

Board of Finance Regular Meeting
Tuesday, April 5, 2022
7:30 pm
Via Webex

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=K2cXmIWGKMc>.

FINAL MINUTES

MEMBERS PRESENT: Lori Charlton-Chair, John Mitola-Vice Chair, Sheila Marmion-Secretary, Craig Curley, Chris DeWitt, Kevin Starke, Jack Testani, James Walsh

MEMBERS ABSENT: Mary LeClerc

OTHERS PRESENT: Budget Director Frank Magneri, Controller Caitlin Bosse, WPCF Superintendent John Bodie, CAO Tom Bremer, CFO Jared Schmitt, BOE Chair Christine Vitale, Fairfield Public Schools' Executive Director of Finance and Business Services Courtney Leborious, FairTV, members of the public

1. Call to Order

Chairwoman Lori Charlton called the meeting to order at 7:31 pm.

2. Pledge of Allegiance

Chris DeWitt led the Pledge of Allegiance.

3. To hear, consider and act upon a request from the Board of Selectmen to appropriate \$120,000 from the WPCA Fund Balance to complete the Microgrid Project. (***Postponed from March 31, 2022 meeting; requires RTM approval***)

Chairwoman Charlton reminded the Board that this item had been brought before the Board and postponed at the last meeting. She said the documents are in the backup pages, 1-5. WPCF Superintendent John Bodie apologized for having the wrong information at the last meeting regarding the switches on the Microgrid project. He said the solar project was completed, but it was not part of the original plan, and the panels were installed prior to the start of this project.

The motion carried unanimously.

4. To hear an overview of non-General funds included in the Town's Comprehensive Annual Financial Report, and the related fund accounting and policy

Chairwoman Charlton said information for this item can be found on page six of the backup. She said the Comprehensive Annual Financial Report (CAFR) will be referenced throughout the discussion. She said the CAFR can be found on the Town website on the Finance Department's webpage under 2020-2021 Annual Financial Report.

CFO Jared Schmitt gave a brief overview. He said that the subject of the non-General Funds came up when First Selectwoman Kupchick was presenting her budget and there was a proposal to utilize some of the balance in the Outside Jobs Fund to purchase Police vehicles and that had spawned questions on what other funds exist.

Controller Caitlin Bosse started the presentation and referred to page seven in the backup which lists categories of different non-General Funds. Ms. Bosse said page eight has the breakdown of revenue that funds the accounts. She said the accounts on page nine are smaller categories and are mostly funded through outside contributions and have an outside service that governs the money. Ms. Bosse said page 10 refers to the bonding process. Ms. Bosse went through all the categories, discussed where the revenue comes from and how the money is spent. She said a draft policy regarding the use of the funds is currently being worked on.

5. To hear, consider and act upon the draft minutes of February 16, 2022, February 22, 2022, March 10, 2022, March 15, 2022, March 16, 2022, March 22, 2022, and March 24, 2022, March 26, 2022

- 2/16/22- Chairwoman Charlton suggested removing a line in Item 3 regarding the Town Facilities Commission as it was incomplete. She said there was also a sentence on the second page that needed to be corrected and a sentence on page four that needs to be deleted. Kevin Starke asked that his name be spelled correctly in the body of the minutes wherever he is referenced.

Chairwoman Charlton made a motion to approve the minutes as amended. Sheila Marmion seconded the motion. The motion passed unanimously.

- 2/22/22- Chairwoman Charlton asked to have a correction in Item five regarding an account that was used. She said the account was the Service Funds and not contingency as was stated in the minutes.

Chairwoman Charlton made a motion to approve the minutes as amended. Mr. Starke seconded the motion. The motion carried unanimously.

- 3/10/22- Chairwoman Charlton made a motion to approve the minutes as written. Jack Testani seconded the motion which carried 7-0-1 (Sheila Marmion abstained).
- 3/15/22- Chairwoman Charlton made a motion to approve the minutes as written. Mr. DeWitt seconded the motion. The motion carried unanimously.
- 3/16/22- Ms. Marmion asked to correct the WPCF Superintendent to the WPCA Superintendent and to correct the attendance to show Jack Testani and Mary LeClerc were present.

Chairwoman Charlton made a motion to approve the minutes as amended. Craig Curley seconded the motion. The motion carried unanimously.

- 3/22/22, 3/24/22- Chairwoman Charlton made a motion to approve the minutes as written. Mr. Starke seconded the motion. The motion carried unanimously.
- 3/26/22- Mr. Testani asked that his referenced quote be corrected to say “public schools system” instead of FPS.

Chairwoman Charlton made a motion to approve the minutes as amended. Craig Curley seconded the motion. The motion carried unanimously.

6. To hear, consider and act upon any communications
There were no new communications.

7. Adjourn
Mr. Starke made a motion to adjourn the meeting at 9:35 pm. Mr. DeWitt seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary