

Board of Finance Public Budget Hearing #3
Tuesday, March 14, 2023, 7:30 pm
Via Webex & In Person @
Fire Training Center - Classroom C (112)
205 Richard White Way, Fairfield, CT 06824

A recording of this meeting can be found here: [BOF Budget #3 3.14.2023.](#)

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: Chief Building Official Pat Mahoney, DPW Interim Director John Marsilio, DPW Assistant Director John Cottell, CFO Jared Schmitt, Budget Director Frank Magneri, WPCA Vice-Chair Joe D'Avanzo, Parks and Recreation Director Anthony Calabrese, 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
Chairwoman Charlton led the Pledge of Allegiance.
3. Public Comment: 2 minutes per comment
There was no public comment.
4. Discussion on the Following Budgets:
Craig Curley made a motion to bring Item 4 before the BOF. Chris DeWitt seconded the motion.

Public Works

5050 Building – Building Official Pat Mahoney

Revenue is on page 11 of budget book. Mr. Mahoney said he is anticipating revenue will be slightly lower next year. He said universities have dorms on the list, but they won't be like what the school has built this past year. Expenses are on page 162. Mr. Mahoney said payroll is up due to the THEA/PETA contracts. He said OT increased due to contract increases. He said IT software is up mostly due to licensing. Budget Director Frank Magneri said he will send Chairwoman Charlton information for backup.

6070 Solid Waste and Recycling – DPW Assistant Director John Cottell

Revenue is on page 19. Mr. Cottell said revenue is somewhat flat. He said rates are going up and the tip fees are flat. He said charges have been flat for almost 10 years. Mr. Cottell said the recycling rebate is gone and it costs more to dump recycling. There was a discussion about pricing. Mr. Cottell said he will research fees in surrounding towns. Expenses are on page 182.

Mr. Cottell said there is an increase in Fees & Professional Services that is tied to CPI contracted property services. He said operations of the Transfer Station are tied to CPI also. Mr. Cottell said OT is also up. There was a discussion about that and the increases.

5011 Public Works Administration – DPW Interim Director John Marsilio
Expenses are on page 153. Mr. Marsilio said salary and OT are up, but the rest of the budget is flat. He said Fees & Professional Services are up. Mr. Magneri said he will follow up with Munis information.

5030 Public Works Operations - DPW Interim Director John Marsilio
Mr. Marsilio said Fees & Professional Services are up again due to salary increases, elevator services and inspections. He said there are increased rates for electricity and natural gas. He said communications increased due to new GPS equipment, radio maintenance and cell phones for managers. He said other increases include Special Department Supplies, Clothing/Dry Goods, and OT (contract increases). There was also a discussion about paving and the plan for FY24.

4070 Street Lighting - DPW Interim Director John Marsilio
Expenses are on page 143. Mr. Marsilio said all lights have been replaced. He said some new lights were added around town.

13013010 WPCA – CFO Jared Schmitt, Budget Director Frank Magneri, and WPCA Vice-Chair Joe D’Avanzo
This is a self-supporting account on page 227. The presenters said revenue will not go up 26% as reflected in the budget book. They said the Town has made accounting changes. There was a discussion about current user fees, sewer permits and waste collection. The presenters said FY24 revenue is \$7.6 million and expenses are up in Payroll, OT, Fees & Professional Services. The discussion continued.

Culture and Recreation – Parks and Recreation Director Anthony Calabrese

7030 Penfield Pavilion Complex
Revenue is on page 17. Budget Director Frank Magneri said Mr. Calabrese submitted additional backup (pgs. 47-48) for revenue should the Town decide to open Penfield Pavilion this summer. He said the assumption was that the Pavilion would be closed, and the revenue was based only on the Jacky Durrell Pavilion. There was a discussion regarding potential rental situations at Penfield Pavilion if it opens as there would be limited time as to availability. The Board also discussed what kind of functions could be booked on short notice. Mr. Calabrese said the concessionaire is ready to open the concession for the season. He said it all depends on whether the RTM approves the funding for Penfield repair. Mr. Calabrese said that overall, expenses which can be found on page 195 are going down. He said there are events at Jacky Durrell so there will be a need for PT seasonal staff and parking attendants. He said utilities decreased slightly.

7050 Parks and Recreation
Mr. Calabrese said this includes swim lessons, programs, miscellaneous parks, the Tennis Center contract, and field rentals. He said he is not sure about revenue for Burr Mansion. He said events are booked for July, August and September.

Mr. Calabrese suggested creating a separate line for Burr Mansion and have it be it's own cost/support center. He said the RTM is considering a new noise ordinance which, if passed, would create problems with bookings as there currently weddings that need to be held outside due to space. There was a discussion about current revenue from Burr and the \$1 million cost of renovations done to Burr and what the plans are if the administration moves offices into the second floor there. Expenses are on page 200. Mr. Calabrese said regular payroll increased due to the THEA contract settlement. He said Social Security, Fees & Professional Services, the Sherman Green concert series and Fireworks all increased as well as maintenance and repair of buildings and grounds.

7070, 7090 Waterfront and Marina

Mr. Calabrese said revenue includes beach stickers, beach parking and concessions. Expenses are on page 203. He said seasonal payroll for parking attendants and lifeguards increased as the minimum wage increased. He said there is a postage increase for mailing out beach stickers purchased online. He said here was an overall decrease in the Marina budget due to an accounting change for PT Payroll put into the Special Police Budget. He said all other marina expenses are level.

7080 Parks

Expenses are on page 205. Parks was separated out of DPW in 2021. Mr. Calabrese said all employees are in either the DPW union or PETA. He said there are increases in contracts as well as Contracted Property Services for the athletic field maintenance and islands in town.

7111 Carl Dickman Par 3 Golf Course

Mr. Calabrese said revenue increased in cart rentals and greens fees slightly increased. He said expenses up due to union wages, maintenance and equipment, fertilizers and pesticides.

7113 H. Smith Richardson Golf Course

Mr. Calabrese said season passes are flat. He said rates were raised for play. He said the Golf Commission would like to explore taking out rental lockers from the cart barn as they are not being used. Mr. Calabrese said the Commission would like to replace them with two golf simulators. He said there's a possible partnership with the concessionaire that's still being explored, but it will bring revenue in the off season. Mr. Calabrese said expenses include new golf carts. He said Capital Outlay is in the backup documents for a new vehicle for the Golf Course, a bed knife grinder and a multi-seat shuttle cart for transportation to the driving range for instruction and teams. James Walsh and Kevin Starke requested information regarding the arrangement for outside business for the Golf Pro and revenue from his programs.

5. Adjourn

Chairwoman Charlton made a motion to adjourn. Vice-Chair John Mitola seconded the motion which carried unanimously. The meeting adjourned at 11:34 pm.

Respectfully submitted,

Pru O'Brien, Recording Secretary

Board of Finance Public Budget Hearing #4
Wednesday, March 15, 2023 7:30 pm
Via Webex & In Person @ BOE Conference Room 295 A/B
501 Kings Highway East, Fairfield, CT 06825

A recording of this meeting can be found here: [BOF Budget Hearing #4 3.15.2023](#).

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: Tax Collector Dave Kluczowski, Police Chief Robert Kalamaras, Deputy Chief Keith Broderick, Animal Control Officer Paul Miller, Fire Chief Denis McCarthy, Deputy Chief Kyran Dunn, CFO Jared Schmitt, Budget Director Frank Magneri, Town Attorney James Baldwin

1. Call to Order
Chairwoman Lori Charlton called the meeting to order at 7:30 pm.
2. Pledge of Allegiance
Chairwoman Charlton led the Pledge of Allegiance.
3. Public Comment: 2 minutes per comment
There was no public comment.
4. Discussion on the Following Budgets:

Finance:

3090 Tax Collector- Dave Kluczowski

The schedule of the current tax levy is on page 8. Mr. Kluczowski said the proposed collection rate in the budget book is 98.90, but was changed to 98.99. He said the BOS made that change to reflect the current rate for tax projection. Mr. Kluczowski said expenses are due to an increase in payroll due to the PETA/THEA settled contracts as well as a new sewer tax clerk. He said printing increased due to more printing and a higher estimate for services. He said bills must be mailed out statutorily and the IT/Software increased due to a contractual increase.

Public Safety:

4030 Police- Chief Robert Kalamaras, Deputy Chief Keith Broderick

Expenses are on page 132. Chief Kalamaras said there is a conservative increase due to contractual salaries, training new officers, and technology. He said full staffing would be 110 officers and there are 109 currently. He said Police is asking for one additional officer to account for the increase in work due to the Police Accountability Act. Chief Kalamaras said Police added a social worker which has been very successful and is also included in this budget. He said the outside jobs fund has been used to purchase police vehicles. He said there are reporting requirements so it will still be transparent. There was a discussion about using this account to purchase the vehicles for \$689,455 (10 cars).

4050 Animal Control-Animal Control Officer Paul Miller

Revenue is on page 16. Mr. Miller said quarantine fees are down as are redemption fees since the department is picking up less dogs. Expenses are on page 139. Mr. Miller said personnel changes are due to the reorganization of the department. He said the full-time secretary was eliminated and a full-time Animal Control Officer was created as well as a part-time secretary. Mr. Miller said OT is up, even with a new officer due to training and other unexpected situations.

4150 Emergency Communications Center- Chief Robert Kalamaras, Deputy Chief Keith Broderick

ECC is in Self Supporting on page 236. Chief Kalamaras said Westport joined the ECC (Fairfield County Regional Dispatch – FCRD) on March 1st. He said there were tech issues, but that was expected with training. He said vacancies will need to be filled and there will be a test out soon. Chief Kalamaras said both Police and Fire are on NextGen software which is what most towns use. He said New Canaan EMS is interested in joining. He said every time a new district joins, grant money is received for the merger. He said there are currently 22 employees, but 26 are needed. Chief Kalamaras said the budget is going into OT to support vacancies. He said ll salaries for staff including Captain come out of the ECC budget.

4030 Police Revenue- Chief Robert Kalamaras, Deputy Chief Keith Broderick

Chief Kalamaras said revenue comes from parking violations (new plate reader), funeral escorts which is also related to outside jobs, and gun permits that increased by the hundreds in the last two years, but is slowing down now.

4010 Fire-Chief Denis McCarthy, Deputy Chief Kyran Dunn

Revenue is on page 14. Chief McCarthy said the Fire Marshal fees for construction projects are hard to determine. He said the construction market has hampered some commercial projects. He said there are projects coming, but there are challenges with 8-30g and opposition to projects. Chief McCarthy said fire consults with Community and Economic Development as well as Planning and Zoning. He said there is a project for a dorm pending at Sacred Heart University, but discussions have not started yet. There was a discussion among the Board about permit fees for construction. Expenses are on page 126 and include the ISO (Insurance/Services/Office) re-rating. Chief McCarthy said 32 new employees were hired in the last six years. He said he is anticipating 4-6 retirements and an arbitration award this year. He said a full-time training coordinator was added as there was a demand in the department. Chief McCarthy said pay will be split between Fairfield Fire and the Regional Training Center. He said OT is up due to vacations, sick leave, injury, training relief and vacancy.

Finance:

3010 Finance-CFO Jared Schmitt, Budget Director Frank Magneri

Revenue is on page 13. Mr. Schmitt said there are no major changes. He said there was an increase in dividend income. Expenses are on page 101. Mr. Schmitt said the increase is due to education/membership for training and software programs. He said there is one position that remains vacant which was the DPW Finance position. Mr. Schmitt said there is no space at this time, but they are making room in the Finance Department to add this position. He said this will be a PETA union position.

Admin & General: 1270 Legal - Town Attorney James Baldwin – page 76

Mr. Baldwin discussed pending litigation, collective bargaining agreements and other matters. He said expenses are down 20% due to reduced tax appeals and the Charter Revision not taking place.

Mr. Baldwin said Internal Services fees are down as the new HR Director is an attorney and can handle the labor discussions/deliberations. He said that if needed, the HR Director can seek outside counsel. There was a discussion among the Board about internal service funds.

2010 Contingency – This was discussed in Executive Session.

Chairwoman Charlton made a motion to move to Executive Session to discuss Legal & Contingency at 11:00 pm. Craig Curley seconded the motion which carried unanimously.

Chairwoman Charlton made a motion to move out of Executive Session at 12:10 am. Mr. Curley seconded the motion which carried unanimously.

No votes were taken.

5. Adjourn

Chairwoman Charlton adjourned the meeting at 12:12 am.

The full departmental budget discussions can be accessed here: [BOF Budget Hearing #4 3.15.2023.](#)

Respectfully submitted,

Pru O'Brien
Recording Secretary

Board of Finance Public Budget Hearing #5
Wednesday, March 22, 2023
7:30 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 Budget Hearing #5 3.22.2023.](#)

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: CFO Jared Schmitt, Budget Director Frank Magneri, Human Resources Director Cathleen Simpson, Assistant Human Resource Director Peter Ritchie, Engineering Manager Bill Hurley, Associate Actuary Milliman Jennifer Castelhana, Financial Advisor Joel Chamberlain, Financial Consultant Daniel Roche, Town Attorney Jim Baldwin, FairTV, members of the public.

1. Call to Order

Chairwoman Lori Charlton called the meeting to order at 7:41 pm.

2. Pledge of Allegiance

Chairwoman Charlton led the Pledge of Allegiance.

3. Public Comment: 2 minutes per comment

There was no public comment.

4. Discussion on the Following Budgets:

Retiree:

1310 OPEB-Jennifer Castelhana had a presentation included in page 18 of the supplemental back up documents. Ms. Castelhana went through her presentation. First evaluation from Milliman. These evaluations are performed every other year on even years. They will analyze graphic experience as well as asset performance to see how they affect the funded status. Data is captured July 1st. This information determines the contribution that is made to fund future benefits. Ms. Castelhana continued through her presentation. There were investment losses and overall contributions are down.

1310 Pension-Ms. Castelhana went through many different values normal cost, amortization of accrued liability (over 19 years), interest component. There were also investment losses which reflected that the Town liability was 10% lower than expected.

Ms. Castelhana continued through this part of her presentation which can be heard in full here: [BOF Budget Hearing #5 3.22.2023](#)

Administration & General:

1320 Active Employee Benefits (Health and Life) - Joel Chamberlain went through backup documents that were added earlier in the day that reflected projections of active employees and claims. The presentation and discussion can be accessed using the link above.

1330 Human Resources

Operations- HR Director Cathleen Simpson, Assistant HR Director Peter Ritchie: gave an overview of the HR department including services and responsibilities. There are new systems and software being implemented as well as compliance training for all Town employees. FOIA revenue is included in the Miscellaneous line item. Charges for FOIA were discussed. Chairwoman Charlton does not want FOIA fees to be high as that is how the Fill Pile situation was discovered and she does not want people to be deterred to request FOIA. There was a discussion about budget for Risk Management and the Internal Service Fund balance regarding last year's budget, this year and going forward. Ms. Charlton will contact Mr. Magneri regarding Fund Balance, Service Fund and Risk Management.

- Insurance and Claims-page 87, Rob O'Connor and Budget Director Frank Magneri went through this line item. Property Insurance increased 8.5% as it is a hard market right now. CIRMA is higher than in previous years. Claims increased, inflations and other factors have increased this cost. The digester claim was significant. Chairwoman Charlton asked for a summary and breakdown of budget line items. There will be a follow up at Monday's meeting with clarification of insurance and claims.
- Workers Comp- Short schedule in backup materials also page 40. Increasing by 9.23% due to claims history. Last year was lower. PMA Consultant Daniel Roche did not have all the information as he was filling in for our PMA Consultant Ralph Meliso. Om Estimated through development factors for WC. Looks at last five years and data from current year as well as an average of NCCI incurred, NCCI paid (National Council on Compensation) and KPMG reserved (Klynveld Peat Marwick Goerdeler).
- Heart & Hypertension-Mr. Roche said this is estimated using numbers for last 4 years and averaged. This will also be continued at Monday's meeting.

3150 Unemployment Compensation-page 125. This is a flat budget. The actual for FY22 was \$148,000.

Public Works:

5070 Engineering- Engineering Manager Bill Hurley had to leave the meeting.

Finance:

10030 Debt Service-page 221. Estimated interest is \$600,000. Bonds are estimated at \$32.7M as of July 2023. There was a discussion on what to do for FY24.

2020 Fund Balance-page 14. This will also be continued to Monday's meeting.

Please access the link in this document for the full discussions on these items.

5. Adjourn

Kevin Starke made a motion to adjourn. Craig Curley seconded the motion which carried unanimously.

The meeting adjourned at 11:35 pm.

Respectfully submitted,

Pru O'Brien

Recording Secretary

BOARD OF FINANCE PUBLIC BUDGET COMMENT SESSION
Saturday, March 25, 2023 9:30 a.m.
Fairfield Ludlowe High School Auditorium
785 Unquowa Road, Fairfield, CT 06824
In-Person Only

A recording of this meeting can be found here: [BOF Public Budget Comment 3.25.2023.](#)

DRAFT MINUTES

MEMBERS PRESENT: Chairwoman Lori Charlton, Vice-Chair John Mitola, Secretary Sheila Marmion, Craig Curley, Christopher DeWitt, Kevin Starke, Jack Testani, James Walsh, FairTV, members of the public

MEMBERS ABSENT: Mary LeClerc

OTHERS PRESENT: FairTV, members of the public

I. Call to Order

Chairwoman Lori Charlton called the meeting to order at 9:30 am.

II. Pledge of Allegiance

Jack Testani led the Pledge of Allegiance.

III. Public Budget Comment Session

Before opening up the session to public comment, Chairwoman Charlton had the BOF members introduce themselves. Ms. Charlton also explained that this was not a Q&A, but just comments regarding the FY24 budget.

- Jeff Peterson - BOE Liaison to BOF-Thanked BOF for their work on the budget and advocated for the BOE budget.
- Jennifer Jacobsen - BOE Chairwoman-Thanked the BOF for their work and hoped they would support the BOE budget.
- Elaine Davis - speaking for herself and on behalf of Michele Walker. Schools need resources in classrooms. Asked for them to not cut resources. Ms. Davis is raising her grandchild with her husband on a fixed income and asked the BOF to leave the BOE budget intact.
- John Wynne - Making investments in Fire, Police and education budgets are an investment, but the town cannot have a budget that will increase the mill rate and decrease affordability. (the audio was difficult to understand)
- Christine Vitale-Verna Hill Road-Approve the BOE budget as presented. Ms. Vitale advocated for the school nurses and the budget request to increase the nursing staff.

Chairwoman Charlton opened up the comments to the BOF members. Their full comments and those of the members of the public can be heard here: [BOF Public Budget Comment 3.25.2023.](#)

(There are parts of the meeting that are difficult to understand due to audio issues).

Chairwoman Charlton thanked her board members, First Selectwoman Kupchick, CFO Jared Schmitt and Budget Director Frank Magneri for their work.

IV. Adjourn

Ms. Charlton made a motion to adjourn. Craig Curley seconded the motion which carried unanimously.

The meeting adjourned at 10:10 am.

Respectfully submitted,

Pru O'Brien
Recording Secretary

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.](#)

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: 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

Board of Finance Budget Vote – Public Executive Session
Thursday, March 30, 2023
7:30pm
Via Webex & In Person @
BOE Room 295A/B, 501 Kings Hwy E.
Fairfield, CT 06825

A recording of this meeting can be found here: [BOF Budget Deliberations & Vote 3.30.23.](#)

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: First Selectwoman Brenda Kupchick, CFO Jared Schmitt, Budget Director Frank Magneri

1. Call to Order

Chairwoman Lori Charlton called the meeting to order at 7:40 pm.

2. Pledge of Allegiance

Chairwoman Charlton led the Pledge of Allegiance.

Chairwoman Charlton gave background and budget process for the Town General Fund and the WPCA. Ms. Charlton thanked First Selectwoman Kupchick, CFO Jared Schmitt and Budget Director Frank Magneri and all else involved in creating the Town budget.

3. Public Executive Session - Budget Vote and WPCA Budget Vote (no public comment)
(requires RTM approval)

Chairwoman Charlton made a motion to put the Town budget of \$354,780,492 before the BOF. Christopher DeWitt seconded the motion.

The BOF went through the budget book in order of listed departments and made motions to amend the budget:

Town Revenue:

- A. Craig Curley made a motion to increase Dividend/Interest Income line 44001 by \$1,491,204. John Mitola seconded the motion which carried 6-3-0 (Walsh, Testani, LeClerc opposed)
- B. Craig Curley made a motion to increase the Miscellaneous Police line 42369 by \$689,455. John Mitola seconded the motion which carried 7-2-0 (Testani, Walsh opposed)

- C. John Mitola made a motion to increase Penfield Concession line 42476 to \$20,451 to reflect Penfield opening. Lori Charlton seconded the motion which carried unanimously.
- D. John Mitola made a motion to increase Penfield Rental Revenue line 42510 to \$41,250. Chris DeWitt seconded the motion which carried unanimously.
- E. Sheila Marmion made a motion to increase Burr Mansion rental line 42507 to \$76,020. Chris DeWitt seconded the motion. James Walsh made a motion to amend Sheila Marmion's motion and reduce the Burr Mansion rental line 42507 from Ms. Marmion's motion of \$70,020 to \$50,896. Chris DeWitt seconded the motion which carried unanimously. The original motion carried unanimously.
- F. John Mitola made a motion to increase Penfield beach parking line 42352 by \$27,500. James Walsh seconded the motion which carried unanimously.
- G. Sheila Marmion made a motion to decrease Conveyance revenue line 42312 by \$100,000. John Mitola seconded the motion which carried 5-4-0 (Walsh, LeClerc, Testani, DeWitt opposed)

Lori Charlton made a motion to increase the total Town non-tax revenue by \$2,220,756 to \$29,796,311 to reflect the changes above. Sheila Marmion seconded the motion which carried unanimously.

Board of Education

Chairwoman Charlton made a motion to put the BOE budget before the BOF in the amount of \$210,195,578. Chris DeWitt seconded the motion.

- A. John Mitola made a motion to decrease BOE Pension line 58900 by \$32,133 to reflect updated estimates from the actuary. Craig Curley seconded the motion which carried unanimously.

Ms. Charlton made a motion to approve the BOE budget in the amended amount of \$210,163,445. Craig Curley seconded the motion which carried unanimously.

Town Expenses:

- A. Sheila Marmion made a motion to increase Registrar Fees & Professional Services line 52200 by \$5,237 to correct Social Security budget. Chris DeWitt seconded the motion which carried unanimously.
- B. John Mitola made a motion to decrease OPEB-Town Retirees line 52105 by \$802,111. James Walsh seconded the motion which carried unanimously.
- C. John Mitola made a motion to increase OPEB Police/Fire line 52110 by \$3,859. Chris DeWitt seconded the motion which carried unanimously.
- D. John Mitola made a motion to increase Retirement Contributions – Town line 52310 by \$86,758. James Walsh seconded the motion which carried unanimously.

- E. John Mitola made a motion to increase Retirement Contributions-Police/Fire line 52311 by \$376,650 to reflect updated numbers from the actuary. Chris DeWitt seconded the motion which carried unanimously.
- F. Sheila Marmion made a motion to increase Active Employee Benefits line 52100 by \$91,563. Chris DeWitt seconded the motion which carried unanimously.
- G. Craig Curley made a motion to increase Contingency line 58010 by \$174,767 due to arbitration. Chris DeWitt seconded the motion which carried unanimously.
- H. Craig Curley made a motion to increase Fees & Professional Services-BOF by \$50,000 for audits. John Mitola seconded the motion which carried 8-1-0 (Testani opposed)
- I. Craig Curley made a motion to increase the VERIP liability line 51010 by \$75,000 as recommended by the Finance Department. James Walsh seconded the motion which carried unanimously.
- J. Craig Curley made a motion to reduce Unemployment Compensation line 52510 by \$125,000. John Mitola seconded the motion which carried 5-4-0 (Walsh, Testani, LeClerc, DeWitt opposed)
- K. Craig Curley made a motion to increase Police Capital Outlay line 57000 by \$689,455. John Mitola seconded the motion which carried 8-1-0 (Walsh opposed)
- L. Sheila Marmion made a motion to increase ECC transfers out dispatch line 58950 by \$65,137 to reflect updated OPEB & Insurance. Jack Testani seconded the motion which carried unanimously.

John Mitola made a motion to increase the Penfield Pavilion budget due to it be opening this summer:

Increase Seasonal staff line 51070 by \$20,475.00

Increase PT Staff line 51030 by \$5,700.00

Increase Social Security Contributions line 52200 by \$1,500.00

Increase Utilities/Water line 54110 by \$500.00

Increase Utilities/Gas line 54120 by \$1,750.00

Increase Utilities/Electric line 54130 by \$3,166.00

Increase Cleaning & Janitorial line 56130 by \$2,000.00

James Walsh seconded the which carried unanimously.

- M. Sheila Marmion made a motion to increase Burr Mansion expenses line 58821 to \$76,020 to reflect costs outlined by P&R Director Anthony Calabrese. Craig Curley seconded the motion which carried unanimously.
- N. Craig Curley made a motion to increase the Contribution to Fund Balance line 58950 to \$1,225,000. James Walsh seconded the motion which carried unanimously.

The final numbers to reflect the Town FY 2024 Budget:

-Total expenses: \$356,775,787

-Levy required before other credits to taxpayers: \$322,701,688

-Levy required: \$330,545,464

-Increase to Mill Rate of .99% to make new (July 1, 2023) Mill Rate 27.51

Chairwoman Charlton made a motion to recommend the adjusted FY 23-24 budget of \$356,775,787 to the RTM. Craig Curley seconded the motion which carried unanimously.

WPCA FY 23-24 Budget

- A. Craig Curley made a motion to increase Investment Income Revenue line 44001 by \$521,500. Chairwoman Charlton seconded the motion which carried unanimously.
- B. Sheila Marmion made a motion to increase WPCA Health Self Insurance by \$14,880 to reflect revised estimates. Craig Curley seconded the motion which carried unanimously.
- C. John Mitola made a motion to reduce OPEB Health Retirement line 52105 by \$185,292 based on the revised estimate. James Walsh seconded the motion which carried unanimously.
- D. John Mitola made a motion to reduce WPCA Retirement Contributions by \$91,517 based on the actuarial estimate. Sheila Marmion seconded the motion which carried unanimously.
- E. Chairwoman Lori Charlton made a motion to increase WPCA Authorized Appropriations line 59500 by \$783,429. Chris DeWitt seconded the motion which carried unanimously.

Chairwoman Charlton made a motion to approve the WPCA FY 23-24 budget of \$9,197,932. James Walsh seconded the motion which carried unanimously.

4. Adjourn

Chairwoman Charlton made a motion to adjourn. Craig Curley seconded the motion which carried unanimously.

The meeting adjourned a 10:25 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary

**Board of Finance Regular Meeting
Thursday, May 4, 2023, 7:30 pm
Via Webex And In Person at the
BOE Offices, Room 295 A/B
501 Kings Highway East
Fairfield, CT**

A recording of this meeting can be found here: [BOF Regular Meeting 5/4/2023](#).

DRAFT MINUTES

MEMBERS PRESENT: Chairwoman Lori Charlton, Vice-Chair John Mitola (9:00 pm), Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, Jack Testani, James Walsh

MEMBERS ABSENT: Secretary Sheila Marmion

OTHERS PRESENT: Tax Collector David Kluczowski, Engineering Manager Bill Hurley, CFO Jared Schmitt, Budget Director Frank Magneri, Attorney John Stafstrom, CFO-FPS Courtney LeBorious, BOE Chairwoman Jennifer Jacobsen, WPCF Superintendent John Bodie, WPCA Vice-Chair Joe D'Avanzo

- 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

Christopher DeWitt made a motion to put Item 3 before the BOF. Jack Testani seconded the motion.

Backup documents are on pages 1-11.

Tax Collector David Kluczowski presented the Suspense List which is made of open tax accounts that have been determined to be uncollectable for various reasons. He said they remain statutorily collectable for 15 years, but are removed as assets for the Town. He said Motor Vehicle taxes: \$72,570.10, Personal Property: \$7,886.19 for a total of \$80,456.29.

The motion carried unanimously, 6-0-0.

- 4) To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:
WHEREAS, the Town of Fairfield approves the acceptance of an \$1,940,600 Local Transportation Capital Improvement Program (LOTICIP) grant to fund project costs associated with the Kings Highway Pedestrian Improvements Phase 3 Project of which one hundred percent of said project costs are paid by the State prior to construction, based on portion of contract bid by said grant and appropriated \$1,940,600 for said project costs; and

NOW, THEREFORE BE IT RESOLVED, that Brenda L. Kupchick, First Selectwoman, be and hereby is, authorized to accept and sign any agreements between the Town of Fairfield and the federal government or the State of Connecticut related to additional Local Transportation Capital Improvement Program (LOTICIP) grant funding associated with the Kings Highway Pedestrian Improvements Project. *(requires RTM approval)*

Kevin Starke made a motion to put Item 4 before the BOF. Mr. DeWitt seconded the motion.

Backup documents begin on page 12.

Engineering Manager Bill Hurley presented the information for the LOTICIP. He said the State will allocate the money for the above-mentioned Kings Highway Pedestrian Improvements Phase 3 Project. He said Phases 1 & 2 are complete. Mr. Hurley said this phase will cover Villa Avenue to the Bridgeport line and Tunxis Hill cutoff south. He said there will be new walkways and curbs and medians with ADA compliant ramps. Mr. Hurley said the public and Town officials have expressed support for this phase of the project. He said the Town will receive the funding in advance. Mr. Hurley said if the cost increases for any reason, MetroCOG will cover those costs. He said the costs include 10% for contingency and incidentals.

The motion carried unanimously, 7-0-0

5) **ENGINEERING MANAGER– 20 YEARS *(requires RTM approval)***

To hear, consider and adopt a bond resolution as recommend by the Board of Selectmen entitled, “A resolution appropriating \$7,150,000 for the costs associated with the inspection and construction phase of the Turney Creek/Riverside Drive TideGates Project, and authorizing the issuance of bonds in an amount not to exceed \$6,750,000 to fund the balance of such appropriation.”

Mr. Starke made a motion to put Item 5 before the BOF. James Walsh seconded the motion.

Backup documents begin on page 28.

Engineering Manager Bill Hurley presented this item. He said Turney Creek and Riverside self-regulating Tide Gates are broken. He said the retaining wall is deteriorating and the culvert is disjointed causing sink holes on the side. Mr. Hurley said the Riverside bridge is also in need of repair so the projects were combined into one project to save money and time. He said this project is being funded through Conservation, DPW and WPCA. He said WPCA maintains the sewer and siphon. Mr. Hurley said funding through grants hasn't been successful at this point. He said that due to the complexity of the project and the condition of the area, this project is urgent. He said permits are secure and RFP's will need to go out. He said the WPCA will use \$400,000 from its fund to reduce the amount to be bonded.

The motion carried unanimously 7-0-0.

Follow up: Craig Curley would like confirmation on which projects may/may not have escalators. Chairwoman Charlton mentioned that the consultant report is not in the backup materials. Bill Hurley said he will include that for the RTM. Mr. Hurley said he will also get the Tighe & Bond report with the original estimates and send it to Jared Schmitt who will send it to the BOF and RTM.

6) **ENGINEERING MANAGER – 20 YEARS (*requires RTM approval*)**

To hear, consider and adopt a bond resolution as recommend by the Board of Selectmen entitled, “A resolution appropriating \$11,000,000 for the costs associated with the inspection and construction phase of the East Trunk Replacement Project, and authorizing the issuance of bonds in an amount not to exceed \$8,000,000 to fund a portion of such appropriation.”

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

Backup documents begin on page 136. Page 130 has other materials related to this Item. Engineering Manager Bill Hurley presented this Item. He said a grant has been received for \$3,000,000. He said two-thirds of the Town sewer flow to the sewer plant goes through these pipes which were installed in 1947. Mr. Hurley said there is indication that the pipe has sagged and portions have opened up. He said the new sewer line will be farther away from Ash Creek. Mr. Hurley continued his explanation of the project and background. He said this project has been before all boards recently, but the costs have continued to increase. He said the project went from \$6.6 million in 2020 to \$11 million in 2023. There was a detailed and in-depth discussion about the costs and lack of detailed backup to support the increases in cost. Chairwoman Charlton said she was not prepared to support this project based on the backup for a project that will cost the Town \$11 million. Mr. Hurley went through the timeline of the estimates beginning in 2016 when the original estimate was done. Discussions followed on why this job was not done in 2016. The full discussion can be found here: [BOF Regular Meeting 5/4/2023](#).

The motion carried 6-2-0 (Charlton, Starke opposed).

Chairwoman Charlton made a motion to waive the reading of Item 7. John Mitola seconded the motion which carried unanimously 8-0-0.

7) **ENGINEER MANAGER / WPCA SUPERINTENDENT – 20 YEARS (*requires RTM approval*)**

To hear, consider and adopt the following supplemental resolution as recommended by the Board of Selectmen:

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 \$11,000,000 for the costs associated with the inspection and construction phase of the East Trunk Replacement Project, authorizing a grant to reimburse \$3,000,000 of such appropriation and authorizing the issuance of bonds in an amount not to exceed \$8,000,000 to fund the balance of such appropriation.” (the “Resolution”); and

WHEREAS, the Resolution appropriates \$11,000,000 (the “Appropriation”) for costs associated with the inspection and construction phases of the East Trunk Replacement Project (the “Project”); and

WHEREAS, the Appropriation shall be funded by sources including: 1) \$3,000,000 in grant funds from the State of Connecticut Department of Economic Development’s Communities Challenge Grant (the “Grant”); and 2) \$8,000,000 in bonds issued by the Town (the “Bonds”); and

WHEREAS, the Resolution authorizes the Appropriation, the negotiation and acceptance of the terms of the Grant and authorizes the Bonds in an amount not to exceed \$8,000,000; and

WHEREAS, while the Town is liable for the debt service on the Bonds, for internal accounting purposes, it is appropriate that all costs of the Project including debt service on the Bonds be allocated to, and reimbursed to the Town by, the WPCA; and

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

NOW, THEREFORE, IT IS HEREBY: RESOLVED, 1) That the debt service on the Bonds as such debt service 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 (the "MOU") with the Town satisfactory to the First Selectwoman; and 2) That the First Selectwoman is hereby authorized to execute the MOU on behalf of the Town.

Chairwoman Charlton made a motion to bring Item 7 before the BOF. Mr. DeWitt seconded the motion.

Mr. Schmitt said WPCA will pay the debt service to the Town annually.

The motion carried unanimously 8-0-0.

- 8) To hear, consider and adopt a resolution appropriating \$355,370 in FEMA reimbursement funds to the Board of Education and authorizing the expenditure of such funds on school security.

WHEREAS, the Town of Fairfield, Connecticut (the "Town") received grant funds from the Federal Emergency Management Agency ("FEMA") in the amount of \$355,370 (the "Grant Funds") as reimbursement for money spent by the Town's Board of Education ("BOE") in fiscal year 2021 related to the purchase of personal protective equipment; and

WHEREAS, the Town desires to appropriate the Grant Funds to the BOE and authorizes said Grant Funds to be used for school security purposes; and

NOW, THEREFORE, BE IT RESOLVED:

The Town hereby appropriates the Grant Funds to the BOE and authorizes the Grant Funds to be used for school security purposes.

(requires RTM approval; contingent upon 05/15/23 BOS approval)

Jack Testani made a motion to put Item 8 before the BOF. Mr. DeWitt seconded the motion.

The backup is on page 149. BOE Chairwoman Jennifer Jacobsen and FPS-CFO Courtney LeBorious presented this Item. They said the reimbursement is for COVID PPE purchased in 2021 from FEMA. They said the payment will go to the Town and will still need to go through the BOS for approval. They said there are no restrictions for how the money is spent. They said this is scheduled to go before the BOS on Monday, May 15, 2023. They said the BOE will use this money for security upgrades and critical security projects needed in the schools.

Mr. Walsh said he would like a full presentation of the projects and the costs in an Executive Session during a BOF meeting.

The motion carried unanimously 8-0-0.

- 9) To hear, consider and act upon a request from the Chief Fiscal Officer to transfer \$373,274 from General Fund Contingency (01002010-58010) to various accounts in FY23 for PETA settled contract; and \$27,161 from WPCA contingency (13013010-58010) to various WPCA accounts in FY23.

Mr. Walsh made a motion to put Item 9 before the BOF. Mr. Testani seconded the motion which carried unanimously 8-0-0.

- 10) To hear, consider and act upon a request from the Chief Fiscal Officer to transfer \$391,917 from General Fund Contingency (01002010-58010) to various accounts in FY23 for POLICE settled contract.

Mr. Walsh made a motion to put Item 10 before the BOF. Mr. DeWitt seconded the motion which carried unanimously 8-0-0.

- 11) To hear, consider and act upon a request from the Chief Fiscal Officer to transfer \$334,907 from General Fund Contingency (01002010-58010) to various accounts in FY23 for THEA settled contract; and \$18,592 from WPCA contingency (13013010-58010) to various WPCA accounts in FY23.

Mr. Testani made a motion to put Item 11 before the BOF. Mr. Walsh seconded the motion which carried unanimously 8-0-0.

- 12) To hear, consider and act upon a request from the Chief Fiscal Officer to transfer \$145,283 from General Fund Contingency (01002010-58010) to various accounts in FY23 for NURSES settled Contract.

Chairwoman Charlton made a motion to put Item 12 before the BOF. Mr. DeWitt seconded the motion which carried unanimously 8-0-0.

- 13) To hear, consider and act upon a request from the Chief Fiscal Officer to transfer \$371,519 from General Fund Contingency (01002010-58010) to various accounts in FY23 for PUBLIC WORKS settled contract; and \$89,512 from WPCA contingency (13013010-58010) to various WPCA accounts in FY23.

Chairwoman Charlton made a motion to put Item 13 before the BOF. Mr. Walsh seconded the motion which carried unanimously 8-0-0.

- 14) To Consider and Set the Mill Rate for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024

Budget Director Frank Magneri went through the list of approved expenses and schedules in the backup documents. Mr. Walsh requested a list from Tax Assessor Ross Murray, a list from the Board of Assessment Appeals to see adjustments in the Grand List with an explanation. Chairwoman Charlton agreed to the request from Mr. Walsh

Mr. Walsh made a motion to adopt a 98.93 collection rate and set the Mill Rate at 27.51 for FY 23-24. Mr. Testani seconded the motion which carried unanimously 8-0-0.

- 15) To hear, consider and act upon the draft minutes of February 7, 2023, February 21, 2023, March 2, 2023, March 8, 2023, March 9, 2023 and March 13, 2023

Chairwoman Lori Charlton made a motion to put Item 15 before the BOF. Mr. DeWitt seconded the motion.

The minutes were approved as follows:

Minutes of 2/7/23 – carried 7-0-1 (Walsh abstained)

Minutes of 2/21/23, 3/2/23, 3/13/23 – Carried unanimously 8-0-0

Minutes of 3/8/23, 3/9/23 – carried 7-0-1 (DeWitt abstained)

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

CFO Jared Schmitt thanked Mr. Magneri for everything he has done with the Budget.

Mr. DeWitt gave an update on the Purchasing Policy. He said the new policy is currently being reviewed by the Purchasing Policy Committee and will be brought to the BOF for a June vote.

- 17) Adjourn

Mr. Walsh made a motion to adjourn. Mr. DeWitt seconded the motion which carried unanimously.

The meeting adjourned at 10:06 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary

Board of Finance Quarterly Review Meeting
Tuesday, May 23, 2023, 7:30 pm
Via Webex & In-Person @ Fire Training Center - Classroom C (112)
205 Richard White Way, Fairfield, CT

A recording of this meeting can be found here: [BOF Qtlly Review 5.23.2023.](#)

DRAFT MINUTES

MEMBERS PRESENT: Chairwoman 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: Joint Retirement Investment Board Chairwoman Carolyn Trabuco, Fairfield Public Schools CFO Courtney LeBorious, Controller Caitlin Bosse, CFO Jared Schmitt, CAO Tom Bremer, 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
Chairwoman Charlton led the Pledge of Allegiance.
3. To review the current status of the Town's Pension and OPEB Funds

JRIB Chairwoman, Carolyn Trabuco, went over the value and allocations for both Pension and OPEB as of March 31, 2023.

Pension Total Market Value: \$426,086,423

US Equity:	\$136,835,967	-0.9%
Non US Equity	\$91,825,568	-0.4%
US Fixed Income	\$97,427,713	-2.1%
Non US Fixed Income	\$38,914,546	-0.9%
Real Estate	\$27,098,940	1.4%
Cash	\$2,894,612	0.7%
Private Equity	\$31,089,077	2.3%

OPEB Total: \$73,562,595

US Equity:	\$31,418,681	0.7%
Non US Equity	\$20,765,426	0.2%
US Fixed Income	\$10,124,132	-0.2%
Non US Fixed Income	\$4,225,349	-0.3%
Real Estate	\$6,798,961	-0.8%
Cash	\$4,280	0.0%
Private Equity	\$225,766	0.3%

4. To review the BOE FY23 third quarter financial update

Fairfield Public Schools CFO Courtney LeBoriosis reviewed the BOE report. She said the Q3 has the same trends as Q2. She said there is a favorable balance in Personnel, an upswing in Substitutes and the BOE is filling positions in Special Education. Ms. LeBoriosis said the BOE approved transfers of funds to use for other purposes. She said there were funds transferred to use to purchase literacy materials. She said Health Insurance and Transportation had extra funds that were used in other areas. Ms. LeBoriosis said there was favorability in Utilities due to the warm winter. She said the BOE approved \$600,000 to purchase Chromebooks. Ms. LeBoriosis stated that the BOE has spent \$1 million in transferred funds and have roughly another \$1 million. She said the BOE will use that for major maintenance and ongoing projects. She added that whenever additional funds are available, FPS goes to its list of needs.

Follow up for the June Meeting:

Chairwoman Charlton said she would like a comprehensive summary of the running total of funds, sources of surplus and use of funds as well as an updated projection. She said that the BOF would like a report of the last 15-20 years of how many times the BOE had surplus that was given back to the Town and the amount given back, as well as how many times the BOE requested additional funds, how much was requested and how much surplus funds were spent at the end of the Fiscal Year.

5. To review the Town FY23 third quarter financial update

Controller Caitlin Bosse reviewed the Projected Net Estimated Operational Variance report as of March 31, 2023.

Revenue Projected Total Q3: \$4,991,000 (Investment income, conveyance, Building Permits, P&R revenue, Fire Marshal Fees, State Revenue and other)

Projected Expenses Total Q3: \$2,037,000 positive due to personnel vacancies, mild winter and LED upgrades.

Net Estimated Variance and Estimated Increase to Fund Balance: \$7,028,000

Ms. Bosse said Intent to Lien notices were just sent out through the Tax Collector and Westport has joined the ECC which will create savings.

Follow up: Chairwoman Charlton requested an update on the Portfolio in June and more detailed backup going forward. James Walsh requested a summary of houses for sale this year versus last year.

There was a discussion on investments and surplus. Mr. Walsh asked for a proposal for a policy on surplus spending for the BOE and the Town.

6. To hear an update on Penfield

CAO Tom Bremer reviewed the current project schedule. Mr. Bremer said he will provide updates to the BOS as changes happen and the BOF will be notified. He said the Town has entered into four contracts. He said the contracts have been approved by the BOS at its meetings.

Mr. Bremer said the project engineers and architects are putting the project together. He said the architectural plans will be completed by the end of June and will go out to bid and award. He said in September, a fence will be placed around Penfield Pavilion. Mr. Bremer said decks and stairs will be removed and supports will be put in place to protect the roof. He said artist renderings of replacement decks and stairs will be submitted. In July, Mr. Bremer said he will send all approved plans to FEMA for their approval.

There was a discussion on the Penfield Pavilion project timeline.

7. To hear an update on Capital Projects

CFO Jared Schmitt went over the current projects and said they have held off some of the larger projects. He said there are many programs as a result of COVID that take longer to get funds, which creates delays in the overall project. The Non-Recurring and Capital projects were reviewed as well as status reports on projects that are still open. Going forward, Mr. Schmitt said he will add completed status for those projects that are finished.

Chairwoman Charlton said she will follow up on the EV purchases with CAO Bremer.

8. To hear, consider and act upon any communications

Some additional follow up for the June meeting:

- Mr. Walsh asked for an update from the Tax Assessor regarding the BAA.
- Update on the WPCA transfer of \$400,000
- BOE Security project: Chairwoman Charlton said she will speak with BOE Chair Jenn Jacobsen. She said this will need to be a BOF Executive Session and might need to have a Special Meeting to review.

Full presentations and detailed discussions can be heard by using the meeting link here:
[BOF Qtly Review 5.23.2023](#)

9. Adjourn

Craig Curley made a motion to adjourn. Mr. Walsh seconded the motion which carried unanimously.

The meeting adjourned at 11:06 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary

**Board of Finance Regular Meeting
Tuesday, June 6, 2023, 7:30 pm
Via Webex And In Person at the
BOE Offices, Room 295 A/B
501 Kings Highway East, Fairfield, CT**

A recording of this meeting can be found here: [BOF Regular Meeting 6.6.23](#).

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: Engineering Manager Bill Hurley, Assistant DPW Director John Cottell, WPCF Superintendent John Bodie, Tax Assessor Ross Murray, Budget Director Frank Magneri, CFO Jared Schmitt, Police Chief Robert Kalamaras, Fairfield Museum and History Executive Director Mike Jehle
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
Chairwoman Charlton led the Pledge of Allegiance.
- 3) To Hear an Update from the Tax Assessor on the BAA Results and Status of Court Cases

Tax Assessor Ross Murray gave a summary of the 2023 Board of Assessment Appeals (BAA), which is also the first page of the back up documents. He said there were 53 appeals filed; six failed to appear or were withdrawn and 11 were commercial appeals of less than \$1million. Mr. Murray said that of the 11 commercial appeals not heard by the BAA, 7 have appealed to Superior Court. He said the 36 appeals that were heard by the BAA totaled \$33,687,485 and the total amount reduced was \$6,110,030. He said the next revaluation is in 2025 and site inspections will begin in Spring of 2024. There was a discussion about the different appeals and the process.

Follow up: a cumulative report of prior years BAA appeals and results.

- 4) ENGINEERING DIRECTOR (*pending BOS approval on 6/5/23; requires RTM approval*)
WHEREAS, the Town of Fairfield, Connecticut (the 'Town') will receive grant funds from the Federal Emergency Management Agency (' FEMA') in the amount of \$ 256,335.95 (the 'Grant Funds') as reimbursement for money to be spent by the Town's Department of Public Works and their Contractor in fiscal years 2024 and 2025 related to infrastructure repair caused by storm IDA; and
WHEREAS, the Town desires to appropriate the Grant Funds to the Department of Public Works to be used for said infrastructure repairs;
NOW, THEREFORE, BE IT RESOLVED: the Town hereby appropriates the Grant funds to the Department of Public Works and authorizes the grant funds to be used for infrastructure repair purposes."

James Walsh made a motion to put Item 4 before the BOF. Christopher DeWitt seconded the motion.

The backup for this Item is on page 4 of the backup documents. Engineering Manager Bill Hurley explained that Hurricane Ida caused damage to the Town's infrastructure. He said FEMA has agreed to repair this. He said the permits are in review and the Town received an 18-month extension. Mr. Hurley said all projects are to be completed this summer.

The motion carried unanimously.

- 5) **CHIEF FISCAL OFFICER (*pending BOS approval on 6/5/23; requires RTM approval*)**
To hear, consider and adopt a resolution appropriating \$148,000 for the costs related to uses of Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund

Craig Curley made a motion to put Item 5 before the BOF. Mr. DeWitt seconded the motion.

The backup for Item 5, starts on page 38 of the backup documents. Police Chief Robert Kalamaras talked about the Safe Corridor Program (\$108,000). He said in this program, surveillance cameras are placed throughout the Town for early detection of possible situations. He said dispatch has access to these cameras and can notify officers on duty should there be an incident or risk with the schools. Chief Kalamaras said he would like to have 18 additional cameras placed in areas surrounding the schools for early detection. He said the Fairfield Police Department has been working with Bridgeport Fusion Center which also monitors the cameras. He said no cameras are placed where privacy would be violated. Chief Kalamaras said the cameras have AI which will help solve crimes in the area. There was a discussion as to placement of cameras. Sheila Marmion said she would like there to be more public discussion about this program and to see more statistics about the program's success in other towns.

Follow up: Explanation of the early warning system and how it works.

The backup documents for Item 5, Fairfield Museum is on page 29. Fairfield Museum and History Executive Director Mike Jehle said he has been working over the last decade to conduct research on the Town's history. He said the museum draws 30,000 people yearly and has programs for Fairfield's public and private schools. Mr. Jehle said the museum will have this program for 10-15 years and it is in the final month of completion. Chairwoman Charlton suggested a more definitive explanation of the plan for the RTM as well as funds eligibility.

There was a discussion about ARPA funds that are still available and how much of the unallocated funds were left after these programs are deducted. CFO Jared Schmitt said there will still be \$1.35 million available.

Ms. Marmion made a motion to separate the two items and vote separately. Mr. DeWitt seconded the motion which carried 7-2-0. (Walsh, Testani opposed).

The first item to adopt the resolution with respect to the Safe Corridor proposal carried 8-1-0 (Marmion opposed).

The second item to adopt the resolution with respect to the Fairfield Museum carried unanimously.

Mr. DeWitt made a motion to adopt the original resolution set forth since both motions passed. Mr. Walsh seconded the motion which carried 8-1-0 (Marmion opposed).

Mary LeClerc left the meeting at 9:10pm.

6) PUBLIC WORKS DIRECTOR (*pending BOS approval on 6/5/23; requires RTM approval*)

To hear, consider and adopt a bond resolution entitled “A resolution appropriating \$2,377,000 for the purchase of vehicles and equipment for the Department of Public Works and authorizing the issuance of bonds to Finance such Appropriation”

Mr. DeWitt made a motion to put Item 6 before the BOF. Craig Curley seconded the motion.

The backup documents for this Item begin on page 40 of the backup documents. Assistant DPW Director John Cottell said this is part of a three-year Capital Plan and follows the last three-year program. He said DPW is upgrading its fleet to serve the public better. Mr. Cottell said the last program was successful and there is still money left over. He said the amount of money requested will go down as the fleet is renewed. He said the larger purchases were made last year. There was a discussion about the useful life of the Town equipment vehicles.

The motion carried unanimously.

Follow up: Chairwoman Charlton would like an updated Waterfall chart in September.

7) WATER POLLUTION CONTROL AUTHORITY (*pending BOS approval on 6/5/23; requires RTM approval*)

To hear, consider and approve funding of up to \$70,000 from the WPCA fund balance for the purchase of an Influent Building Transformer

Mr. DeWitt made a motion to put Item 7 before the BOF. Mr. Curley seconded the motion.

Backup documents for this Item begin on page 44 of the backup. WPCF Superintendent John Bodie explained that there are three transformers that are older. He said one was replaced and one was changed to a different type so that piece was switched out from another one that was failing. Mr. Bodie said the transformers are not easy to find, but he has found one that is refurbished and has a three-year warranty. He said he would like to purchase it to replace the older transformer that is working currently, but is 22 years old. He said the WPCA fund balance is \$14.5 million.

The motion carried unanimously.

Follow up: Update of WPCA fund balance and upcoming projects for the next meeting in September.

- 8) **WATER POLLUTION CONTROL AUTHORITY (*pending BOS approval on 6/5/23; requires RTM approval*)**
To hear, consider and approve funding of up to \$125,000 from the WPCA fund balance for the purchase of a Trailer Mounted Generator

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

The backup for this Item is on page 48 of the backup documents. Mr. Bodie said there are 11 generators for the pump stations in the Town. He said eight are permanent and 3 are trailer mounted. Mr. Bodie said he is requesting an additional trailer mounted generator to back up the 8 permanent generators. He said this way, the WPCA will be able to repower any of the other stations due to a generator failure. He said the rental costs and availability of emergency generators is problematic.

The motion carried unanimously.

- 9) 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, 2023

Mr. DeWitt made a motion to put Item 9 before the BOF. Mr. Walsh seconded the motion.

The back up for this Item is on page 53. John Mitola said this Item was taken up at the BOF Audit Subcommittee just prior to the BOF regular meeting this evening and the subcommittee voted to continue to use PKF O'Connor Davies for this year's professional audit services. Mr. Mitola said the services this year will be the same as they were last year. He expressed the importance of getting the information to the auditors on time so the audit can be done in a timely manner. He said the goal is to have all the information and the draft report done by 12/5 and finalize by 12/31.

Mr. DeWitt gave an update on the Purchasing Policy which is still being reviewed and edited. He said when the policy is available, there will be a special meeting so everyone can have it. Mr. Curley requested a summary of changes to the document.

- 10) To hear, consider and appoint the Clerk and Assistant Clerk of the BOF for the next year ending May 2024

Chairwoman Charlton nominated CFO Jared Schmitt as Clerk of the BOF through May 2024. Mr. Walsh seconded the motion which carried unanimously.

Chairwoman Charlton nominated Deputy Chief of Staff Jennifer Carpenter as Assistant Clerk of the BOF through May 2024. Mr. Mitola seconded the motion which carried unanimously.

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

CFO Jared Schmitt said he emailed the BOF members pages from ARPA that defines the uses for the funds.

Mr. Walsh said he would like to have an Executive Session at the September meeting to discuss the security upgrades to Fairfield Public Schools.

Mr. Curley said he would like an update on Penfield Pavilion from CAO Tom Bremer at the September meeting.

- 12) Adjourn

Chairwoman Charlton made a motion to adjourn. Mr. DeWitt seconded the motion which carried unanimously.

The meeting adjourned at 10:31 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary