

**BOARD OF SELECTMEN SPECIAL MEETING**  
**Wednesday, April 3, 2024, 3:00 pm**  
**Via Zoom & 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 Special Meeting 4/3/2024](#).  
The backup for this meeting can be found here: [BOS Special Meeting Backup Packet](#).

DRAFT MINUTES

MEMBERS PRESENT: First Selectman William A. Gerber, Selectman Christine Vitale

MEMBERS ABSENT: Selectwoman Brenda L. Kupchick

OTHERS PRESENT: Interim DPW Director John Marsilio, Interim CFO David Becker, Engineering Manager Bill Hurley, Engineer & Project Manager Raymond Smith, FairTV, members of the public

1) CALL TO ORDER / ROLL CALL

First Selectman Bill Gerber called the meeting to order at 3:00 pm and the roll was called.

2) PLEDGE OF ALLEGIANCE

Chelsea Dean led the Pledge of Allegiance.

3) ENGINEERING MANAGER (*requires BOF and RTM approval*)

WHEREAS, on August 1, 2023, the Town of Fairfield received a donation from the Stratfield Village Association (SVA) in the amount of \$150,000 for the Stratfield Streetscape (Four Corners) Project; and

WHEREAS, the Town of Fairfield accepted the \$150,000 donation; and

NOW, THEREFORE BE IT RESOLVED, that the First Selectman be, and hereby is, authorized to accept said \$150,000 donation from SVA and expend the donation to fund project costs associated with Stratfield Streetscape (Four Corners) Project.

Selectman Vitale made a motion to approve Item 3. First Selectman Gerber seconded the motion.

Engineering Manager Bill Hurley and Engineer & Project Manager Raymond Smith thanked the Stratfield Village Association for the donation. Mr. Hurley and Mr. Smith discussed how they would like to use the donation for this project, but the donation will need to be approved by the BOS.

The motion carried unanimously.

4) CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$2,760,480 for the costs to replace the Fairfield Beach Road Pump Station Force Main and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation”.

Selectman Vitale made a motion to approve Item 4. First Selectman Gerber seconded the motion.

Interim DPW Director John Marsilio said there is a force main line that is under pressure and over its useful life expectancy. This is the first part of a long project. Items 4-15 are all related. Mr. Marsilio said that the collector system of pipes in the Town needs upgrades. The infiltration of seawater and rain overwhelms the system. Part of the project is to fix that and to upgrade the whole sewer system. It will take 10-15 years to complete. Selectman Vitale, the BOS liaison to the WPCA, agrees that the items need to be performed and there will be more in Capital Planning.

The motion carried unanimously.

5) **WATER POLLUTION CONTROL AUTHORITY - SUPPLEMENTAL RESOLUTION**  
***(requires BOF and RTM approval)***

To hear, consider and act upon the following Resolution:

WHEREAS, the Town of Fairfield (the "Town") has adopted, at the request of the Water Pollution Control Authority ("WPCA"), a Resolution entitled "A resolution appropriating \$2,760,480 for the costs to replace the Fairfield Beach Road Pump Station Force Main and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation" (the "Resolution"); and

WHEREAS, the Resolution appropriated \$2,760,480 for costs to replace the Fairfield Beach Road pump station force main (the "Project") and authorized the issuance of bonds (the "Bonds") and/or Clean Water Fund obligations (the "CWF Obligations"); and

WHEREAS, while the Town is liable for the debt service on the Bonds and the CWF Obligations, for internal accounting purposes, it is appropriate that the costs of the Project including debt service on the Bonds and the CWF Obligations be allocated to the WPCA; and

WHEREAS, the Town's WPCA has agreed to pay for the costs of the Project and the debt service on the Bonds and the CWF Obligations authorized by the Resolution; and NOW, THEREFORE, IT IS HEREBY: RESOLVED,

That the debt service on the Bonds and the CWF Obligations as it becomes due shall be paid by the WPCA from its own funds and the obligation of the WPCA shall be set forth in a memorandum of understanding (the "MOU") with the Town satisfactory to First Selectman; and That the First Selectman is hereby authorized to execute the MOU on behalf of the Town.

Selectman Vitale made a motion to approve Item 5. First Selectman Gerber seconded the motion which carried unanimously.

Selectman Vitale made a motion to waive the reading of Items 7, 9 and 11. First Selectman Gerber seconded the motion which carried unanimously.

6) **CHIEF FINANCIAL OFFICER – 20 YEARS** ***(requires BOF and RTM approval)***

To hear, consider and adopt a bond resolution entitled, "A resolution appropriating \$4,500,000 for the costs of Phase V of the Water Pollution Control Facility Inflow and Infiltration Improvements Program and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation".

Selectman Vitale made a motion to approve Item 6. First Selectman Gerber seconded the motion.

Mr. Marsilio said this is for storm water and not sewage. It reflects treatment for inflow of water. The money is in the Town waterfall, and it is ongoing. There are flaws in the system that need to be fixed. Devices will be purchased that will monitor the flow so the WPCA will know the location of issues.

The motion carried unanimously.

7) **WATER POLLUTION CONTROL AUTHORITY - SUPPLEMENTAL RESOLUTION**  
**(requires BOF and RTM approval)**

To hear, consider and act upon the following Resolution:

WHEREAS, the Town of Fairfield (the "Town") has adopted, at the request of the Water Pollution Control Authority ("WPCA"), a Resolution entitled "A resolution appropriating \$4,500,000 for the costs of Phase V of the Water Pollution Control Facility Inflow and Infiltration Improvements Program and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation" (the "Resolution"); and

WHEREAS, the Resolution appropriated \$4,500,000 for costs associated with Phase V of the Water Pollution Control Facility inflow and infiltration improvements program (the "Project") and authorized the issuance of bonds (the "Bonds") and/or Clean Water Fund obligations (the "CWF Obligations"); and

WHEREAS, while the Town is liable for the debt service on the Bonds and the CWF Obligations, for internal accounting purposes, it is appropriate that the costs of the Project including debt service on the Bonds and the CWF Obligations be allocated to the WPCA; and WHEREAS, the Town's WPCA has agreed to pay for the costs of the Project and the debt service on the Bonds and the CWF Obligations authorized by the Resolution; and NOW, THEREFORE, IT IS HEREBY: RESOLVED,

That the debt service on the Bonds and the CWF Obligations as it becomes due shall be paid by the WPCA from its own funds and the obligation of the WPCA shall be set forth in a memorandum of understanding (the "MOU") with the Town satisfactory to First Selectman; and That the First Selectman is hereby authorized to execute the MOU on behalf of the Town.

Selectman Vitale made a motion to approve Item 7. First Selectman Gerber seconded the motion which carried unanimously.

8) **CHIEF FINANCIAL OFFICER – 20 YEARS (requires BOF and RTM approval)**

To hear, consider and adopt a bond resolution entitled, "A resolution appropriating \$5,681,988 for the costs of the Fairfield Beach Road Pump Station Replacement and Upgrades and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation".

Selectman Vitale made a motion to approve Item 3. First Selectman Gerber seconded the motion which carried unanimously.

There was no discussion.

9) WATER POLLUTION CONTROL AUTHORITY - SUPPLEMENTAL RESOLUTION  
*(requires BOF and RTM approval)*

To hear, consider and act upon the following Resolution:

WHEREAS, the Town of Fairfield (the "Town") has adopted, at the request of the Water Pollution Control Authority ("WPCA"), a Resolution entitled "A resolution appropriating \$5,681,988 for the costs of the Fairfield Beach Road Pump Station Replacement and Upgrades and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation" (the "Resolution"); and

WHEREAS, the Resolution appropriated \$5,681,988 for costs associated with upgrades to the Fairfield Beach Road pump station (the "Project") and authorized the issuance of bonds (the "Bonds") and/or Clean Water Fund obligations (the "CWF Obligations"); and

WHEREAS, while the Town is liable for the debt service on the Bonds and the CWF Obligations, for internal accounting purposes, it is appropriate that the costs of the Project including debt service on the Bonds and the CWF Obligations be allocated to the WPCA; and WHEREAS, the Town's WPCA has agreed to pay for the costs of the Project and the debt service on the Bonds and the CWF Obligations authorized by the Resolution; and NOW, THEREFORE, IT IS HEREBY: RESOLVED,

That the debt service on the Bonds and the CWF Obligations as it becomes due shall be paid by the WPCA from its own funds and the obligation of the WPCA shall be set forth in a memorandum of understanding (the "MOU") with the Town satisfactory to First Selectman; and That the First Selectman is hereby authorized to execute the MOU on behalf of the Town.

Selectman Vitale made a motion to approve Item 3. First Selectman Gerber seconded the motion.

There was a discussion about the Clean Water Fund (CWF).

The motion carried unanimously.

10) CHIEF FINANCIAL OFFICER – 20 YEARS *(requires BOF and RTM approval)*

To hear, consider and adopt a bond resolution entitled, "A resolution appropriating \$18,670,000 for the costs of water pollution control facility plant equipment improvements and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation".

Selectman Vitale made a motion to approve Item 10. First Selectman Gerber seconded the motion.

Mr. Marsilio said this project will improve the system at the Water Pollution plant.

The motion carried unanimously.

11) WATER POLLUTION CONTROL AUTHORITY - SUPPLEMENTAL RESOLUTION  
*(requires BOF and RTM approval)*

To hear, consider and act upon the following Resolution:

WHEREAS, the Town of Fairfield (the "Town") has adopted at the request of the Water Pollution Control Authority ("WPCA") a Resolution entitled "A resolution appropriating \$18,670,000 for the costs of water pollution control facility plant equipment improvements and

authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation” (the “Resolution”); and

WHEREAS, the Resolution appropriated \$18,670,000 for costs associated with the Water Pollution Control Facility plant equipment improvements (the “Project”) and authorized the issuance of bonds (the “Bonds”) and/or Clean Water Fund obligations (the CWF Obligations”); and

WHEREAS, while the Town is liable for the debt service on the Bonds and the CWF Obligations, for internal accounting purposes, it is appropriate that the costs of the Project including debt service on the Bonds and the CWF Obligations be allocated to the WPCA; and

WHEREAS, the Town’s WPCA has agreed to pay for the costs of the Project and the debt service on the Bonds and the CWF Obligations authorized by the Resolution; and NOW, THEREFORE, IT IS HEREBY: RESOLVED,

That the debt service on the Bonds and the CWF Obligations as it becomes due shall be paid by the WPCA from its own funds and the obligation of the WPCA shall be set forth in a memorandum of understanding (the “MOU”) with the Town satisfactory to First Selectman; and That the First Selectman is hereby authorized to execute the MOU on behalf of the Town.

Selectman Vitale made a motion to approve Item 11. First Selectman Gerber seconded the motion which carried unanimously.

There was no discussion.

12) CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$1,923,000 for the costs of the tidegates repair and replacement project and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation”.

Selectman Vitale made a motion to approve Item 12. First Selectman Gerber seconded the motion.

Mr. Marsilio said this project is costing more than anticipated.

The motion carried unanimously.

13) CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)

To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$3,770,000 for the costs of traffic signal improvement project and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation”.

Selectman Vitale made a motion to approve Item 3. First Selectman Gerber seconded the motion.

Mr. Marsilio explained that this will improve traffic signals that the Town controls. Emergency vehicles will have transponders that will send signals to lights to turn red so Fire/Police/EMT can get through.

The motion carried unanimously.

- 14) CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)  
To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$4,760,000 for the costs of sidewalk accessibility upgrades project and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation”.

Selectman Vitale made a motion to approve Item 14. First Selectman Gerber seconded the motion.

This is a three-year program - 2025-2027. It will cost \$2 million the first two years to improve sidewalks. A report was done indicating what sidewalks need to be repaired or replaced and the locations.

The motion carried unanimously.

- 15) CHIEF FINANCIAL OFFICER – 20 YEARS (*requires BOF and RTM approval*)  
To hear, consider and adopt a bond resolution entitled, “A resolution appropriating \$4,921,761 for the costs of the roadway accessibility upgrades project and authorizing the issuance of bonds and/or Clean Water Fund obligations to finance such appropriation”.

Selectman Vitale made a motion to approve Item 15. First Selectman Gerber seconded the motion.

There was a discussion about ARPA funds.

The motion carried unanimously.

- 16) BOARD OF FINANCE  
To hear, consider, and act upon authorizing the First Selectman to enter into an agreement between the Town of Fairfield and PKF O'Connor Davies to provide services to the Town of Fairfield, including review of policies and procedures and related internal controls for Human Resources/payroll functions; review of MUNIS system rights for payroll module; review of payroll change process/forms including payroll change reports; and review and recommendations regarding manual processes, including payroll process. The services are anticipated to commence on or around April 22, 2024 and the estimated fee for said services is \$8500 to \$9500.

Selectman Vitale made a motion to approve Item 16. First Selectman Gerber seconded the motion.

This project will come out of the BOF budget. It is a contract item that is below the threshold for approval, but could go over the 30-day requirement. This has not yet been voted on by the BOF, but if the BOS approves, it will go to the BOF. It does fall under the Audit Subcommittee, but will likely be put before the full BOF. There is a narrow scope featuring Finance and HR.

The motion carried unanimously.

- 17) Adjourn  
Selectman Vitale made a motion to adjourn. First Selectman Gerber seconded the motion which carried unanimously.

The meeting adjourned at 4:07 pm.

Respectfully submitted,

Pru O'Brien  
Recording Secretary