

BOARD OF SELECTMEN MEETING
Monday, August 7, 2023, 4:00 pm
Via Webex & In-Person in the
First Floor Conference Room, Independence Hall
725 Old Post Road, Fairfield, CT 06824

A recording of this meeting can be found here: [BOS Regular Meeting 8.7.2023](#)

FINAL MINUTES

MEMBERS PRESENT: First Selectwoman Brenda L Kupchick, Selectman Thomas M. Flynn, Selectwoman Nancy E. Lefkowitz

OTHERS PRESENT: Town Attorney James Baldwin, Purchasing Director Adam Tulin, Director of Construction & Energy Management for Fairfield Public Schools (FPS) Sal Morabito, Angelus Papageorge for Fairfield Public Schools (FPS), Human Resources Director Cathleen Simpson, BOE Chairwoman Jenn Jacobsen, BOF Chairwoman Lori Charlton, FairTV, resident Jon Tracosas

1) **CALL TO ORDER**

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

2) **PLEDGE OF ALLEGIANCE**

First Selectwoman Kupchick led the Pledge of Allegiance.

3) **MINUTES**

To consider and act upon the minutes of July 10, 2023

Selectman Flynn made a motion to approve the minutes of 7/10/23 as written. Selectwoman Lefkowitz seconded the motion which carried unanimously.

4) **PURCHASING AUTHORITY**

To hear and consider authorizing the Purchasing Authority to enter into the proposed contract with Gilbane Building Company to provide all management services necessary to perform the Pre-Construction Phase for HVAC Upgrades at various Fairfield Public Schools as detailed in RFP #2023-121 in an amount not to exceed \$105,700; to provide all necessary services for the Construction Phase at a fee not to exceed 2.10% of the estimated cost of the work which shall be converted to a lump sum upon mutual agreement of a project Guaranteed Maximum Price; and an amount not to exceed \$1,626,190 for Construction Manager's General Conditions Costs based on an 18-month construction schedule. Funding for this contract is available in account 26009010-57000-FY226 –Phase 1 AC at Schools.

Director of Construction & Energy Management for Fairfield Public Schools (FPS) Sal Morabito said the Air Conditioning project is for three schools that are part of Phase I of this long-term plan. He said Gilbane was hired through an open public bidding process and this company has bid on the last four school projects and has always been within budget. Purchasing Director Adam Tulin confirmed this bid was issued through the public procurement process.

Town Attorney James Baldwin confirmed that he has reviewed and approved the contract and said everything is in place. Mr. Tulin said that once this contract is approved, the insurance will be attached to the final document.

Selectwoman Lefkowitz asked if there are any guidelines to pursue renewable energy. Mr. Morabito said Central Office looks for an efficient design to maintain to keep that efficiency going.

Public Comment:

Jon Tracosas, 480 Burr Street, asked if there is anything in the future to bring renewable energy sources to the Town in public spaces. Although Public Comment is usually not a question/answer format, First Selectwoman Kupchick told Mr. Tracosas that the Town and schools have solar panels and has ordered through ARPA funding 15 electric cars for the Town fleet with charging stations already installed.

The motion carried unanimously.

5) HUMAN RESOURCES DIRECTOR

To hear and discuss the Human Resources Department Review of Town-Issued Credit Card Purchases

First Selectwoman Kupchick said this is a non-voting item for presentation and discussion. She asked Human Resources Director Cathleen Simpson to come before the BOS and discuss the report that can be found in the backup. Ms. Simpson discussed how this review came about, what was looked at, findings and improvements being made. The full discussion can be found here: [BOS Regular Meeting 8.7.2023](#).

Selectwoman Lefkowitz asked that her questions be put into the minutes as public record. She asked:

1. What was the length of time for the investigation? What was the process?
2. What did this investigation uncover that was different from the audit performed in 2020?
3. Are there any financial implications to the Town as a result of this investigation?
4. Is the Town investigating or looking at other audits and doing so with the same intention as this investigation in terms of bidding, purchasing and financial controls?

Selectman Flynn noted he isn't seeing any real evidence of fraud, but sees a lack of knowledge of what's written in the policy or employees not knowing there is one. Selectman Flynn said he would like to receive a total of the financial impact to which Ms. Simpson said she'd provide that; she added that the impact is not in the thousands. Selectman Flynn asked if any other employees paid restitution. Ms. Simpson responded that only one employee was asked to make restitution for about \$800.

First Selectwoman Kupchick said there are now new stringent policies in place and training for credit card holders. She said reducing the number of credit card holders is being looked into.

Selectman Flynn also stated that internal audits should require who to report to, who directs what audits and what the follow-up on those audits were. He also said when he served on the BOF, the BOF received internal audit reports. He suggested the internal auditor communicate more with the external auditor and have the external auditor look at internal audits.

First Selectwoman Kupchick agreed the internal auditor should work with the external auditor. She said she is working to schedule a meeting with the BOF Audit Subcommittee with her, the HR Director, the Purchasing Director, and the CFO to discuss this report and to seek to implement additional controls.

BOF Chair Lori Charlton, who is also a member of the BOF Audit Subcommittee, said there should be a summary of the scope of this audit, how much was tested, and what had been decided to look at. Ms. Charlton's full comments can be heard by accessing the recording from the link above.

First Selectwoman Kupchick said she welcomes comments on this matter. She welcomed the Selectpersons to attend the BOF Audit Subcommittee meeting she previously discussed.

6) TAX COLLECTOR

To consider and act upon tax refunds as recommended by the Tax Collector in the amount of \$34,783.35

Selectman Flynn made a motion to approve Item 6. Selectwoman Lefkowitz seconded the motion which carried unanimously.

7) To hear, consider and act upon any other business which shall properly come before this meeting

First Selectwoman Kupchick said today is National Purple Heart Day and Fairfield is a Purple Heart Town. She said the Town has a large, highly decorated Veteran population including Purple Heart recipients who she deeply admires and honors.

Selectman Flynn said the Fairfield High School Hockey team, which partnered with Country Cow Deli, raised \$2500 for Operation Hope and will hold another cornhole tournament at Jennings Beach on Saturday to raise more funds.

8) Adjourn

Selectwoman Nancy Lefkowitz made a motion to adjourn. Selectman Flynn seconded the motion. The meeting was adjourned at 5:52 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary