

**Town of Fairfield
Internal Audit Report
Fiscal Year 2021
January 1 through June 30, 2021**

Submitted by: Connie M. Saxl, Internal Auditor

8/9/2021

Internal Audits

- Audit: APP-2 – Independent DPW Audit - Follow-Up on Finding & Recommendation (Final Report - February 2021)
- Audit: U.S. Coast Guard Auxiliary Building (Final Report – March 2021)
- Audit: SW&R Debit Haulers 2021 (Final Report – March 2021)
- DPW Independent Audit: (Final Report - May 2020) - Monthly follow-up with departments pertaining to audit findings and recommendations

Draft Internal Audit Report & Policy – In Management Review

- Audit: Lessee Certificates of Insurance
- Policy and Procedure Governing the Revocation of Computer Access by Terminated/Separated Employees

Policies & Procedures

- Policy Governing Credit Cards Issued to Employees – (Final -January 2021)
- Policy and Procedure for Overnight Bank Deposit Drop from Scale House (Draft)

Internal Audit Projects

- Town Fleet Inventory by Department including vehicle year, make, model, driver name, odometer reading, annual mileage, type of use and condition of vehicle. (Final - July 2021)

Financial/Accounting/Other

- Applied commercial hauler credit payments received by SW&R to applicable customer accounts on a daily basis, perform monthly billing, answer customer inquiries (performed in absence of Director of SW&R – January through June 2021)
- Gathered all expense data and supporting backup documentation pertaining to Storm Isaias for submittal of reimbursement request to FEMA in the amount of \$944,196.77
- Gathered all expense data and supporting backup documentation pertaining to October through December 2020 Town & BOE COVID expenses for submittal of reimbursement request to FEMA in the amount of \$133,962
- Performed General Fund monthly bank reconciliations
- Performed Recreation Department monthly bank reconciliations
- Prepared/updated spreadsheet on fill pile remediation costs on a monthly basis
- Gathered backup documentation pertaining to Allianz investment

- Filed request for funds for Town of Fairfield through the Federal American Relief Fund
- Prepared calculation of revenue loss due to COVID per US Treasury
- Gathered backup documentation pertaining to Osprey litigation
- Gathered backup documentation pertaining to fill pile lawsuit
- Prepared annual PILOT billing to Housing Authority for Trefoil Court Apartments
- Prepared schedule of Water Consumption for Grand List Year 2019 by Town, BOE & Other
- Monitored payment of rent for 43 Town leases and bill lessees as necessary
- Prepared schedule of legal expense budget to actual by attorney and category
- Prepared schedule of unassigned fund balance for Aaa Municipalities 2020
- Prepared schedules of Non-Recurring Capital Projects and Associated Bond Issuance
- Prepared statement of cash performance for Fiscal Years 2017 through 2020 for Town and Police & Fire Pension Plans
- Municipal survey of local municipal solid waste & recycling facilities and transfer stations
- Prepare spreadsheet of revenue and expense by General Ledger account for Parking Authority FY19 to FY21
- Process invoices for payment relating to Town employees & Police & Fire pension plans
- Liaison to Burr Gardens Committee – assist with establishing credit card account, preparation of bank deposits, deposit transmittals and reconciling receipts to MUNIS

**Town of Fairfield
Internal Audit Report
Fiscal Year 2022
July 1 through December 31, 2021**

Submitted by: Connie M. Saxl, Internal Auditor

12/30/2021

Internal Audits

- Audit: WB Mason & Staples Invoices Audit (Final Report – December 2021)
- Audit: Employees who receive a Commuting Fringe Benefit (Final Report – July 2021)
- Audit: Town Cemeteries (Final Report - December 2021)
- Audit: Recreation Department Food Truck Program (Final Report - July 2021)
- DPW Independent Audit Follow-Up: (Final Report - May 2020) - Monthly follow-up with departments pertaining to audit findings and recommendations

Draft Internal Audit Reports – In Management Review

- Audit: Boat Wait List 2021
- Audit: WPCF Septage Waste Collection & Disposal
- Audit: Policy & Procedure Governing Revocation of Computer Access by Terminated/Separated Employees with IT Checklist Governing Revocation of Computer Access by Terminated/Separated Employees
 - Created related documents resulting from draft audit above:
 - Human Resources Onboarding Checklist for New Hires
 - Notice of Assignment of Town-Issued Property and Other Town Privileges for Town Employees
 - Notice of Employee Separation
- Audit: Employee Health Insurance Cost Share

Policies & Procedures

- SW&R Policy - Haulers with Delinquent Balances (Final - August 2021)
- Grant Policy and Appendices (Final - November 2021)

Financial/Accounting/Other

- Applied commercial hauler credit payments received by SW&R to applicable customer accounts on a daily basis, perform monthly billing, answer customer inquiries (performed in absence of Director of SW&R – July 2021)
- Federal Reporting for American Relief Fund – ARPA
- Fulfill requests for backup documentation for attorneys relating to fill pile lawsuit
- Recreation Department – Monthly Bank reconciliations
- Library Permanent Funds – Combining Balance Sheet and Statement of Revenue & Expenditures and Changes in Fund Balance for the year ended June 30, 2021

- Capital Plan Workshop Documents
- CARES Act – Submission for reimbursement for COVID Expenses
- Submitted requests for reimbursement with FEMA pertaining to outstanding Storm Sandy projects
- Update fill pile costs on a regular basis pertaining to the Berm & Remediation expenses
- Prepare Balance Sheet and Income Statement for the Fire Training Center Grant as of June 30, 2021 and submit to the State of Connecticut Firefighter’s Association
- Prepare GASB 67 & 68 pension expenses by month for FY21 for Hooker & Holcombe actuaries
- Prepare GASB 74 OPEB expenses by month for FY21 for Hooker & Holcombe actuaries
- Calculate and prepare invoice to Housing Authority for Trefoil Court and Pine Tree Lane PILOT due to Town
- Assist Risk Management in preparation of “Fiduciary Liability Insurance for Employee Benefit Plans” survey for Town insurance purposes
- Conducted on-site meeting with City of Bridgeport Finance and Internal Audit Departments relating to an overview of the Town of Fairfield Internal Audit Process
- Prepared RTM Lease report containing data for 50 Town leases - FY22
- Monitor receipt of rental payments for 50 Town leases and invoice lessees as necessary
- Prepare Legal Expense by Attorney and Category on a regular basis for Town Management
- Reconciled Marina Waitlist with Marina Manager
- Compile backup documentation for Federal Audit of two Port Security Grants – Police and Fire and assist departments with proper reporting of grant revenue and associated expenditures
- Gather Town department expense data relating to Storm Ida for FEMA reporting
- Prepare monthly cash flow statements FY22 for pension and OPEB – Town employees and Police & Fire
- Submit invoices for payment to People’s bank pertaining to the Town pension plans
- Prepare Parking Authority Revenue & Expense Report for FY18 through FY22 to date

					RESPONSIBLE DEPT:	
	Town of Fairfield, CT				IN PROGRESS	
	Public Works Department Independent Audit				DPW	5
					IT	2
	Status of Audit Recommendations as of 12/30/2021				HR	2
					P. POLICY	17
	Condition	Priority			Partially Implemented/ In-Progress	
	Reference	1-5	Division/Department	Fully Implemented		Not Applicable
	Public Works					
	PW-1					
1	A.	1	Public Works General		X	
2	B.	3	Public Works General		X	
3	C.	4	Public Works General		X	
4	D.	2	Public Works General	X		
5	E.	5	Public Works General	X		
6	F.	2	Public Works General		X	
7	G.	5	Public Works General	X		
8	H.	3	Public Works General		X	
9	I.	5	Public Works General		X	
10	J.	5	Public Works General	X		
11	K.	4	Public Works General		X	
12	L.	4	Public Works General		X	
13	M.	3	Public Works General		X	
14	N.	3	Public Works General	X		
15	PW-2	3	Public Works Admin.	X		
16	PR-1	3	Parks	X		
17	MAR-1	5	Marina	X		
18	MAR-2	1	Marina	X		
19	MAR-3	3	Marina			X
20	MAR-4	2	Marina	X		
21	MAR-5	1	Marina	X		
22	TG-1	2	Town Garage	X		
23	BM-1	3	Building Maintenance	X		
24	SH-1	3	Street and Highways	X		
25	SH-2	4	Street and Highways	X		
26	SH-3	4	Street and Highways	X		
27	ENG-1	3	Engineering	X		
28	ENG-2	3	Engineering	X		
29	ENG-3	4	Engineering	X		
30	TW-1	5	Tree Warden			X
31	SWR-1	3	Solid Waste and Recycling	X		
32	SWR-2	3	Solid Waste and Recycling	X		
33	SWR-3	3	Solid Waste and Recycling	X		
34	SWR-4	3	Solid Waste and Recycling	X		
35	SWR-5	3	Solid Waste and Recycling	X		
36	SWR-6	2	Solid Waste and Recycling			X
37	SWR-7	3	Solid Waste and Recycling	X		
38	SWR-8	5	Solid Waste and Recycling	X		
39	WPCA-1	3	Water Pollution Control Authority			X
40	APP-1	1	Administrative Policies and Procedures	X		
41	APP-2	2	Administrative Policies and Procedures	X		
42	APP-3	1	Administrative Policies and Procedures	X		
43	APP-4	1	Administrative Policies and Procedures	X		
44	APP-5	1	Administrative Policies and Procedures		X	
45	APP-6	1	Administrative Policies and Procedures		X	
	BAR-1					
46	A.	1	Billing/Accounts Receivable	X		
47	B.	3	Billing/Accounts Receivable	X		
48	C.	1	Billing/Accounts Receivable	X		
49	D.	3	Billing/Accounts Receivable	X		

					RESPONSIBLE DEPT:	
	Town of Fairfield, CT				IN PROGRESS	
	Public Works Department Independent Audit				DPW	5
					IT	2
	Status of Audit Recommendations as of 12/30/2021				HR	2
					P. POLICY	17
	Condition	Priority				
	Reference	1-5	Division/Department	Fully Implemented	Partially Implemented/ In-Progress	Not Applicable
50	<u>FIN-1</u>	2	Finance Department	X		
51	<u>FIN-2</u>	3	Finance Department	X		
52	<u>FIN-3</u>	3	Finance Department	X		
53	<u>FIN-4</u>	1/4	Finance Department	X		
54	<u>BUD-1</u>	4	Public Works Budget			X
	Disbursement Testing					
55	<u>CD-1</u>	2	Policies	X		
56	<u>CD-2</u>	5	Budgeting			X
57	<u>CD-3</u>	4	Finance Department	X		
58	<u>CD-4</u>	5	Policies	X		
59	<u>CD-5</u>	5	Policies	X		
	Procurement Testing					
60	<u>PP-1</u>	1	Purchasing department		X	
61	<u>PP-2</u>	3	Purchasing department		X	
62	<u>PP-3</u>	5	Purchasing department		X	
63	<u>PP-4</u>	5	Purchasing department		X	
64	<u>PP-5</u>	5	Purchasing department		X	
65	<u>PP-6</u>	2	Purchasing department		X	
66	<u>PP-7</u>	2	Purchasing department		X	
67	<u>PP-8</u>	3	Purchasing department		X	
68	<u>PP-9</u>	2	Purchasing department		X	
69	<u>PP-10</u>	3	Purchasing department		X	
70	<u>PP-11</u>	4	Purchasing department		X	
71	<u>PP-12</u>	2	Purchasing department	X		
72	<u>PP-13</u>	3	Purchasing department		X	
73	<u>PP-14</u>	4	Purchasing department		X	
74	<u>PP-15</u>	4	Purchasing department	X		
75	<u>O-1</u>	Not Rated	Other Observations		X	
76	<u>General</u>	Not Rated	Potential Process Improvements		X	
	TOTALS - 76 RECOMMENDATIONS:			44	26	6
	Priority					
	Ratings Scale					
1		Significant internal control deficiency				
2		Internal control deficiency				
3		Internal control deficiency, not significant area				
4		Significant Best practice/efficiency/policy related				
5		Best practice/Efficiency/Policy				

[Board of Finance 10-4-2021 Quarterly Review /Regular Meeting - YouTube](#)
Board of Finance Quarterly Review Meeting Draft Minutes
Tuesday, October 5, 2021
7:30 pm

A Quarterly Review Meeting of the Board of Finance was held virtually on Tuesday, October 5, 2020 at 7:30 pm in Fairfield, Connecticut.

MEMBERS PRESENT: James Brown – Chair, Christopher DeWitt – Vice Chair, Mary LeClerc – Secretary, Lori Charlton, Sheila Marmion, John Mitola, James Walsh

OTHERS PRESENT: First Selectwoman Brenda Kupchick, Superintendent of Fairfield Public Schools Mike Cummings, CFO Jared Schmitt, Controller Caitlin Bosse, Joint Retirement Investment Board Chair Carolyn Trabuco, Executive Director of Finance and Business Services for Fairfield Public Schools Courtney LeBorious, Director of Operations for Fairfield Public Schools Angelus Papageorge, Director of Special Education and Student Services Rob Mancusi, Executive Director of Operations and Processes Fairfield Public Schools Dr. Zakia Parrish, BOE Liaison Jeff Peterson, BOE Chair Christine Vitale, Fire Chief Denis McCarthy, FairTv

MEMBERS ABSENT: David Fogel, Jack Testani

1. Call to Order
Chairman Brown called the meeting to order at 7:30 pm.
2. Pledge of Allegiance
Mr. Brown led the Pledge of Allegiance.
3. To review the current status of the Town's Pension and OPEB fund

Carolyn Trabuco, Chair of the Joint Retirement Investment Board (JRIB), presented this item. She discussed page one of the Town of Fairfield Pension Asset Allocation sheet that shows the fiscal year end of 6/30/21 at \$468.9 million. She said there was a three month increase of 6.25% and a one-year performance positive at 25.57%. Ms. Trabuco said allocations were 56% Equities, 30% Fixed Income, 4.8% Real Estate, 7.4% Private Equity and 1% cash. She said the cash flow at the beginning of the FY 2020 was \$92 million with income earned of \$5.7 million. She said the total ending pension amount is \$468.9 million. Ms. Trabuco said the JRIB made changes to the pension allocations in September. She said equity was reduced from 56% to 50%, Fixed Income increased from 30% to 35%, Real Estate stayed at 5% and Private Equity increased from 7.4% to 10%. Ms. Trabuco said it has been a good year driven by many factors, but also by the allocation change to Vanguard and Milliman as the new Actuary. She said the OPEB as of June 30, 2021 had a market value of \$76.1 million. She said there was a three-month increase of 5.87% and a one-year performance increase of 30.30%. Ms. Trabuco said the year-end allocations were 71.5% Equity, 18.5% Fixed Income, 7.4% Real Estate and 2% Cash. She said there was no Private Equity allocation for OPEB. She said the cash flow started at a market value of \$52.8 million. She said there was an increase in net cash flow of \$6 million, \$16.1 million in Capital Appreciation and \$1.1 million in Additional Income from investments.

Ms. Trabuco said that ended the year with \$76.1 million in assets. She said in September, the JRIB changed the OPEB allocations to a reduction in Equity from 71.5% to 60%, Fixed Income from 18.5% to 20%, Real Estate from 7.4% to 10% and introduced Private Equity at 10%. She said private Equity is through the firm HarbourVest. Ms. Trabuco said the actuary is Milliman. She said the year review with the actuary is generally in the winter and the report is out by February.

4. To review the BOE FY21 year-end financial position

Superintendent of Fairfield Public Schools Mike Cummings introduced the new Executive Director of Finance and Business Services, Courtney LeBoriorous. Ms. LeBoriorous presented and reviewed the BOE financial reports for the fiscal year ending 6/30/21. She said the projected balances closed with \$116,000 which will go back to the Town. She said there was a large deficit in Special Education and Pupil Personnel which was covered with unencumbered funds transferred from other departments.

Special Education Director Rob Mancusi said it was difficult to implement Special Ed services during the pandemic. He said the pandemic has made it difficult for students and staff. He said last year, students learned in a hybrid manner which was very challenging and caused more expenses. He said he is in the process of collecting data regarding Special Education services. Mr. Mancuso said he will share this data with the board members.

There was also a discussion started by Mr. Walsh regarding a transfer of \$525,000 to the School Nutrition Program. Ms. LeBoriorous explained that at the beginning of the pandemic in March 2020, there were three months of uncertainty and there were shortfalls in school lunch. She said students weren't in school so there were less lunches and the School Nutrition Program is not allowed to go into the red. She said the public schools cannot be unable to pay staff or provide meals to kids which is why the money had to be transferred. She said that this year with the kids back at school, the program is doing much better.

Mr. Walsh asked about assessments and if the students are where they need to be with learning. Superintendent Cummings said some testing shows that students are behind in Math and Reading. He said there will be an afterschool program for a few hours for extra learning.

5. To review the Town FY21 year-end financial position

Controller Caitlin Bosse presented and reviewed the Projected Net Estimated Operational Variance report. She said the estimated increase to Fund Balance went from approximately \$5 million to a little over \$9 million. Ms. Bosse said this is mainly due to taxes, current, prior and interest increased along with the collection rate going above 99% and accounted for \$4.5 million. She said conveyance and recording fees also increased substantially to over \$2 million. Ms. Bosse said building permits were up slightly by \$100,000 and Parks & Recreation revenue was up just over \$500,000 due to beach stickers, the golf courses and beach parking. She said in total, Parks & Recreation came in at \$1.5 million over budget. She said Fire Marshall fees were under budget, but there are projects in the works for this fiscal year. Ms. Bosse said a new line item, State Revenue, came in at \$770,000 due to federal relief.

Ms. Bosse said the expenses side was favorable by \$3 million and originally thought it would be \$2.4 million. She said vacancies were at \$811,000 which was down due to back filling positions. She said part-time positions were down \$500,000 due to COVID. Ms. Bosse said Parks & Recreation was over in expenses due to additional help needed at the beaches and golf courses. She said crossing guards were over budget due to the hybrid school schedule which increased the need for more guards. Ms. Bosse said public transportation was over \$734,000, due to BOE Special Education needs and outplacement services. She said storm costs were \$360,000. Ms. Bosse said there will be some federal reimbursement for the storm costs, but the amount hasn't been confirmed. She said the ECC had loss in revenue and additional expenses. She said the ECC isn't expected to open in November so those variances could change by the next quarter.

6. To hear, consider and act upon a request from the Chief Fiscal Officer to approve Schedules "A", "B", "C", "D", and "E" carrying over funds for encumbrances and re-appropriations as of June 30, 2021, as supported by purchase orders or letters of request by Department Heads or the Chief Fiscal Officer

Chris DeWitt made a motion to put Item 6 before the board. Lori Charlton seconded the motion.

Ms. Bosse referred to her documents in the backup package and said they are schedules that the Board has seen before. She said schedules A & B are open Purchase Orders that were requested to carry over into the new fiscal year because items that were budgeted in FY21 could not be procured. Ms. Bosse said all the POs have been vetted and are ready to move forward. She said there are re-appropriations in schedule C which means it does not have a PO or vendor assigned due to reorganization or not being able to procure services. She said some items which are expected to go up in Fiscal Year 22 are legal fees associated with tax appeals, union contracts and the Charter Revision Commission. Ms. Bosse said Schedule D is for the BOE which has \$2.8 million in outstanding encumbrances which will go down to \$1 million in items or encumbrances. This item was opened up for discussion with the Board.

The motion carried unanimously.

7. To hear, consider and act upon a request from the Chief Fiscal Officer to approve transfers as of June 30, 2021

Chris DeWitt made a motion to put Item 7 before the board. Jim Walsh seconded the motion.

Ms. Caitlin Bosse reviewed the operational activity on the transfer worksheet through the departments and OPEB for FY21. Mr. DeWitt said this item should have been discussed prior to approving Item 6 as Item 7 relates to the requests of the funds that will be transferred to cover encumbrances and appropriations.

The motion carried unanimously.

First Selectwoman Kupchick spoke about her request that she will present to the BOS regarding the transfer of the surplus from FY21 into a reserve fund. She said there are 50 sites which the Town calls Julian sites, meaning the fill from the contaminated fill pile was used at these sites. She said there are also violations, criminal cases pending and litigation fees. First Selectwoman Kupchick said it took a year to get a consent order with DEEP and costs from this will be significant. She said the Town is looking at a range of \$4 million to \$8 million regarding the largest issue which is Penfield Pavilion. She said underneath the pavilion, the soil is contaminated, but it is not known to what extent. First Selectwoman Kupchick said the estimated price to fix and redo the pavilion is between \$2.5 million and \$5 million. She said the previous administration ignored and challenged FEMA and built a pavilion without consent of FEMA regulations and the Town is now in violation. She said the estimate to correct those violations are between \$5 million to \$8 million. First Selectwoman Kupchick said there is also Julian fill under the Penfield parking lot which could cost between \$3 million to \$5 million to fix. She said PCBs are involved and although right now, there is no air contamination inside or around the building, PCBs are known to cause damage if exposed on a long-term basis and it needs to be remediated. She said the Town has completed remediation on 25 or more sites. First Selectwoman Kupchick said she will provide updates. She said to date, the Town has spent \$2.5 million on remediation and legal fees. She said she will be asking to transfer this surplus into a reserve to use toward the expenses due to the fill pile situation.

8. To hear, consider and act upon the draft minutes of September 9, 2021, and September 21, 2021

Chris DeWitt made a motion to put Item 8 before the board. John Mitola seconded the motion.

- Minutes of 9/9/21- motion carried unanimously
- Minutes of 9/21/21- motion carried unanimously

9. To hear, consider and act upon any communications

Chairman Brown said the BOE has requested funding approval for a RLMS roof replacement. He said the waterfall items will be heard on November 9, 2021. He said the RLMS roof was on the waterfall and was taken off due to the urgency of it needing to be fixed. Mr. Brown also said that Thursday October 21, 2021 at 8:00 pm is the date for the BOF vote on the RLMS roof and the surplus transfer.

10. Adjourn

Lori Charlton made a motion to adjourn the meeting at 10:07 pm. Chris DeWitt seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary

[Board of Finance 10-21-2021 Special Meeting - YouTube](#)
Board of Finance Special Meeting Draft Minutes
Thursday, October 21, 2021
7:00 pm

A Special Meeting of the Board of Finance was held on Thursday, October 21, 2021 at 7:00 pm via Webex in Fairfield.

MEMBERS PRESENT: James Brown – Chair, Christopher DeWitt- Vice-Chair, Mary LeClerc-Secretary, David Fogel, Sheila Marmion, John Mitola, Jack Testani, James Walsh

MEMBERS ABSENT: Lori Charlton

OTHERS PRESENT: Conservation Director Tim Bishop, CFO Jared Schmitt, First Selectwoman Brenda Kupchick, Executive Director of Operations for Fairfield Public Schools Angelus Papageorge

1. Call to Order
Chairman Jim Brown called the meeting to order at 7:00 pm.
2. Pledge of Allegiance
Mr. Brown led the Pledge of Allegiance.
3. To hear, consider and act upon a request from the Board of Selectmen to use funds from the H. Smith Richardson Conservation Fund to purchase and install an automatic gate at the entrance to the Cascades in the amount of \$25,000

Chris DeWitt made a motion to put Item 3 before the Board of Finance. Mr. Mitola seconded the motion.

Conservation Director Tim Bishop said the Conservation Department has wanted to install this gate for the last three years because people are going in there at night and leaving garbage behind. He said recently, there was an incident of an off-road vehicle being in there and damaging a stone wall. He said neighbors are asking the Conservation Department to install a gate. Mr. Bishop said he would like to have it installed by Thanksgiving. He said the gate is automatic with an electric slide and will be set on a timer based on sunrise and an hour before sunset to open in close. He said there will be a sensor so people can get out if needed.

The motion carried unanimously.

4. CHIEF FINANCIAL OFFICER (*requires Board of Finance and RTM approval*)
To hear, consider and act upon a resolution approving the transfer of Fiscal Year 2020-2021 Revenue Surplus
WHEREAS, the Town of Fairfield (“the Town”) is ending the 2020-2021 Fiscal Year with an approximate \$9.3 million operating fund surplus (“the Surplus”); and
WHEREAS, \$3 million of the Surplus amount is related to actual expenditures that were less than the amount of expenditures budgeted (“Spending Surplus”); and
WHEREAS, on October 5, 2021, the Board of Finance unanimously approved the utilization of \$1,322,000 of the Spending Surplus to fund the balance of the Fiscal Year 2019-2020 Actuarially

Determined Employer Contribution (ADEC) to the Other Post Employment Benefit (OPEB) fund; and

WHEREAS, the remaining Spending Surplus is expected to be deposited into the Town's Fund Balance; and

WHEREAS, \$6.3 million of the Surplus amount is related to actual revenue receipts that exceeded the amount of budgeted revenue ("Revenue Surplus"); and

WHEREAS, the Town continues to be confronted with the impact of fill pile contamination and related costs, which are projected to greatly exceed the amount of the Revenue Surplus; and

RESOLVED, that, the Town hereby authorizes, approves and directs the transfer of the Fiscal Year 2020-2021 Revenue Surplus to the Fill Pile Remediation account as follows:

Increase:	Current Year Levy	\$ 1,250,000	01080-40000
Increase:	Prior Year Levy	\$ 2,250,000	01080-40010
Increase:	Interest on Delinquent Taxes	\$ 550,000	01080-40020
Increase:	Town Clerk-Conveyance	\$ 1,700,000	01001-42312
Increase:	H. Smith Rich-Golf Fees	\$ 550,000	01007-42471
Increase:	Transfers Out -CNR- Remed Acct	\$ 6,300,000	01011010-5895

Chairman Brown made a motion to wave the reading of Item 4. Sheila Marmion seconded the motion which carried unanimously.

Chairman Brown made a motion to put Item 4 before the Board of Finance. Chris DeWitt seconded the motion.

Mr. Brown went over the surplus and how it came to be from the estimated \$3 million to \$9 million. CFO Jared Schmitt explained that the Town was notified prior to the meeting that it will be reimbursed by FEMA for Storm Isaias damage for FY 2021 in the amount of \$585,000. He said this will now change the transferred surplus amount to \$6,885,000.

James Walsh made a motion to amend the resolution in the RESOLVED section to add a line; *Increase: FEMA Reimbursement \$585,000.00 and Increase: Transfers Out-CNR-Remed Acct to \$6,885,000.00 pending approval of the Board of Selectmen.* Christopher DeWitt seconded the amendment which carried unanimously.

The main motion, as amended, carried unanimously.

The amended resolution now reads:

A RESOLUTION APPROVING THE TRANSFER OF FISCAL YEAR 2020-2021 REVENUE SURPLUS

WHEREAS, the Town of Fairfield ("the Town") is ending the 2020-2021 Fiscal Year with an approximate \$9,885,000 operating fund surplus ("the Surplus"); and

WHEREAS, \$3 million of the Surplus amount is related to actual expenditures that were less than the amount of expenditures budgeted ("Spending Surplus"); and

WHEREAS, on October 5, 2021, the Board of Finance unanimously approved the utilization of \$1,322,000 of the Spending Surplus to fund the balance of the Fiscal Year 2019-2020 Actuarially Determined Employer Contribution (ADEC) to the Other Post Employment Benefit (OPEB) fund; and

WHEREAS, the remaining Spending Surplus is expected to be deposited into the Town's Fund Balance; and

WHEREAS, 6,885,000 of the Surplus amount is related to actual revenue receipts that exceeded the amount of budgeted revenue ("Revenue Surplus"); and

WHEREAS, the Town continues to be confronted with the impact of fill pile contamination and related costs, which are projected to greatly exceed the amount of the Revenue Surplus; and

RESOLVED, that, the Town hereby authorizes, approves and directs the transfer of the Fiscal Year 2020-2021 Revenue Surplus to the Fill Pile Remediation account as follows:

Increase: Current Year Levy	\$ 1,250,000	01080-40000
Increase: Prior Year Levy	\$ 2,250,000	01080-40010
Increase: Interest on Delinquent Taxes	\$ 550,000	01080-40020
Increase: Town Clerk-Conveyance	\$ 1,700,000	01001-42312
Increase: H Smith Rich-Golf Fees	\$ 550,000	01007-42471
Increase: Storm Isaias FEMA Reimbursement	\$ 585,000	01001-49998
Increase: Transfers Out-CNR- Remed Acct	\$ 6,885,000	01011010-58950

5. To hear, consider and adopt a bond resolution entitled, "A Resolution Appropriating \$2,991,607 for the costs of the Roger Ludlowe Middle School full roof replacement project and for roofing and design services for the partial roof replacements projects at Sherman and McKinley Elementary Schools and authorizing the issuance of bonds to finance such appropriation" (*requires RTM approval*)

Chris DeWitt made a motion to put Item 5 before the Board of Finance. John Mitola seconded the motion.

Executive Director of Operations for Fairfield Public Schools Angelus Papageorge said Roger Ludlowe Middle School was built in 2003 and had a roof warranty for 15 years which expired in 2018. He said the school district is looking to replace the roof in FY 2023 which would go beyond the expiration date. He said this replaced the McKinley roof project that is on the waterfall chart because it is leaking and needs repair soon. Mr. Papageorge said he is working to get a 20-25-year warranty with this roof replacement. He said the leaks became more frequent over the summer and buckets have to be placed in the halls when it rains. Mr. Papageorge said he is confident that materials will be available this summer to make the repairs. He said the sooner this is approved the sooner the bid can go out. He said the BOE is expecting a State reimbursement of \$697,700.00. Mr. Papageorge said this item includes design for the roof as well. He said the design will cost \$24,400 and the roof will be \$2,967,207.

Mr. Walsh made a motion to waive the reading of the resolution. Jack Testani seconded the motion which carried unanimously.

The motion carried unanimously.

6. RESOLVED, that the Town of Fairfield authorizes the Board of Education of the Town of Fairfield to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Roger Ludlowe Middle Roof Replacement Project at Roger Ludlowe Middle School; and FURTHER RESOLVED that the Roger Ludlowe Middle School Building Committee is hereby established as the building committee with regard to the Roger Ludlowe Middle School Roof Replacement Project at Roger Ludlowe Middle School; and FURTHER RESOLVED that the Town of Fairfield hereby authorizes at least the preparation of schematic drawings and outline specifications for the Roger Ludlowe Middle Roof Replacement Project at Roger Ludlowe Middle School (*requires RTM approval*)

Item 6 should not have been placed on this agenda because the BOF doesn't vote on this item.

John Mitola made a motion to remove Item 6 from the agenda. Jack Testani seconded the motion. The motion carried unanimously.

7. To Hear, Consider, and Act Upon a Resolution Approving The De-Authorization of Surplus Appropriations for Projects Previously Approved for Bonding Authority

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

CFO Jared Schmitt presented this item. He said some projects that had been approved for bonding were removed and bonding was replaced with the ARPA funding. He cited examples of street guiderails/fencing and work on the Fire Stations. Mr. Schmitt said these projects will no longer need bonding and can be removed from the bond resolutions. He said there was a discussion as to whether there needs to be a vote to remove items from bonding and whether they should be removed. Mr. Walsh suggested keeping the guiderails/fencing previously approved for bonding to be sure there is enough money to complete the guiderails/fencing projects in the next two years.

Mr. Walsh made a motion to amend the resolution to exclude the guiderails and fencing. Jack Testani seconded the amendment which carried unanimously.

The main motion, as amended, carried unanimously.

Original Resolution:

**A RESOLUTION APPROVING THE DE-AUTHORIZATION OF SURPLUS
APPROPRIATIONS FOR PROJECTS PREVIOUSLY APPROVED FOR BONDING
AUTHORITY**

WHEREAS, pursuant to a resolution adopted by the Representative Town Meeting of the Town of Fairfield (the "Town") on March 22, 2021 in the total amount of \$4,303,000 (the "Nonrecurring Capital Projects Resolution"), the Town appropriated funds and authorized the issuance of its general obligation bonds for the costs associated with various nonrecurring capital projects; and

WHEREAS, the Town issued notes on July 9, 2021 in the amount of \$2,275,000 in accordance with the Nonrecurring Capital Projects Resolution for some of the Projects listed in the resolution (the “2021 Note Issue”); and

WHEREAS, on September 27, 2021, the RTM approved a resolution authorizing the acceptance of American Rescue Plan Act Grant Funds (the “ARPA Resolution”) in the aggregate amount of \$24,830,536 and appropriating \$24,790,000 of said funds for certain projects; and

WHEREAS, included within the list of approved projects in the ARPA Resolution was the Town-wide Guide Rail and Fencing project in the amount of \$200,000 and the Fire Station Rehabilitation project in the amount of \$250,000 (the “Specified ARPA Projects”); and

WHEREAS, the Nonrecurring Capital Projects Resolution also included the Specified ARPA Projects in the same amounts, and no funds were borrowed in the 2021 Note Issue or otherwise for the Specified ARPA Projects; and

WHEREAS, the Board of Finance has determined it to be in the best interest of the Town to effect a de-authorization of the excess bonding authority granted for the Specified ARPA Projects in the Nonrecurring Capital Projects Resolution (the “De-Authorized Projects”); and
RESOLVED, that, the Town hereby authorizes, approves and directs the reduction of bonding authority for the De-Authorized Projects in the amounts below:

Project	Authorization	Authorized Amount	De-Authorized Amount
Town-wide Guide Rail and Fencing	Nonrecurring Capital Projects Resolution	\$200,000	\$200,000
Fire Station Rehabilitation	Nonrecurring Capital Projects Resolution	\$250,000	\$250,000

The amended resolution now reads:

A RESOLUTION APPROVING THE DE-AUTHORIZATION OF A SURPLUS APPROPRIATION FOR A PROJECT PREVIOUSLY APPROVED FOR BONDING AUTHORITY

WHEREAS, pursuant to a resolution adopted by the Representative Town Meeting of the Town of Fairfield (the “Town”) on March 22, 2021 in the total amount of \$4,303,000 (the “Nonrecurring Capital Projects Resolution”), the Town appropriated funds and authorized the issuance of its general obligation bonds for the costs associated with various nonrecurring capital projects; and

WHEREAS, the Town issued notes on July 9, 2021 in the amount of \$2,275,000 in accordance with the Nonrecurring Capital Projects Resolution for some of the Projects listed in the resolution (the “2021 Note Issue”); and

WHEREAS, on September 27, 2021, the RTM approved a resolution authorizing the acceptance of American Rescue Plan Act Grant Funds (the “ARPA Resolution”) in the aggregate amount of \$24,830,536 and appropriating \$24,790,000 of said funds for certain projects; and

WHEREAS, included within the list of approved projects in the ARPA Resolution was the Fire Station Rehabilitation project in the amount of \$250,000 (the “Specified ARPA Project”); and

WHEREAS, the Nonrecurring Capital Projects Resolution also included the Specified ARPA Project in the same amount, and no funds were borrowed in the 2021 Note Issue or otherwise for the Specified ARPA Project; and

WHEREAS, the Board of Finance has determined it to be in the best interest of the Town to effect a de-authorization of the excess bonding authority granted for the Specified ARPA Project in the Nonrecurring Capital Projects Resolution (the “De-Authorized Project”); and

RESOLVED, that, the Town hereby authorizes, approves and directs the reduction of bonding authority for the De-Authorized Project in the amount below:

Project	Authorization	Authorized Amount	De-Authorized Amount
Fire Station Rehabilitation	Nonrecurring Capital Projects Resolution	\$250,000	\$250,000

8. Adjourn

Mr. Walsh made a motion to adjourn the meeting at 8:03 pm. Mr. Testani seconded the motion which carried unanimously.

Respectfully submitted,

Pru O’Brien
Recording Secretary

Board of Finance Quarterly Review Meeting
Tuesday, November 16, 2021
7:30 pm
Via Webex

A Quarterly Review Meeting of the Board of Finance was held via Webex on Tuesday, November 16, 2021 at 7:30 pm in Fairfield, Connecticut.

A recording of his meeting can be found at: youtube.com/watch?v=3TsmDnfForI

DRAFT MINUTES

MEMBERS PRESENT: James Brown-Chair, Christopher DeWitt-Vice Chair, Mary LeClerc-Secretary, Lori Charlton, David Fogel, Sheila Marmion, John Mitola, Jack Testani, James Walsh

OTHERS PRESENT: First Selectwoman Brenda Kupchick, Engineering Manager Bill Hurley, Attorney John Stafstrom, Joint Retirement Investment Board Chair Carolyn Trabuco, FPS Executive Director of Business and Finance Courtney LeBorious, Superintendent of Schools Mike Cummings, Selectman Thomas Flynn, Director of Special Education and Pupil Services Robert Mancusi, BOE Chair Christine Vitale, Fire Chief Denis McCarthy, Police Chief Robert Kalamaris, Town Controller Caitlin Bosse, CFO Jared Schmitt, Budget Director Frank Magneri, Chief Robert Kalamaras

1. Call to Order

Chairman James Brown called the meeting to order at 7:30 pm.

2. Pledge of Allegiance

Mr. Brown led the Pledge of Allegiance.

First Selectwoman Kupchick wanted to speak quickly before she had to attend another meeting. She acknowledged the Board chair, Jim Brown, and said that this was his last meeting after 12 years of service. She thanked him for his humility, kindness, generosity, honor, integrity and leadership skills. She told him it has been an honor to have worked with him the last two years and she genuinely and sincerely thanked him for his service.

3. To hear, consider and adopt a bond resolution as recommend by the Board of Selectmen* entitled "A resolution appropriating \$3,729,800 for the costs associated with the replacement of the Duck Farm Road Bridge, authorizing a grant to reimburse \$2,983,840 of such appropriation and authorizing the issuance of bonds to finance a portion of such appropriation." (*pending BOS approval on 11/15/21)

Chris DeWitt made a motion to bring Item 3 before the BOF. Jack Testani seconded the motion.

Engineering Manager Bill Hurley and Attorney John Stafstrom presented this item. Mr. Hurley said the Duck Farm Road bridge that was built in 1959. He said the new bridge will include a pedestrian sidewalk. Mr. Hurley said the contract bid process is scheduled for December as decided by the Connecticut DOT.

Mr. Hurley said this project has been on the waterfall chart for several years with design, right of way, and now the construction process. Mr. Hurley said construction is set to begin in April of 2022. He said there will be 80% reimbursement through federal bridge funding.

Mr. Hurley said the bridge will have a 75-year service life before needing replacement. He said there will be disruptions April through December of 2022 due to construction and possibly issues with the supply chain. Mr. Hurley said he is confident that the cost will remain the same. He said there is a 10% contingency as part of standard state practice. He said he's been working with the neighborhood regarding traffic issues and although there have been public meetings they have not been well attended. Mr. Hurley said that based on the bids reviewed by the State and the Town, the job will go to the lowest bid. He said all bidders must be pre-qualified with the State. He said regular meetings will be held to be sure the project stays on schedule.

Chairman Brown made a motion to waive reading the resolution. James Walsh seconded the motion which carried unanimously.

The original motion carried unanimously.

4. To review the status of the Town's Pension and OPEB funds

JRIB Chair Carolyn Trabuco reviewed page eight of the presentation and page 18 of the backup for the quarter ending 9/30/21:

- Pension market value - \$474.4M
- Performance + 0.38%

Ms. Trabuco said the market was choppy last quarter with tightening financial conditions and shortages of natural resources as well as concerns with inflation. She discussed the allocation:

- Equity 53.7%
- Fixed Income 33.4%
- Real Estate 4.9%
- Private Equity 7.4%
- Cash 0.7%

Ms. Trabuco reviewed OPEB:

- Market value \$75.7M
- Performance 0.055% declined

The allocation:

- Equity 72%
- Fixed Income 20%
- Real Estate 7.7%

Ms. Trabuco said it was under performance, but the market has rallied since. She said the JRIB signed documents to invest in HarborFund, a Private Equity fund for both Pension and OPEB. She said it will be a 10% allocation over time.

5. To review the BOE FY22 first quarter financial update

Executive Director of Finance and Business Services' Courtney Leborious presented this item with Superintendent of Schools Mike Cummings. Ms. Leborious started with the report on page 13 of the packet. She said the summary will update every quarter.

She said the projected and unencumbered projected balances will be detailed below the summary. She said the unencumbered balance as of 9/30/21 is \$37,110,697 and the projected balance is \$37,990,697 which is a difference of \$880,000. She said the higher-than-expected amount is due to the amount of Special Education students requiring Special Ed and related services.

Ms. LeBoriuos said it is expected after a pandemic and is trending throughout the State. She said BOE has also projected to cover the expenses with savings in utilities and health insurance. Ms. LeBoriosis said she will check back in the second quarter. She reviewed some projected savings:

- Retirements higher than normal
- There are less substitutes and spaces are harder to fill
- Transportation savings due to less riders yet they are still meeting the needs of transporting students
- Lower than projected enrollment in magnet schools
- Remote learning budgeted is not needed

Mr. DeWitt asked what will happen with next year's Special Education budget and what can be done to be sure it isn't 200% over budget. Ms. Leboriosis explained that the Excess Cost Revenue has not been presented because it hasn't been released by the State. She said it will be seen as an offset so Pupil Services won't be over 200%. Special Education Director Rob Mancusi said the percentage of cost reimbursement is determined by the State. He said last year it was 79% and is set for high-cost students who are over the threshold.

Sheila Marmion said she thought the BOE was putting money into hiring Social Workers to keep students in Fairfield Public Schools and avoid outplacement. Ms. Marmion asked if the outplacements were a trend or COVID-related. Mr. Mancusi said he doesn't want COVID to be an escape, but said these are unprecedented times. He said the BOE has invested in increased services, but some students needs have also increased which makes it necessary to outplace them. He said there are recovery grants available that target certain programs for Special Ed students. He said next year, the BOE will have a significant increase in the budget for this.

James Walsh asked if the BOE put money toward nonspecial ed students who need extra learning due to COVID restrictions. Mr. Cummings said the nonspecial ed kids are broken into two categories. He said students in K-5 who need extra care will have services during school hours by existing staff. He said no cost is involved in that. Mr. Cummings said for 6-12 students, the ARP-ESSER (American Rescue Plan-Elementary and Secondary School Emergency Relief fund) funds will pay for two hours/week/student of extra intervention based on academic need and social/emotional need. He said the money is going toward staffing after school. Mr. Walsh also asked if the district is back to the pre-COVID curriculum. Mr. Cummings reaffirmed that this year the instructional level is back to precovid.

Selectman Flynn had some suggestions for this report:

- A schedule that shows the total spending on education
- When there is an overage, list where there will be savings
- Start identifying them now – proactively

Ms. LeBoriosis said she will have a full accounting of the ESSER funds at the next BOE meeting and will share with the BOF.

Christine Vitale thanked Chairman Brown for his 12 years of leadership and support. She said he has always been an ally with a collaborative spirit.

6. To review the Town FY22 first quarter financial update
Town Controller Caitlin Bosse and CFO Jared Schmitt presented this item. Ms. Bosse introduced the new town Budget Director Frank Magneri before going over the Operational Variance Report. She said the projected and estimated operational estimated variance for FY22 is \$8 million. She said this is the largest ever projected in a first quarter. She said some of the driving factors are:

- Bradley Jack estate - \$6.8 million of prior tax and interest paid
- State revenue \$1.1 million additional
- Investment income – reduced budget by \$600,000 from FY 21- FY 22. Struggling with investment rates, hoping market will change.
- Conveyance tax - \$1.1 million through the first week of November. The winter is usually low and picks up in the spring, so the favorable estimate is \$700,000.
- ECC- unfavorable variance – assumed it would be open, but delay in opening due to supply chain issues with glass, metal, and wire. Still finishing contract with employees.

Police Chief Kalamaras gave an overview of the ECC:

- Construction nearly completed-top of the line tech advanced.
- Supply chain issues – AC units delayed, and anything involved after that creates cascading delay.
- IT being installed tomorrow – Public safety network
- Motorola will install equipment – 12/1 & 12/2

Jack Testani asked when the other towns will start contributing to the costs. CFO Jared Schmitt said Westport will reimburse our Town for construction. He said other towns will reimburse Fairfield when the ECC opens. He said quarterly payments will be based on an interlocal agreement. He said the total amount of revenue is based on the fiscal year. He said billing will be in arrears so payments are expected in the second quarter. Mr. Schmitt said he does not anticipate problems with the employee contract. Chief Kalamaris said the ribbon cutting and walkthrough will be scheduled when the ECC is ready to open with an anticipated time period of mid-January 2022.

Mr. Schmitt said Parks and Recreation had a favorable variance of \$210,000:

- \$70,000 for programs. The budget had zero because last year they had to cancel all programs due to COVID.
- \$50,000 over budget for Jacky Durrell Pavilion rentals
- \$90,000 over for field rentals

Mr. Schmitt said Fire Marshal fees were unfavorable because some projects have not started.

- Projected \$400,000 in large projects – YTD \$78,000
- SHU – two dorms and parking garage estimated fees \$100,000

- Various larger projects delayed due to litigation – North Park Avenue, Black Rock Turnpike, Thorpe Street, Metro Train Station
- End of second quarter should see 50% of projections

Mr. Schmitt said the State revenue pilot program will bring \$1.1 million because Fairfield has a significant amount of college property. He said the State money came in September so it is based on an actual amount. He said a smaller revenue of \$104,000 is from the end of COVID funding from previous years.

Expenses:

- VERIF vacancies – still hiring - \$500,000 favorability
- Parks and Recreation seasonal increased slightly due to the need of additional staff at the Jacky Durrell Pavilion.
- ECC – savings in expenses due to employees and maintenance costs because the center is not open yet.
- DPW – utility loan for \$175,000 carried over due to various energy projects has been satisfied and the loan retired. That is favorable.
- \$85,000 unfavorable for various reasons – \$50,000 for liability insurance in ransomware.

Mr. Schmitt said \$1 million in expense savings and an estimated \$7 million in revenue makes the total estimated favorable amount for FY 22 \$8 million.

Mr. Schmitt said Storm Ida was recently declared a disaster. Ms. Bosse and Mr. Schmitt said they are working with Department Heads to estimate expenses. Mr. Schmitt said Lake Mohegan is anticipated to cost \$500,000 to fix the damage and the Town is currently waiting for actual numbers.

7. To hear, consider and act upon any communications

Mr. Schmitt and various Board of Finance members gave thanks and best wishes to Chairman Brown on his retirement from the Board of Finance.

8. Adjourn

Mr. Walsh made a motion to adjourn the meeting at 9:58 pm. Mr. DeWitt seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary

<https://www.youtube.com/watch?v=yBoGKW-f3kA>

**Board of Finance Special Organizational
Meeting Tuesday, December 7, 2021
7:00 pm
Via Webex**

A Special Organizational Meeting of the Board of Finance was held via Webex on Tuesday, December 7, 2021 at 7:00 pm in Fairfield, Connecticut.

DRAFT MINUTES

MEMBERS PRESENT: Lori Charlton, John Mitola, Sheila Marmion, Mary LeClerc, Christopher DeWitt, Craig Curley, Jack Testani, Jim Walsh, Kevin Starke

OTHERS PRESENT: First Selectwoman Brenda Kupchick, CAO Tom Bremer, CFO Jared Schmitt, Attorney John Stafstrom, Parks and Recreational Director Anthony Calabrese, FairTV, members of the public

1. Call to Order

First Selectwoman Brenda Kupchick called the meeting to order at 7:00 pm.

2. Pledge of Allegiance

First Selectwoman Kupchick led the Pledge of Allegiance.

3. To hear, consider and approve 2022 Officers

John Mitola made a motion to nominate Lori Charlton to serve as BOF Chair for 2022. Jim Walsh seconded the motion which carried unanimously.

Craig Curley made a motion to nominate John Mitola to serve as BOF Vice-Chair for 2022. Chris DeWitt seconded the motion which carried unanimously.

Kevin Starke made a motion to nominate Sheila Marmion to serve as BOF Secretary for 2022. Jim Walsh seconded the motion which carried unanimously.

Chair Lori Charlton thanked the Board for nominating her and welcomed the new members. She also thanked the former members for their work on the BOF.

4. To hear, consider and approve members of the BOF subcommittees (Audit, Budget, Fund Balance and Debt Policy Committee, Purchasing Policy)

Ms. Charlton asked the Board members to let her know in the next couple of weeks what sub-committees they'd like to serve. She said she wants to reconvene a Senior Tax Relief subcommittee. Chris DeWitt said he would like to continue to serve as Chair of the BOF budget subcommittee since budgets are starting up again.

5. To hear, consider and approve 2022 Schedule

Ms. Charlton made a motion to amend the 2022 BOF Meeting Schedule as follows: Change January 11 to January 12 for the 7 pm Capital Plan Workshop, add Tuesday, April 5 as a Regular Meeting and remove the July meeting. Chris DeWitt seconded the motion which carried unanimously.

Jim Walsh made a motion to approve the 2022 BOF Meeting Schedule as amended. Chris DeWitt seconded the motion which carried unanimously.

Approved 2022 Board of Finance Meeting Schedule

January 04	Tuesday	7:30 pm	Regular Meeting
January 12	Wednesday	7:00 pm	Capital Plan Workshop
February 01	Tuesday	7:30 pm	Regular Meeting
February 22	Tuesday	7:30 pm	Quarterly Review Mtg (BOE meets 2/15)
March 01	Tuesday	7:30 pm	Regular Meeting
March 10	Thursday	7:30 pm	Public Budget Session #1
March 15	Tuesday	7:30 pm	Public Budget Session #2
March 16	Wednesday	7:30 pm	Public Budget Session #3
March 22	Tuesday	7:30 pm	Public Budget Session #4
March 24	Thursday	7:30 pm	Public Budget Session #5
March 26	Saturday	9:30 am	Public Budget Comment Session
FLHS			Auditorium
March 28	Monday	7:30 pm	Follow-Up w/Dprts/BOS; BOF Pub Exec. Session - No Public Comm.
March 29	Tuesday	7:30 pm	Public Budget Session Potential Snow Day Make-Up
March 31	Thursday	7:30 pm	Budget Vote-Public Exec Session - No Public Comment
April 5	Tuesday	7:30pm	Regular Meeting
May 05	Thursday	7:30 pm	Regular Meeting – Set Mill Rate
May 17	Tuesday	7:30 pm	Quarterly Review Meeting
June 07	Tuesday	7:30 pm	Regular Meeting
September 06	Tuesday	7:30 pm	Regular Meeting
September 20	Tuesday	7:30 pm	Quarterly Review Mtg
September 28	Wednesday	7:30 pm	Capital Planning Workshop (BOE meets 9/13 & 9/27)
October 04	Tuesday	7:30 pm	Regular Meeting
November 01	Tuesday	7:30 pm	Regular Meeting
November 22	Tuesday	7:30 pm	Quarterly Review Meeting (BOE meets 11/15)
December 06	Tuesday	7:30 pm	Organizational/Regular Meeting

6. To hear, consider and adopt a resolution amending and restating the resolution entitled, “A resolution appropriating \$945,000 for the remediation of historical containments and the enhancement of recreational facilities at Gould Manor Park and authorizing the issuance of bonds to finance such appropriation” to increase the appropriation and bond authorization by \$450,000 to a total of \$1,395,000. (*pending BOS approval on 12/6/21, requires RTM approval*)

WHEREAS, on June 28, 2021, the Representative Town Meeting of the Town of Fairfield (the “Town”) approved a resolution (the “Resolution”) entitled “RESOLUTION APPROPRIATING \$945,000 FOR THE REMEDIATION OF HISTORICAL CONTAMINANTS AND THE ENHANCEMENT OF RECREATIONAL FACILITIES AT GOULD MANOR PARK AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION”; and

WHEREAS, due to additional enhancements needed at the recreational facilities at Gould Manor Park and increased costs for the remediation and enhancements previously anticipated, the Town desires to increase the appropriation and bond authorization by \$450,000 for a total appropriation and bond authorization of \$1,395,000; and

WHEREAS, it is necessary for the Town to amend and restate the Resolution to reflect the increased appropriation and bond authorization; and

NOW, THEREFORE, BE IT RESOLVED, that the Resolution is hereby amended and restated to provide as follows:

RESOLVED:

1. As recommended by the Board of Finance and the Board of Selectmen, the Town of Fairfield (the "Town") hereby appropriates the sum of One Million Three Hundred Ninety-Five Thousand and 00/100 Dollars (\$1,395,000) for costs related to the remediation of historical contaminants and the enhancement of recreational facilities at Gould Manor Park, as well as, all related administrative, financing, legal, contingency and other soft costs (the "Project").
2. To finance such appropriation and in lieu of a tax therefor, and as recommended by the Board of Finance and the Board of Selectmen, the Town may borrow a sum not to exceed One Million Three Hundred Ninety-Five Thousand and 00/100 Dollars (\$1,395,000) and issue its general obligation bonds/bond anticipation notes for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum for the purpose of financing the appropriation for the Project.
3. The Board of Selectmen, the Treasurer and the Chief Fiscal Officer of the Town are hereby appointed a committee (the "Committee") with full power and authority to cause said bonds to be sold, issued and delivered; to determine their form and terms, including provision for redemption prior to maturity; to determine the aggregate principal amount thereof within the amount hereby authorized and the denominations and maturities thereof; to fix the time of issue of each series thereof and the rate or rates of interest thereon as herein provided; to determine whether the interest rate on any series will be fixed or variable and to determine the method by which the variable rate will be determined, the terms of conversion, if any, from one mode to another or from fixed to variable; to set whatever other terms of the bonds they deem necessary, desirable or appropriate; to designate the bank or trust company to certify the issuance thereof and to act as transfer agent, paying agent and as registrar for the bonds, and to designate bond counsel. The Committee shall have all appropriate powers under the Connecticut General Statutes, including Chapter 748 (Registered Public Obligations Act) and Chapter 109 (Municipal Bond Issues) to issue, sell and deliver the bonds and, further, shall have full power and authority to do all that is required under the Internal Revenue Code of 1986, as amended, and under rules of the Securities and Exchange Commission, and other applicable laws and regulations of the United States, to provide for issuance of the bonds in tax exempt form and to meet all requirements which are or may become necessary in and subsequent to the issuance and delivery of the bonds in order that the interest on the bonds be

and remain exempt from Federal income taxes, including, without limitation, to covenant and agree to restriction on investment yield of bond proceeds, rebate of arbitrage earnings, expenditure of proceeds within required time limitations, the filing of information reports as and when required, and the execution of Continuing Disclosure Agreements for the benefit of the holders of the bonds and notes.

4. The First Selectwoman and Treasurer or Chief Fiscal Officer, on behalf of the Town, shall execute and deliver such bond purchase agreements, reimbursement agreements, line of credit agreement, credit facilities, remarketing, standby marketing agreements, standby bond purchase agreements, and any other commercially necessary or appropriate agreements which the Committee determines are necessary, appropriate or desirable in connection with or incidental to the sale and issuance of bonds, and if the Committee determines that it is necessary, appropriate, or desirable, the obligations under such agreements shall be secured by the Town's full faith and credit.
5. The First Selectwoman and Treasurer or Chief Fiscal Officer shall execute on the Town's behalf such interest rate swap agreements or similar agreements related to the bonds for the purpose of managing interest rate risk which the Committee determines are necessary, appropriate or desirable in connection with or incidental to the carrying or selling and issuance of the bonds, and if the Committee determines that it is necessary, appropriate or desirable, the obligations under such interest rate swap agreements shall be secured by the Town's full faith and credit.
6. The bonds may be designated "Public Improvement Bonds of the Town of Fairfield", series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three years from the date of issue and the last installment to mature not later than twenty (20) years from the date of issuance or as otherwise provided by statute. The bonds may be sold at an aggregate sales price of not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semi-annually or annually. The bonds shall be signed on behalf of the Town by at least a majority of the Board of Selectmen and the Treasurer, and shall bear the seal of the Town. The signing, sealing and certification of the bonds may be by facsimile as provided by statute.
7. The Committee is further authorized to make temporary borrowings as authorized by the General Statutes and to issue temporary notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such time and with such maturities, requirements and limitations as provided by the Connecticut General Statutes. Notes evidencing such borrowings shall be signed by the First Selectwoman and Treasurer or Chief Fiscal Officer, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any

other state, or of the United States, be approved as to their legality by bond counsel and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the Connecticut General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

8. Pursuant to Section 1.150-2, as amended, of the Federal Income Tax Regulations the Town hereby declares its official intent to reimburse expenditures (if any) paid for the Project from its General or Capital Funds, such reimbursement to be made from the proceeds of the sale of bonds and notes authorized herein and in accordance with the time limitations and other requirements of said regulations.
9. The First Selectwoman, Chief Fiscal Officer and Town Treasurer are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.
10. The Committee is hereby authorized to take all action necessary and proper for the sale, issuance and delivery of the bonds and notes in accordance with the provisions of the Connecticut General Statutes and the laws of the United States. The First Selectwoman and other Town officials are authorized to seek grants and other contributions for the costs of the Project and take all such actions necessary or appropriate to obtain such grants and other contributions including, but not limited to the negotiation, execution and delivery of contracts related to such grants and to accept any grants to fund the Project on behalf of the Town. Any such grants or contribution received prior to the issuance of the Bonds authorized herein shall be applied to the costs of the Project or to pay at maturity the principal of any outstanding bond anticipation notes issued pursuant this resolution and shall reduce the amount of the Bonds that can be issued pursuant to this resolution. If such grants and contributions are received after the issuance of the Bonds, they shall be applied to pay the principal on the Bonds or as otherwise authorized by the Board of Selectmen, Board of Finance and Representative Town Meeting provided such application does not adversely affect the tax exempt status of the Bonds or the Town's receipt of such grant or contribution.

Sheila Marmion made a motion to put Item 6 before the board. Mary LeClerc seconded the motion.

CAO Tom Bremer presented this item. He said the Town is seeking an additional \$450,000 on bonding for additional costs related to the remediation and renovation of Gould Manor Park.

- Remediation costs \$220,000
- Additional costs \$90,000 – Courts, irrigation, temporary fencing, scoreboard
- Park enhancements \$130,000 – Perimeter fencing around park, bathroom/comfort station renovations
- Contingency \$10,000

Mr. Bremer stated that when a layer of the fields was removed, historical contamination was found as well as improper construction when the fields were built by a contractor hired by the Fairfield Little League. He said the field had irrigation issues as a result of the way it was built. Mr. Bremer said the fencing around the park had been damaged and is in need of replacing. He said the restrooms/comfort station had also been overlooked in the plan for the field renovation and needs to be redone. Mr. Bremer told the Board that he waited to come before it with this request until he was sure of the costs. He said he will not be requesting additional money for this project.

Mr. Bremer said the original amount of \$945,000 still has money left in it, but the original estimate did not include contingency and so funding from the original amount had to be spent to fix the items that had not been done correctly. He said the goal is to have everything done by April 2022. He said the bathrooms were originally on the Waterfall Chart for 3-4 years from now, but they need to be done sooner.

Chris DeWitt made a motion to suspend the BOF special meeting at 7:57 pm to join the Joint BOS, BOF, RTM meeting scheduled for 8:00 pm, and reconvene the special BOF meeting after the joint meeting ends. John Mitola seconded the motion which carried unanimously.

Chris DeWitt made a motion to reconvene the BOF Special Meeting at 9:20 pm. Jim Walsh seconded the motion which carried unanimously.

Sheila Marmion made a motion to waive the reading of the bond resolution for Item 6. Craig Curley seconded the motion which carried unanimously.

The original motion carried unanimously.

7. To hear an update from the audit sub-committee

Ms. Charlton went through the highlights of the BOF Audit Subcommittee meeting:

- The Town has received \$12,415,000 in ARPA funding to date.
- Pension plans are close to being fully-funded.
- Internal service fund has a \$6 million balance – the highest in recent years
- Environmental liability-\$19 million estimated at this time. This includes Penfield remediation, Penfield parking lot, fill pile and the inventory of other sites in Town that have been identified. Ranges of estimates were taken for each environmental expense. This year, there is \$6 million in excess and \$3 million previously put aside, which totals \$9 million set aside so far.

Ms. Charlton said there will be a full presentation from Joe Centofanti and PKF O'Connor Davies in January.

8. Adjourn

Jim Walsh made a motion to adjourn the meeting at 10:13 pm. Jack Testani seconded the motion which carried unanimously.

Respectfully submitted

Pru O'Brien
Recording Secretary

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=eFggliq-GXY>
(includes Paving Presentation)

Special Joint Board of Selectmen, Board of Finance & Representative Town Meeting
Tuesday, December 7, 2021
8:00 pm
Fairfield, CT
Via Webex

DRAFT MINUTES

A special joint BOS, BOF and RTM meeting was held virtually via Webex on Tuesday, December 7, 2021 at 8:00 pm in Fairfield, Connecticut.

MEMBERS PRESENT:

BOS: First Selectwoman Brenda L. Kupchick, Selectman Thomas Flynn

BOF: Chair Lori Charlton, Vice-Chair John Mitola, Secretary Sheila Marmion, Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, Jack Testani, Jim Walsh

RTM: D1- Ed Bateson, D2-Hal Schwartz, D3-Alex Durrell, Jeff Galdenzi, Tom Lambert, Sharon Pistilli, D4-Laura Karson, Alice Kelly, Marcy Spolyar, Elizabeth Zezima, D5-Jay Wolk, D6-Steve Berecz, Andrew Graceffa, Lisa Havey, D7-John Kuhn, Mark McDermott, Jill Vergara, Karen Wackerman, D8-Hank Ference, D9-Christine Brown, D10-Kenneth Astarita, Peter Britton

OTHERS: FairTV, DPW Interim Director John Marsilio, Senior VP of BETA Construction Tony Garra, members of the public

1. Call to Order

First Selectwoman Kupchick called the meeting to order at 8:00 pm.

2. Pledge of Allegiance

First Selectwoman Kupchick led the Pledge of Allegiance.

3. To Hear a Presentation from Third Party Consultant Contracted to Conduct Paving Analysis

First Selectwoman Kupchick thanked everyone for participating in this meeting. She said a more comprehensive paving plan is needed to have a better sense of the town-wide needs of all our roads. She said the plan is an evaluation by a third party consultant to look at Fairfield's roads in depth. First Selectwoman Kupchick said this plan will be valuable going forward and for our capital plan.

DPW Interim Director John Marsilio said the Town issued a RFQ and selected a consultant, BETA Engineering, to evaluate the Town's roads and sidewalks. He said tonight, members will be receiving a preliminary report from BETA's consultant on the Town's 272 miles of roadway. He said after BOE facilities, roads are second most valuable asset in our Town.

Senior Vice-President of BETA Construction Tony Garra shared his summary of findings presentation with attendees through a Power Point presentation.

Mr. Garra reviewed benefits of pavement management, discussed the program's goals and objectives and a five-step project approach. Mr. Garra also discussed system configuration and mapping, automated approach, repair bands and conditions, segment based inspections, existing condition analysis, planning and prioritization, data maintenance, and annual updates.

Following the presentation, members of the BOS, BOF and RTM asked questions and made comments about the preliminary paving plan.

Mr. Garra said new roads and sidewalks must be ADA compliant and sidewalks will be included in the next presentation. Mr. Marsilio said once the paving report is complete, it will be available to the public.

4. Adjourn

The meeting adjourned at 9:17 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary