

Board of Finance Regular Meeting
Tuesday, January 9, 2024, 7:30 pm
Via Webex
And
Joseph S. Elias Fire Training School, Classroom B11
205 One Rod Highway, Fairfield, CT 06824

A recording of this meeting can be found here: [BOF Regular Meeting 1/9/2024 7:30 pm.](#)

Backup materials can be found here: [Backup Packet - BOF 1/9/2024.](#)

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 Selectman Bill Gerber, Community and Economic Development Director Mark Barnhart, Senior Civil Engineer Megha Jain, Bismark Construction Project Manager Greg Raucci, RACE President Devin Santa, Engineering Manager Bill Hurley, Vice President Michael Horton Associates Paul Sheehan, Controller Caitlin Bosse, 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) PENFIELD PAVILION (*requires RTM approval*)
To hear, consider, and act upon a resolution as recommended by the Board of Selectmen entitled, “A resolution appropriating an additional \$1,429,950 for costs related to construction, remediation, and addressing the Notices of Violation at Penfield Pavilion.” See full resolution contained in the backup materials.

The full resolution in the backup materials has been approved by the BOS. The rest of the backup documents are on pages 1-6.

Jack Testani made a motion to bring Item 3 before the BOS for a vote. Kevin Starke seconded the motion.

First Selectman Gerber went through the history of this phase of the Penfield Pavilion project regarding FEMA, the NOV, DEEP and the removal of the contaminated fill under the building. Finances have increased. The plan to start construction at the end of January is still on schedule. The last hot spots of remediation will be done this month and construction will begin after that has been completed. The Flood Study was also discussed and RACE President Devin Santa gave his presentation on the Flood Study results, located on page six of the backup. Mr. Santa worked with the Town regarding coasting engineering.

He said a 100-year storm is referenced in the building code, but for softer structures RACE looked at more frequent storms like 10- and 25-year storms. There was a discussion with Mr. Santa about the study results and the effect on the Penfield project. Elevations and sand were also discussed. Chairwoman Charlton redirected the discussion to the items relating to the resolution and the documents in the packet about the additional costs and FEMA's 50/50 rule. Paul Sheehan explained the re-design on the piles and timber underneath Penfield. The design calls for adding piles, but reducing concrete under the building. There was a discussion about a Town resident who sent a letter to FEMA regarding the project. Mr. Gerber will provide the BOF with FEMA's response to the resident.

The motion carried unanimously.

- 4) To hear, consider, and act upon a request from the CFO to transfer \$1,400,000 from Debt Service Fund (12003010-58950) to Penfield Remediation/Construction Fund (26288-49201) for the remediation, construction, and costs to address the Notices of Violation at Penfield Pavilion.

John Mitola made a motion to put Item 4 before the board for a vote. Sheila Marmion seconded the motion.

Similar backup materials were shared at the December meeting. Controller Caitlin Bosse reviewed the transfer document. The BOS approved the resolution, and all three bodies approved the transfer of funds.

The motion carried unanimously.

- 5) To hear a presentation on Economic Development from Community and Economic Development Director Mark Barnhart

Mark Barnhart shared his presentation on the mission of economic development and community and economics for Fairfield. Mr. Barnhart will send his presentation to the BOF members. Mr. Barnhart will send the BOF updates that he provides to other boards. There was a discussion about commercial locations in Town. Fairfield has a very low commercial vacancy rate at 12%.

- 6) To hear a presentation on Rooster River from Engineer Manager Bill Hurley

Rooster River backup document is on page 26 of backup packet. ARPA funds in the amount of \$3.2 million have been put aside for the Rooster River project. Supplemental materials posted were given to neighbors of Rooster River. Civil Engineer Megha Jain shared a presentation. In addition to ARPA funds, there was a \$2.5 million bond from the State Urban Action Grant has been approved. That will go before the boards in late January or February. Phase 1 - detention areas, Phase 2 – Villa Avenue and Algonquin Road – land acquired. Phase 3 – Dredging from Brooklawn Avenue to Kings Highway. Research is still being performed on Phase 3.

Breakdown of Funding:

Initial design funds (NRC)	\$320,000
ARPA	\$3,200,000
Fairchild Wheeler Cost Share B'port	\$750,000
<u>Pending State Urban Act Grant (approved by State)</u>	<u>\$2,500,000</u>
Total Funding to date (inc. urban Act Grant)	\$6,770,00

Total expenditures to date: \$674,537 with \$6,095,463 remaining.

7) **ENGINEERING MANAGER (*requires RTM approval*)**

To hear, consider, and act upon a resolution as recommended by the Board of Selectmen amending and restating a resolution entitled, “A resolution appropriating \$3,729,800 for the costs associated with the replacement of the Duck Farm Road Bridge, authorizing grants to reimburse \$2,983,840 of such appropriation and authorizing the issuance of bonds to finance a portion of such appropriation” to increase the appropriation to \$3,819,176, increase the grant authorization to \$3,023,341 and increase the bond authorization to \$795,835 (see full resolution in backup).

Amy Ruggiero made a motion to put Item7 before the BOF for a vote. John Mitola seconded the motion.

Engineering Manager Bill Hurley presented this Item. The full resolution is on page 27 of the backup packet. Pages 30-33 is the financial summary and shows the increase on the project costs. The Town share cost is less than \$10,000. The revised agreement includes all construction costs.

The motion carried unanimously.

8) To hear, consider and act upon the draft minutes of November 16, 2023, November 21, 2023, December 5, 2023

Jack Testani made a motion to put Item 8 before the BOF for vote. James Walsh seconded the motion.

Backup materials begin on page 35 of backup packet.

11/16/23 & 11/21/23 – Ms. Charlton had 2 minor amendments to the 11/21/23 minutes. Ms. Charlton made a motion to approve the minutes with the amendments to 11/21/23 minutes. Jack Testani seconded the motion which carried 8-0-1 (Ruggiero abstained)

12/5/23 – Ms. Charlton had 2 amendments to the 12/5/23 minutes. Ms. Charlton made a motion to approve the 12/5/23 minutes as amended. Jack Testani seconded the motion which carried 8-0-1 (LeClerc abstained)

9) To hear committee updates

BOF Subcommittees:

Audit: John Mitola, Mary LeClerc, Lori Charlton

Budget: Amy Ruggiero, Kevin Starke, Jack Testani

Senior and Disabled Tax Relief: John Mitola, Craig Curley

Fund Balance: Craig Curley, Lori Charlton, Amy Ruggiero

Purchasing: No volunteers. Will be presented to full BOF.

All subcommittee meetings will be publicly noticed and schedules sent to the full BOF.

10) To hear, consider and act upon any communications

- Sheila Marmion announced that she will be resigning from the BOF effective tomorrow (1/10/2024). She feels privileged to have worked with everyone over the years, but her work schedule is very busy. Lori Charlton thanked Ms. Marmion for her many years of service to the Town.
- Reports from the auditor were sent to the BOF and will be reviewed at the February meeting. Caitlin Bosse has hard copies in her office for BOF members.
- Craig Curley said the Tax Assessor wanted some minor changes made to Senior and Disabled Tax Relief before budget season. Mr. Curley will meet with him and let the BOF know of any changes.

11) Adjourn

Kevin Starke made a motion to adjourn. John Mitola seconded the motion which carried unanimously.

The meeting adjourned at 10:38 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary