tom Kowalchik from USI Insurance gave a brief summary of the Medical plan and spoke of the increase in claims for this year. He noted that the town still has a very healthy reserve fund. There was a discussion of industry trends and stop loss. It was noted that information about claims are only available through Oct. 31, 2019 but Mr. Kowalchik will send information about claims through November soon.

High School/Consolidated School projects update

Mr. Marsh attended the PBC meeting on January 14th and noted that PBC Chairman George Martignetti has resigned. The temporary chairman ran the meeting and a lot was covered. Mr. Marsh noted that it would be best to table the update on the school projects this until the February BOF meeting.

Finance Director Ed Sbordone noted that updates are done on a regular basis by Dr. Sanzo at the BOE meetings which can be viewed on the town's website. Anthony Yorio noted that the schedule of work has been set for the next twelve months.

Wes Marsh made a motion to table the update on the high school/Consolidated School projects until the regular BOF meeting in February. Cheryl Reedy seconded the motion.

Vote: 5-0-0 (Motion approved)

Board of Education Budget surplus 2018-2019

Ed Sbordone spoke of the BOF policy regarding budget surpluses for both the Town and the BOE. Dr. Sanzo and Phil Ross spoke of potential capital improvement projects at the Middle School. They noted that along with Colliers, Inc. they developed a comprehensive 10-year capital improvement plan including a schedule to put money away for future projects.

Phil Ross spoke of the scope of the project for replacing the HVAC unit at the Middle School cafeteria. The change in the original price is due to the addition of air conditioning to the unit. The approximate cost of the project is \$236,000. If the BOF decides to allocate the 50% surplus (approximately \$104,000) towards the project, there will be shortfall of approximately \$129,000. Dr. Sanzo spoke of possible sources of funding to account for this shortfall.

Anthony Yorio made a motion approve the following Additional Appropriation (Town Meeting NOT required) in the amount of \$103,898.60 from General Fund Unreserved 2532-001 to BOE Capital and Nonrecurring. Jane Landers seconded the motion.

Vote: 5-0-0 (Motion approved)

\$	Transfer From		\$	Transfer To	
\$85,901.74	2532-001	General Fund- Unreserved (2018-2019 Surplus)	\$103,898.60	306-4600-710	BOE Cap & Non
\$17,996.86	2532-001	General Fund- Unreserved (Prior year close outs)			
\$103,898.60			\$103,898.60		

New Fairfield Volunteer Fire Department request

Michael Cammarato noted there was a communication from the Fire Department altering the Town that there is a need to update some equipment in order to comply with National Fire Protection Association regulations.

Bud Koral from the New Fairfield Volunteer Fire Department gave a presentation of the equipment and specifically spoke of the SCBA (Self Contained Breathing Apparatus) necessary for all firefighters to use when going into buildings. The department currently has 42 packs with each containing two bottles. The bottles have a 15 year life and the packs have a 20 year life with the bottles expiring soon. It was noted that the current bottles were originally obtained through a grant. He noted that the standards for this equipment were improved in 2018 and it would be advantageous to replace everything at the same time. As of January 1, 2020 the new packs come with a life-time warranty. The cost to replace the packs would be approximately \$360,000. There was also a suggestion of the possibility of bidding with surrounding towns to help defray the cost.

There was a brief discussion of the Fire Department budget and it was noted that it would be beneficial in the future to have large expenses amortized over a long period of time. Wes Marsh noted that the Fire Department will present their entire budget to the Board of Selectmen on Saturday, January 25 at 9:00 am at the Town Hall Conference Room. He encouraged BOF members to attend.

Fiscal year 2020/2021 Budget planning

Wes Marsh spoke of a budget workshop held by the BOE on January 7 which he attended along with BOF members Anthony Yorio and Tom Garben as well as, many school administrators, members of the BOE and members of the BOS. There was a print out of many of the questions and answers discussed at the workshop included in the BOF meeting packet of January 15. There was a discussion of the role of the BOF at this stage in the budget planning and whether or not there would be any interest by the BOF members in attending another workshop on January 28th. It was decided that the workshop on January 28th would be helpful.

Ed Sbordone spoke of the BOS budget workshops and encouraged BOF members to attend if possible. The following departments will be evening/Saturday meetings so that BOF members can attend: Police Dept: January 15 at 7pm, Fire Department: Saturday, January 25th at 9am and the Public Works Department: Thursday, January 23rd at 6:30pm.

Fiscal year 2018/2019 audit status

Wes Marsh noted that the audit will not be available until January 17th. There was a brief discussion of whether or not the BOF actually needs to approve the audit or merely accept it. It was decided that the audit subcommittee will meet with the auditor via phone before January 31 and can suggest possible changes. They can then accept the audit at the February meeting when it is presented to the full board.

It was noted that there is a vacancy on the audit subcommittee due to the resignation of Erin Badillo. Wes Marsh will check with BOF Alternate Tom Garben to see if he would be interested in serving on the audit subcommittee.

Board of Finance Department budget 2020-2021

Anthony Yorio made a motion to authorize the chairman to submit the following budget to the BOS. Jane Landers seconded the motion.

Vote: 5-0-0 (Motion approved)

Salaries	\$ 2,587
Town Audit	\$55,625
Materials and Supplies	\$ 3,000
Contingency	\$15,000

Discussion of Elderly Tax Relief program

Cheryl Reedy spoke of the current Elderly Tax Relief program for the Town. She spoke of a recent survey sent by the Commission on the Aging and which received 536 responses. She noted that 51% of those that responded had a yearly income that would qualify for the Elderly Tax Relief program but 34% did not know that tax relief programs existed. She suggested that instead of revamping the program, the BOF should work with the Selectmen to advertise the current programs and make them easy to apply. She noted that Selectman Khris Hall will have a column in an upcoming edition of the Town Tribune regarding the Elderly Tax Relief. There will also be information sessions at the Senior Center regarding these programs. Jane Landers spoke of the deferral program and there was a brief discussion of lowering the current 6% interest rate of the deferral program. This will be discussed further at an upcoming meeting.

Election of new BOF member due to resignation

Wes Marsh made a motion to select the replacement for the full member seat on the BOF from the current pool of alternates. Cheryl Reedy seconded the motion.

Vote: 5-0-0 (Motion approved)

Wes Marsh made a motion to seek applications for the alternate position from the greater community via advertisements. Cheryl Reedy seconded the motion.

Vote: 5-0-0 (Motion approved)

School Safety and Security Committee update

Anthony Yorio spoke of the many accomplishments of the School Safety and Security Committee. He spoke of the role of security for the schools and noted that there should be specific point person solely in charge of security. He spoke of the need to hire a School Safety and Security Director and noted that he has asked the Superintendent of Schools to put this in her 2020-2021 proposed budget. He encouraged BOF members to attend the Executive Sessions of Security Committee. The next meeting of the School Sessions and Security Committee will be held on Wednesday, February 5th at 7:30 pm.

Board of Finance article for the Town Tribune

It was decided that Jane Landers will write a draft article regarding the Medical fund and the BOF will critique it at a future meeting.

Ongoing updates

Anthony Yorio made a motion to table the Ongoing updates for this meeting. Michael Cammarota seconded the motion. **Vote: 5-0-0 (Motion approved)**

Public Comment-John McCartney spoke of the positive tone of the budget workshops held by the Selectmen this year. He encouraged anyone interested to sit in on some of the workshops.

Future agenda items

- 2018-2019 audit
- Permanent Building Committee presentation and school project update
- Budget planning
- Election of new BOF member

Board member comments- None

Adjournment

Anthony Yorio made a motion to adjourn the meeting at 10:01 pm. Cheryl Reedy seconded the motion.

Vote: 5-0-0 (Motion approved)

JAN 22 2020

Received for Record _____

at 9:40 m A M and recorded by

Pamela J. Donah
Pamela J. Donah, Town Clerk, New Fairfield, CT