

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

**MINUTES**

**Board of Finance Regular Meeting  
Wednesday, October 21, 2020  
7:30 PM  
Virtual meeting via Zoom**

***Members present via Zoom***

Wes Marsh, Chairman  
Michael Cammarota  
Tom Garben  
Jane Landers  
Cheryl Reedy  
Anthony Yorio  
Brian Shea, Alternate  
Mark Werner, Alternate  
Greg Williams, Alternate

***Other Town Officials Present via Zoom***

Ed Sbordone, Finance Director and Town Treasurer  
Pat Del Monaco, First Selectman  
Dr. Pat Cosentino, Superintendent of Schools  
Dr. Rich Sanzo, Director of Business and Operations  
Peggy Katkocin, BOE Chairman  
Bruce Taylor, Fire Chief  
Tom Kowalchik, USI Insurance

***From CLA***

Joan Archer  
Doug Cushine  
Marianne Gaffey  
Mark Howarth  
Jeff Main  
Nick Mellas  
Phyllis Schaer

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

Paul Gouveia gave a brief overview of the rules and procedures for having a virtual meeting.

**Pledge of Allegiance**

**Appointments**- None

**Correspondence and Announcements**- None

**Public Comment**-None

**Approval of Minutes**

Michael Cammarota made a motion to approve the minutes of the September 16, 2020 regular meeting as presented. Tom Garben seconded the motion. **Vote: 6-0-0 (Motion approved)**

Jane Landers made a motion to approve the minutes of the October 7, 2020 special meeting as presented. Tom Garben seconded the motion. **Vote: 5-0-1 (Motion approved- Cheryl Reedy abstained)**

Cheryl Reedy made a motion to approve the minutes of the September 23, 2020 and October 6, 2020 Pension and Bonding subcommittee meetings as presented. Tom Garben seconded the motion. **Vote: 4-0-2 (Motion approved- Michael Cammarota and Anthony Yorio abstained)**

**Budget Transfers-** None

**Discussion of Medical Plan for 2020-2021 budget**

Medical Consultant Tom Kowalchik from USI gave a summary of claims for the year and compared the fiscal year ending August 2019 to the fiscal year ending August 2020. He noted that total claims including both pharmacy and medical are down due primarily to elective and preventative surgeries not happening as much due to COVID. There was a discussion among the BOF members and Mr. Kowalchik regarding the effects on a second wave of COVID or a possible vaccine would have on medical claims and projections.

Mr. Kowalchik invited anyone interested to attend a Zoom meeting for an overall utilization review to go over claims for the last couple of years. There was a brief discussion as to when would be the best time to have this meeting.

**Discussion and vote on Boat Replacement request from the Candlewood Lake Authority**

Wes Marsh spoke of a request by the CLA for two additional patrol boats. The BOS held a special meeting on October 20<sup>th</sup> and approved an expenditure not to exceed \$50,000 from the Municipal Water System Fund #215 toward the purchase of two Candlewood Lake Authority Marine Patrol Boats. The expenditure is contingent upon at least equal contribution from Sherman, Brookfield, Danbury and New Milford.

Joan Archer from the Candlewood Lake Authority spoke of the request for two additional patrol boats for the lake. She spoke of the increased use of the lake due to COVID and the increased number of accidents and service calls and the role of the CLA regarding the health and safety of the lake. The total costs of both boats would be \$300,000. CLA has agreed to contribute \$50,000 out of capital reserves and the rest would be split between the five towns surrounding Candlewood Lake. These boats would need to be ordered by the end of October in order to be delivered by May 2021.

It was noted that New Milford approved the full \$60,000 contingent upon support of the other towns. Brookfield has approved the request, but has not decided on which fund to take it out of yet. Sherman will discuss this request at their October 22 meeting. Danbury will vote at another time.

Nick Mellas spoke of the role of the CLA and the impact of having extra vessels on the lake and the benefits of having additional presence on the lake. Mark Howarth gave details of the requested boats. He spoke of the quality and the trade in value for these boats.

The BOF asked whether or not First Light has been contacted about contributing to the boats and if CLA has a capital reserve fund for new boats. Joan Archer spoke of possible plans for building the fund in the future. They also discussed the possibility of having discontinuing the practice of having only one officer per boat and the possibility of being able to return to two officers per boats as long as masks are worn. There was a discussion of the possibility of purchasing used boats or getting one donated by the New Fairfield Volunteer Fire Department. Fire Chief Bruce Taylor noted that the offer still stands to donate a boat to the CLA. It was noted that the CLA will have to go back to the manufacturer if there is no financial approval by October 31<sup>st</sup>.

Wes Marsh made a motion to approve an additional appropriation not to exceed \$50,000 (Town Meeting NOT required due to the governor’s executive order) from the Municipal Water System Fund #215 toward the purchase of two Candlewood Lake Authority Marine Patrol Boats. The additional appropriation is contingent upon at least equal contribution from Sherman, Brookfield, Danbury and New Milford. Michael Cammarota seconded the motion. **Vote: 4-2-0 (Motion approved- Michael Cammarota, Tom Garben, Wes Marsh and Anthony Yorio in favor, Cheryl Reedy and Jane Landers opposed)**

Members of the Candlewood Lake Authority thanked everyone for this additional appropriation.

**Board of Education Budget Surplus for the 2019-2020 budget**

Wes Marsh made a motion to approve the following additional appropriation (town meeting not required) in the amount of \$625,540.89, which represents 100% of the FY2019/20 BOE expenditure surplus and prior fiscal year encumbrance closeouts provided this transfer may be expended by the BOE for unanticipated COVID-19 and special education expenditures, and if not so expended shall be expended for capital expenditures- details of accounts transferred from and to attached to the minutes. Cheryl Reedy seconded the motion. **Vote: 6-0-0 (Motion approved)**

\$	Transfer From		\$	Transfer To	
\$575,171.90	E25321	General Fund- Unreserved (2019/2020 Surplus)	\$625,540.89	306-4600-0000-000/712.00	COVID-19 & Special Education
\$50,368.99	E25321	General Fund- Unreserved (Prior Year Close outs)			
<b>\$625,540.89</b>			<b>\$625,540.89</b>		

Director of Business and Operations Dr. Rich Sanzo thanked the BOF on behalf of the Administration and the Board of Education for appropriating this surplus.

**BOE forecast for schools’ reopening costs due to COVID 19**

Dr. Rich Sanzo spoke of additional expenditures and staffing needs due to COVID 19. He noted that administrators throughout the district have agreed to two furlough days resulting in a savings of approximately \$25,000.

Dr. Sanzo further spoke of additional expenses due for building cleaning and PPE. There may also be more expenses because of the need for more ventilation. To date, it is estimated that additional expenses due to COVID is equal to about \$1.4 million. To offset this, the district is hoping to receive approximately \$200,000 from the ESSER grant and approximately \$185,000 in Coronavirus relief. This

is in addition to the \$625,540.89 that was just approved from prior year surpluses. There is also the possibility that there may be some FEMA reimbursement money available.

### **Pension and Bonding subcommittee update**

Mark Werner noted that the subcommittee has made good progress on drafting information for pensions and bonding. He thanked Ed Sbordone and Linda Fahrina for all their help with this subcommittee. A draft report with recommendations will be presented to the BOF at the November meeting.

### **Discussion of Fraud Policy status**

Anthony Yorio and Jane Landers are working on a draft of a fraud policy and will present it to the full board at their November regular meeting.

### **ONGOING UPDATES**

#### **Medical update**

#### **Legal update**

#### **Year to date expenses review**

#### **Current year revenue update**

#### **Cap & Non**

Wes Marsh made a motion to table the Ongoing updates for this meeting. Michael Cammarota seconded the motion. **Vote: 6-0-0 (Motion approved)**

### **Public Comment-** None

**Future Agenda items-** The following items will discussed in the near future:

- Pension and Bonding subcommittee
- Fraud policy
- Audit

**Board Member Comments-**Board members encouraged everyone to continue with the COVID guidelines and to stay safe.

### **Adjournment**

Jane Landers made a motion to adjourn the meeting at 9:43 pm. Michael Cammarota seconded the motion. **Vote: 6-0-0 (Motion approved)**

Received by Email on 10/27/2020 @ 4:04 pm  
by Holly Z Smith, Asst. Town Clerk, New Fairfield