

# **SYNOPSIS**

## **TOWN SENIOR/DISABLED TAX RELIEF PROGRAM FOR FISCAL YEAR 2023**

### **ASSESSOR'S REPORT TO THE RTM PER Chapter 95, Article III, Section 15.1**

**June 13, 2022**

- The total benefits went from \$4,136,032 (FY22) to \$3,568,178(FY23) or a decrease of \$584,064 (-14.07%) from last year.
- The number of signups for the Credit Program decreased from 1315 (FY22) to 1137. Total Credit Program Benefits changed from \$3,136,032 to \$3,557,076 or a decrease of \$578,956 from last year.
- There were no new Deferral Program signups and 1 applicant failed to reapply and the other switched to the Credit Program for a total of 2 deferred accounts. Total Deferral Program Benefits for FY23 decreased from \$16,210 (FY22) to \$11,102 (FY23).
- There was no change to the Freeze program and it continues with no one selecting this option.
- There were 489 replications and 65 new applications taken for all programs. The Governors Executive Order #10 expired and all applicants were required to reapply and present their verification of income. Most of the applicants have not reapplied since 2018.
- A renewal notice was sent to applicants that were due to reapply and a reminder was sent in late April to those that had not come in. Tax relief articles were published in the Fairfield Senior Times newsletter and on the town website. Informational emails were sent using numerous town email lists.
- We currently have 3 approved extensions and are waiting on the applicants to apply.
- We removed 241 accounts this year primarily due to those that are deceased or moved which accounted for 155 of the 241. The deceased or moved was about double what we normally see. Those that exceeded the Income or Asset limits totaled 42 which is under our historical numbers.

TOWN SENIOR/DISABLED TAX RELIEF PROGRAM FOR FISCAL YEAR 2023

ASSESSOR'S REPORT TO THE RTM PER Chapter 95, Article III, Section 15.1

June 13, 2022

| SENIOR/DISABLED TAX RELIEF PROGRAM                           | FY 2023       |                    |                | FY 2022       |                    |                | CHANGE FY 23 to 22 |                   |                |
|--|---------------|--------------------|----------------|---------------|--------------------|----------------|--------------------|-------------------|----------------|
|  | # of Accounts | Amount             | Average        | # of Accounts | Amount             | Average        | # of Accounts      | Amount            | % Change       |
| Credit Program (non-reimbursable, no lien)                   | 1137          | \$3,557,076        | \$3,128        | 1315          | \$4,136,032        | \$3,145        | -178               | \$ (578,956)      | -16.28%        |
| Freeze Program (non-reimbursable, no lien)                   | 0             | \$0                |                | 0             | \$0                | \$0            | 0                  | \$ -              | -              |
| Deferral Program (reimbursable, lien)                        | 2             | \$11,102           | \$5,551        | 4             | \$16,210           | \$4,053        | -2                 | \$ (5,108)        | -46.01%        |
| <b>Summary - total number of accounts and total tax loss</b> | <b>1139</b>   | <b>\$3,568,178</b> | <b>\$3,133</b> | <b>1319</b>   | <b>\$4,152,242</b> | <b>\$3,148</b> | <b>-180</b>        | <b>-\$584,064</b> | <b>-14.07%</b> |

SCHEDULE OF APPLICATION ACTIVITY

|                                     | Credit      | Freeze   | Deferral  | Totals      |            | # of Accounts | % Change       |
|-------------------------------------|-------------|----------|-----------|-------------|------------|---------------|----------------|
| Total accounts-previous fiscal year | 1315        | 0        | 4         | 1319        | 1306       | 13            | 0.99%          |
| New applications received           | 65          | 0        | 0         | 65          | 57         | 8             | 12.31%         |
| <b>Total added</b>                  | <b>65</b>   | <b>0</b> | <b>0</b>  | <b>65</b>   | <b>57</b>  | <b>8</b>      | <b>12.31%</b>  |
| Disallowed (Excess Income)          | -27         | 0        | 0         | -27         | 0          | 27            | -100.00%       |
| Disallowed (Excess Assets)          | -15         | 0        | 0         | -15         | 0          | 15            | -100.00%       |
| Removed (deceased)                  | -75         | 0        | 0         | -75         | -13        | 62            | -82.67%        |
| Removed (sold)                      | -79         | 0        | 0         | -79         | -28        | 51            | -64.56%        |
| Removed (Not Living in Home)        | -3          | 0        | 0         | -3          | 0          | 3             | -100.00%       |
| Removed (failed to refile)          | -42         | 0        | -2        | -44         | -2         | 42            | -95.45%        |
| Disallowed (Other)                  | 0           | 0        | 0         | 0           | 0          | 0             | -              |
| <b>Total Removed</b>                | <b>-241</b> | <b>0</b> | <b>-2</b> | <b>-243</b> | <b>-43</b> | <b>200</b>    | <b>-82.30%</b> |
| <b>Net Change</b>                   | <b>-176</b> | <b>0</b> | <b>-2</b> | <b>-178</b> | <b>-14</b> |               |                |

|   |             |          |          |             |             |             |               |
|---|-------------|----------|----------|-------------|-------------|-------------|---------------|
| <b>Summary - total number of accounts</b> | <b>1139</b> | <b>0</b> | <b>2</b> | <b>1141</b> | <b>1315</b> | <b>-176</b> | <b>15.45%</b> |
|   | -2          |          |          |             |             |             |               |

SCHEDULE OF INCOME RANGES

| From          | To     | Credit     |            |             | Disabled  |           | Deferral |          | Totals      |                  |              |
|---------------|--------|------------|------------|-------------|-----------|-----------|----------|----------|-------------|------------------|--------------|
|               |        | Married    | Single     | Total       | Married   | Single    | Married  | Single   | Grand Total | Total Benefit    | Avg. Benefit |
| -             | 19,100 | 11         | 108        | 119         | 0         | 4         | 0        | 0        | 119         | 563,620          | 4,736        |
| 19,100        | 27,200 | 14         | 162        | 176         | 2         | 2         | 0        | 0        | 176         | 863,604          | 4,907        |
| 27,200        | 33,600 | 20         | 131        | 151         | 3         | 2         | 0        | 0        | 151         | 626,909          | 4,152        |
| 33,600        | 40,100 | 25         | 107        | 132         | 0         | 2         | 0        | 0        | 132         | 470,018          | 3,561        |
| 40,100        | 49,400 | 50         | 111        | 161         | 2         | 1         | 0        | 0        | 161         | 431,746          | 2,682        |
| 49,400        | 57,600 | 60         | 81         | 141         | 1         | 0         | 0        | 0        | 141         | 271,342          | 1,924        |
| 57,600        | 79,500 | 131        | 126        | 257         | 2         | 0         | 0        | 2        | 259         | 340,939          | 1,316        |
| 79,500        | 89,000 | 0          | 0          | 0           | 0         | 0         | 0        | 0        | 0           | 0                | 0            |
| <b>Totals</b> |        | <b>311</b> | <b>826</b> | <b>1137</b> | <b>10</b> | <b>11</b> | <b>0</b> | <b>2</b> | <b>1139</b> | <b>3,568,178</b> | <b>3,133</b> |

SCHEDULE OF ASSESSMENT RANGES

| Applicant Gross Assessment Range | # of Accounts | % of Total Accts. | Avg Benefit | Total Benefit |
|----------------------------------|---------------|-------------------|-------------|---------------|
| 80,920                           | 25            | 2.19%             | 1,214       | 30,346        |
| 150,001                          | 236           | 20.72%            | 2,162       | 510,225       |
| 250,001                          | 524           | 46.01%            | 3,278       | 1,717,609     |
| 350,001                          | 256           | 22.48%            | 3,573       | 914,657       |
| 450,001                          | 60            | 5.27%             | 3,941       | 236,466       |
| 550,001                          | 26            | 2.28%             | 4,303       | 111,875       |
| 650,001                          | 9             | 0.79%             | 3,722       | 33,500        |
| 750,001                          | 2             | 0.18%             | 4,000       | 8,000         |
| 850,001                          | 0             | 0.00%             | 0           | 0             |
| 950,001                          | 1             | 0.09%             | 5,500       | 5,500         |
| 1,050,001                        | 0             | 0.00%             | 0           | 0             |

|               |             |  |                  |  |
|---------------|-------------|--|------------------|--|
| <b>Totals</b> | <b>1139</b> |  | <b>3,568,178</b> |  |
|---------------|-------------|--|------------------|--|

AVERAGE TAX RELIEF RECIPIENT ASSESSMENT

|   |           |
|---|-----------|
| Average Tax Relief Recipient Assessment-FY 2023 | \$319,486 |
| Average Tax Relief Recipient Assessment-FY 2022 | \$284,071 |

NOTES

SCHEDULE OF AGE RANGES

| Age   | # of Accounts | % of Total Accts. | Total Benefit | Avg Benefit | Disabled or Surviving Spouse |
|-------|---------------|-------------------|---------------|-------------|------------------------------|
| <65   | 21            | 1.84%             | 76,601        | 3,648       |                              |
| 65-69 | 127           | 11.15%            | 388,587       | 3,060       |                              |
| 70-74 | 214           | 18.79%            | 566,421       | 2,647       |                              |
| 75-79 | 198           | 17.38%            | 586,784       | 2,964       |                              |
| 80-84 | 193           | 16.94%            | 569,718       | 2,952       |                              |
| 85-89 | 183           | 16.07%            | 617,686       | 3,375       |                              |
| 90-95 | 132           | 11.59%            | 491,661       | 3,725       |                              |
| >95   | 71            | 6.23%             | 270,720       | 3,813       |                              |

|               |             |  |                  |  |
|---------------|-------------|--|------------------|--|
| <b>Totals</b> | <b>1139</b> |  | <b>3,568,178</b> |  |
|---------------|-------------|--|------------------|--|

SCHEDULE OF BENEFITS RANGES

| Income up to  | # of Accounts | # at \$ max | # at % max | At 25% Min | Total        |
|---------------|---------------|-------------|------------|------------|--------------|
| 19,100        | 119           | 19          | 70         | 8          | 97           |
| 27,200        | 176           | 34          | 2          | 138        | 174          |
| 33,600        | 151           | 25          | 7          | 118        | 150          |
| 40,100        | 132           | 22          | 41         | 68         | 131          |
| 49,400        | 161           | 30          | 106        | 23         | 159          |
| 57,600        | 141           | 31          | 99         | 6          | 136          |
| 79,500        | 259           | 68          | 167        | 21         | 256          |
| 89,000        | 0             | 0           | 0          | 0          | 0            |
| <b>Totals</b> | <b>1139</b>   | <b>229</b>  | <b>492</b> | <b>382</b> | <b>1,103</b> |

**TOWN SENIOR/DISABLED TAX RELIEF PROGRAM FOR FISCAL YEAR 131**  
**ASSESSOR'S REPORT TO THE RTM PER Chapter 95, Article III, Section 15.1**

**TOWN TAX RELIEF-5 YEAR HISTORY**

|  | FY 2023          |                    | FY 2022          |                    | FY 2021          |                    | FY 2020          |                    | FY 2019          |                    |
|--|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|------------------|--------------------|
| <b># of Apps</b>   |                  |                    |                  |                    |                  |                    |                  |                    |                  |                    |
| TOTAL CREDIT APPS  | 1137             | 3,557,076          |                  | 4,119,823          | 1301             | 3,311,346          | 1306             | 3,300,036          | 1336             | 3,381,880          |
| TOTAL FREEZE APPS  | 0                | -                  | 0                | -                  | 0                | -                  | 0                | -                  | 0                | -                  |
| TOTAL DEFERRAL APPS  | 2                | 11,102             | 3                | 16,210             | 5                | 22,964             | 5                | 22,964             | 7                | 29,819             |
| TOTALS   | 1139             | 3,568,178          | 3                | 4,136,032          | 1306             | 3,334,310          | 1311             | 3,323,000          | 1343             | 3,411,700          |
| TOTAL \$ CHANGE FROM PRIOR YEAR  |                  |                    | \$801,722        |                    | \$11,310         |                    | -\$88,700        |                    | -\$226,302       |                    |
| TOTAL % CHANGE FROM PRIOR YEAR (\$)  |                  |                    | 600.00%          |                    | 0.34%            |                    | -2.60%           |                    | -6.22%           |                    |
| TOTAL CREDIT APP# NET CHG FROM PRIOR YEAR  |                  |                    | -5               |                    | -5               |                    | -30              |                    | -92              |                    |
| TOTAL FREEZE APP# NET CHG FROM PRIOR YEAR  | 0                |                    | 0                |                    | 0                |                    | 0                |                    | 0                |                    |
| TOTAL DEFERRAL APP# NET CHG FROM PRIOR YR  | -2               |                    | 0                |                    | 0                |                    | -2               |                    | -3               |                    |
| <br>   |                  |                    |                  |                    |                  |                    |                  |                    |                  |                    |
| NEW APPLICATIONS RECEIVED  | 65               |                    | 57               |                    | 235              |                    | 157              |                    | 94               |                    |
| DISALLOWED (OVER INCOME, ALL PROGRAMS)   | -27              |                    | 0                |                    | 58               |                    | 53               |                    | 53               |                    |
| REMOVED (SOLD,DECEASED,MOVED, NON-RESIDENT)                                      | -60              |                    | -41              |                    | 123              |                    | 85               |                    | 120              |                    |
| REMOVED (FAILED TO REFILE, NON-CT RESIDENTS, OVER ASSET CAP, DQ TAX, INCOMPLETE) | -154             |                    | -4               |                    | 59               |                    | 49               |                    | 16               |                    |
| Total  | -241             |                    | -45              |                    | 240              |                    | 187              |                    | 189              |                    |
| <br>   |                  |                    |                  |                    |                  |                    |                  |                    |                  |                    |
| State Credit Program   |                  |                    |                  |                    |                  |                    |                  |                    |                  |                    |
|  |                  | <b>GL 2021</b>     |                  | <b>GL 2020</b>     |                  | <b>GL 2019</b>     |                  | <b>GL 2018</b>     |                  | <b>GL 2017</b>     |
|  |                  | <b>FY 2023</b>     |                  | <b>FY 2022</b>     |                  | <b>FY 2021</b>     |                  | <b>FY 2020</b>     |                  | <b>FY 2019</b>     |
| NUMBER OF PARTICIPANTS/TOTAL BENEFIT INITIAL (M35B)                              | <b># of Apps</b> | <b>Tot Benefit</b> | <b># of Apps</b> | <b>Tot Benefit</b> | <b># of Apps</b> | <b>Tot Benefit</b> | <b># of Apps</b> | <b>Tot Benefit</b> | <b># of Apps</b> | <b>Tot Benefit</b> |
| NUMBER OF PARTICIPANTS/TOTAL BENEFIT FINAL (M35P)                                | 554              | \$ 322,598.29      | 622              | \$ 367,118.21      | 636              | \$ 361,951.60      | 638              | \$ 358,510.54      | 660              | \$ 374,397.86      |
| NET  |                  | \$ -               | -19              | \$ (8,350.94)      | -20              | \$ (6,208.75)      | -16              | \$ (4,083.25)      | -10              | \$ (2,916.25)      |
| TOTAL CHANGE FROM PRIOR YEAR   | 554              | \$ 322,598.29      | 603              | \$ 358,767.27      | 638              | \$ 358,510.54      | 654              | \$ 362,593.79      | 650              | \$ 371,481.61      |
| TOTAL % CHANGE FROM PRIOR YEAR (\$)  | -49              | -36,168.98         | -35              | -256.73            | -16              | -4,083.25          | 4                | -8,887.82          | -51              | -40,160.94         |
|  | -8.13%           | -10.08%            | -5.49%           | -0.07%             | -2.45%           | -1.13%             | 0.62%            | -2.39%             | -7.28%           | -9.76%             |
| <br>   |                  |                    |                  |                    |                  |                    |                  |                    |                  |                    |
| STATE REIMBURSEMENT  |                  | \$ -               |                  | \$ -               |                  | \$ -               |                  | \$ -               |                  | \$ -               |
| NET COST   |                  | \$ 367,118.21      |                  | \$ 358,767.27      |                  | \$ 358,510.54      |                  | \$ 362,593.79      |                  | \$ 374,397.86      |
| % REIMBURSED   |                  | 0.0%               |                  | 0.0%               |                  | 0.0%               |                  | 0.0%               |                  | 0.0%               |

**Board of Finance Special Meeting**  
**Thursday, September 8, 2022**  
**7:30 pm**  
**Via Webex Only (Not In-Person)**

A recording of this meeting can be found here: [youtube.com/watch?v=rBNG-hgun54](https://youtube.com/watch?v=rBNG-hgun54).

DRAFT MINUTES

MEMBERS PRESENT: Chair Lori Charlton, Vice Chair John Mitola, Secretary Sheila Marmion, Craig Curley, Mary LeClerc, Kevin Starke, James Walsh

MEMBERS ABSENT: Christopher DeWitt, Jack Testani

OTHERS PRESENT: CFO Jared Schmitt, Director of Operations for Fairfield Public Schools Angelus Papageorge, BOE Chair Christine Vitale, BOE Liaison Jeff Peterson

1. Call to Order

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

2. Pledge of Allegiance

Sheila Marmion led the Pledge of Allegiance.

3. To hear an update on approved capital projects

Chairwoman Charlton said this item is a status report on previously approved capital projects. She said these projects are not part of the annual budget approval process – they are approved separately. She said this update will become part of the quarterly meetings going forward. Chairwoman Charlton said many of the capital projects are multi-year projects and some might be completed. She explained that the data will be broken out into two parts with the ARPA funding being one part and the capital projects the Town finances itself through long-term bonds the other part.

Sheila Marmion made a motion to put Item 3 before the board. Craig Curley seconded the motion.

CFO Jared Schmitt presented this item. He said there was an app created through the Town's IT department specifically for the ARPA projects. They know where the money is coming from, and all projects have already been approved. He said the money for the ARPA projects needs to be spent by December 2024. He said the ARPA is different and easier than capital projects. Mr. Schmitt shared the screen that included the ARPA funds, projects, and status of each project to date. All documents are included in the backup for this meeting.

James Walsh asked about any surplus that might be left over if projects are not costing as much as the money allotted and if that money would be available to use toward remediation to take some responsibility off the taxpayers. Mr. Schmitt said the finance department will look at all projects that need to be done and the fill pile will be included. Mr. Schmitt said he cannot make a decision yet because many projects are not completed and if any require excess money, any ARPA surplus will be used toward those jobs first. Mary LeClerc requested more detail regarding how the money is being spent on the projects.

Mr. Curley started a discussion asking how the non-profits were chosen and how the amount they were given was determined. Mr. Schmitt said the non-profits will be submitting quarterly reports to the Town. The items on the list were discussed line by line.

The capital projects were discussed next. The board and Mr. Schmitt went over the status of spending on projects that have been approved. Any project that was approved prior to 2021 was not included. Chairwoman Charlton requested that all projects still in progress or open be included going forward. Director of Operations for Fairfield Public Schools, Angelus Papageorge, gave an update on the school projects and said they are expected to be on budget. The Town capital projects were reviewed line by line and Mr. Schmitt answered questions by the board members. He said any items for which he did not have progress status will be followed up and updated with the BOF. Chairwoman Charlton had questions about the bond authorization for the ECC and the Hardening Project as they were not included in the report. The full discussion can be accessed by using the link to the meeting recording at the top of this document.

4. To hear, consider and act upon any communications

Mr. Schmitt gave an update on the status of the Water Pollution Control Facility's digester that broke in March 2022. He said he has contacted the insurance adjuster and is working closely with the activity regarding this project. He said it went out to bid for the cleaning of the digester and the Town is finalizing awarding the bid now.

5. Adjourn

Mr. Curley made a motion to adjourn the meeting at 9:50 pm. James Walsh seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien  
Recording Secretary

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

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

DRAFT MINUTES

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

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

1. Call to Order

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

2. Pledge of Allegiance

Christopher DeWitt led the Pledge of Allegiance.

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

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

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

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

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

Pension: \$419,405,699.00

OPEB: \$69,584,160.00

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

4. To hear, consider and act upon a request from the WPCA to appropriate \$625,000 from the WPCA Fund Balance to finance the cleaning of the primary digester (contingent upon 09/19/22 RTM approval)

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

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

The motion carried unanimously.

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

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

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

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

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

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

Ms. Bosse said the Administration will put together a proposal of what is planned to be done with the surplus. She said some will be put into the Fund Balance and the rest will likely be spent on the Fill Pile and the Penfield Pavilion expenses.

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

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

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

The motion carried unanimously.

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

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

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

The motion carried unanimously.

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

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

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



The motion carried unanimously.

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

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

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

The motion carried unanimously.

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

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

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

The minutes of 6/7/22 carried unanimously.

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

12. To hear, consider and act upon any communications

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

13. Adjourn

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

Respectfully submitted,

Pru O'Brien  
Recording Secretary

**Board of Finance Special Meeting**  
**Monday, September 26, 2022, 6:30 pm**  
**Via Webex Only**

A recording of this meeting can be found here:  
<https://www.youtube.com/watch?v=b6U8Et54cHI>

DRAFT MINUTES

MEMBERS PRESENT: Chairwoman Lori Charlton, Vice-Chair John Mitola, Secretary Sheila Marmion, Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, Jack Testani, James Walsh (recused himself and left meeting at 6:48 pm)

OTHERS PRESENT: Town Attorney James Baldwin, CFO Jared Schmitt, Engineering Manager Bill Hurley, FairTV

1. Call to Order

Chairwoman Lori Charlton called the meeting to order at 6:30 pm.

2. Pledge of Allegiance

Chairwoman Charlton led the Pledge of Allegiance.

3. In accordance with Chapter 35 of the Town Code, to hear and consent to a bid waiver for the Town's purchase of 150 Villa Avenue approved by the RTM on September 19, 2022

Jack Testani made a motion to put Item 3 before the Board. Sheila Marmion seconded the motion.

Town Attorney James Baldwin presented this item. He said the Town Code requires consent of six members from the BOF to approve the bid waiver. He said this is not the same as having it voted on by a Board. He said the Town Code was amended in 1986 adding the BOF's consent for bid waivers. Attorney Baldwin said the purchase has already been approved and this is only a matter of giving consent to the bid waiver. He said the Town is working with Aspetuck Land Trust to enter into an agreement to clear the property and use it as open space. He said there are four lots in total - three will be donated to the Town and the fourth will be purchased by the Town. Attorney Baldwin said this will help with the area's flooding issues caused by the Rooster River. He said nothing will be given up by consenting to a bid waiver as there will be no other bids because the property will not be developed. James Walsh recused himself and left the meeting at 6:48 pm noting he was a partner in the law firm that represented the current owner (Sinnott) when the property was purchased by them. Attorney Baldwin said this purchase will be an integral part of the Rooster River mitigation. When asked if this was part of the original plan for the ARPA funds being used, CFO Jared Schmitt shared the original report that stated the plan to acquire property, but he said there was no specific location mentioned. Engineering Manager Bill Hurley said this is not as prime a property like Tunxis Hill or Fairchild Wheeler Golf Course, but it will improve water quality and it will allow for piping to give the area a free flow outlet. He said the property will be regraded and there will be access to a culvert.

There was a detailed discussion about the use of the property and Aspetuck Land Trust's involvement in the plans and visions for the property once the mitigation is complete. The full discussion can be accessed by using the link at the top of this document.

Christopher DeWitt made a motion to approve the item. Mr. Testani seconded the motion which carried unanimously.

4. Adjourn

Craig Curley made a motion to adjourn the meeting at 7:30 pm. John Mitola seconded the motion which carried unanimously (8-0).

Respectfully submitted,

Pru O'Brien  
Recording Secretary

**Board of Finance Special Meeting  
Tuesday, October 18, 2022, 7:00 pm  
Via Webex And In Person in the First Floor Conference Room  
Independence Hall  
725 Old Post Road, Fairfield, CT**

A recording of this meeting can be found here: [https://www.youtube.com/watch?v=96w\\_SRVUNPQ](https://www.youtube.com/watch?v=96w_SRVUNPQ).

DRAFT MINUTES

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

MEMBERS ABSENT: Christopher DeWitt

OTHERS PRESENT: First Selectwoman Brenda Kupchick, CFO Jared Schmitt, Assistant DPW Director John Cottell, WPCA Project Manager Christine Pacelli, Chief of Staff Jackie Bertolone, Controller Caitlin Bosse, Budget Director Frank Magneri, Director of Operations for Fairfield Public Schools (FPS) Angelus Papageorge, Pullman & Comley, LLC Attorney Michael Andreana, Director of Parks & Recreation Anthony Calabrese, Director of Economic & Community Development Mark Barnhart, Stratfield Village Association President Jamie McCusker, Director of Human Resources Cathleen Simpson, Director of Human & Social Services Julie DeMarco, Fairfield Police Captain Ed Weihe, Fairfield Police Detective Beth Leetch, BOE Liaison to BOF Jeff Peterson

1) CALL TO ORDER

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

2) PLEDGE OF ALLEGIANCE

Chairwoman Charlton led the Pledge of Allegiance.

3) PUBLIC COMMENT – AGENDA ITEMS 4 – 10

Chairwoman Charlton opened up the meeting to the public and asked those on Webex to let her know through the Chat option, if they wanted to make comments on Items 4-10. There was one person who wished to comment on Item 10.

4) To hear, consider and approve a recommendation from the Board of Selectmen to approve additional funding of up to \$300,000 from the WPCA fund balance for the design of the Center Street Pump Station including the force main (*requires RTM approval*)

Vice-Chair John Mitola made a motion to put Item 4 before the board. Mary LeClerc seconded the motion.

CFO Jared Schmitt said both Items 4 & 5 are for pump stations. He said the funds for both projects will come from the WPCA Fund Balance. He said the WPCA is trying to combine these projects to get the design work done together and then go out for construction. Jack Testani asked about the WPCA Fund Balance amount left after these projects. Mr. Schmitt said there will be \$12.7 million left in the Fund. He said there is another pump station that has already been approved. He said once the projects for the three are “shovel ready” they will be eligible for MetroCOG grant funding

for construction. He said the estimated costs for construction will be \$8 million for Center Street, \$5 million for South Pine Creek and \$5 million for Fairfield Beach Road. (FBR design already approved). Mr. Schmitt said they do not anticipate construction before 2025 as design will take approximately 18 months.

The motion carried unanimously.

- 5) To hear, consider and approve a recommendation from the Board of Selectmen to approve additional funding of up to \$300,000 from the WPCA fund balance for the design of the South Pine Creek Pump Station and force main (*requires RTM approval*)

Vice-Chair Mitola made a motion to put Item 5 before the Board. Mr. Testani seconded the motion.

Sheila Marmion asked if the Town was at risk for having the pumps fail. WPCA Project Manager Christine Pacelli said the pumps are functioning and the Town is keeping them going. Assistant DPW Director John Cottell said he will get back to Ms. Marmion as to the cost to keep the pumps functioning properly.

The motion carried unanimously.

- 6) To hear, consider and adopt a bond resolution entitled, “A Resolution Appropriating \$3,481,757 for the cost of roof replacement projects at Sherman Elementary School and Riverfield Elementary School and authorizing the issuance of bonds to finance such appropriation” as recommend by the Board of Selectmen (*requires RTM approval*)

Mr. Testani made a motion to bring Item 6 before the Board. Mary LeClerc seconded the motion.

Both Director of Operations for Fairfield Public Schools (FPS) Angelus Papageorge and BOE Liaison to the BOF Jeff Peterson presented this item. They said these items are being put ahead of schedule because the Governor has put out a grant for \$150 million to improve indoor air quality in schools. They said in order to apply for this grant, the item will need to be approved to be able to be eligible for State approval in December. They said the bids would then go out in January to have the work done during the summer. Ms. LeClerc started a discussion about the roofs and the need to fix one school over the other as well as the whole maintenance process. While the resolution was being read before the vote, Chairwoman Charlton realized the amount on the agenda, which is correct, was different than the amount in the backup which showed the amount of \$3,489,757 which was incorrect as Holland Hill had been removed from this funding request.

The motion carried unanimously.

- 7) **NON-RECURRING CAPITAL – 20 YEARS**  
To hear, consider and adopt a bond resolution amending and restating a resolution entitled, “A resolution appropriating \$3,717,899 for the costs of certain nonrecurring capital projects and authorizing the issuance of bonds to finance such appropriation” to increase the appropriation and bond authorization by \$100,000 to a total of \$3,817,899. (*pending BOS approval on 10/17/22 and requires RTM approval*)

Vice-Chair Mitola made a motion to put Item 7 before the Board. Ms. Marmion seconded the motion.

Director of Parks and Recreation Anthony Calabrese presented this item. He said this project was originally approved last February 2022, but when it went out to bid, the two bids received came back \$100,000 over the original estimated cost due to inflation and supply chain issues. Mr. Walsh suggested waiting on this project because the cost was too much. Mr. Calabrese said the lights were installed in 1989 and might not be able to be fixed if they were to break. He said the tennis company that currently occupies the space does not want to pay toward the cost of the lights. Craig Curley stated his support of this item. Mr. Calabrese said the Town currently spends approximately \$15,000 on maintenance on the lights now. There was a discussion about the type of maintenance done and waiting for the prices of steel to come down to do the project.

The motion failed 1-7-0 (Curley in favor).

- 8) To hear, consider and adopt a resolution entitled, “A resolution appropriating \$24,800,000 for the costs related to uses of Coronavirus state fiscal recovery fund and the Coronavirus local fiscal recovery fund specified in Exhibit A\*,” To reduce the appropriation to \$22,640,000 and revise certain uses of funds in the project list as reflected in the attached amended Exhibit A\*. *(pending BOS approval on 10/17/22 and requires RTM approval)*  
*\*Exhibit A can be found in the backup.*

Ms. Marmion made a motion to put Item 8 before the Board. Mr. Walsh seconded the motion.

CFO Schmitt presented this item. He said the Stratfield Village project increased substantially over the original estimate. He said when ARPA funding was passed last year, there were items that were not approved and it created extra funds, but the money was not reallocated. Mr. Schmitt said there was \$2.4 million related to a fiber optic network for the Town. He said the bids came in much higher than was anticipated and he wanted to de-authorize the funds allocated to this project. Mr. Schmitt said the Town would like to use some of the funds for projects that are coming in higher and he used the Stratfield Village project as an example. Director of Community and Economic Development Mark Barnhart was present to answer questions. Vice-Chair Mitola referred to Exhibit A and the figures on that document. There was a discussion about the projects on the list including the Stratfield Village project and the Fiber Optic network. *(The full discussion is on the recording).*

The motion carried 5-3-0 (LeClerc, Testani, Walsh opposed).

- 9) To hear, consider and act upon a resolution approving the transfer of Fiscal Year 2021-2022 Revenue Surplus as recommended by the Board of Selectmen:

**WHEREAS**, the Town of Fairfield (“the Town”) is ending the 2021-2022 Fiscal Year with an approximate \$12,000,000 operating fund surplus (“the Surplus”); and

**WHEREAS**, \$3.6 million of the Surplus amount is related to actual expenditures that were less than the amount of expenditures budgeted (“Spending Surplus”); and

**WHEREAS**, \$8,400,000 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 2021-2022 Revenue Surplus to the Fill Pile Remediation account as follows:

|           |                               |              |                |
|-----------|-------------------------------|--------------|----------------|
| Increase: | Current Year Levy             | \$ 2,000,000 | 01080-40000    |
| Increase: | Prior Year Levy               | \$ 3,000,000 | 01080-40010    |
| Increase: | Interest on Delinquent Taxes  | \$ 2,500,000 | 01080-40020    |
| Increase: | Town Clerk-Conveyance         | \$ 900,000   | 01001-42312    |
| Increase: | Transfers Out-CNR- Remed Acct | \$ 8,400,000 | 01011010-58950 |

*(requires RTM approval)*

Vice-Chair Mitola made a motion to put Item 9 before the Board. Mr. Testani seconded the motion.

Chairwoman Charlton explained that when there's surplus from revenue at the end of the Town's fiscal year, the mechanism to spend or designate that surplus involves amending the original budget to increase the funding amount of surplus and appropriating the surplus amount. This requires approval from the three town bodies that approved the original budget. Therefore, this is why this is being voted on separately from the original surplus.

CFO Schmitt said there are two components to this resolution – the spending surplus and revenue surplus. The Board focused on the revenue surplus of \$8.4 million which Mr. Schmitt said is to be used toward Penfield's remediation and construction. He said that although the costs are not finalized, the Town would need to bond \$6.8 million in the future for the estimated Penfield proposal.

The motion carried unanimously.

- 10) To hear, consider and act upon a request from the Chief Fiscal Officer to approve re-appropriations and transfers of surplus from the fiscal year ending June 30, 2022.

Vice-Chair Mitola made a motion to put Item 10 before the Board. Mr. Testani seconded the motion.

Controller Caitlin Bosse went through the process of the excess funds and transfers and re-appropriations. Some departments were present to explain what they are asking to be funded:

- Full-Time Social Worker – Police Department  
Both Captain Ed Weihe and Detective Beth Leetch explained the urgent need for a Social Worker working with the Police and at the Police Station.

Public Comment: Loretta Jay – Rolling Ridge Road – She said she fully supports a Social Worker in the Police Department and asked for support from the BOF.

- Paralegal, Labor Relations Specialist – Human Resources  
Director of Human Resources Cathleen Simpson explained the need for the two positions listed and that they are very understaffed in her department.
- Seasonal payroll only – Registrar of Voters

Budget Director Frank Magneri presented this and said this was for the seasonal payroll only.

The motion carried unanimously.

11) To hear, consider and act upon any communications

Chairwoman Charlton said there will be a BOF Budget Committee meeting on 11/1/22. She said there will also be a Capital Plan working group meeting which will be open for the public on 11/10/22.

12) Adjourn

Ms. Marmion made a motion to adjourn the meeting at 11:15 pm. Ms. LeClerc seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien  
Recording Secretary