

Board of Finance Budget Follow-Up Special Meeting
Monday, March 27, 2023, 7:00 pm
Via Webex & In Person @
Fire Training Center Classroom A102
205 Richard White Way, Fairfield, CT 06824

A recording of this meeting can be found here: [BOF Follow-Up Budget Hearing 3.27.2023.](#)

FINAL MINUTES

MEMBERS PRESENT: Chairwoman Lori Charlton, Vice-Chair John Mitola, Secretary Sheila Marmion, Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, Jack Testani, James Walsh
OTHERS PRESENT: School Superintendent Mike Testani, FPS CFO Courtney LeBorious, BOE Chairwoman Jennifer Jacobsen, BOE Liaison Jeff Peterson, Park & Recreation Director Anthony Calabrese, Controller Caitlin Bosse, CFO Jared Schmitt, Budget Director Frank Magneri

1. Call to Order
Chairwoman Lori Charlton called the meeting to order at 7:02 pm.
2. Pledge of Allegiance
Chairwoman Charlton led the Pledge of Allegiance.
3. Discuss FEMA reimbursement grant with Fairfield Public Schools and BOE officials
Christopher DeWitt made a motion to bring Item 3 before the BOF. Craig Curley seconded the motion.

Ms. Charlton gave a brief overview of the reimbursement from FEMA. Superintendent Mike Testani said there has not yet been a discussion on how it will be used, but it will be for one time purchases: Facilities lists: security cameras and infrastructure. They have a consultant going to the facilities to look into the security. Once Mr. Testani is notified that he can use the money, he will use it now, but it also depends on supply chain issues. There is new technology in school security and Mr. Testani would like Fairfield to be ahead of school security. There are also other areas that need improvement. There was also a discussion about a lapsing account.

First Selectwoman Kupchick had previously suggested that the \$350,000 FEMA reimbursement go to the BOE FY24 to help close the gap of her \$500,000 reduction in the BOE budget. There was also a discussion about the BOE preliminary insurance rates that have gone down an estimated \$500,000, which would cancel the reduction in the First Selectwoman's budget. When the money comes in from FEMA, it will go into the fund balance and will be discussed by board as to where it will be used.

4. To hear consider and act upon the salary of the Town Clerk
Christopher DeWitt made a motion to put Item 4 before the BOF. Vice-Chair John Mitola seconded motion.

Chairwoman Charlton gave the history and an explanation of the Town Clerk salary and increases. James Walsh presented this item. There is a placeholder in the FY 24 budget for a Town Clerk salary increase of 2.75%. There was a discussion as to whether the terms should be 2 or 4 years. There was a discussion about the Town Clerk pay in other towns.

Craig Curley made a motion to approve a 2.75% increase for the Town Clerk for FY 24 & FY25. Christopher DeWitt seconded the motion which carried unanimously.

5. Discuss budget follow-up items

Budget Director Frank Magneri and CFO Jared Schmitt presented this Item. This is specifically for follow-up information and there are no changes or recommendations to the budget.

- Penfield Pavilion: Parks & Recreation Director Anthony Calabrese discussed a contingency budget if Penfield Pavilion were to open from Memorial Day to Labor Day. There will be increases to staffing and electricity as the building opens. Craig Curley asked about the \$27,000 deficit due to parking lot thought to be closed this season and suggested it be added to the revenue if the lot will be open. There was a discussion about the Burr Mansion and the scheduled events this calendar year. The events will not cover expenses. Events could be added but the neighbors have been complaining about about the music and noise from the events. Currently, Mr. Calabrese and his staff are not scheduling events in the 2024 calendar year as the use of the homestead is in question. If the proposed RTM noise ordinance is passed, events will have to be cancelled.
- Dividend and Interest Income: The backup is on page 15. The money market account at M&T Bank has approximately \$50 million. Budget Director Frank Magneri made a chart to show the numbers and reviewed it. To hear the full discussion on the Town's investments, please find the link here: [BOF Follow-Up Budget Hearing 3.27.2023](#).
- Miscellaneous items discussed: Conveyance tax, Health Insurance benefits, Tax Collection Rate, Risk Management/WC and the Fund Balance/Internal Service Fund. There was also a discussion about the WPCA adjustments and department audits. Again, for the full discussion and review, please access the link above.

6. Adjourn

Christopher DeWitt made a motion to adjourn. Vice-Chair John Mitola seconded the motion which carried unanimously.

The meeting adjourned at 10:42 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary