

BOARD OF FINANCE PURCHASING POLICY COMMITTEE
SPECIAL MEETING
Thursday, March 2, 2023
10:00 am
Via Webex Only

A recording of this meeting can be found here: [BOF Purchasing Policy Meeting 3.2.23.](#)

DRAFT MINUTES

MEMBERS PRESENT: Lori Charlton, Christopher DeWitt

OTHERS PRESENT: CAO Tom Bremer, CFO Jared Schmitt, Purchasing Director Adam Tulin, Partner PKF O'Connor Davies LLP Joseph Centofanti, Director of Finance and Business – FPS Courtney LeBorious, Fairfield Schools Superintendent Mike Testani

1. Call to Order
Christopher DeWitt called the meeting to order at 10:00 am.
2. To review, discuss and resolve open items pertaining to the current version of the draft Purchasing Policy as submitted by Joseph Centofanti of PKF O'Connor Davies, LLP

Mr. DeWitt said he wanted to set up a time schedule that everyone could agree upon to compete the policy's changes and suggestions and have one person be in charge of the master draft.

CAO Tom Bremer said he liked the idea to schedule more meetings for issues that remain between the BOE and the Town. He said many things can be worked out by the BOE and Town working together and what cannot be agreed on will be brought before the BOF.

Lori Charlton said she would like Joe Centofanti involved since he has been working on the policy since the beginning. It was decided that the document with Mr. DeWitt's changes will be the working document. At the end of March, Tom Bremer said he and the BOE will present a single document to the BOF Purchasing Policy Committee with unresolved issues highlighted in yellow. The completion date will be the end of this June/July.

Superintendent Mike Testani said the frustrations on the BOE side is that the timelines are critical. He said school projects need to be done in the summer and a few things are completed during the school year, but any delays in approval mean delays in the project.

Superintendent Testani stressed that just because companies and contractors have worked in schools before, it doesn't mean they are familiar with school needs and it is worth paying more or is sometimes the reason for sole sourcing/bid waiver. Ms. Charlton said she would also like there to be clarification between a Sole Source and a Bid Waiver. She said the policies should be redefined. Ms. Charlton suggested referring to Mr. Centofanti to define the policy as poorly defined criteria leads to issues. There was also a discussion about the AMEX policy.

Mr. Bremer said an AMEX purchase should not be a way of getting around the purchasing policies. He said HR will decide who will get AMEX cards.

The Purchasing Policy, as agreed to by the Town and BOE, will be submitted to the BOF Purchasing Policy Committee by March 31st. There will be a resolution meeting on or about April 15, 2023 and an update of the overall project by the BOF by May 15th. The vote to approve will be shortly after in June or July.

3. To review and discuss suggested changes to the draft policy from Fairfield Public Schools

Fairfield Schools CFO Courtney LeBoriosis said she sent in her changes on the BOE side. Mr. Centofanti, Mr. DeWitt and Ms. Charlton will review them together. Superintendent Testani said some items are unique to education. The Sole Source vs Bid Waiver discussion continued.

4. Discuss next steps and dates for Purchasing Policy final updates, review and approval, including BOF presentation and vote

The next meeting will be after the end of March and everyone will go through the document and discuss the items not in agreement between the Town and BOE. If the document is ready prior to the end of March, Purchasing Director Adam Tulin and FPS CFO LeBoriosis will contact Ms. Charlton and Mr. DeWitt.

5. Adjourn

The meeting adjourned at 11:04 am.

Respectfully submitted,

Pru O'Brien
Recording Secretary