

Board of Finance Regular Meeting
Tuesday, June 7, 2022, 7:30 pm
Via Webex
and
In-Person at BOE Conference Room 295A/B
501 Kings Hwy E., Fairfield, CT

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=JO3Vc1RO0u4>.

FINAL MINUTES

MEMBERS PRESENT: Chair Lori Charlton, Vice Chair John Mitola, Secretary Sheila Marmion, Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, Jack Testani, James Walsh
OTHERS PRESENT: CFO Jared Schmitt, Budget Director Frank Magneri, CAO Tom Bremer, Police Chief Robert Kalamaras, Police Captain Pete Koval, Health Director Sands Cleary, Engineering Manager Bill Hurley, FairTV

1. Call to Order
Chairwoman Lori Charlton called the meeting to order at 7:30 pm.
2. Pledge of Allegiance
Sheila Marmion led the Pledge of Allegiance.
3. To hear, consider and act upon a request from the Chief Fiscal Officer to transfer: \$419,317.88 from General Fund Contingency (01002010-58010) to various accounts per the attached schedule in the FY 22 year for the PETA, ECC, and Nurses contract settlement.

Ms. Marmion made a motion to put Item 3 before the Board. Mr. DeWitt seconded the motion.

Budget Director Frank Magneri explained that the request to take the money out of contingency was for retroactive payments for settled union contracts. The backup documents show the allocations for various departments. Ms. Marmion asked if there was a specific amount typically budgeted for contracts and if so, did this fall within that budgeted amount. Mr. Magneri said it did fall within the amount budgeted. Chris DeWitt asked if contracts were staggered. Chief Fiscal Officer Jared Schmitt said they all expire on June 30, but years are staggered.

The motion carried 8-0 (Jim Walsh was not present at this time).

4. To hear, consider and act upon a request from the Chief Fiscal Officer to transfer: \$7,066 from WPCA Contingency (13013010-58010) to various WPCA accounts per the attached schedule in the FY 22 year for the PETA contract settlement.

Mr. Curley made a motion to put Item 4 before the Board. Mr. DeWitt seconded the motion.

Mr. DeWitt made a motion to amend the amount to transfer in Item 4 from \$7,066.00 to \$7,606.00 and put the amended item before the Board of Finance. Mr. Curley seconded the amendment which carried unanimously. The attached schedule includes the revised numbers.

The main motion, as amended, carried 8-0. (Mr. Walsh was not present at this time).

5. Executive Session

To hear an update on the retirement program for employees of the Town of Fairfield, et. al. v. Allianz Global Investors U.S. LLC with Town Attorney James Baldwin

Mr. Walsh was in attendance starting with Item 5.

Chairwoman Charlton made a motion to go into Executive Session at 7:45 pm. Ms. Marmion seconded the motion which carried unanimously.

Mr. DeWitt made a motion to come out of Executive Session at 8:24 pm. Jack Testani seconded the motion which carried unanimously.

No action was taken.

6. To hear, consider and act upon the following resolution as recommended by the Director of Health: (*contingent upon BOS approval at its 06/13/22 special meeting & requires RTM approval*)

“RESOLVED, that the Director of Health requests an increase in the estimated revenue for State Grants in the amount of \$252,155.11 to cover the cost of Fairfield's continued efforts to further Fairfield Health Department’s response to COVID-19 and other emerging infections; and

FURTHER RESOLVED, that the First Selectwoman is authorized to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health (DPH) to conduct activities described in the Epidemiology and Laboratory Capacity Enhancing Detection Cooperative Agreement with an anticipated contract period of March 1, 2022 – February 29, 2024. These costs are 100% reimbursable.”

Ms. Marmion made a motion to put Item 6 before the Board of Finance. Mr. Testani seconded the motion.

The backup is on pages 6 & 7.

Health Director Sands Cleary said this is a grant from the Federal government for the COVID response. Mr. Cleary said he will be able to hire up to three staff to handle remaining COVID work and to track cases. Mr. Cleary said he is still waiting for the contract, but the funds are guaranteed. He said this would be a two-year program and the employees would be temporary.

The motion carried unanimously.

7. To hear, consider and act upon the following resolution as recommended by the Director of Health: (*contingent upon BOS approval at its 06/13/22 special meeting & requires RTM approval*)

“RESOLVED, that the Director of Health requests an increase in the estimated revenue for Federal Grants in the amount of \$50,000 to cover the cost of Fairfield's continued efforts to further develop the Fairfield Medical Reserve Corps (FMRC) and to continue to promote the integration of the MRC unit into the local public health and emergency response system; and FURTHER RESOLVED, that the First Selectwoman, is authorized to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the National Association of County and City Health Officials (NACCHO) to conduct activities described in the NACCHO-MRC RISE Award with an anticipated contract period of May 1, 2022 – December 21, 2022. These costs are 100% reimbursable.”

Mr. DeWitt made a motion to put Item 7 before the Board of Finance. Mr. Testani seconded the motion.

The backup is on pages 8 & 9.

Mr. Cleary told the Board that this grant is funded through the Department of Health and Human Services. He said it is a six month grant to build the Fairfield Medical Reserve Corps (FMRC) and hire two part-time temporary employees to increase enrollment from the current 294 members. He said the funding would cover training and apparel. Mr. Cleary said this grant is similar to other grants for the FMRC for preparedness activities.

The motion carried unanimously.

8. ENGINEERING MANAGER (*requires RTM approval*)

To hear consider and act upon a resolution recommended by the BOS further amending and restating a resolution entitled, “A resolution appropriating \$3,088,000 for the costs associated with construction of berm and pumping station and authorizing the issuance of bonds to finance such appropriation” to increase the amount of the appropriation to \$10,007,765 and to accept a further state grant in the amount of \$400,000. (*the fully-worded resolution can be found in the backup*)

Mr. Testani made a motion to put Item 8 before the Board of Finance. Ms. Marmion seconded the motion.

The backup for this item is on page 10. Engineering Manager Bill Hurley said this is for the Wastewater Treatment Hardening project and the money is from the CT Department of Housing. He said funding is for the berm and pumping station project. He said the berm will be constructed to protect properties from future flooding events.

Mr. Curley asked about the \$400,000 increase and if it is reimbursable by the grant to which Mr. Hurley confirmed it is. Mr. Walsh asked about the historical contamination of the soil around the area where the construction is being done and wondered if this might happen again and if additional funds will be needed. There was a discussion about that.

The motion carried unanimously.

9. ENGINEERING MANAGER (*requires RTM approval*)

To hear, consider and act upon the following resolution as recommend by the Board of Selectmen:

“WHEREAS, Federal monies are available under the Community Development Block Grant - Disaster Recovery Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93-383, as amended; and WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of Fairfield accept from the State \$400,000, one hundred percent (100%) of said funds to be reimbursed by the Connecticut Department of Housing, in order to undertake a Community Development Block Grant-Disaster Recovery - Tranche 2 Project, Fairfield Waste Water Treatment Plant Hardening, and to execute an Assistance Agreement therefore, should one be offered; and

WHEREAS, the funding is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and NOW, THEREFORE, BE IT RESOLVED, that that First Selectwoman Brenda L. Kupchick be, and hereby is, authorized to accept in the name of and on behalf of the Town of Fairfield, a Grant in the amount of \$400,000 from the Commissioner of the Department of Housing; and

FURTHER RESOLVED, that the First Selectwoman is hereby authorized, on behalf of the Town of Fairfield, to sign and execute any and all necessary documents to secure said grant as well as provide additional information to execute any other documents as may be required by the Commissioner to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered and to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Fairfield.”

Mr. Curley made a motion to put Item 9 before the Board of Finance. Ms. Marmion seconded the motion.

There was no discussion from the Board and the motion carried unanimously.

10. To hear an update on the Fairfield County Regional Dispatch Center (ECC)

This update was requested by Mr. DeWitt at the last quarterly meeting. Captain Koval said the new system was implemented on March 1, 2022. Westport Police and Fire are being trained on the new Next Gen system. It will be 45-60 days before they will join Fairfield. Westport Fire is scheduled to move to the ECC on July 18th. There is cross training for the regional system. Westport Police will move in after that and New Canaan will join in July as well.

There was a discussion about school safety in Fairfield. Chief Kalamaras said the Town has the resources to do what is needed in the event of any emergency at Fairfield’s schools.

11. To hear an update on the purchasing policy

CAO Tom Bremer said there is a meeting scheduled next week to go over comments on the Purchasing Policy draft. He said the document will then be put together for the Board to vote on. Mr. DeWitt said Joe Centafanti and his team were putting it all together. Mr. DeWitt said he would like to have the document complete no later than September.

12. To hear an update on committee reports

- BOF Audit Subcommittee - Mary LeClerc said she will reschedule the meeting that was cancelled this evening.
- BOF Budget Committee - Ms. Marmion and Mr. DeWitt said they will schedule a meeting and invite the BOF to go over the budget process and choose a new committee chair at the end of this month.
- BOF Fund Balance Committee - Mr. Curley, Kevin Starke and Mr. Walsh have not yet met, but will form the Committee at their first meeting.

13. To hear, consider and appoint the Clerk and Assistant Clerk of the BOF for the next year ending May 2023

Chairwoman Charlton nominated current BOF Clerk Jared Schmitt to serve as BOF Clerk for FY 22-23. Mr. DeWitt seconded the motion which carried unanimously.

Chair Charlton nominated current Assistant Clerk Jennifer Carpenter to serve as BOF Assistant Clerk for FY 22-23. Jack Testani seconded the motion which carried unanimously.

14. To hear, consider and act upon the draft minutes of May 5, 2022 and May 17, 2022

Ms. Marmion made a motion to put Item 8 before the Board of Finance. Mr. Testani seconded the motion.

5/5/22: Chairwoman Charlton made an amendment to add "Testani" to the last sentence of Item 5 on page two to read, "Mr. Testani seconded the motion which carried unanimously" and to change the first sentence in the first paragraph on page six to read, "He said this work may be partially reimbursable" instead of "He said this is reimbursable".

Ms. Marmion seconded the amendment which carried unanimously.

The main motion, as amended, carried unanimously.

5/17/22: Chairwoman Charlton made an amendment to the last sentence of Item 6 on page three to change "Chairwoman Lori Charlton requested an update on VERIP at the next meeting" to "Chairwoman Charlton requested an update on historical budget savings from vacancies at the next meeting".

Mr. Curley seconded the amendment which carried unanimously.

The main motion, as amended, carried unanimously.

15. To hear, consider and act upon any communications

There was no new business, but there was a discussion on some follow-up items that could be discussed before the Board is scheduled to meet again in September. Mr. Walsh said he had questions regarding an issue with the WPCA Digester that had malfunctioned recently and whether or not the expense could be covered in some way through an insurance claim. Since this is not known at this time, Mr. Walsh requested an update at the next BOF meeting.

16. Adjourn

Ms. Marmion made a motion to adjourn the meeting at 9:20 pm. Mr. Starke seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary