

Board of Finance Organizational Meeting
Tuesday, December 5, 2023, 7:30 pm
Via Webex And
In Person in the BOE Conference Room, #295A/B
501 Kings Hwy E., Fairfield, CT

A recording of this meeting can be found here: [BOF Organizational Meeting 12/5/2023](#).

FINAL MINUTES

MEMBERS PRESENT: Lori Charlton, John Mitola, Sheila Marmion, Craig Curley, Amy Ruggerio, Kevin Starke, Jack Testani, James Walsh

MEMBERS ABSENT: Mary LeClerc

OTHERS PRESENT: First Selectman Bill Gerber, Police Chief Robert Kalamaras, Deputy Chief Edward Weihe, Human and Social Services Director Julie DeMarco, Health Director Sands Cleary, Assistant Director for Community Health Santina Jaronko, CFO Jared Schmitt, FairTV, members of the public

- 1) Call to Order
First Selectman Bill Gerber called the meeting to order at 7:30 pm.
- 2) Pledge of Allegiance
Amy Ruggerio led the Pledge of Allegiance.
- 3) To hear, consider and approve 2024 Officers
John Mitola nominated Lori Charlton as the Chairwoman for the BOF. Craig Curley seconded the motion.

Mr. Mitola spoke about Ms. Charlton and her service to the BOF.

The motion carried unanimously.

Chairwoman Lori Charlton nominated John Mitola as the Vice-Chairman for the BOF. Amy Ruggerio seconded the motion.

Ms. Charlton spoke about Mr. Mitola and his service to the BOF and Town.

The motion carried unanimously.

Sheila Marmion nominated Craig Curley as the Secretary for the BOF. Kevin Starke seconded the motion.

Ms. Marmion spoke about Mr. Curley and his service with the Town.

The motion carried unanimously.

Board of Finance 2024 Officers:

Lori Charlton	Chairwoman
John Mitola	Vice-Chairman
Craig Curley	Secretary

Chairwoman Charlton welcomed Amy Ruggerio to the BOF. Ms. Ruggerio thanked the Board and said she is looking forward to working collaboratively with the Board and First Selectman Gerber.

- 4) To hear, consider and act upon the following resolution as recommended by the Board of Selectmen (*requires RTM approval*):

“RESOLVED, that, to achieve the purposes of the Federal Emergency Management Agency’s (FEMA) Port Security Grant (PSG) to maintain or reestablish maritime security, funds be, and hereby are, expended in the amount of \$50,000 to offset the maintenance costs of the Police Department’s marine vessels. 75% (\$37,500) of said maintenance costs be funded by PSG grant and 25% (\$12,500) of said funding to be matched by the Fairfield Police Department over a three-year budget cycle (\$4166.66 FY1, \$4166.66 FY2, \$4166.66 FY3) as administered by the Federal Emergency Management Agency (FEMA); and FURTHER RESOLVED, that, First Selectman William A. Gerber, is authorized to make, execute and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof to secure said grant.”

The BOS MADE THE FOLLOWING AMENDMENT AT ITS 12/4/23 MTG:

Chairwoman Lori Charlton made a motion to waive the reading of the motion in the agenda. Jack Testani seconded the motion.

Chairwoman Lori Charlton made an amendment to strike the first paragraph of Item 4 to read:

“RESOLVED, that, to achieve the purposes of the Federal Emergency Management Agency’s (FEMA) Port Security Grant (PSG) to maintain or reestablish maritime security, funds be, and hereby are, expended in the amount of \$43,015 to offset the maintenance costs of the Police Department’s marine vessels, 75% (\$34,412) of said maintenance costs be funded by the PSG grant and 25% (\$8,603) of said grant to be matched by the Fairfield Police Department over a three-year budget cycle (\$2,868 FY1, \$2,868 FY2, \$2,868 FY3) as administered by the Federal Emergency Management Agency (FEMA); and

John Mitola seconded the amendment.

Deputy Police Chief Eddie Weihe referred to the 14 points document in the backup packet. He said there are two Police boats that are used for water patrol, marine rescue and mutual aid. Deputy Chief Weihe took questions from the BOF.

The amended resolution carried unanimously.

- 5) To hear, consider and act upon the following resolution as recommended by the Board of Selectmen (*requires RTM approval*):

“RESOLVED, that, as part of the Fairfield Police Department’s behavioral health services, funds be, and hereby are, expended in the amount of \$190,000 over a two-year period to expand Police Crisis Intervention Teams (CIT) Behavioral Health Programs for proper resources, staffing, training, and equipment to meet the ever-increasing demands for

behavioral health services, and to navigate cultural, financial, and communicative barriers that under-served communities face when attempting to access behavioral health services, 100% of said purchase to be funded by the COPS grant program as administered by the Department of Justice.

FURTHER RESOLVED, that, First Selectman William A. Gerber, is authorized to make, execute and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof to secure said grant.”

Jack Testani made a motion to put Item 5 before the BOS for a vote. Amy Ruggerio seconded the motion.

The backup is on page five of the packet. This grant is for expanding Crisis Intervention Teams (CIT). This grant will purchase two unmarked vehicles so the Social Worker and Crisis Officer can respond to situations in unmarked vehicles rather than patrol cars.

The motion carried unanimously.

- 6) To hear, consider and act upon the following resolution as recommended by the Board of Selectmen (*requires RTM approval*):

“RESOLVED, to achieve the purposes of the State Department of Aging and Disability Services ARPA grant additional services that could include nutrition, wellness, educational, social, and recreational activities, funds be, and hereby are, expended in the amount up to \$131,000 to build an ADA compliant, outdoor fitness facility that will include a variety of accessible strength, agility, and conditioning equipment that will serve seniors with disabilities or physical limitations; and

FURTHER RESOLVED, that, First Selectman William Gerber, is authorized to make, execute and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof to secure said grant.

James Walsh made a motion to put Item 6 before the BOF for vote. Mr. Testani seconded the motion.

Backup documents are on pages 3-4 of the posted packet. Human and Social Services Director Julie DeMarco is excited about this outdoor fitness center for adults. It will be ADA compliant. The Town Risk Manager said there is no additional liability than there is on a normal playground or play facility. Ms. DeMarco will get that in writing and forward it to the Board. There will be 10-11 pieces of equipment.

The motion carried unanimously.

- 7) To hear, consider and act upon the following resolution as recommended by the Board of Selectmen (*requires RTM approval*):

“RESOLVED, to achieve the State Department of Economic and Community Development’s purposes of expanded programming, a portion of \$350,000 in funds be, and hereby are,

expended in the amount up to \$140,000 to build an ADA compliant, outdoor fitness facility that will include a variety of accessible strength, agility, and conditioning equipment that will serve seniors with disabilities or physical limitations; and

FURTHER RESOLVED, that, First Selectman William Gerber, is authorized to make, execute and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof to secure said grant.”

Mr. Mitola made a motion to put Item 7 before the BOF for a vote. Mr. Testani second the motion.

This allocation was received through the state budget. It will pay for the first pieces of the outdoor gym for adults.

The motion carried unanimously.

- 8) To hear, consider and act upon the following resolution as recommended by the Board of Selectmen (*requires RTM approval*):

“RESOLVED, that, as part of the Fairfield Health Department’s immunization activities and media campaigns to promote the importance of vaccinations, funds be, and hereby are, expended in the amount of \$143,667 to support the supplemental staffing to increase vaccination activities for influenza, COVID-19, and routine vaccinations, 100% of said purchase to be funded by Immunizations and Vaccines for Children COVID-19 Supplements and Media Funding with a project period of September 1, 2023 to June 30, 2025, as administered by the State of Connecticut Department of Public Health (DPH); and

FURTHER RESOLVED, that, First Selectman William A. Gerber, is authorized to make, execute and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof to secure said grant.”

Ms. Ruggerio made a motion to put Item 8 before the BOF for a vote. Mr. Testani seconded the motion.

The backup is on page 10 of the document backup. Assistant Director for Community Health Dr. Santina Jaronko explained the grant and said it pays for one part-time immunization support nurse and one part-time community health worker to assist with giving immunizations for COVID-19 and Flu clinics and other routine vaccines. Since these are part-time positions, they have no benefits and once the grant is finished, the positions will be eliminated.

The motion carried unanimously.

- 9) To hear, consider and act upon the following resolution as recommended by the Board of Selectmen (*requires RTM approval*):

“RESOLVED, that, as part of the Fairfield Health Department’s continued efforts to further workforce development by retaining staff, funds be, and hereby are, expended in the

amount of \$152,729 for the cost of Fairfield's continued efforts to further Fairfield Health Department's workforce development by retaining staff. 100% of said purchase to be funded by the Public Health Workforce Development and Infrastructure Grant as administered by the State of Connecticut Department of Public Health (DPH).

FURTHER RESOLVED, that, First Selectman William A. Gerber, is authorized to make, execute and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof to secure said grant.”

Mr. Testani made a motion to put Item 9 before the BOF for a vote. Ms. Ruggerio seconded the motion.

The backup begins on page 55 of the backup documents. Dr. Jaronko explained that this federal grant will pay for one full-time Health Department Specialist with benefits for five years. Once the grant stops, the position will be eliminated. The position does have benefits, but is not associated with any union.

The motion carried unanimously.

- 10) CHIEF FISCAL OFFICER
To receive an update on the status of ARPA projects

The backup for this item begins on page 89 of the document packet. CFO Jared Schmitt reviewed the ARPA list. There was a discussion about where the Town is with these funds and how to allocate the remaining money. CFO Schmitt went through the list. The most important column is “additional funds needed (excess funds)” which is a projection at this time. The BOF had open discussions about the projects. The ARPA money needs to be encumbered by the end of 2024 and spent by the end of 2026. There was a lengthy and detailed discussion about the High Intensity Wave Study as well as the Town's COVID Recovery Assistance.

- 11) CHIEF FISCAL OFFICER
To receive an update on the status of reserves and the financing of Penfield Pavilion and remediation projects

The backup for Item 11 begins on page 96 of the documents, Townwide Contamination Sources and Uses. CFO Schmitt reviewed the document with the BOF. The estimated cost for this project has increased by \$1.5 million. There was a detailed discussion regarding this project. The full discussion can be accessed by using the meeting recording link here: [BOF Organizational Meeting 12/5/2023.](#)

- 12) To hear, consider and approve 2024 Schedule
Mr. Mitola made a motion to put Item 12 before the BOF for a vote. Ms. Ruggerio seconded the motion.

The dates for the meeting schedule for 2024 was reviewed.

The motion carried 7-0-0 (Sheila Marmion was not present for this vote).

The Board of Finance shall meet the following dates in 2024 at 7:30 pm at the BOE Conference Room, 501 Kings Highway East, Fairfield, CT 06825 and via Webex unless otherwise noted.

January 09	Tuesday	7:30 pm	Regular Meeting
February 06	Tuesday	7:30 pm	Regular Meeting
February 20	Tuesday	7:30 pm	Quarterly Review Mtg
March 05	Tuesday	7:30 pm	Regular Meeting
March 06	Wednesday	7:30 pm	Public Budget Session #1
March 13	Wednesday	7:30 pm	Public Budget Session #2
March 14	Thursday	7:30 pm	Public Budget Session #3
March 20	Wednesday	7:30 pm	Public Budget Session #4
March 21	Thursday	7:30 pm	Public Budget Session #5
March 26	Tuesday	7:30 pm	Budget Follow-Up if needed
March 30	Saturday	9:30 am	Public Budget Comment Session, FLHS Auditorium, 785 Unquowa Rd
April 01	Monday	7:30 pm	Budget Follow-Up if needed
April 03	Wednesday	7:30 pm	Budget Vote-Public Executive Session- No Public Comment
April 09	Tuesday	7:30 pm	Regular Meeting
May 09	Thursday	7:30 pm	Regular Meeting – Set Mill Rate
May 21	Tuesday	7:30 pm	Quarterly Review Meeting
June 04	Tuesday	7:30 pm	Regular Meeting
September 03	Tuesday	7:30 pm	Regular Meeting
September 17	Tuesday	7:30 pm	Quarterly Review Meeting
September 24	Tuesday	7:30 pm	Capital Plan Workshop
October 01	Tuesday	7:30 pm	Regular Meeting
November 6	Wednesday	7:30 pm	Regular Meeting (5 TH is Election Day)
November 19	Tuesday	7:30 pm	Quarterly Review Meeting
December 03	Tuesday	7:30 pm	Organizational/Regular Meeting

13) To hear, consider and act upon the draft minutes of November 1, 2023

Mr. Testani made a motion to amend the minutes of November 1, 2023 in Item 5 to reflect that he was not disappointed that Mr. Bremer was not in attendance to give an update and answer questions regarding the Penfield Pavilion project.

James Walsh seconded the amendment.

Chairwoman Charlton suggested the minutes be amended in the first paragraph after bullet points to say:

Certain board members were disappointed that Mr. Bremer was not in attendance and requested he attend the next meeting to answer the questions above and give any other updates. Mr. Testani was not among the disappointed board members and raised an objection regarding the extent to which the matter was discussed.

The motion to approve the amendment carried 6-0-1 (Ruggerio abstained; Marmion not available for this vote).

The motion to approve the amended minutes carried 6-0-1 (Ruggerio abstained; Marmion not available for this vote).

- 14) To hear committee updates
- John Mitola gave an update on the status of the audit report. Mr. Centofanti will have a draft report on Monday 12/11/23.
 - Internal Audit reports were reviewed at the earlier audit subcommittee meeting. Mr. Mitola went through the audits that needed follow-up.
 - Chairwoman Charlton will be reaching out to the Board for BOF subcommittee volunteers.
- 15) To hear, consider and act upon any communications
- There will be a special meeting on Wednesday, December 13 at 7:30 pm by Webex only for an update on the schools HVAC project. The Building Committee wants to move quickly. First Selectman Gerber will also be meeting with the HVAC Building Committee to better understand the process.
- 16) Adjourn

Mr. Testani made a motion to adjourn. Mr. Walsh seconded the motion.

The meeting adjourned at 11:02 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary