

**Board of Finance Capital Plan Workshop
Thursday, October 19, 2023, 7:00 pm
Via Webex &**

In Person at Fire Training Center Classroom A (102), 205 Richard White Way Fairfield, CT

A recording of this meeting can be found here: [BOF Capital Plan Workshop 10/19/2023](#).

FINAL MINUTES

MEMBERS PRESENT: Chairwoman Lori Charlton, Vice-Chairman John Mitola, Secretary Sheila Marmion, Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, James Walsh

MEMBERS ABSENT: Jack Testani

OTHERS PRESENT: BOE: Executive Director of Operations-FPS Angelus Papageorge, Director of Construction & Energy Management Sal Morabito, FPS Superintendent Mike Testani, BOE Chairwoman Jenn Jacobsen, BOE Liaison to BOF Jeff Peterson, RTM Moderator Mark McDermott, RTM D1 Amy Ruggiero, RTM D3 Sharon Pistilli, RTM D10 Ken Astarita, Assistant DPW Director John Cottell, CFO Jared Schmitt, Financial Analyst Sabrina Bernardi, Purchasing Director Adam Tulin, Engineering Manager Bill Hurley, Director of Parks & Recreation Anthony Calabrese, Deputy Police Chief Ed Weihe, Fire Chief Denis McCarthy, Deputy Fire Chief Kyran Dunn, FairTV, members of the public

1. Call to Order

Chairwoman Lori Charlton called the meeting to order at 7:00 pm.

2. Pledge of Allegiance

Chairwoman Charlton led the Pledge of Allegiance

Chairwoman Charlton requested a moment of silence for Fairfield resident Meghan Raveis.

3. To Review and Discuss Town and BOE Non-Recurring Capital and Capital Projects Planning Document, Their Timing and Related Subsequent Bonding Requirements and Estimated Impact on Debt Service Levels Over the Next Several Years

There was a discussion about the purpose of the workshop and the role of the BOF. CFO Jared Schmitt shared his presentation of the Capital Plan and the outstanding debt versus the budget. He said there is a cap for spending set at 8.5% of the budget, but it fluctuates from year to year. The BOF would like actuals for FY2024 which Mr. Schmitt will send to them. There was a discussion about the cost of different projects and the BOF would like an update on costs for Penfield Pavilion at the next meeting. Department Heads discussed their Capital Projects with the BOF:

- DPW: the paving plan will be using the 2023 surplus. Deputy DPW Director John Cottell will present the paving plan in advance of the vote.
- Engineering: There many projects that may involve other sources for payment like grants or surplus. Engineering Manager Bill Hurley went through his list of priority projects. He said the State will pay for many of the projects.

- Fire Dept: Chief McCarthy discussed a new truck for \$130,000 as well as a station renovation project.
- Parks & Recreation: Director Anthony Calabrese has many projects, but no new projects that will continue into FY2025. He said a dog park project and Lake Mohegan Concession will go into FY2025.
- Police: There was no need for review.
- BOE: The cash flow sheet needed correction so Central Office was unable to set up the correct sheet in time for the meeting. The air conditioning project costs were discussed and how they have gone up substantially for Phase I. Central Office will have a school analysis for the next Capital Plan meeting.
- WPCA: Did not bond the whole amount of \$5.3 million in FY2024 for wetlands; only \$2 million was bonded. WPCA is still waiting for acceptable bids. Pump stations were discussed. There is a separate Debt Service report for the WPCA.

4. To hear, consider and act upon any communications

- Craig Curley would like to see the final form of the Capital Plan list at a November meeting.
- CAO Tom Bremer will be asked to provide a Penfield Pavilion update and costs at the 11/1/23 BOF meeting.
- Christopher DeWitt emailed the Purchasing Policy to BOF members. There will be an overview with the committee on 11/1/23 followed by a vote.
- James Walsh said he participated in negotiation meetings with teachers. He said an agreement was reached Tuesday night and will hopefully be put before the RTM in November.
- CFO Jared Schmitt commented on the new format of Capital Projects and how they are presented in the report.

5. Adjourn

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

The meeting adjourned at 11:12 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary