

**Board of Finance Regular Meeting
Tuesday, October 3, 2023, 7:30 pm
Via Webex & 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 10/3/2023](#)

DRAFT MINUTES

MEMBERS PRESENT: Vice-Chair John Mitola, Secretary Sheila Marmion, Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, Jack Testani, James Walsh

MEMBERS ABSENT: Chairwoman Lori Charlton

OTHERS PRESENT: WPCF Superintendent John Bodie, WPCF Project Manager Christine Pacelli, CFO Jared Schmitt, CAO Tom Bremer

- 1) Call to Order
Vice-Chairman John Mitola called the meeting to order at 7:30 pm.
- 2) Pledge of Allegiance
Mr. Mitola led the Pledge of Allegiance.
- 3) WATER POLLUTION CONTROL AUTHORITY (*requires RTM approval*)
To hear, consider and act upon the following resolution:

WHEREAS, on June 27, 2022, the RTM approved \$300,000 for the design of the Fairfield Beach Pump Station including the force main; and

WHEREAS, on October 24, 2022, the RTM approved \$300,000 for the design of the Center Street Pump Station including the force main; and

WHEREAS, on October 24, 2022, the RTM approved \$300,000 for the design of the South Pine Creek Pump Station including the force main; and

WHEREAS, the WPCA has determined that the design of the three pump stations is more efficiently conducted as a single project; and

WHEREAS, in order to be eligible for grant funding, the State Department of Energy and Environmental Protection (DEEP) requires additional investigation of conditions relating to the pump stations, as well as the hiring of a qualified design consultant under DEEP's Quality Based Selection (QBS) Program; and

WHEREAS, the estimated additional cost to be in compliance with the QBS Program and to be eligible for grant funding is \$336,000; and

NOW, THEREFORE, BE IT RESOLVED, that, in accordance with the recommendation of the WPCA, the previous three authorizations of \$300,000 each in funding for the design of Fairfield Beach, Center Street, and South Pine Creek Pump Stations and force mains are combined, and that \$336,000 is added to the authorization to create a single appropriation

of WPCA fund balance in the amount of \$1,236,000 (Phase I) to design the pump stations and comply with DEEP's QBS Program.

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

The backup documents begin on page 1 of the backup. CFO Jared Schmitt explained that the expenses are for the combined design for these pump stations which originally were approved separately, but will be combined into one project for the design company. The \$336,000 is added to the project. Quality Based Selection project is in compliance with DEEP and using this program can help the Town receive funding for the project from clean water grants. If the plans are approved by FEMA and construction goes forward with the same plans, there is a possibility of getting a lower rate if borrowing the money as well as being eligible for a grant for reimbursement.

There was a discussion with various Board members.

The motion carried unanimously.

- 4) **WATER POLLUTION CONTROL AUTHORITY (*requires RTM approval*)**
To hear, consider and act upon the following resolution:

RESOLVED, that in accordance with a recommendation from the WPCA, funding of up to \$235,000 from the WPCA fund balance for Quality Based Selection (QBS) of a design consultant for Toll House, Mill River, Eastfield, and Willow Street pump stations and force mains investigation (Phase II) be, and hereby is, approved.

Mr. Testani made a motion to put Item 4 before the Board. Mr. DeWitt seconded the motion which carried unanimously.

- 5) To hear an update on Penfield Pavilion

CAO Tom Bremer gave an update on the status of the Penfield Pavilion Project. Backup includes a letter from FEMA. Items discussed: FEMA has approved construction, the Town was able to obtain a builders risk policy which is a typical policy as found on other projects in Town, there have been design changes to the project regarding the support beams, a new construction schedule will be put out to the Boards and posted on the Town website soon, the fence will be installed around the construction area while remediating, timeframe of 3-4 weeks to clean hotspots around the building. After this remediation, the remediation under the building will begin. Bid due dates were extended and received last week and the subcontractor interviews are in process. The Board asked Mr. Bremer questions and a discussion about the project followed.

- 6) To hear an update on the Flood Study status

RACE is expected to complete its study by the end of the year. In December/January, there will be a resiliency study for flood mitigation strategies. Those plans will be shared with DEEP and FEMA as concepts to see if they are permissible. If they are, the plans will be brought before the Boards to request funding.

There was an additional \$100,000 approved for the study which isn't using ARPA funds, but ARPA funds will be used for other mitigation studies. The Board asked questions and the discussion continued.

- 7) To hear an update on the DPW paving plan

CFO Jared Schmitt gave an update on the paving plan and reviewed the paving summary that was handed out to the Board members. If there is a corner where paving is being performed, the sidewalk will need to be made ADA compliant and that work is included in the paving budget.

- 8) To hear updates from BOF committees

Mr. DeWitt gave an update on the Purchasing Policy that will be voted on in early November. Some changes need to be made and then it will be sent to the Board to review prior to voting. A copy of the policy will also be given to Mr. Bremer and Fairfield Public Schools' CFO Courtney LeBorious.

There were no updates for the Budget or the Fund Balance Committees.

Mr. Mitola spoke about the credit card policy. He would like to be sure the recommendations are being followed through and would like to have the Human Resources Director present at the next meeting. Mr. Mitola would also like to discuss the Fraud Policy at the next meeting.

- 9) To hear, consider and act upon the draft minutes of September 5, 2023 and September 19, 2023

Mr. DeWitt made a motion to approve the minutes of September 5, 2023, as written. Craig Curley seconded the motion which carried 7-0-1 (Marmion abstained).

Mr. Curley made a motion to approve the minutes of September 19, 2023, as written. Sheila Marmion seconded the motion which carried 7-0-1 (DeWitt abstained).

- 10) To hear, consider and act upon any communications - There were no new communications.

- 11) Adjourn

Jack Testani made a motion to adjourn. Craig Curley seconded the motion which carried unanimously.

The meeting adjourned at 9:58 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary