

Board of Finance Quarterly Review Meeting
Tuesday, September 20, 2022, 7:30 pm
Via Webex And
First Floor Conference Room, Independence Hall
725 Old Post Road, Fairfield, CT

A recording of this meeting can be found here: [Board of Finance 9-20-2022 Quarterly Review - YouTube.](#)

FINAL MINUTES

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

OTHERS PRESENT: Joint Retirement Investment Board (JRIB) Chair Carolyn Trabuco, Water Pollution Control Facility (WPCF) Superintendent John Bodie, Chief Financial Officer for Fairfield Public Schools Courtney LeBorious, BOE Liaison to BOF Jeff Peterson, CFO Jared Schmitt, Controller Caitlin Bosse, Budget Director Frank Magneri

1. Call to Order

Chair Lori Charlton called the meeting to order at 7:30 pm.

2. Pledge of Allegiance

Christopher DeWitt led the Pledge of Allegiance.

Chairwoman Charlton told the Board that the scheduled Capital Planning Workshop for next week had been cancelled. She said the Town has a 10 year Waterfall. Chairwoman Charlton said projects up to \$1 million will be voted on in March 2023. She said any projects over \$1 million will be presented and voted on all year long. She said there will be a working group for these projects and meetings will initially be internal, but subsequent meetings will be public. Ms. Charlton said she and James Walsh will represent the BOF. There was a discussion led by questions from Mr. DeWitt, Mary LeClerc and Sheila Marmion.

3. To review the current status of the Town's Pension and OPEB Funds

Mr. DeWitt made a motion to put Item 3 before the Board. Jack Testani seconded the motion.

Joint Retirement Investment Board (JRIB) Chair Carolyn Trabuco referred to a 62-page document from Vanguard for her presentation. She said inflation, rising interest rates and politics have negatively impacted the portfolio performance.

Current Totals for the Town of Fairfield Pension and OPEB as of 6/30/22:

Pension: \$419,405,699.00

OPEB: \$69,584,160.00

The complete breakdown of the totals and the percentage differences between current and policy are all listed in the backup online. The presentation and discussion can be accessed by clicking on the link at the beginning of this document.

4. To hear, consider and act upon a request from the WPCA to appropriate \$625,000 from

the WPCA Fund Balance to finance the cleaning of the primary digester (contingent upon 09/19/22 RTM approval)

John Mitola made a motion to bring Item 4 before the Board. Mr. DeWitt seconded the motion.

Water Pollution Control Facility Superintendent John Bodie presented this item. He said on April 24th, an outlet line from the Digester tank clogged. He said this created pressure on the cover and caused 10 of 12 clamps to break. Mr. Bodie is asking for more than the estimated bid cost to clean it, just in case there is anything unforeseen. He said once the Digester is clean, it will be assessed for damages other than the cover. He said it take 60-90 days to complete the cleaning and then a bid can be put out for the cover repair and other repairs if needed. Mr. Bodie said everything should be complete by spring 2023. He said the insurance adjuster is involved in the process. He said the insurance has not been approved or denied. Mr. Bodie said no one knows what actually caused the cover to break. He said the adjuster will wait until it is cleared to see what else might need to be done.

The motion carried unanimously.

5. To review the BOE FY22 year-end financial position

Ms. Marmion made a motion to put Item 5 before the Board. Mr. DeWitt seconded the motion.

Chief Financial Officer for Fairfield Public Schools Courtney LeBorious presented this item. The backup is located on page 66 of the meeting backup documents which can be accessed online. Ms. LeBorious said as of June 30, 2022, the BOE will have \$539,000 that it will be giving back to the Town. She said the BOE was challenged FY 21-22 with vacancies as the pandemic impacted the district. She said retirements were double than estimated. Ms. LeBorious said there were fewer buses by 10% as there was a shortage of drivers. She said BOE still has \$2.1 million in open Purchase Orders due to late billing and IT items ordered. She said there are some prior legal obligations in Special Ed as well. Ms. LeBorious said there is also \$185,000 in prior year spending due to Purchase Orders that were updated. She said Special Education spending was over and funds from other items were transferred over to help cover that. Ms. Marmion started a discussion about the amount of time students are spending on the buses. BOE liaison to the BOF, Jeff Peterson, said there were fewer students using the buses. He said more parents were driving kids to school. Mr. Walsh started a discussion about Special Education spending and the amount of funding the BOE had received from sources other than the Town. Ms. LeBorious said Special Ed costs were over by \$1.4 million. Ms. LeBorious discussed the budget for FY 22-23. Please see the meeting recording link above for the full discussion.

6. To review the Town FY22 year-end financial position

Mr. Walsh made a motion to put Item 6 before the Board. Mr. DeWitt seconded the motion.

Town CFO Jared Schmitt and Town Controller Caitlin Bosse presented this item. Mr. Schmitt said in regards to the surplus, Department Heads were warned about the economy and how it will affect projects. Ms. Bosse said there was an \$8 million surplus at the end of FY 21-22 due to one-time items on the revenue side that won't be seen in the next year. She said this was higher than projected. Ms. Bosse said the tax collection rate was over 99% making it the highest in the last 10-12 years. She said investment incomes were slightly lower than projected. She said some large permits originally scheduled for FY21-22 came in the start of FY22-23. Mr. Bosse said these were for the universities and other large complexes. She said revenue increased after the Parks and Recreation department took over the Burr Mansion. She said expenses for the Town also increased by \$1.5 million.

Ms. Bosse said the Administration will put together a proposal of what is planned to be done with the

surplus. She said some will be put into the Fund Balance and the rest will likely be spent on the Fill Pile and the Penfield Pavilion expenses.

7. To hear, consider and act upon a request from the Chief Fiscal Officer to transfer \$84,397.04 from General Fund Contingency (01002010-58010) to various accounts in FY23 for department head increases.

Ms. DeWitt made a motion to put Item 7 before the Board. Jack Testani seconded the motion.

Mr. Schmitt, Ms. Bosse and Budget Director Frank Magneri presented this item. All backup documents are posted online. Mr. Magneri said the BOS approved the increases in the amount of \$48,886.06 and First Selectwoman Kupchick approved increases in the amount of \$35,510.98. He said these are for non-union managers only. He said the increases were mostly 2.5% with the exception of the Police increases which followed their union contract increases of 2.75%. Mr. Magneri said there was a discussion about why newer employees still received the same increase as the other Department Heads. He said Human Resources follows best practices as far as that is concerned. He said if someone started in a union as of June 25th, that person would still receive the increase as of July 1st and this follows for non-union as well. He said there was also a question as to how the increases are budgeted in FY 22-23 as the salaries are listed prior to the increases. Ms. Bosse explained that once the increases are budgeted in the Contingency and once the transfer is approved, she will break it down by department and increase their budgets. She said it will not change the total budget numbers.

The motion carried unanimously.

8. To hear, consider and act upon a request from the Chief Fiscal Officer to transfer \$867,133 from General Fund Contingency (01002010-58010) to various accounts in FY 22 for open contracts; and \$69,036 from WPCA contingency (13013010-58010) to various WPCA accounts in FY22 for open contracts

John Mitola made a motion to put Item 8 before the Board. Mr. DeWitt seconded the motion.

Mr. Magneri presented this item. He said some of the transfers from contingency are for department heads and contracts that have not yet been settled - DPW, Fire and THEA. He said it is the balance in the FY22 Contingency. Ms. Bosse explained that as the contracts are settled, she will move the money out and into the appropriate accounts. She said this money has already been budgeted.

The motion carried unanimously.

9. To hear, consider and act upon a request from the Chief Fiscal Officer to approve FY22 operational transfers as of June 30, 2022

Mr. DeWitt made a motion to put Item 9 before the board. Craig Curley seconded the motion.

Ms. Bosse presented this item. The backup is on page 139 of the online documents. She said the operational activities of some departments went over budgeted amounts in FY 22 and these transfers will make them even. She said the FY23 budget has been increased. She said overall results are caused by a 53rd week of payroll which was not estimated. There was a discussion about the payroll.

The motion carried unanimously.

10. To hear, consider and act upon a request from the Chief Fiscal Officer to approve re-appropriations as of June 30, 2022 as supported by letters of request by Department Heads or the Chief Fiscal Officer

Mr. Mitola made a motion to put Item 10 before the Board. Mr. DeWitt seconded the motion.

Ms. Bosse went through all the transfers per requests made by the Department Heads, line by line. There was a discussion about the accounts.

The motion carried unanimously.

11. To hear, consider and act upon the minutes of June 7, 2022, June 20, 2022, August 31, 2022

Chairwoman Charlton stated that the minutes of 8/31/22 would not be acted upon as it was a joint meeting by the BOS.

Mr. Curley made a motion to put Item 11 before the Board. Mr. DeWitt seconded the motion.

The minutes of 6/7/22 carried unanimously.

The minutes of 6/20/22 carried 7-0-2 (DeWitt, Mitola abstained).

12. To hear, consider and act upon any communications

Mr. Schmitt discussed emails he had sent to the Board prior to this meeting regarding both the EV charging stations at Sullivan Independence Hall and Dwight air conditioning. He said the Capital Plan working group will also discuss Dwight air conditioning. Ms. Marmion asked if there was an update to the Purchasing Policy. Mr. DeWitt said he is waiting for State Statute information from Ms. LeBorious.

13. Adjourn

Ms. Curley made a motion to adjourn the meeting at 10:57 pm. Mr. DeWitt seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary