

BOARD OF SELECTMEN SPECIAL MEETING
Tuesday, February 13, 2024
4:00 pm
Via Webex 1 only

A recording of this meeting can be found here: [BOS Special Meeting 2/13/2024 4:00 pm.](#)

FINAL MINUTES

MEMBERS PRESENT: First Selectman William A. Gerber, Selectman Christine Vitale, Selectwoman Brenda L. Kupchick

OTHERS PRESENT: Parks & Recreation Director Anthony Calabrese, DPW Interim Director John Marsilio, Town Librarian Scott Jarzombek, Assistant Planning Director Emmeline Harrigan, Interim CFO David Becker, Purchasing Director Adam Tulin, Controller Caitlin Bosse, Town Attorney Phil Pires, Deputy Fire Chief Kyran Dunn, Fire Chief Denis McCarthy, Cheryl Jones, Lisa Callahan, Mark Eagan, Gerard McEnery, FairTV, members of the public

- 1) CALL TO ORDER / ROLL CALL
First Selectman Bill Gerber called the meeting to order at 4:07 pm.
- 2) PLEDGE OF ALLEGIANCE
Selectwoman Kupchick led the Pledge of Allegiance.
- 3) FIRST SELECTMAN
To hear updates from the First Selectman
There were no updates to discuss.
- 4) RESIGNATION (*for information only*)
Land Acquisition Commission
David M. Kanter (D) 11 Myren Street, term 11/21-11/25
(Resigned on January 31, 2024)
- 5) APPOINTMENTS
To hear, consider and act upon the following appointments:
 - a. Ethics Commission (*requires unanimous BOS approval with RTM approval*)
 - i. Lisa W. Callahan (D) 290 Beach Road, term 07/23-07/25
(to replace Donald Kleber (U) who passed away)
 - ii. Gerard McEnery (D) 24 Larkspur Road, term 07/23-07/25
(to replace Gilbert C. Donovan (D) who resigned)

Selectwoman Kupchick made a motion to approve Items 5i and 5ii. Selectman Vitale seconded the motion.

Selectwoman Kupchick asked to table this Item until the next meeting as she was not able to submit her recommendation. Since it requires unanimous approval, Ms. Kupchick did not feel comfortable voting. Selectwoman Kupchick withdrew her motion to approve and Selectman Vitale withdrew her second.

First Selectman Gerber made a motion to postpone Items 5i and 5ii to the next BOS meeting. Selectwoman Kupchick seconded the motion which carried unanimously.

- b. Fair Rent Commission Full Members (*requires RTM approval*)
 - i. Peter Didomenico (R) 187 Quincy Street, term 11/23-11/25
 - ii. Richard J. Roll (D) 90 Arbor Terrace, term 11/23-11/24
- c. Fair Rent Commission Alternates (*requires RTM approval*)
 - i. Eileen G. Francis (U) 665 Commerce Drive, #410, term 11/23-11/26
 - ii. Kimberly M. Merly (U) 294 Farist Road, term 11/23-11/26

Selectwoman Kupchick made a motion to postpone Items 5bi and 5bii and 5ci and 5cii to the next BOS meeting. Selectman Vitale seconded the motion which carried unanimously.

- d. Land Acquisition Commission Alternate
Mark J. Eagan (D) 404 Pine Creek Avenue, term 11/22-11/26
(to take the place of Stephen Sivakoff (L) who's being moved to full member)

Selectwoman Kupchick made a motion to approve the appointment of Mark Eagan as Alternate to the Land Acquisition Commission. Selectman Vitale seconded the motion which carried unanimously.

- e. Land Acquisition Commission Full Member
Stephen Sivakoff (L) 128 Katona Drive, term 11/21-11/25
(to fill a seat vacated by David M. Kanter (D) who was appointed Town Treasurer)

Selectwoman Kupchick made a motion to approve the appointment of Stephen Sivakoff as Full Member to the Land Acquisition Commission. Selectman Vitale seconded the motion which carried unanimously.

- f. Human Services Commission
Cheryl A. Jones (R) 175 Old Black Rock Turnpike, term 11/23-11/27
(to replace Suzanne S. Testani (R) whose term expired)

Selectman Vitale made a motion to approve the appointment of Cheryl Jones to the Human Services Commission. Selectwoman Kupchick seconded the motion which carried unanimously.

- 6) **FIRST SELECTMAN APPOINTMENT** (*for information only*)
Conservation Commission Alternate
Dianne L. Saunders (D) 162 Fairfield Place, term 11/19-11/24
(to replace Peter C. Hood (D) who moved to full member)

Item 6 is for information only.

- 7) **PURCHASING AUTHORITY**
To hear, consider, and act on authorizing the Purchasing Authority to enter into the proposed contract with Tighe & Bond, to provide all engineering services necessary to perform the preliminary investigation and field survey for the following three pump stations: Fairfield Beach, Center Street, and Pine Creek as detailed in RFP#2023-140 and the Tighe & Bond fee proposal dated October 24, 2023 for an estimated fee of \$1,175,000.00. Funding for this contract is available in account 13011110-59500 Authorized Appropriations from Fund Balance

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

The fund balance is from WPCA. Interim DPW Director John Marsilio and Purchasing Director Adam Tulin said the RFP was originally for seven Pump Stations. The Town moved forward with four and these are the last three stations. The Town has received state approval to move forward. The cost for all three locations is \$1,175,000. Town Attorney Phil Pires assisted in re-writing the contract so the full project could be approved for efficiency. There was a discussion about the process. Selectman Vitale asked the First Selectman for updates as the project proceeds.

The motion carried unanimously.

Selectwoman Kupchick made a motion to waive the reading of Item 8. Selectman Vitale seconded the motion which carried unanimously.

8) TOWN LIBRARIAN

- a. To hear, consider, and act on an agreement between the Fairfield Public Library and Library Ideas for digital streaming services for music. This approval includes the authorization to enter into renewals on similar terms and conditions.
- b. To hear, consider, and act on two agreements between the Fairfield Public Library and Kanopy for digital services for eMaterial. This approval includes the authorization to enter into renewals on similar terms and conditions.
- c. To hear, consider, and act on four agreements between the Fairfield Public Library and OCLC for library material cataloging; a mobile app.; and annual renewal of user authentication. This approval includes the authorization to enter into renewals on similar terms and conditions.
- d. To hear, consider, and act on an agreement between the Fairfield Public Library and When to Work Inc. for staff scheduling software. This approval includes the authorization to enter into renewals on similar terms and conditions.
- e. To hear, consider, and act on an agreement between the Fairfield Public Library and SirsiDynix for an integrated library system software for managing loaned material and reporting. This approval includes the authorization to enter into renewals on similar terms and conditions.
- f. To hear, consider, and act on an agreement between the Fairfield Public Library and WHOFI for a web-based system to monitor Wifi usage. This approval includes the authorization to enter into renewals on similar terms and conditions.
- g. To hear, consider, and act on an agreement between the Fairfield Public Library and Hive Class for a patron database and interactive sports database. This approval includes the authorization to enter into renewals on similar terms and conditions.

Selectwoman Kupchick made a motion to approve Item 8a-8g. Selectman Vitale seconded the motion.

There was a discussion about why each item had to be approved by the BOS. Town Librarian Scott Jarzombek went through each item separately.

The motion carried unanimously.

9) PLANNING DIRECTOR

To hear a FEMA CRS progress report on action items outlined in the Regional Hazard Mitigation Plan

Assistant Planning Director Emmeline Harrigan said the National Flood Insurance Program said regulations need to be enforced so those who live in the flood plains can purchase flood insurance with a discount. Fairfield has participated since 2017. Ms. Harrigan reviewed other requirements and gave a summary of Town projects being performed with funding through FEMA in flood plains. Only a few towns participate in FEMA CRS and no other municipality receives more than a 10% discount which is the discount that Fairfield receives.

10) ENGINEERING MANAGER

To hear, consider, and act upon the First Supplemental Agreement between Town and Wengell, McDonnell and Costello, Inc for Construction Inspection Services Required in conjunction with the replacement of the Duck Farm Road Bridge.

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

Engineering Manager Bill Hurley said funding was approved by all three boards last month. Town Attorney Pires reviewed the agreement and the work was approved by the state. This project can be closed out.

The motion carried unanimously.

11) NON-RECURRING CAPITAL – 10 YEARS (*requires BOF and RTM approval*)

To hear, consider, and adopt a bond resolution entitled, “A resolution appropriating \$130,000 for the Costs of a Nonrecurring Capital Project and Authorizing the Issuance of Bonds To Finance Such Appropriation,” consisting of four pages, be, and hereby is, approved.
See Full Resolution in Backup

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

Interim CFO David Becker and Fire Chief Denis McCarthy presented this item for the purchase of a replacement maintenance fleet vehicle. This vehicle is an emergency vehicle and is essential to the fleet as it responds to calls to repair fire apparatus on the road. This vehicle is replaced every 12 years and will have 100,000 miles by the time it is replaced.

The motion carried unanimously.

12) NON-RECURRING CAPITAL – 20 YEARS (*requires BOF and RTM approval*)

To hear, consider, and adopt a bond resolution entitled, “A resolution appropriating \$3,760,200 for the Costs of Certain Nonrecurring Capital Projects and Authorizing the Issuance of Bonds To Finance Such Appropriation,” consisting of five pages, be, and hereby is, approved.
See Full Resolution in Backup

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

This resolution includes various items. Parks and Recreation Director Anthony Calabrese discussed the need to replace the barge for the marina. The existing barge is past its useful life and is no longer reliable. It is in the water year-round and performs functions such as breaking ice in the channel. Interim DPW Director Marsilio and Mr. Hurley discussed the maintenance needed on

the highway sound barriers on Meadowbrook Road. DOT will not fix it and so the Town will need to do the work. The full list of projects is in the backup.

The motion carried unanimously.

- 13) **NON-RECURRING CAPITAL – 20 YEARS (*requires BOF and RTM approval*)**
To hear, consider and adopt a bond resolution amending and restating a resolution entitled, “A resolution appropriating \$3,717,899 for the Costs of certain Nonrecurring Capital Projects and Authorizing the Issuance of Bonds To Finance Such Appropriation,” to expand the scope of the Jacky Durrell Pavilion upgrades project description. *See Full Resolution in Backup*

Selectwoman Kupchick made a motion to approve item 13. Selectman Vitale seconded the motion.

This item also has various projects. Mr. Calabrese discussed the upgrades requested at the Jacky Durrell Pavilion. There were upgrades done previously to bathrooms which came in under budget. Mr. Calabrese would like to use that money to replace the deck around the pavilion. It will be the same wood that will be used for the Penfield Pavilion decks when they are put back on after construction. Mr. Calabrese would like to get this done before wedding season.

The motion carried unanimously.

- 14) **REFUNDS - TAX COLLECTOR**
To consider and act upon tax refunds as recommended by the Tax Collector in the amount of \$8,406.22.

Selectman Vitale made a motion to approve item 14. Selectwoman Kupchick seconded the motion which carried unanimously.

- 15) **Adjourn**
Selectman Vitale made a motion to adjourn. Selectwoman Kupchick seconded the motion which carried unanimously.

The meeting adjourned at 5:21 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary