

Backup

GENERAL FUND - PETA SETTLEMENT

Retro By Org (Wages)				
Dept Name	Org	Object	Description	FY22
Town Planning and Zoning	01001110	51010	Regular Payroll	\$14,147.13
Town Planning and Zoning	01001110	51050	Overtime	32.81
Conservation Commission	01001230	51010	Regular Payroll	8,521.72
Conservation Commission	01001230	51050	Overtime	32.72
Human Resources	01001330	51010	Regular Payroll	5,161.96
Finance	01003010	51010	Regular Payroll	14,565.03
Assessor	01003050	51010	Regular Payroll	4,885.81
Tax Collector	01003090	51010	Regular Payroll	10,363.98
Information Technology	01003110	51010	Regular Payroll	8,380.75
Police	01004030	51010	Regular Payroll	4,194.49
Police	01004030	51050	Overtime	48.59
Animal Control	01004050	51010	Regular Payroll	4,646.64
Animal Control	01004050	51050	Overtime	3,551.56
Public Works Administration	01005011	51010	Regular Payroll	4,721.53
Public Works Operations	01005030	51010	Regular Payroll	30,915.83
Public Works Operations	01005030	51050	Overtime	1,307.17
Public Works Operations	01005030	51060	Overtime - Snow	1,476.35
Public Works Operations	01005030	51090	Holiday Pay	85.64
Building	01005050	51010	Regular Payroll	5,433.41
Engineering	01005070	51010	Regular Payroll	16,172.42
Health	01006010	51010	Regular Payroll	15,919.73
Library - Main	01007010	51010	Regular Payroll	18,255.89
Library - Fairfield Woods Branch	01007011	51010	Regular Payroll	9,922.32
Parks and Recreation	01007050	51010	Regular Payroll	4,640.93
Parks	01007080	51010	Regular Payroll	5,300.04
				<u>\$192,684.47</u>
Retro By Org (FICA)				
Dept Name	Org	Object	Description	FY22
Town Planning and Zoning	01001110	52200	Social Security	1,084.77
Conservation Commission	01001230	52200	Social Security	654.41
Human Resources	01001330	52200	Social Security	394.89
Finance	01003010	52200	Social Security	1,114.22
Assessor	01003050	52200	Social Security	373.76
Tax Collector	01003090	52200	Social Security	792.84
Information Technology	01003110	52200	Social Security	641.13

Police	01004030	52200	Social Security	324.60
Animal Control	01004050	52200	Social Security	627.16
Public Works Administration	01005011	52200	Social Security	361.20
Public Works Operations	01005030	52200	Social Security	2,584.55
Building	01005050	52200	Social Security	415.66
Engineering	01005070	52200	Social Security	1,237.19
Health	01006010	52200	Social Security	1,217.86
Library - Main	01007010	52200	Social Security	1,396.58
Library - Fairfield Woods Branch	01007011	52200	Social Security	759.06
Parks and Recreation	01007050	52200	Social Security	355.03
Parks	01007080	52200	Social Security	405.45
				\$14,740.36
Grand Total				<u>\$207,425</u>

GENERAL FUND - ECC SETTLEMENT

Retro (Wages)				
Dept Name	Org	Object	Description	FY22
Emergency Communications Center	01004150	51010	Regular Payroll	\$81,716.34
Retro (FICA)				
Dept Name	Org	Object	Description	FY22
Emergency Communications Center	01004150	52200	Social Security	\$6,251.30
Grand Total				<u>\$87,968</u>

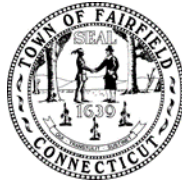
GENERAL FUND - NURSES SETTLEMENT

Retro (Wages)				
Dept Name	Org	Object	Description	FY22
Health	01006010	51010	Regular Payroll	\$100,175.18
Health	01006010	51050	Overtime	113.10
Health	01006010	52800	Seasonal Flu	1,648.51
Health	01006010	51070	Seasonal Payroll	1,025.42
Health	01006010	51030	Part-Time Payroll	11,370.16
Health	01006010	51080	Temporary Payroll	891.53
				<u>\$115,223.90</u>
Retro (FICA)				
Dept Name	Org	Object	Description	FY22
Health	01006010	52200	Social Security	\$8,814.63
Grand Total				<u>\$124,039</u>

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

WPCA – PETA SETTLEMENT

Retro By Org (Wages)			
Dept Name	Org	Object	FY22
WPCA	13013010	51010	6,365.96
WPCA	13013010	51050	699.72
			7,065.69
Retro By Org (FICA)			
Dept Name	Org	Object	FY22
WPCA	13013010	52200	540.52
	Grand Total		7,606



Town of Fairfield

Health Department

Sands L. Cleary
Director of Health

725 Old Post Road
Fairfield, CT 06824
203-256-3030 (phone)
203-254-8850 (fax)

TO: Board of Selectmen, Board of Finance, RTM

FROM: Sands Cleary, Director of Health

SUBJECT: Request from the Director of Health for 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. 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.

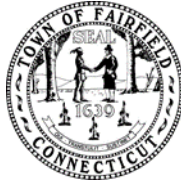
DATE: May 31, 2022

- I. **Background:** The Health Department is applying for the Epidemiology and Laboratory Capacity Enhancing Detections Cooperative Agreement (ELC) funding with a project period of March 1, 2022 to February 29, 2024. This ELC funding is to continue COVID-19 related work as well as planning for future responses and other communicable disease response related work. While this funding will continue the Covid-19 work of the previous ELC Project Period, which was focused on contact tracing, vaccination and other COVID-19 related activities, the nature of the work during this project period will change as the demands of the pandemic evolve. During this period, it is expected that some vaccination work will continue but that other activity such as contact tracing will transition to case investigation, outbreak response and planning for future responses to infectious disease events will be conducted.
- II. **Purpose & Justification:** This grant provide funding to support the supplemental staffing for the Health Department's continued efforts to respond Covid-19 and to plan for and improve future responses to infectious disease events.
- III. **Detailed Description of Proposal:** These funds will support up to three full-time staff and associated costs to continue the department's response to Covid-19 and to plan for and improve future response efforts. All funding will go toward personnel costs, fringe benefits and office supplies with no durable materials or equipment being purchased.

Proposed Budget

Salary and Wages	One FT Covid-19 Program Coordinator and 2 Covid-19 Program Associates for approximately 20 months	\$240,030
Fringe Benefits	Est. Fringe 5%	\$12,001.50
Office Supplies	Paper, pens, etc	\$123.61
Total		\$252,155.11

- IV. **Reliability of Estimated Cost:** Cost estimates were calculated in a manner similar to the numerous other grants the department has received and continues to manage. The department in conjunction with the Human Resources and Finance Department develops cost estimates. The Finance Department reviews the final application, the contract and all expenditure reports, as does the State Department of Public Health.
- V. **Increased Efficiency:** This funding source will provide staffing to continue our efforts in responding to the Covid-19 pandemic, to plan for future events and to expand upon our infectious disease response capability. These funds will enable planning and implementation of improved systems for the department.
- VI. **Additional Long-Range Costs:** We do not anticipate and long-range costs as all funds will be used to cover personnel cost with no materials or equipment will be purchased with these funds. Once the grant project period concludes all positions will end.
- VII. **Additional Use or Demand on Existing Facilities:** We do not anticipate additional burdens to be placed upon existing facilities, service labor, utilities, etc. as a result of this request. Adequate facilities/office space is available to support the staff of this grant.
- VIII. **Alternates to this request:** This is the primary funding source available to local health departments to continue the work related to Covid-19 and other infectious disease planning. If these funds were not obtained the work would fall to existing Health Department staff. Other federal funding related to recruiting, training and retaining volunteers was also applied for and awarded, which will help with future response efforts.
- IX. **Safety and Loss Control:** Same considerations/precautions as other office based staff currently employed by the Health Department.
- X. **Environmental Considerations:** None.
- XI. **Insurance:** No effect on insurance rates.
- XII. **Financing:** There are no matching funds required for this grant. In addition, there are no capital or equipment expenditures to be financed, nor any ongoing maintenance costs. The cost of activities to be provided by this grant consist of personnel costs only all of which will be funded by the ELC grant. Once the grant period concludes, all ELC grant funded positions will end (coordinated with HR).
- XIII. **Other Considerations:** N/A.
- XIV. **Other Approvals:** Board of Selectmen, Board of Finance and RTM.



Town of Fairfield

Health Department

Sands L. Cleary
Director of Health

725 Old Post Road
Fairfield, CT 06824
203-256-3030 (phone)
203-254-8850 (fax)

TO: Board of Selectmen, Board of Finance, RTM

FROM: Sands Cleary, Director of Health

SUBJECT: Request from the Director of Health for 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. 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 31, 2022. These costs are 100% reimbursable.

DATE: May 31, 2022

- I. Background:** On February 8th, 2022 the National Association of County and City Health Officials (NACCHO) MRC team announced the availability of capacity-building funding for local MRC units, through its cooperative agreement with the U.S. Department of Health and Human Services (HHS), Office of the Assistant Secretary for Preparedness and Response (ASPR). Funding in the amount of \$50,000 per MRC unit was applied for and will be awarded to the Fairfield Medical Reserve Corps. The MRC COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Awards are intended to provide resources to the MRC network to support COVID-19 response efforts. The funding will prioritize building capacity for the FMRC to respond, sustain staffing requirements, and be equip with resources needed to support our mission.

The role of the Fairfield Medical Reserve Corps (FMRC) is to assist the Fairfield Health Department in times of public health emergencies such as mass dispensing of vaccines or antibiotics. The Fairfield MRC also provides support for mass care and shelter needs for Fairfield residents. The unit has a total of 294 volunteers that support medical and non-medical functions in successfully responding to events.

- II. Purpose & Justification:** The ability for any community to respond to a large-scale public health emergency and COVID-19 related efforts, which may involve mass dispensing of vaccine or antibiotics or conducting psychological first aid. This will require the assistance of numerous medical and non-medical volunteers. Having well-trained and credentialed volunteers as well as the ability to efficiently contact and mobilize them is critical to the success of any response. The Fairfield Medical Reserve Corps and the Fairfield Health Department are able to meet the capacities on the behalf of Fairfield.

- III. Detailed Description of Proposal:** Consistent with guidance provided in the award application materials we propose to utilize the funding to continue our efforts in the following areas:
- Hire part-time temporary MRC coordinators to manage volunteer trainings, recruitments, and onboarding process.

- Develop initial orientation and on-demand orientation training videos and events (ICS, shelter management, psychological first aid, mass dispensing, and POD support).
- Recruitment and onboard new volunteers to support ongoing COVID-19 response activities.
- Conduct administrative onboarding and background screening of new and current MRC volunteers utilizing the State's new CT Responds volunteer management database.
- Conduct recruitment campaign to target non-medical and medical volunteers, requiring advertisements.
- Safeguard volunteers for deployment by distributing personal protective gear and deployment gear.
- Issue identification cards to all volunteers.

Proposed Budget

Part-time MRC coordinators with FICA benefits (1.45%)	PT staff to help assist with MRC capabilities such as recruiting volunteers and conducting trainings (\$25/hr. for a total of 682.5 hrs.)	\$34,576
MRC Deployment Materials and Office Supplies	Costs of office supplies, training materials, printing materials, MRC deployment gear (vests, lab coats)	\$13,189
Travel	Cost of travel (to trainings, pick up supplies, etc.) for a total of 750 miles at \$0.58/mile	\$435
Advertisements	Recruit MRC volunteers on social media platforms and by newsletter for the grant period months	\$1,800
Total		\$50,000

- IV. Reliability of Estimated Cost:** The Fairfield Health Department manages hundreds of thousands of dollars of grant funds each year and has managed numerous MRC grants from both the State of CT and NACCHO since the FMRC was first established in March of 2005. We have funded training activities and technical improvements and upgrades related to our volunteers. This history we believe provides us with a reliable estimate of the costs to be incurred.
- V. Increased Efficiency:** The objective is to build the capacity of trained and prepared volunteers, maintain staffing to meet operational requirements, and equip volunteers with supplies and deployment needs. This will support COVID-19 response efforts and help the community stay healthy.
- VI. Additional Long-Range Costs:** None.
- VII. Additional Use or Demand on Existing Facilities:** The Bigelow Center may be used to conduct trainings.
- VIII. Alternates on this request:** Funds are available to all eligible MRC units in US.
- IX. Safety and Loss Control:** None.
- X. Environmental Considerations:** None.
- XI. Insurance:** None.
- XII. Financing:** 100% reimbursable by the 2022 MRC RISE Award.
- XIII. Other Considerations:** None.
- XIV. Other Approvals:** Board of Selectmen, Board of Finance, RTM.

A RESOLUTION 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.

WHEREAS, the Representative Town Meeting ("RTM") approved on June 22, 2015 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 (the "Original Resolution"); and

WHEREAS, the Original Resolution appropriated \$3,088,000 for the costs associated with the construction of a berm and pumping station to protect the Fairfield Waste Water Treatment Plant, the Animal Control Facility, the Fire Training Center and the Conservation Department Workshop (the "Project"); and

WHEREAS, the estimated costs of the Project had subsequently increased to \$7,419,265; and

WHEREAS, on October 28, 2019, the RTM approved a resolution entitled "A Resolution 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,' (the "Amended Resolution") to Increase the Amount of the Appropriation and Bond Authorization to \$7,419,265" (the "Project Authorized Amount");

WHEREAS, the Town subsequently received grant funds from the State of Connecticut Department of Housing in the total amount of \$3,332,102 and applied those funds towards costs of the Project (the "Initial State Grants");

WHEREAS, after approval of the Amended Resolution, the costs of the Project increased by \$300,000 and the Town received a federal grant in the amount of \$300,000 (the "Federal Grant") for costs associated with the Project, and accordingly, the total allocated costs of the project increased from the Project Authorized Amount to \$7,719,265;

WHEREAS, subsequently, the estimated costs of the Project increased again by an additional \$1,888,500 (the "Second Project Cost Increase") for total estimated costs in the amount of \$9,607,765 (the "Second Increased Appropriation"), which was comprised of: 1) the Project Authorized Amount, 2) the amount of the Federal Grant, and the 3) Second Project Cost Increase; and

WHEREAS, when the Town received the Initial State Grants and the Federal Grant totaling \$3,632,102 (collectively, the “Grant Funds”) towards the costs of the Project, it only required bonding authorization in the amount of \$5,975,663, which represented the difference between the Second Increased Appropriation and the Grant Funds;

WHEREAS, to address the Second Project Cost Increase, on May 24, 2021, the RTM approved a resolution entitled “A Resolution 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 \$9,607,765 and the Bond Authorization to \$5,975,663 (“the “Further Amended Resolution”); and

WHEREAS, since the Further Amended Resolution was approved, the costs of the Project have increased further by \$400,000 and the Town was recently notified that it is eligible to receive additional grant funds from the State of Connecticut Department of Housing in the amount of \$400,000 towards costs of the Project (the “2022 State Grant”);

WHEREAS, since it is in the Town’s interest that the Project be completed, the Town desires to further revise the Further Amended Resolution to increase the appropriation only from \$9,607,765 to \$10,007,765 and to accept the 2022 State Grant.

NOW, THEREFORE, the Further Amended Resolution is further amended and restated to read as follows:

RESOLVED:

1. As recommended by the Board of Finance and the Board of Selectmen, the Town of Fairfield hereby appropriates the sum of Ten Million Seven Thousand Seven Hundred Sixty-Five and 00/100 Dollars (\$10,007,765) for the costs associated with the construction of a berm and pumping station to protect the Fairfield Wastewater Treatment Plant, the Animal Control Facility, the Fire Training Center and the Conservation Department Workshop.
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 of Fairfield may borrow a sum not to exceed Five Million Nine Hundred Seventy-Five Thousand Six Hundred Sixty-Three and 00/100 Dollars (\$5,975,663) and issue its general obligation bonds for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town.
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 Selectman 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 Selectman 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 Selectman 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 Selectman, 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.
11. The First Selectman is authorized to negotiate and enter into grant agreements on behalf of the Town to fund the Project and to accept on behalf of the Town any grant, including the 2022 State Grant, to fund the Project. The First Selectman 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 execution and delivery of contracts related to such grants. 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.

Request is for \$400,000 Grant Extension (# 5) from CT Department of Housing for the Waste Water Treatment Plant Hardening (Berm and Pumping Station) Project. The Grant amount increases from \$3,632,102 to \$4,032,102. The grant is 100% reimbursable.

1. BACKGROUND – Due to extra fill quantities and extra soil management from historical contamination, the Town made a request to the CT Department of Housing for any supplemental funding. The State responded that there was \$ 400,000 of additional money was available for this project.

(From previous 14 points) The Fairfield Wastewater Treatment Plant (WWTP) is a 9.0 MGD plant located near the coast of Long Island Sound in the southerly end of Fairfield. Locate directly adjacent to the WWTP are critical facilities such as the Fairfield County Fire Training Center (currently undergoing substantial State funded upgrades), the Fairfield Animal control Shelter and the Conservation Departments Workshop/maintenance facility. During Superstorm Sandy, portions of the WWTP and surrounding facilities were submerged in up to two feet of water due to the coastal storm surge from Long Island Sound. The WWTP did not treat influent at full levels for more than one week and exceeded required discharge limits due to the flooding and damage caused by Superstorm Sandy. The location of this facility lies within a FEMA defined Special Flood Hazard Area subject to inundation by the 1% annual chance flood and is in the AE Zone with a Base Flood elevation of 13 NAVD88. Post-flood maintenance costs exceeded \$55,000. Had the storm surge from Superstorm Sandy gone any higher, the south side of the WWTP would have been fully submerged. The 1% annual chance flood event, as defined by FEMA would inundate the entire WWTP. This would result in damage to the entire sewer system pump station, influent building, Administration building, transformers, electric, mechanical systems, UV systems and plant infrastructure, causing an estimate \$35,000,000 in damages.

2. PURPOSE - Department of Housing grant would provide Town \$ 400,000 to cover reimbursable expenditures.

(From previous 14 points)

The proposed project is to construct an earthen berm and storm water pump station to protect the Fairfield WWTP and other critical facilities in this area from future flood events. This facility needs to be protected from storm surges to properly convey and treat wastewater. Without proper protection, there is a risk of sanitary sewer overflows and non-treatment.

In addition, flood protection would enable installation of a microgrid to provide greater level of storm resiliency by eliminating dependence on outside power during major storm events.

3. DESCRIPTION OF PROPOSAL - From previous 14 points: An earthen berm or flood wall will be constructed around the WWTP (in its entirety), the Animal Control Facility, the Fire Training Center and the Conservation Department Workshop. Two storm water pump stations will be installed within the dike system to remove storm water that accumulates within the berm.
4. RELIABILITY OF COST ESTIMATE - N/A – reimbursable Grant \$ 400,000 maximum.
5. INCREASED EFFICIENCY AND PRODUCTION – WWTP will be operational during extreme weather events.
6. ADDITIONAL LONG RANGE COSTS - Pump stations will need periodic maintenance of pumps, dependent on frequency of use.
7. ADDITIONAL USE OR DEMAND – None.
8. ALTERNATIVES TO THIS REQUEST - None, loss of grant.
9. SAFETY- From previous 14 points. Knowledge that wastewater will be fully treated as designed prior to discharge to LI Sound maintaining a safe environment and will not be inundated with flood waters.
10. ENVIRONMENTAL CONSIDERATIONS – Grant provides extra funding for soil management and extra fill quantities. From previous 14 points, Environment will not be adversely affected due to untreated effluent reaching the waters of LI Sound.
11. INSURANCE - Plant is insured.
12. FINANCING – None for this request. 100% reimbursable grant – extension of previous grant. See back up information.
13. OTHER CONSIDERATIONS - None
14. APPROVALS - Board of Selectman - May 2022

Board of Finance June 2022

RTM June 2022



Ned Lamont
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Seila Mosquera-Bruno
Commissioner

September 14, 2021

Honorable Brenda L. Kupchick
First Selectwoman
Town of Fairfield
611 Old Post Road
Fairfield, CT 06824

Subject: CDBG-DR Project Cost Revision and Extension Response
Project #7206- Fairfield WWTP Hardening Project

Dear First Selectwoman Kupchick,

The Connecticut Department of Housing (DOH) is in receipt of your letter dated August 11, 2021 requesting an additional \$400,000.00 in CDBG-DR funds and a time extension until June 30, 2022 to complete the Hardening of the Wastewater Treatment Plant Infrastructure Project. This project was awarded under the Community Development Block Grant- Disaster Recovery (CDBG-DR) program funded by the U.S. Department of Housing and Urban Development

According to your letter the project has been subject to unforeseen delays as a result from soil and ground water contamination which needed to be remediated in accordance with state regulations. The pandemic slowed construction progress as a result of shortage of laborers and equipment operators. The Town remains committed to see the project completed with the understanding that the goal is protect the Town's most critical facility from future storm events.

The DOH has reviewed your request for an extension and is willing to grant the time extension until September 30, 2022 to complete the hardening of the Wastewater Treatment Plant. The revised CDBG-DR term will be from April 1, 2016 through September 30, 2022 and the CDBG-DR grant amount will be \$4,032,102.00

Attached is the fifth Amendment to your CDBG-DR Infrastructure Agreements for your review and execution. Please make every effort to execute those documents and return them to DOH within 30 days of receipt. The Financing Plan & Budget - Exhibit A and Project Schedule - Exhibit B must also be revised to reflect the start and end date along with the expenditure rate for this grant.

If you have any questions about this letter, please contact Hermia Delaire, CDBG-DR Program Manager at Hermia.Delaire@ct.gov.

Sincerely,

Seila Mosquera- Bruno
Commissioner



STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Contractor: The Town of Fairfield
Contractor Address: 725 Old Post Road, Fairfield, Connecticut 06824
Contract: 7206-Amended and Restated Infrastructure Assistance Agreement between the State of Connecticut and Town of Fairfield under the Community Development Block Grant-Disaster Recovery Program
Amendment Number: 5
Amount as Amended: \$4,032,102.00
Contract Term as Amended: April 1, 2016 through September 30, 2022

The contract between the Town of Fairfield (*the "Contractor"*) and the Department of Housing (*the "Agency"*), entered into by the parties on July 25, 2017 (the "Amended and Restated Agreement"), was amended on June 7, 2018 (the "First Amendment"), was further amended on September 10, 2019 (the "Second Amendment"), was further amended on October 23, 2019 (the "Third Amendment") and was further amended on September 10, 2020 (the "Fourth Amendment"). The Amended and Restated Assistance Agreement as modified by the First Amendment, Second Amendment, Third Amendment and Fourth Amendment is hereinafter referred to as the "Agreement". The Agreement is hereby further amended as follows:

1. On Page 2, Article 1.1 of the Agreement, replace \$3,632,102.00 with \$4,032,102.00.
2. Second Amended Exhibit A Project Financing Plan and Budget is deleted in its entirety and is replaced with the attached Third Amended Exhibit A Project Financing Plan and Budget.
3. On page 18, Article 13.15, replace "September 30, 2021" with "September 30, 2022."
4. Second Amended Exhibit B Project Schedule is deleted in its entirety and is replaced with the attached Third Amended Exhibit B Project Schedule.
5. Article 5.4 of the Agreement is hereby deleted and replaced with the following:

5.4. Executive Orders. This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. The Contract may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services. If Executive Order 14 is applicable, it is deemed to be incorporated into and made a part of the Contract as if it had been fully set forth in it. At the Contractor's request, the Client Agency or DAS shall provide a copy of these orders to the Contractor.



STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



6. The Effective Date of this Fifth Amendment is the date that it is approved by the Attorney General of the State of Connecticut following its execution by the parties hereto (the "Effective Date").
7. Except as amended hereby, the Agreement remains unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Contract amendment by their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

Contractor

Town of Fairfield

Contractor

Signature

Brenda Kupchick, Fairfield First Selectwoman

Name and Title of Authorized Official

Date 9-15-21



STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Department of Housing

Seila Mosquera- Bruno, Commissioner

Date

Connecticut Attorney General *approved as to form.*

Signature

Title

Date

STATE OF CONNECTICUT DEPARTMENT OF HOUSING
CDBG-DR Infrastructure and Public Facilities
FINANCING PLAN & BUDGET - EXHIBIT A

Name of Applicant		City/Town of Town of Fairfield	
Name of Project			
WWTP Hardening Project			
Original Date:	Amendment - Only If Needed Date:		
From 4/1/2016	To: 6/30/2019	From: 4/1/2016	To: 6/30/2022

Note: Please add sub-categories if needed below. If a category does not apply to your grant, please replace the \$ amount with N/A.

PART A: SUMMARY OF PROJECT ACTIVITIES (SOURCES AND USES)				
LINE ITEM/ACTIVITY	TOTAL CDBG-DR PROJECT COSTS	ALL OTHER COSTS FUNDED BY OTHER SOURCES	TOTAL INFRASTRUCTURE/ PUBLIC FACILITIES PROJECT COSTS (Sum of CDBG-DR Total Project Costs + All Other Costs)	
1. ACQUISITION OF REAL PROPERTY				
2. DISPOSITION OF REAL PROPERTY				
3. CLEARANCE AND DEMOLITION				
4. HOUSING CONSTRUCTION				
a. Architectural/Engineering				
b. Hard Costs				
5. WATER / SEWER / FLOOD / DRAINAGE				
a. Water Facilities				
b. Sewer Facilities	4,032,102.00	5,974,346.00	10,003,478.00	
c. Flood & Drainage Facilities				
d. Assessments				
e. Other Utilities				
6. STREETS				
a. Street Improvements				
b. Sidewalk / Pedestrian Malls / Streetscape				
c. Parking Facilities				
7. REHABILITATION, PRESERVATION, AND RELATED ACTIVITIES				
a. Rehabilitation of Public Structures				
c. Code Enforcement				
d. Historic Preservation				
SUBTOTAL (Sum of Lines 1-7)	\$4,032,102.00	\$ 5,974,346.00	\$10,003,478.00	
8. PLANNING				

a. Special Functional Planning Activities - Related to Project				
b. Other				
9. GENERAL ADMINISTRATION				
a. General Management, Oversight, and Coordination				
b. Citizen Participation				
c. Environmental Assessment				
10.TOTAL (Sum of Lines 1-9)	4,032,102.00	\$	5,974,346.00	\$ 10,003,478.00

PART B: IDENTIFICATION OF OTHER FUNDING SOURCES				
NAME OF ALL OTHER FUNDING SOURCES	CASH	IN-KIND SERVICES		TOTAL
Town of Fairfield	\$ 2,273,183.00	\$		\$ 2,273,183.00
Fairfield WPCA	\$ 3,701,163.00	\$ -		\$ 3,701,163.00
TOTAL ALL OTHER FUNDING SOURCES (Sum of Lines 1-3 of Part b)	\$ 5,974,346.00	\$ -		\$5,974,346.00

PART C: ECONOMIC DEVELOPMENT ACTIVITIES				
3 CREATION				
a. Job Creation - Temporary				
b. Job Creation - Permanent				

I request approval of the CDBG-DR Finance Plan and Budget:


Signature of Authorized Agent of Grantee

8-11-21
Date

Type or Print Name and Title

Approved by:

Seila Mosquera-Bruno, Commissioner
Department of Housing

Date

Request Estimate (with)

Third Amended Appendix B

Project Schedule - Affordable Housing Grant - CDBG-DR

Revised Sept 15, 2021

Project Disbursement Schedule

- Applicant Name: Town of Fairfield
- Project Name: WWTP Hardening
- Program Years: 5/31/2016 - 6/30/2022
- Grant Number: 7206

Total Grant: \$ <u>4,032,102</u>	<u>9th</u> 1st Qtr.	<u>10th</u> 2nd Qtr.	<u>11th</u> 3rd Qtr.	<u>12th</u> 4th Qtr.	<u>13th</u> 5th Qtr.	<u>14th</u> 6th Qtr.	<u>15th</u> 7th Qtr.	<u>16th</u> 8th Qtr.
Dates: m/d/yr - m/d/yr	<u>4/1/18 - 6/30/18</u>	<u>7/1/18 - 9/30/18</u>	<u>10/1/18 - 12/31/18</u>	<u>1/1/19 - 3/31/19</u>	<u>4/1/19 - 6/30/19</u>	<u>7/1/19 - 9/30/19</u>	<u>10/1/19 - 12/31/19</u>	<u>1/1/20 - 3/31/20</u>
Total Grant Amount Available:	\$ <u>3,883,878</u>	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,858,562</u>
Projected Expenditure:	\$ <u>17,753</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>7563⁰⁰</u>	\$ <u>918,015</u>
Grant Amount Remaining:	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,866,125</u>	\$ <u>3,858,562</u>	\$ <u>2,940,547</u>

If approved, the schedule will become an Appendix to the Assistance Agreement. You will be monitored for compliance with these dates. Therefore, you must estimate the dates as wisely as possible.

Please provide projected dates of completion. Be advised that these dates will be considered part of your project schedule.

Major Tasks (Expand as Needed)	<u>9th</u> 1st Qtr.	<u>10th</u> 2nd Qtr.	<u>11th</u> 3rd Qtr.	<u>12th</u> 4th Qtr.	<u>13th</u> 5th Qtr.	<u>14th</u> 6th Qtr.	<u>15th</u> 7th Qtr.	<u>16th</u> 8th Qtr.
CT DEEP Permit Issued								
Bid Opening/ value Eng; select contractor								
Seek additional funding (4 from berm to steel) + 2 pump stations								
Funding received/ review project scope/ Await USACE permit								
USACE issued permit, revise project cost-add 2 pump stations + fill material								
Obtain all town approvals & commence construction + mobilization								
Final Report Contractor mobilizes, construction Staking, clearing & grubbing, erosion control devices installed								

Project Schedule - Affordable Housing Grant – CDBG-DR

Revised Sept. 15, 2021

Project Disbursement Schedule

1. Applicant Name: Town of Fairfield 3. Program Years: 5/31/2016 - 6/30/2022
2. Project Name: WWTP Hardening 4. Grant Number: 7206

Total Grant: \$ 4,032,102	17 th 1st Qtr.	18 th 2nd Qtr.	19 th 3rd Qtr.	20 th 4th Qtr.	21 st 5th Qtr.	22 nd 6th Qtr.	23 rd 7th Qtr.	24 th 8th Qtr.	25 th 9th Qtr.
Dates: m/d/yr – m/d/yr	4/1/20 – 6/30/20	7/1/20 – 9/30/20	10/1/20 – 12/31/20	1/1/21 – 3/31/21	4/1/21 – 6/30/21	7/1/21 – 9/30/21	10/1/21 – 12/31/21	1/1/22 – 3/31/22	4/1/22 – 6/30/22
Total Grant Amount Available:	\$ 2,940,547	\$ 1,836,625	\$ 853,768	\$ 753,768	\$ 600,000	\$ 500,000	\$ 350,000	\$ 200,000	\$ 0
Projected Expenditure:	\$ 1,103,922	\$ 982,857	\$ 100,000	\$ 153,768	\$ 100,000	\$ 150,000	\$ 150,000	\$ 200,000	\$ 0
Grant Amount Remaining:	\$ 1,836,625	\$ 853,768	\$ 753,768	\$ 600,000	\$ 500,000	\$ 350,000	\$ 200,000	\$ 0	\$ 0

If approved, the schedule will become an Appendix to the Assistance Agreement. You will be monitored for compliance with these dates.

Therefore, you must estimate the dates as wisely as possible.

Please provide projected dates of completion. Be advised that these dates will be considered part of your project schedule.

[illegible]

Hardening Project - History of Approvals

Funding:	June 22 2015 Original	October 28 2019 Additional	Totals As of Oct 28 2019	October 26 2020 Additional (2)	Totals As of Oct 26 2020	May 2021 Additional (3)	Total
Grant	\$ 2,316,000	\$ 1,016,102	\$ 3,332,102	\$ 300,000	\$ 3,632,102	\$ -	\$ 3,632,102
Town*	\$ 386,000	\$ (1,000)	\$ 385,000	\$ -	\$ 385,000	\$ 1,888,500	\$ 2,273,500
WPCA**	\$ 386,000	\$ 3,316,163	\$ 3,702,163	\$ -	\$ 3,702,163	\$ -	\$ 3,702,163
Total	\$ 3,088,000	\$ 4,331,265	\$ 7,419,265	\$ 300,000	\$ 7,719,265	\$ 1,888,500	\$ 9,607,765

* \$1,000 clerical adjustment in Oct 28 2019 Bonded in June 2020

** \$386,000 From WPCA FB in FY18

Board of Finance Regular Meeting
Thursday, May 5, 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=aZdrEqE-N0Q>.

DRAFT 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: Tax Collector Dave Kluczowski, Town Attorney James Baldwin, CFO Jared Schmitt, DPW Interim Director John Marsilio, Assistant DPW Director John Cottell, Buildings Manager James Ryan, **Bond Counsel John Stafstrom**, Police Chief Robert Kalamaras, Fire Chief Denis McCarthy, Conservation Director Tim Bishop, Parks & Recreation Director Anthony Calabrese, FPS Executive Director of Operations Angelus Papageorge, BOE Chair Christine Vitale, Budget Director Frank Magneri, FairTV

1. Call to Order
Chairwoman Lori Charlton called the meeting to order at 7:30 pm.
2. Pledge of Allegiance
Jack Testani led the Pledge of Allegiance.
3. To Hear, Consider and Act Upon the Suspense List for Tax Collector
Chris DeWitt made a motion to put Item 3 before the Board. John Mitola seconded the motion.

The backup for this item is on page one of the backup documents.

Tax Collector Dave Kluczowski asked the Board for permission to transfer \$114,459.69 from the Delinquent to the Suspense account. He said these accounts are uncollectible, but legally they are still collectible for 15 years if for some reason they do get paid. He said these are all motor vehicle taxes.

Mr. DeWitt made a motion to approve Item 3. Kevin Starke seconded the motion. The motion carried unanimously.

4. **WATER POLLUTION CONTROL AUTHORITY**
To hear, consider and approve a recommendation from the Board of Selectmen to transfer not more than \$325,000 from the WPCA Fund Balance for the proposed Carriage Drive sewer line extension project pursuant to C.G.S. §7-253 and the agreement with participating homeowners (*found in the backup*).

Sheila Marmion made a motion to put Item 4 before the Board. Craig Curley seconded the motion.

The backup documents are on page 14.

Town Attorney James Baldwin said this is the first time in over 10 years that residents requested to have a sewer hookup in their neighborhood. He said the property owners are eager for the lines to go in and the neighborhood will pay in advance for engineering for the connection. He said WPCA will be pay for the project and the residents will pay back the Town as well as paying their regular sewer fees. Attorney Baldwin said the cost per hookup is \$4,250.00 in addition to 50% of the installation. He said the residents are currently on septic. There was a discussion about the fees and paying them back.

Mr. Testani made a motion to approve Item 4. Ms. Marmion seconded the motion. The motion carried unanimously.

5. CHIEF FINANCIAL OFFICER – 20 YEARS (*requires RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$2,400,000 for the costs of the East Trunk Wetlands Crossing project and authorizing the issuance of bonds to finance such appropriation”.

Chairwoman Charlton said Items 5 & 6 were both related to the WPCA and the items are not ready to be presented to the Board.

Mr. DeWitt made a motion to postpone the items until it is appropriate for them to go back before the Board. Mr. seconded the motion which carried unanimously.

6. WATER POLLUTION CONTROL AUTHORITY - SUPPLEMENTAL RESOLUTION (*requires RTM approval*)

To hear, consider and act upon the following Resolution:

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 \$2,400,000 for the costs of the East Trunk Wetlands Crossing project and authorizing the issuance of bonds to finance such appropriation” (the “Resolution”); and

WHEREAS, the Resolution appropriated \$2,400,000 for costs associated with the East Trunk Wetlands Crossing Project (the “Project”) and authorized the issuance of bonds (the “Bonds”); and

WHEREAS, while the Town is liable for the debt service on the Bonds, for internal accounting purposes, it is appropriate that the costs of the Project including debt service on the Bonds (the “Costs”) be allocated to the WPCA; and

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

BE IT HEREBY RESOLVED, That the debt service on the Bonds as it 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 with the Town satisfactory to the Board of Selectmen.

See Item 5.

7. CHIEF FINANCIAL OFFICER – 20 YEARS (*requires RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$1,949,778 for the costs of town-wide facility system upgrades and authorizing the issuance of bonds to finance such appropriation”.

CFO Jared Schmitt shared documents that start on page 16 of the posted backup. He said the documents contain an overview and context for projects on the agenda. He also said the documents show the Town’s capacity to borrow money. Mr. Schmitt said two WPCA items were taken off the proposed FY 22-23 project list. He said the other projects on the list are ready to begin. There was a discussion about the list. Ms. Marmion asked about the proposed \$7 million to \$10 million for Penfield Construction and wondered how that number was estimated. Mr. Schmitt said the number is based on conversations with consultants and FEMA. He said there will be different options, but they don’t know in which direction it will go. He said as more information is given, there will be a better sense of cost and approach to the construction. Mr. Schmitt said there will be no bonding in the next 12 months as no decision will be made regarding construction on Penfield until there is feedback from the public. There was a discussion on how the total amount of bonding is determined. Mr. Testani asked about the consultants working on Penfield Pavilion. DPW Interim Director John Marsilio said the elevation of the building is being worked on by architects and soil engineers to study the elevation. He said the contaminated material underneath the building has the same consultant the Town is using for remediation. Mr. Marsilio said the Town is working with FEMA for solution options and is moving along, but approvals are needed from FEMA and State and local departments. The discussion of Penfield and the fill pile continued. Chairwoman Charlton said she would like to have a meeting with the BOF regarding Penfield and will put that discussion on the June meeting agenda.

Mr. Testani made a motion to put item 7 before the Board. Craig Curley seconded the motion.

There is extensive backup in the documents from pages 21-477. Buildings Manager James Ryan said this request was from the town-wide facility audit and code compliance. He said these items are priority one which is considered most important, and they were summarized before the Board in February. Mr. Curley asked if the report that was generated last year took into consideration an inflation increase. Mr. Ryan said the study was completed in February and public works did have some concerns, but soft costs shouldn’t be affected. He said Silver Petrucelli Associates did refer to costs increases in the report. Mr. Ryan said four of 17 buildings have priorities and the costs are under \$10,000 each. He said the issues have not been addressed yet, but he thought it would be easier to do one blanket bid that would include all the jobs and it will be a total of over \$15,000.

There was a discussion about why the projects were put under one job and not done by department. Mr. Schmidt said these are urgent needs so they were put into one project. He said the Senior Center upgrades will be removed since separate or prefunding is being used. There was a discussion about the list and the ARPA funding. After a lengthy discussion, it was decided that the Board will get updates quarterly or as requested on the progress of each project in item seven, starting with the September meeting.

Ms. Marmion made a motion to approve item 7. Kevin Starke seconded the motion. The motion carried unanimously.

8. CHIEF FINANCIAL OFFICER – 10 YEARS (*requires RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$7,000,000 for the costs associated with the emergency radio project, authorizing a grant to reimburse \$3,500,000 of such appropriation and authorizing the issuance of bonds to finance such appropriation”.

The backup documents for Item 8 are on page 479 and the 14-point analysis begins on page 483. Police Chief Robert Kalamaras said this proposal is to replace the public safety radio system so it can be upgraded to the State system. He said the current system has consistent failure and does not support the State system. He said there is a \$3.5 million grant to support the project and he is asking the Board for an additional 3.5 million to fund it in full. Fire Chief McCarthy said this project has been in the forecast for five years. He said neighboring towns have already migrated to the State system.

Ms. Testani made a motion to approve item 8. Mr. DeWitt seconded the motion. The motion carried unanimously.

9. CHIEF FINANCIAL OFFICER – 20 YEARS (*requires RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$2,250,000 for the tide gate system project and authorizing the issuance of bonds to finance such appropriation”.

The backup for this Item is on page 487. The 14-point document is on page 490. Tim Bishop said this item was in the Capital outlay before he was assumed his role as Conservation Director. He said this is for the tide gate north of Old Dam Road and is located at a historic railroad bridge. He said the tide gate was installed in 1980 and replaced in 1999. Mr. Bishop said it is at the end of its lifetime and it is a flood control structure so it needs to be replaced. He said the three tide gates will be replaced with five tide gates. He said the railroad bridge has been registered as historic since 1992 based on the architecture, but it has fallen into disrepair. Mr. Bishop said the Town has approval from DEEP, but the Town is still waiting for approval from ACOE.

Mr. DeWitt made a motion to approve Item 9. Mr. Curley seconded the motion which carried unanimously.

10. CHIEF FINANCIAL OFFICER – 15 YEARS (*requires RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$450,000 for the costs of the transfer station repair project and authorizing the issuance of bonds to finance such appropriation”.

The backup documents begin on page 492 and the 14-point document is on page 495 and addresses critical repairs for the Transfer Station. Assistant DPW Director John Cottell said this request includes the original request of \$90,000 for smaller repairs. He said his is a 40-year-old building, and the Board has already approved \$250,000 for items that have been completed.

He said the project will take approximately two years to complete. There was a discussion regarding what repairs had been done and what was still needed to be done.

Mr. DeWitt made a motion to approve Item 10. James Walsh seconded the motion. The motion carried unanimously.

11. CHIEF FINANCIAL OFFICER – 10 YEARS (*requires RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$4,125,000 for the costs of the Roger Ludlowe Middle School turf field project and authorizing the issuance of bonds to finance such appropriation”.

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

Parks and Recreation Director Anthony Calabrese said this item has been on the Waterfall Chart since 2017. He said it is shovel-ready and is for the fields on the lower side of the road behind Roger Ludlowe Middle School. Mr. Calabrese said he'd like to have LED lights installed as well. He said Tomlinson Middle School and Fairfield Ludlowe High School both already have turf fields. He said the life of a turf field is ten to twelve years and these fields come with an eight-year warranty. Mr. Calabrese said other turfs in Town have been replaced for an amount ranging between 100,000 to \$500,000. He said maintenance is less than the original installation. He said there is minimal maintenance for the turf field as it would be swept quarterly. He said it's more money upfront, but it's more cost efficient. Mary LeClerc asked about drainage and wondered, since this is a wet area, if drainage will be installed. Mr. Calabrese said drainage will be installed. A detailed discussion followed. Mr. Starke said he wanted to go on the record that the Fairfield Athletic Foundation should have put some amount of funding into this field and not into the next one. He said the field is nice to have more than it is a need and he is concerned with must haves coming the Town's way particularly on the environmental front like funding for the Rooster River or beach area flooding.

Ms. Marmion made a motion to approve Item 11. Craig Curley seconded the motion. The motion carried 8-1-0 (Starke opposed).

12. CHIEF FINANCIAL OFFICER – 20 YEARS (*contingent on 05/04/22 BOS approval; requires RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$22,701,443 for the costs associated with Phase I of the air conditioning upgrade project at various schools, authorizing grants to reimburse \$1,116,320 of such appropriation and authorizing the issuance of bonds to finance such appropriation”.

The backup is on page 505 and the cost estimates are on page 509. Fairfield Public Schools Executive Director of Operations Angelus Papageorge presented this item. He said the project was being referred to air conditioning, but it is more for indoor air quality which the BOE/Administration were made aware during COVID. Mr. Papageorge said this item is for improving air quality. He said he is aware that \$22 million is a lot, but it is typical of a large construction project for the BOE.

He said this is reimbursable, but the work must be done first and the BOE needs the funding up front. He said it is possible when work is being performed in some of the ceilings that other items will need to be added like sprinklers to bring the building up to code.

There was a long discussion about what things could be in the three school buildings that could potentially add cost to the project. Mr. Papageorge said this is Phase 1 of the project and there is a project chart on page 521 of the backup documents. Mr. Testani said he received an email from State Representative Cristin McCarthy Vahey which said that Governor Lamont had approved grants for air conditioning upgrades in public schools. Mr. Testani said he doesn't think this item should be approved until the BOE looks into this potential grant funding. There was a discussion about grants and funding.

Mr. Testani made a motion to table this item to the June 7, 2022 meeting. James Walsh seconded the motion which failed 2-7-0 (Testani, Walsh in favor).

Ms. Marmion started a discussion about the use of air conditioning in the summer when the schools are unoccupied and energy costs are rising. Mr. Walsh asked for an estimate on energy costs. Mr. Walsh said he was unaware that the Board was approving the whole amount and said this is not what is needed to hire the engineering firm. BOE Chair Christine Vitale said the whole project cost had to be approved in order to be considered for grant reimbursement. Mr. Walsh started a discussion about building committees and if there were limits on how they could spend money once it was approved. Mr. Papageorge said that for the record, there have been many internal conversations regarding the building committee that will be formed for this project and the BOE wants to make sure project costs don't spin out of control.

Mr. Starke made a motion to approve Item 12. Mr. DeWitt seconded the motion which carried unanimously.

13. To Consider and Set the Mill Rate for the Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023

The backup for the Mill Rate is on page 522.

Mr. DeWitt made a motion to put Item 13 before the Board. Mr. Mitola seconded the motion.

CFO Jared Schmitt talked about the changes made to the budget that effect the Mill Rate. He said the State budget passed and there was an additional \$1.2 million given to the Town. He said that money was added to the non-revenue for the Town to bring the Mill Rate down.

Budget Director Frank Magneri walked through the documents and schedules. He said there was an adjustment to Schedule B due to Board of Assessment Appeals' adjustments. He said the Mill Rate will be 27.24 and the tax collection rate will be 98.9. There was a discussion about determining the tax collection rate. Some of the Board members had comments on the budget in general.

Chairwoman Charlton made a motion to approve Item 13. Jack Testani seconded the motion which carried 8-1-0 (DeWitt opposed).

14. To hear, consider and act upon a recommendation from the Board of Finance Audit Subcommittee to accept the bid and reappointment of the independent auditors for Fiscal Year ended June 30, 2022

Ms. LeClerc told the Board that the Audit Subcommittee had voted to continue the contract with PKF O'Connor Davies.

Chairwoman Charlton made a motion to approve Item 14. Sheila Marmion seconded the motion which carried unanimously.

15. To hear, consider and act upon the draft minutes of March 31, 2022, and April 5, 2022

Ms. Marmion made a motion to approve the minutes of 3/31/22. Mr. DeWitt seconded the motion which carried 8-0-1 (Testani abstained).

Chairwoman Charlton made a motion to approve the minutes from 4/5/22. Ms. Marmion seconded the motion which carried 8-0-1 (LeClerc abstained).

16. To hear, consider and act upon any communications

Mr. Schmitt thanked his department for all the hard work they put into the budget process. He noted that Budget Director Frank Magneri has been an incredible addition to the team, Controller Caitlin Bosse is always fantastic, and Town Auditor Connie Saxl is always on point. He said the whole department has been great handling the budget.

17. Adjourn

Ms. Marmion made a motion to adjourn the meeting at 11:38 pm. Mr. DeWitt seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary

Board of Finance Regular Meeting
Tuesday, May 17, 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=qFtdgUQRL04>

DRAFT MINUTES

Members Present

In Person: John Mitola-Vice Chair, Sheila Marmion-Secretary, Christopher DeWitt, Mary LeClerc, James Walsh

Via Webex: Lori Charlton-Chair, Craig Curley, Kevin Starke

Members Absent: Jack Testani

Others Present and In Person: JRIB Chair Carolyn Trabuco, CFO Jared Schmitt, Controller Caitlin Bosse, Budget Director Frank Magneri, Executive Director of Operations for Fairfield Public Schools (FPS) Angelus Papageorge, Executive Director of Finance & Business for FPS Courtney Leborious, BOE Liaison to BOF Jeff Peterson

1. Call to Order

Vice Chair John Mitola called the meeting to order at 7:30 pm.

2. Pledge of Allegiance

Chris DeWitt led the Pledge of Allegiance.

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

The backup documents for this item begin on page 9. Carolyn Trabuco went through the reports. She said there were changes to allocations, reduced equity exposure and private equity. She said March was very volatile and funds underperformed. Ms. Trabuco said interest rates, inflation and geo-political issues caused this. She said Vanguard is maintaining the allocations.

The information for OPEB is on page 13 of the backup documents. Ms. Trabuco said the benefits transition to Milliman has been smooth and the JRIB is very happy with this company. She said the Alliance legal action suit was settled. Ms. Trabuco said she will have updates at the July 2022 meeting. She added that new JRIB members, Jim Brown and Tom Collimore, are great additions to the Board.

4. SUPERINTENDENT OF SCHOOLS (*requires RTM approval*)

To hear, consider and adopt a bond resolution entitled "A resolution appropriating \$1,094,485 for the costs of the replacement of the HVAC Rooftop Units at Fairfield Warde High School Fitts House and authorizing the issuance of bonds to finance a portion of such appropriation."

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

Fairfield Public Schools' (FPS') Executive Director of Operations Angelus Papageorge and BOE Liaison to BOF Jeff Peterson presented this item. Mr. Papageorge said three of the four air conditioning units at FWHS' Fitts House show signs of failing. He said one is completely offline and the units are for both air conditioning and heat. Mr. Papageorge said he is requesting to do all three units at the same time for cost savings since the equipment to lift the units is expensive. He said there is a contingency for steel in case the units don't fit properly on the roof. Sheila Marmion asked why three units were being replaced instead of all four. Mr. Papageorge said one of the units was replaced three years ago. Mr. Walsh asked if the project could be reimbursed by the State. Mr. Papageorge said he be looking out for any new funding regarding air conditioning and air quality and see if the Town would qualify for it. Mr. Papageorge said he will keep the Board updated regarding progress on this project. There is backup regarding the FWHS cafeteria air conditioning which is not related to this project nor this meeting; it was included in the backup erroneously.

The motion carried unanimously.

5. To review the BOE FY22 third quarter financial update
Executive Director of Finance & Business for FPS Courtney Leborious and Mr. Peterson presented this item. The backup documents begin on page 99 of packet. Ms. Leborious said the third quarter shows a surplus of \$432,200 which is approximately .23% of the overall BOE budget. She said this surplus is assuming all schools spend the full balance of school accounts and full-time staff remain through the end of the school year. She said there are also vacancies totaling \$85,000 that were thought to be filled in May. Ms. Leborious said there was also a greater number of retirees, almost double of what was budgeted originally. She said the surplus in personnel benefits offset the need in Special Education. She said there was also lower than projected electricity use. Ms. Leborious went through some additional pages that broke down the expenses, encumbrances and what created the surplus. There was a discussion about the HR challenges of not being able to keep ParaEducators and a lack of interns coming into the district. There was also a discussion among board members about their concern about the budget that passed for FY22-23 and if the estimates were calculated the same way they were calculated in the current budget.
6. To review the Town FY22 third quarter financial update
CFO Jared Schmitt and Controller Caitlin Bosse presented this item. Ms. Bosse went through the backup documents. She said there are a lot of positive numbers, but there are also costs coming up and another issue with the Water Pollution Control Facility (WPCF). She said the projected surplus could be used. Ms. Bosse said there is an RFP going out for an administrator to manage the General Cash Fund. She said there were conveyance fees paid on the sales of a large apartment building and the Whole Foods plaza. She said building permits are down \$350,000, but Ms. Bosse said she had a conversation with Building Director Shawn Reed who said he expects permits on a four-story building on Black Rock Turnpike and a 72-unit apartment building at the Metro Train Station. She said Mr. Reed also said that building should bring in \$136,000 and doesn't include trade permits.

Ms. Bosse said Mr. Reed also told her that both Fairfield University and Sacred Heart University are looking to build new dorms. Ms. Bosse continued through her documents. Ms. Bosse said the Westport Fire hasn't transitioned over to the newly combined ECC, but will do so in July and the Westport Police will transition over in September. She said there were technological issues there that have since been resolved and their revenue/expenditure should even out. Board members suggested inviting the Police to a meeting to explain the delays and issues happening at the ECC. Ms. Bosse said there was a \$400,000 favorable amount in expenses due to vacancies that have not yet been filled. Chairwoman Lori Charlton requested an update on VERIF at the next meeting.

7. To hear an update from the BOF's Purchasing Policy Committee
Mr. DeWitt gave an update on the Purchasing Policy, but said the Committee has not met. He said he and Chairwoman Charlton will go through the draft version of the Purchasing Policy on Monday. Mr. DeWitt said he also forwarded the draft version to Central Office and suggested Tom Bremer, the BOE and the education administration meet to go over this.
8. To hear, consider and act upon any communications
Mr. Schmitt gave advance notice that there have been additional requests related to an issue at the WPCF. He said there was sludge buildup in one of the processors and the pressure made the cover pop up. He said the Water Pollution Control Authority (WPCA) is working on getting out a bid to figure out what needs to be done. He said the cost will be related to materials, transportation, disposal and fixing the cover and could be close to \$1 million. Mr. Schmitt said the tank hasn't been cleaned in 20 years and the recommended time to clean it is eight years. He said it wasn't clear why the cleaning hadn't been done under the former administration. Mr. Schmitt said the WPCA will need authorization to spend the money. Chairwoman Charlton said there needs to be a proper maintenance plan put in place. Mr. Schmitt said the Town is going to file a claim with the insurance company.
9. Adjourn
Ms. Marmion made a motion to adjourn the meeting. Mr. DeWitt seconded the motion which carried unanimously. The meeting adjourned at 10:07 pm.

Respectfully submitted

Pru O'Brien
Recording Secretary