

Board of Finance Regular Meeting
Tuesday, January 10, 2023, 7:30 pm
Via Webex
And In Person at the Fire Training Center
205 One Rod Hwy, Classroom C (112)
Fairfield, CT

The meeting recording can be found here: [Board of Finance 1-10-2023 Regular Meeting - YouTube.](#)

FINAL MINUTES

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

MEMBERS ABSENT: Kevin Starke, James Walsh

OTHERS PRESENT: Engineering Manager Bill Hurley, WPCA Vice-Chair Joe D'Avanzo
Director of Community and Economic Development Mark Barnhart, Director of Parks & Recreation Anthony Calabrese, CFO Jared Schmitt, Town Internal Auditor Connie Saxl, FairTV, members of the public

- 1) Call to Order
Chairwoman Lori Charlton called the meeting to order at 7:30 pm.
- 2) Pledge of Allegiance
Vice-Chair John Mitola led the Pledge of Allegiance.
- 3) To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

“RESOLVED, that First Selectwoman Brenda L. Kupchick, be, and hereby is, authorized to accept, on behalf of the Town of Fairfield, a 2022 Connecticut STEAP Grant in the amount of \$500,000 for sidewalk rehabilitation and extension; and FURTHER RESOLVED, that First Selectwoman Brenda L. Kupchick, is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut.”

(pending 01/09/23 BOS approval; requires RTM approval)

Vice-Chair Mitola made a motion to put Item 3 before the Board. Mary LeClerc seconded the motion.

The backup for this item is on pages 1-4 of the backup packet. The backup contains the letter from the State awarding the Town a \$500,000.00 STEAP (Small Town Economic Assistance Program) grant and the 14-point summary of the project. The Board is only approving the grant money and not the project. Engineering Manager Bill Hurley went over the project to which the funds will be applied. He said this project is for the repairs and building of new sidewalks to connect surrounding streets with the Post Road.

Mr. Hurley said a few of the areas where this will be done is Round Hill Road, Reef Road, access to both Ludlowe schools, and Fairfield Center. He said the sidewalks will allow for ADA ramps. He said the sidewalks have been in need of repair. He said there is funding for \$111,298.00 and with the \$500,000.00 STEAP grant, the Town will have \$611,298.00 to perform the work. Craig Curley stated for the record that the Board of Finance received an email from Suzanne Miska, 123 Ryegate Road, where Ms. Miska addressed a sidewalk that ended abruptly and wanted to know if the new sidewalks would do the same. Mr. Hurley said all sidewalks will connect to the Post Road.

The motion carried unanimously.

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

“RESOLVED, that First Selectwoman Brenda L. Kupchick, be, and hereby is, authorized to accept, on behalf of the Town of Fairfield, a Connecticut Communities Challenge Grant (Round2) in the amount of \$3,000,000 for replacement of a 2,800-foot section of the East Trunk Sewer Line; and FURTHER RESOLVED, that First Selectwoman Brenda L. Kupchick, is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said Connecticut Communities Challenge Grant with the State of Connecticut.” *(pending 01/09/23 BOS approval; requires RTM approval)*

Jack Testani made a motion to put Item 4 before the Board. Sheila Marmion seconded the motion.

The backup starts on page five of the backup packet. This item is also only for accepting the grant. Mr. Hurley said the grant was awarded by the DECD (Department of Economic and Community Development). He said First Selectwoman Kupchick requested \$5,000,000.00 and received \$3,000,000.00. Mr. Hurley said the East Trunk sewer line was installed in 1947 and follows the layout of Ash Creek. He said the new sewer line will flow away from Ash Creek increasing the capacity for future development. He said the plans have been reviewed by the State Department of Transportation and all permits have been taken. Mr. Hurley said the total project cost will be \$10,000,000.00 and with the \$3,000,000.00 from this grant, \$7,000,000.00 will be bonded by the WPCA. There was a discussion about where the new trunk will be placed and who it will accommodate.

The motion carried unanimously.

- 5) To hear an update on economic development from Community and Economic Development Director

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

Director of Community and Economic Development Mark Barnhart shared his report on the screen and it can be accessed by using the meeting link: [Board of Finance 1-10-2023](#)

[Regular Meeting - YouTube](#). Mr. Barnhart said office vacancies are low and among the lowest in the area. He said only 4.5% of land in Fairfield is zoned for commercial use. Mr. Barnhart also talked about areas in Town that have been approved for development and where there might be available property. This presentation can also be found on the Community and Economic Development website.

6) To hear an update on the Recreation Revolving Fund

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

The backup for this item is on page 38 of the backup packet. Director of Parks & Recreation Anthony Calabrese said this account was set up as a startup fund for recreational programming. He said there was \$200,000.00 to start programs outside of the regular budget process. He said the programs run from October 1 through September 30 each year and any money made over the starting \$200,000.00 goes into the General Fund. Mr. Calabrese said expenditures follow Town guidelines for Purchasing with the exception of specific items like summer camp field trips. He said the Adaptive Recreation programs lose money because they are a 1 on 1 program for children with special needs. Mr. Calabrese said the money can be offset by other programming and the children who need the special programs benefit from them. He said all programs are self-sustaining and credit card fees are built into the costs. Mr. Calabrese said the brochures are sent three times a year to 23,000 households. He said the program fees are decided in-house and do not need approval from the Parks & Recreation Commission.

7) To hear an update on Internal Audit from Town Auditor

Mr. DeWitt made a motion to put Item 7 before the Board. Mary LeClerc seconded the motion.

The backup is on page 40 and includes an index of what is in the backup to support the item. Town Internal Auditor Connie Saxl presented this item. She said the audit was performed between January 1 2022 to December 31, 2022. She said there were nine audits performed. Ms. Saxl said follow-up reviews were conducted, two Town policies were written and one policy was updated and distributed to Town employees. She said final audit reports are distributed to the Town CFO, the Department Head and other appropriate parties. Ms. Saxl said any recommendations made are tracked for compliance. She reviewed her report with the Board. All the findings can be read on the backup packet on the website and discussions can be heard on the recording link here: [Board of Finance Regular Meeting 1.10.23](#). There were two audit findings that were discussed at great length and detail:

- Registrars of Voters - Review of Pink Postcard mailing and Seasonal and Part-time Payroll Process – A mailing was sent to 100 randomly selected people in November 2021 to see how many voters would be interested in a program that allowed them to request that their names and addresses be treated as confidential for public records and for their safety. As a consequence, the State notified the Town that this was not in the purview of the Registrars of Voters statutory authority.

This is still being reviewed as the registrar who sent out the mailing has not followed up with Ms. Saxl to discuss the issue and the recommendations.

- Greenway Property Services invoices paid July 2021 through February 2022 were audited and discrepancies were found. The CAO and Director of Parks and Recreation came before the Board in 2021 to present the Gould Manor Remediation. This was deemed an emergency in order to get the project done in time to use the playing fields and was approved. Chairwoman Charlton had questions about the emergency status and the amount of the Sole Source bid that was approved. A detailed discussion continued.

Ms. Saxl said she will follow up with the Board regarding these audits. There were other department recommendations that were discussed and some still need to be resolved. In total, there were 76 audit recommendations made. Forty-five recommendations are fully implemented; 25 are in progress and 6 are not applicable. Seventeen in-progress recommendations will be closed when the new Purchasing Policy is implemented.

Follow up items requested by Chairwoman Charlton:

- All bid waivers from the last year (Jared Schmitt)
- Data regarding the decrease in Waste Collection (WPCA)
- Data regarding internal audit findings regarding the Transfer Station (DPW)
- Resolution on audit finding regarding Registrars of Voters office

- 8) To hear, consider and act upon the draft minutes of December 6, 2022

Mr. DeWitt made a motion to approve the minutes of 12/6/22 as written. Vice-Chair Mitola seconded the motion which carried unanimously.

- 9) To hear, consider and act upon any communications

CFO Jared Schmitt said there were no new communications. Chairwoman Lori Charlton said she had received requests for serving on sub-committees and the following have been assigned:

Senior & Disabled Tax Relief: Craig Curley, Christopher DeWitt, Sheila Marmion

Audit Committee: Lori Charlton, Mary LeClerc, John Mitola

Fund Balance/Debt Service: Craig Curley, Kevin Starke, James Walsh

Budget Committee: Lori Charlton, Christopher DeWitt

Purchasing Policy: Lori Charlton, Christopher DeWitt

- 10) Adjourn

Mr. Curley made a motion to adjourn. Vice-Chair Mitola seconded the motion which carried unanimously. The meeting adjourned at 11:20 pm.

Respectfully submitted,

Pru O'Brien

Recording Secretary