

Board of Finance Quarterly Review Meeting
Tuesday, September 17, 2024, 7:30 pm
Via Zoom & In-Person in Room 295 A/B
BOE Conference Room, 501 Kings Highway East Fairfield,
CT 06825

A recording of this meeting can be found here: [BOF Quarterly Meeting 9/17/2024.](#)

FINAL MINUTES

MEMBERS PRESENT: Chairwoman Lori Charlton, Vice Chair John Mitola, Secretary Craig Curley, Mary LeClerc, Shane Pendley, Amy Ruggiero, Kevin Starke, James Walsh

MEMBERS ABSENT: Jack Testani

OTHERS PRESENT: Joint Retirement Investment Board (JRIB) Member Ken Brachfeld, Fairfield Public Schools CFO Courtney LeBorious, Fairfield Public Schools Superintendent Mike Testani, BOE Liaison to BOF Jeff Peterson, BOE Chairwoman Jenn Jacobsen, Town Controller Caitlin Bosse, Budget Director Frank Magneri, First Selectman Bill Gerber, COO/Interim CFO David Becker, Project Manager Eli Ghazal, Buildings Manager James Ryan, 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 member Ken Brachfeld presented this Item. The backup was revised and is titled Black Rock Quarterly Investment Report. Vanguard was the Town's advisor for years, but went out of business. Black Rock is now the advisor for the Town. Mr. Brachfeld said the market has been good.

Chairwoman Charlton made a motion to move Item 9 next. John Mitola seconded the motion which carried unanimously.

Item 9 was taken next, and the notes are posted there.

4. To review the BOE FY24 year-end financial position

Fairfield Public Schools CFO Courtney LeBorious, FPS Superintendent Mike Testani, BOE Liaison to BOF Jeff Peterson and BOE Chairwoman Jenn Jacobsen presented this Item. The backup is on page 31. There were several challenges, especially with student needs due to legislative changes in special education. Strategic transfers and resource management helped address the gaps. The year-end financial report had a zero balance as a result. There was an increase in special education services in enrollment and increased staff due to that enrollment. Savings in other areas like health insurance, utilities and other smaller school expenses were transferred to cover those increased costs. The maintenance waterfall was also discussed.

It is an ongoing list that is kept up by Superintendent Testani and FPS Executive Director of Operations Angelus Papageorge. There was a discussion about those projects.

5. To review the Town FY24 year-end financial position

Controller Caitlin Bosse and Budget Director Frank Magneri presented this Item. The backup is on page 88 in the packet. The fourth quarter was up from Q3 \$3 million due to the tax sale in June which brought in \$2.6 million (\$2.5 in back taxes). State revenue came in higher than budgeted by almost \$700,000. The tax collection rate was budgeted at 98.93%, but was actually 99.7%.

Investment income hit \$5 million. Those were the bigger items. There were other items discussed that brought in more than projected. Ms. Bosse and Mr. Magneri went over the expenses as well and all operational variances. If the appropriations are not approved, the estimated increase in surplus of \$9 million could be \$13 million in Q4. There were questions, comments and discussions about the full report. The full discussion can be heard by accessing the meeting recording link at the top of the document.

6. To hear, consider and act upon the re-appropriations of FY24 account surpluses

Craig Curley made a motion to bring Item 6 before the BOF for a vote. John Mitola seconded the motion.

Interim CFO David Becker, Controller Bosse and Budget Director Magneri presented this item. Backup begins on page 130 of the packet which includes all the accounts and requests from Department Heads for transfers. Some of the surplus is for accounts budgeted in 2024, but weren't able to receive on expenditures. This year the amount is \$1.6 million. All items were discussed.

The motion carried unanimously.

7. To hear, consider and act upon fund transfers for FY24 operational activity

Amy Ruggiero made a motion to put Item 7 before the BOF for a vote. Mr. Curley seconded the motion.

Controller Caitlin Bosse presented this item and the backup is on page 187. Ms. Bosse reviewed the list of funds for proposed transfers. The list is from the departments who had money left in the FY24 budget. Transferring the funds will not affect the quarterly report.

The motion carried unanimously.

8. To hear an update on vacancies

This item doesn't directly relate to the quarterly review, but James Walsh had requested the update at a previous meeting. Budget Director Magneri and Interim CFO David Becker presented this item; the backup is on page 188 of the packet. The list of vacancies and salaries/hourly wages was reviewed and BOF members discussed the list.

9. To hear an update on investment income analysis/projection

JRIB member Brachfeld presented this item. The backup was posted online supplementally. It is called Summary of Investment Income Projections FY25. Mr. Brachfeld gave background on this document. Money that was at a local bank and investment firm was moved and invested in treasury notes. The projection is that the investment is close to budget. Mr. Brachfeld's only concern is that many of the bonds were callable. He continued his explanation of the investments. To not give an incorrect explanation, the public should listen to the meeting recording link at the top of the document. This discussion begins at 19:34 minutes into the meeting. The numbers come from Fidelity Schwab and Mr. Brachfeld discussed the interest rate and projection. There was a discussion with the BOF members.

10. To hear a Capital Project status report

This Item was not discussed because there will be another meeting specifically addressing Capital Projects.

11. To hear an update on purchasing policy exceptions from the Purchasing Director

Purchasing Director Adam Tulin presented this item; the backup is on page 197 of the packet. Mr. Tulin shared his presentation online, which is both in the backup and on the video recording. There have been \$88,948,344.16 of Purchase Orders issued throughout the Town and FPS. There are 46 exceptions totaling \$4,530,831.70, 36 in FPS and 10 in Town. Mr. Tulin feels positive about the numbers. Chairwoman Charlton explained the old policy for bid waivers versus the new policy. Emergencies are included in the policy, but none of these have been emergencies so far. Bid threshold has been increased to more effective numbers and has reduced the amount of bid waivers.

12. To hear, consider and act upon any communications

There were no communications for discussion.

13. Adjourn

Mr. Curley made a motion to adjourn. Ms. Ruggiero seconded the motion which carried unanimously.

The meeting adjourned at 10:40 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary