

BOARD OF SELECTMEN SPECIAL MEETING
Monday, June 13, 2022
4:00 pm
Via Webex

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=yxppJzVHeRs>.

FINAL MINUTES

MEMBERS PRESENT: First Selectwoman Brenda L. Kupchick, Selectman Thomas Flynn,

MEMBERS ABSENT: Selectwoman Nancy Lefkowitz

OTHERS PRESENT: Purchasing Director Gerald Foley, Community and Economic Development Director Mark Barnhart, IT Director Dave Kelley. Health Director Sands Cleary, Fire Chief Denis McCarthy, Deputy Fire Chief Kyran Dunn, Police Chief Robert Kalamaras, Police Captain Antonio Granata, Parks & Recreation Director Anthony Calabrese, Manager of Construction, Security and Safety for Fairfield Public Schools Sal Morabito, Engineering Manager Bill Hurley, Chief of Staff Jackie Bertolone, Town Attorney James Baldwin, Buildings Manager James Ryan, FairTV

1) **CALL TO ORDER**

First Selectwoman Kupchick called the meeting to order at 4:00 pm.

2) **PLEDGE OF ALLEGIANCE**

First Selectwoman led the Pledge of Allegiance.

3) **PURCHASING AUTHORITY**

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with Resource Services, Inc to perform demolition services work at 244 Greenfield Street [per Bid #2022-165], for a total amount not to exceed \$25,000.00; with additional authority to execute change orders to said contract in an amount not to exceed \$2,500.00; for a combined grand total amount not to exceed \$27,500.00. [Account #15501350-58800-59147 – Community Development Block Grant – Misc. Expenses – Demolition of 244 Greenfield Street].

Selectman Flynn made a motion to approve Item 3. First Selectwoman Kupchick seconded the motion.

Community and Economic Development Director Mark Barnhart said the Town purchased this property for affordable housing. He said all items have been reviewed by the Town Attorney and Purchasing Director. Mr. Barnhart said this contract is to demolish the property on Greenfield Street that was purchased and use it for Affordable Housing. He said this is being funded through Community Development Block Grant dollars. Selectman Flynn asked for a report on all Affordable Housing items that have been purchased in the last year. Mr. Barnhart said he will send him an update.

The motion carried unanimously.

Selectman Flynn made a motion to waive the reading of the remaining terms and to just give a summary of them. First Selectwoman Kupchick seconded the motion which carried unanimously.

4) **PURCHASING AUTHORITY**

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with Revize LLC d/b/a Revize Software Systems for the Redesign, Development, Implementation and Hosting of the Town's Website [per RFP #2022-85] in an amount not to exceed \$61,300.00. Funding for this contract is available in account #01001350-57000 – Capital Outlay and account #01003110-53200 – Software Maintenance & Support.

Selectman Flynn made a motion to approve Item 4. First Selectwoman Kupchick seconded the motion.

Chief of Staff Jackie Bertolone explained the RFP process and how Revize was chosen. She said this new design will be much more user-friendly than the current website for both the departments and the public. Ms. Bertolone said this should be in place by the end of the year, but hopefully sooner.

The motion carried unanimously.

5) **HEALTH DIRECTOR**

To hear, consider and act upon the following resolution as recommended by the Director of Health: *(voted unanimously by BOF on 06/07/22 & requires RTM approval)*

“RESOLVED, that the Director of Health requests an increase in the estimated revenue for State Grants in the amount of \$252,155.11 to cover the cost of Fairfield's continued efforts to further Fairfield Health Department’s response to COVID-19 and other emerging infections; and

FURTHER RESOLVED, that the First Selectwoman is authorized to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health (DPH) to conduct activities described in the Epidemiology and Laboratory Capacity Enhancing Detection Cooperative Agreement with an anticipated contract period of March 1, 2022 – February 29, 2024. These costs are 100% reimbursable.”

First Selectwoman Kupchick suggested approving 5 & 6 together as they are both for the Health Department and are related.

Selectman Flynn made a motion to approve Items 5 & 6. First Selectwoman Kupchick seconded the motion.

Health Director Sands Cleary said there are two grants. He said one is for \$252,155.11 from the Federal Government for ongoing COVID activities. He said the next grant is for \$50,000 to be used over the next six month; it is a RISE Grant for recruitment and preparedness training for the Fairfield Medical Reserve Corps (MRC). Mr. Cleary said part of the funding will go toward staff hours and the rest will go toward paying for vests, lab coats, an ID machine and supplies.

Mr. Cleary said the Fairfield MRC has 294 members who help with public emergencies. He said that during COVID, volunteers worked at the clinics along side staff. He said they put in thousands of hours. Mr. Cleary said any time there is an expanded need, the MRC helps. First Selectwoman Kupchick said that the Town could not have made it through COVID without the FMRC.

The motion for both Items 5 & 6 carried unanimously.

6) HEALTH DIRECTOR

To hear, consider and act upon the following resolution as recommended by the Director of Health: *(voted unanimously by BOF on 06/07/22 & requires RTM approval)*

“RESOLVED, that the Director of Health requests an increase in the estimated revenue for Federal Grants in the amount of \$50,000 to cover the cost of Fairfield's continued efforts to further develop the Fairfield Medical Reserve Corps (FMRC) and to continue to promote the integration of the MRC unit into the local public health and emergency response system; and FURTHER RESOLVED, that the First Selectwoman, is authorized to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the National Association of County and City Health Officials (NACCHO) to conduct activities described in the NACCHO-MRC RISE Award with an anticipated contract period of May 1, 2022 – December 21, 2022. These costs are 100% reimbursable.”

Please refer to Item 5 above.

7) PURCHASING AUTHORITY

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with Bismark Construction Company Inc. to perform bathroom renovations at Fire Station #2 located at 600 Jennings Road [per Bid #2022-54], for a total amount not to exceed \$272,000.00; with additional authority to execute change orders to said contract in an amount not to exceed \$27,200.00; for a combined grand total amount not to exceed \$299,200.00. [Account #22809010 57000 021TA – Capital Account (20 Year) – Fire Station Rehabilitation and Account #14501010 59996 81024 - ARPA Funds – Fire Station Rehabilitation].

Selectman Flynn made a motion to approve Item 7. First Selectwoman Kupchick seconded the motion.

Fire Chief Denis McCarthy said Fire Station #2 has 50 year-old bathrooms. He said they need to be ADA-compliant and now, with two female Firefighters at that station, a woman's bathroom is needed. Chief McCarthy said he realizes that the cost is high and it was the lowest bid. He said the costs are higher due to COVID and supply issues. He said the renovations are urgent.

The motion carried unanimously.

8) PURCHASING AUTHORITY

To hear, consider and authorize the Purchasing Authority to enter into the proposed two (2) year contract with Off Duty Management for the Administrative Management Services

regarding the scheduling, invoicing, payment collection, and any other administrative tasks associated with extra duty job detail assignment for the Police Department, [per RFP #2022-156]. With the initial contract being effective 08/01/2022 through 07/31/2024, with two (2) one-year optional renewal periods, effective 08/01/2024 thru 07/31/2026. Funding for this contract is available in account 12204030-53200 [Outside Job Special Revenue Fund – Fees and Professional Services].

Selectman Flynn made a motion to approve Item 8. First Selectwoman Kupchick seconded the motion.

Police Captain Antonio Granata said this company will monitor the efficiency of outside jobs. He said the Police Department is currently involved in all aspects of the hiring of outside jobs and it is all done over the phone. He said it is hard to track accountability that way. Captain Granata said Off Duty Management (ODM) will handle everything, including invoicing and collecting the money. He said the Police union is on board with hiring ODM. There was a discussion about current fees the department charges. CFO Jared Schmitt said he will email Selectman Flynn a report of what has been collected. Town Attorney James Baldwin mentioned there were changes in the contract to make it more relevant to this item.

The motion carried unanimously.

9) **PURCHASING AUTHORITY**

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with Landtech for design services for the preparation of the design and construction documentation for the Roger Ludlowe Middle School turf field conversion with lights. [per RFP file #2022-174] in an amount not to exceed \$73,225.00. Funding for this contract is available in Fund 260.

Selectman Flynn made a motion to approve Item 9. First Selectwoman Kupchick seconded the motion.

Parks and Recreation Director Anthony Calabrese said he doesn't have much to add as this has been before the Board of Selectmen before. He said the request is for design services and next month, it will go out to bid for design and after that for construction. Mr. Calabrese said the goal is to have the field ready for Spring of 2023. Town Attorney James Baldwin said the contract had some technical changes which will be corrected.

The motion carried unanimously.

10) **PURCHASING AUTHORITY**

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with Van Zelm Haywood & Shadford, Inc. for engineering design services for the preparation of the design and construction documentation for the replacement of the two (2) boilers at the Burr Elementary School [per RFP #2022-196] in an amount not to exceed \$25,900.00. Funding for this contract is available in 22809010-57000-023B1 – Capital Non-recurring account – Boiler Burner Replacement – Burr Elementary School.

Selectman Flynn made a motion to approve Item 10. First Selectwoman Kupchick seconded the motion.

Manager of Construction, Security and Safety for Fairfield Public Schools, Sal Morabito, said it is time to replace the boilers at Burr Elementary School. He said Van Zelm won the bid to contract and he would like to get this approved as soon as possible so work can get started. Mr. Morabito said there was a formal solicitation with submittals from multiple companies. He said Van Zelm had the best fee.

The motion carried unanimously.

11) PURCHASING AUTHORITY

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with RACE Coastal Engineering for Engineering Design Services for the preparation of the design and construction documents to repair the Perry Green Bulkhead Culvert [per RFP file #2022-176] in an amount not to exceed \$126,640.00. Funding for this contract is available in account 14501010-59996-81023 – ARPA Funds – Perry Green Bulkhead.

Selectman Flynn made a motion to approve Item 11. First Selectwoman Kupchick seconded the motion.

Engineering Manager Bill Hurley said this has been discussed for a long time. He said it is ARPA-funded. He said the Perry Green Bulkhead is located in Southport adjacent to the Pequot Yacht Club on Harbor Road. Mr. Hurley said the total funds will cover phases 1,2,4 & 5. He said Phase 3 has been removed. Mr. Hurley said he is recommending RACE Coastal Engineering be awarded the contract as the low bidder.

The motion carried unanimously.

12) PURCHASING AUTHORITY

To hear, consider and authorize the Purchasing Authority to enter into the proposed contract with All Electric Construction & Communication, LLC to design, build, supply & install of new electric vehicle (EV) charging stations for Sullivan Independence Hall. [per RFP #2022-77], for a total amount not to exceed \$209,710.00; with additional authority to execute change orders to said contract in an amount not to exceed \$20,971.00; for a combined grand total amount not to exceed \$230,681.00. [Account #14501010-59996-81016 – ARPA Funds – Electric Car Charging Stations].

Selectman Flynn made a motion to approve Item 12. First Selectwoman Kupchick seconded the motion.

Buildings Manager James Ryan said this project is also ARPA funded. He said the Electric Vehicle chargers are for the electric cars that will replace the older Crown Victoria vehicles used by the Town. Mr. Ryan said the chargers will not be accessible to the public as there will be a code to use them. He said they will only be used by Town employees. Mr. Ryan said it will take 40 weeks to get the transformers.

He said he is working with UI to see if it can be done sooner. He said DPW can start making the trench and other things to prep for the transformer.

The motion carried unanimously.

13) Adjourn

Selectman Flynn made a motion to adjourn the meeting at 5:01 pm. First Selectwoman Kupchick seconded the motion which carried unanimously.

Respectfully submitted,

Pru O'Brien
Recording Secretary