

Board of Finance Quarterly Review Meeting
Tuesday, November 22, 2022
7:30 pm, Via Webex
And
BOE Conference Room, #295A/B
501 Kings Highway East, Fairfield, CT

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

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: WPCF Superintendent John Bodie, Engineering Manager Bill Hurley, WPCA Vice Chair Joseph D'Avanzo, Town Controller Caitlin Bosse, Budget Director Frank Magneri, CFO Jared Schmitt, FairTV

1. Call to Order

Chairwoman Lori Charlton called the meeting to order at 7:00pm.

2. Pledge of Allegiance

Sheila Marmion led the Pledge of Allegiance

3. To hear, consider and adopt a bond resolution as requested by the Board of Selectmen entitled, "A Resolution Appropriating \$6,250,000 for costs associated with the inspection and construction phase of the East Trunk Wetlands Crossing Project, authorizing a grant to reimburse \$750,000 of such appropriation and authorizing the issuance of bonds in an amount not to exceed \$2,000,000 to finance a portion of such appropriation" (*requires RTM approval*)

Kevin Starke made a motion to put Item 3 before the Board. Craig Curley seconded the motion. The backup for this Item starts on page 1 in the backup documents. Engineering Manager Bill Hurley presented this item. This is for the construction and inspection phase. The construction plans are complete. Will replace sewer lines that service two-thirds of the Town. There was a discussion about the increase in the cost of the project. The project increased \$4 million in 4-6 months. Mr. Hurley explained that they used three different engineering firms for various WPCA projects, and all the project costs increased. Mr. Hurley said they need this project to be approved to qualify for \$750,000 of grant funds available. There will be 2600 feet of sewer piping replaced from the Metro Center and along Kings Highway. Mr. Hurley said they need to replace the sewer piping due to the capacity needed to accommodate the apartments and other buildings going up at and around the Metro Center. Some of this cost will be taken from the WPCA Fund Balance, state grant funds and they will bond \$2million. The WPCA will pay the Town back for all bonded funds. Many of the board members were concerned with the expense and wanted more information on the other projects that were planning to take place in conjunction with the East Trunk Wetlands Crossing Project.

James Walsh made a motion to postpone this Item to a special scheduled meeting in January 2023 just to discuss WPCA projects pending the Waterfall documents. Christopher DeWitt seconded the motion which carried unanimously.

The full discussion can be accessed by using the meeting link at the top of this document.

4. To hear, consider & act upon a supplemental resolution as requested by the Board of Selectmen:

WHEREAS, the Town of Fairfield (the “Town”) has adopted at the request of the Water Pollution Control Authority (“WPCA”) a Resolution entitled “A Resolution Appropriating \$6,250,000 for costs associated with the inspection and construction phase of the East Trunk Wetlands Crossing Project, authorizing a grant to reimburse \$750,000 of such appropriation and authorizing the issuance of bonds in an amount not to exceed \$2,000,000 to finance a portion of such appropriation” (the “Resolution”); and

WHEREAS, the Resolution appropriates \$6,250,000 (the “Appropriation”) for costs associated with the inspection and construction phases of the East Trunk Wetlands Crossing Project (the “Project”); and

WHEREAS, the Appropriation shall be funded by several sources including: 1) \$3,500,000 from the WPCA fund balance; 2) \$750,000 in grant funds from the State of Connecticut’s Urban Act Grant Program (the “Grant”); and 3) \$2,000,000 in bonds issued by the Town (the “Bonds”); and

WHEREAS, the Resolution authorizes the Appropriation, the negotiation and acceptance of the terms of the Grant and authorizes the Bonds in an amount not to exceed \$2,000,000; and

WHEREAS, while the Town is liable for the debt service on the Bonds, for internal accounting purposes, it is appropriate that all costs of the Project including debt service on the Bonds be allocated to, and reimbursed to the Town by, the WPCA; and

WHEREAS, the WPCA has agreed to pay for the costs of the Project and the debt service on the Bonds authorized by the Resolution; and

NOW, THEREFORE, IT IS HEREBY:

RESOLVED,

- 1) That the debt service on the Bonds as such debt service becomes due shall be paid by the WPCA from its own funds and the obligation of the WPCA shall be set forth in a memorandum of understanding (the “MOU”) with the Town satisfactory to the First Selectwoman; and
- 2) That the First Selectwoman is hereby authorized to execute the MOU on behalf of the Town. (*requires RTM approval*)

Since Item 4 is related to Item 3, Vice Chair John Mitola made a motion to postpone the approval of Item 4 until the meeting in January for the WPCA projects. Jack Testani seconded the motion which carried unanimously.

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

James Walsh made a motion to put Item 5 before the Board. Vice Chair John Mitola seconded the motion. Executive Director of Finance and Business Fairfield Public Schools Courtney Leborious presented this item. The backup begins on page 28 of the posted backup.

At this time, there is a surplus of \$2.6 million due to vacancies in personnel, Insurance savings and savings due to a bus driver shortage. There is a \$543,000 projected surplus in transportation as they only pay for buses that are in use. There is a shortage of drivers so the drivers are stretched thin and Transportation is working on certifying new drivers. Approximately \$689,000 will be transferred out of personnel surplus to Special Education Services. Ms. Leborious said they are asking for the transfers now, so they don't have to ask for more money later. There was a discussion about HR and vacancies. Christopher DeWitt wondered why after receiving a \$4 million increase, Special Education still needed a transfer of \$689,000. The report was then reviewed line by line. To access the full discussion, click on the link above.

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

James Walsh made a motion to put Item 6 before the Board. Craig Curley seconded the motion. Town Controller Caitlin Bosse presented this item. The backup starts on page 62 of the attached backup documents. Ms. Bosse said there was an increase in the Fund Balance of \$2.4 million. There were various revenue items that were higher than budgeted: Senior Tax Credit, Tax Collection, Parks & Recreation program funds and Jacky Durrell Pavilion. Building Permits were down, but there are many projects at the universities that will need permits. Ms. Bosse said the projection is for \$100,000 over the budgeted amount. The increase in revenue continued to be reviewed, as did the increase in Town expenses. Director of Parks and Recreation Anthony Calabrese said when revenue goes up, expenses go up as well. Also the ECC budget is looking favorable, but it needs to be looked into a little more. Again, to access the full discussion, please use the link above to access the meeting recording.

7. To hear an update on capital projects (ARPA and regular)

Chairwoman Lori Charlton made a motion to postpone Item 7 until the next meeting. Vice Chair John Mitola seconded the motion which carried unanimously.

8. To hear an update on the Internal Service Fund as of 6/30/22

Town Controller Caitlin Bosse presented this item. The fund balance of the Internal Service Fund is approximately \$6 million as of June 30, 2022, which is consistent with the estimate discussed with the BOF during the budget hearings.

9. To hear, consider and act upon the minutes of September 26, 2022

Sheila Marmion made a motion to bring Item 9 before the Board. Christopher DeWitt seconded the motion. Jack Testani made a motion to add a paragraph from this meeting which he read out loud to the Board. There was no second. Chairwoman Lori Charlton made a motion to add her paragraph to the beginning of the minutes which she read to the board as well. John Mitola seconded the motion. The motion carried 6-2-0. (DeWitt, Testani opposed)

Sheila Marmion made a motion to approve the minutes of 9/26/22 as amended, which carried 6-2-0 (DeWitt, Testani opposed)

10. To hear, consider and act upon any communications

Chairwoman Lori Charlton said she spoke with Joe Centofanti who told Ms. Charlton that the

Town audit was in process, but it might be delayed due to open items and personnel challenges. Mr. Centofanti will file an extension.

11. Adjourn

Vice Chair John Mitola made a motion to adjourn the meeting. Jack Testani seconded the motion which carried unanimously.

The meeting adjourned at 11:16pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary