

BOARD OF SELECTMEN MEETING
Wednesday, April 17, 2024, 4:00 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 Regular Meeting 4/17/2024.](#)

The backup documents can be found here: [BOS Regular Meeting Backup Packet.](#)

FINAL MINUTES

MEMBERS PRESENT: First Selectman Bill Gerber, Selectman Christine Vitale

MEMBERS ABSENT: Selectwoman Brenda Kupchick

OTHERS PRESENT: Purchasing Director Adam Tulin, Flood and Erosion Control Board (FECB) Chairwoman Becky Bunnell, Engineering Manager Bill Hurley, WPCF Superintendent John Bodie, Communications Director Lisa Clair, Town Librarian Scott Jarzombek, Town Attorney Phil Pires, Town Buildings Manager James Ryan Attorney Rick Aiken, FairTV, members of the public

1) CALL TO ORDER / ROLL CALL

First Selectman Bill Gerber called the meeting to order at 4:00 pm and the roll was called.

2) PLEDGE OF ALLEGIANCE

Lisa Clair led the Pledge of Allegiance.

3) FIRST SELECTMAN - To hear updates from the First Selectman

There were no additional updates.

4) PURCHASING AUTHORITY

To hear, consider, and act on authorizing the Purchasing Authority to enter into the proposed agreement with Resilient Land & Water LLC., of West Hartford, CT to perform Flood Resilience Planning Assistance services within the Town of Fairfield, per the Resilient Land & Water proposal dated April 8, 2024 for a total proposed contract value not to exceed \$25,000.00, inclusive of Tasks 1a, 1b and 2a. This approval includes the authorization to enter into future negotiations for optional proposed tasks 2b, 3, and 4 as necessary. Funding for this project is available in account: 01005030-53200.

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

Purchasing Director Adam Tulin said this is a professional service agreement and exempt from the procurement procedure due to its dollar value. FECB chairwoman Becky Bunnell explained this service is to have a plan for resilience in the Town. This firm will also help with development of the RFP that will go out. Selectman Vitale had a question about a 10-day review of invoices and Mr. Tulin and Engineering Manager Bill Hurley will look into that as it is usually a 30-day turnaround.

There was a discussion about the flood class of the Town and how changing it could save residents money. This firm will look into that and see if it would be appropriate for the Town.

The motion carried unanimously.

5) PURCHASING AUTHORITY

To hear, consider, and act on authorizing the Purchasing Authority to enter into the proposed master agreement with Universal Building Services, LLC., of Fairfield, CT to provide labor, materials, equipment, and all else necessary to perform on-call services and repairs for HVAC systems in municipal buildings within the Town of Fairfield, per Town Bid 2024-64 and the Universal Building Services bid submission dated April 4, 2024.

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

Mr. Tulin explained the process of the bid results. Buildings Manager James Ryan spoke with Mr. Tulin earlier and Universal does work for the Town and this will probably not be used often, but in emergencies they will be called.

The motion carried unanimously.

6) PURCHASING AUTHORITY

To hear, consider, and act on authorizing the Purchasing Authority to enter into the proposed agreement with Alfa Laval, of Pittsburgh, PA to provide labor, materials, equipment, and all else necessary to perform WPCF Primary Digester heat exchanger replacement, per Town Bid Waiver and Alfa Laval proposal dated April 1, 2024, for a total contract amount of \$59,500.00. Funding for this project is available in account: 13013010-54310 WPCF Maintenance/Repair Equipment.

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

A bid waiver was approved and is frequently used with specialty items such as this for the digester. WPCF Superintendent John Bodie explained this is what heats the sludge and allows the digester to work properly. This will take six months to make and a day to replace and will not disrupt the function of the digester while being replaced. The current heater is past its useful life and will cause problems if it stops working.

The motion carried unanimously.

7) PURCHASING AUTHORITY

To hear, consider, and act on an agreement between various Town of Fairfield Departments and Constant Contact, Inc for digital and email marketing platform annual subscriptions. This approval includes the authorization to enter into renewals on similar terms and conditions.

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

Mr. Tulin said this is a small dollar item, but since it is an annual subscription item utilized by departments, he thought it would be best to put in in front of the BOS for approval in the event that other departments might want to use it as well. Communications Director Lisa Clair explained why the Town is changing from Mail Chimp to Constant Contact.

The motion carried unanimously.

8) PURCHASING AUTHORITY

To hear, consider, and act on an agreement between the Town of Fairfield and Hinding Tennis, LLC., to provide labor, materials, equipment and all else necessary to perform the construction of two (2) new Pickleball courts at Tunxis Hill Park, per Town of Fairfield bid #2024-65 and Hinding Tennis bid submission dated April 4, 2024, for a total contract amount of \$312,550.00 inclusive of the Base Bid and Add Alternates #1 and #2, with additional authority to enter into change orders in an amount not to exceed 10% of the original contract value. Funding for this project is available in account number 22809010 – 57000 – 024T9 Tunxis Hill Pickleball Courts.

Selectman Vitale made a motion to approve Item 8. First Selectman Gerber seconded the motion.

Mr. Tulin explained the bid process and that Hinding was the low bid and is familiar with the scope of work so it was selected. The company has done work for the Town previously.

The motion carried unanimously.

9) PURCHASING AUTHORITY

To hear, consider, and act on an agreement between the Town of Fairfield and Eagle Fence & Guardrail, a division of E.F&G. Construction, Inc., to provide labor, materials, equipment and all else necessary to perform the installation of automated barrier arm gates at 880 South Benson Road, per Eagle Fence & Guardrail proposal dated April 8, 2024, for a total contract amount of \$24,600.00. Funding for this project is available in account: 14501010-59996-81019 ARPA Guard Rail & Fencing.

Selectman Vitale made a motion to approve Item 9. First Selectman Gerber seconded the motion.

Mr. Tulin said the Purchasing Policy is satisfied due to the cost, but it is over the Charter bounds. The project has already started due to a misunderstanding between the Parks and Recreation and Purchasing departments on whether or not this needed BOS approval. First Selectman Gerber explained that this was requested by neighbors at the beach and the Parks and Recreation Commission passed this as well.

The motion carried unanimously.

Selectman Vitale made a motion to waive the reading for Item 10. First Selectman Gerber seconded the motion which carried unanimously.

10) TOWN LIBRARIAN

- a. To hear, consider, and act on an agreement between the Fairfield Public Library and McNaughton, a Division of Brodart Co. for book leasing program. This approval includes the authorization to enter into renewals on similar terms and conditions.
- b. To hear, consider, and act on an agreement between the Fairfield Public Library and Canva for use for creating promotional material. This approval includes the authorization to enter into renewals on similar terms and conditions.
- c. To hear, consider, and act on an agreement between the Fairfield Public Library and Newsbank for a database for newspaper articles nationwide, including local papers and obituaries. 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 Motion Picture Licensing Corporation for the library to show films. 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 Press Reader for a digital collection of newspapers from around the world. 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 Scholastic Inc. for a children's reading database. 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 Tutor.com. for an on-demand, online tutoring in over 100 subjects from K-College, continuing education, and career as well as test prep resources from The Princeton Review. This approval includes the authorization to enter into renewals on similar terms and conditions.
- h. To hear, consider, and act on three agreements between the Fairfield Public Library and Proquest for Database for genealogy research; a social cataloging web application for storing and sharing book catalogs and various types of book metadata; and a database for genealogy research This approval includes the authorization to enter into renewals on similar terms and conditions.
- i. To hear, consider, and act on an agreement between the Fairfield Public Library and Zoom Video Communications, Inc. for meeting and webinar software for meetings and public programs. This approval includes the authorization to enter into renewals on similar terms and conditions.

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

Town Librarian Scott Jarzombek went through each agreement explaining the uses by the library. The BOS discussed some of the items.

The motion carried unanimously.

11) REFUNDS - TAX COLLECTOR

To consider and act upon tax refunds as recommended by the Tax Collector in the amount of \$1,278.32

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

12) TOWN ATTORNEY

Executive session with Attorney Rick Aiken and Town Attorney Philip Pires to discuss pending claims/litigation: Louis Marines v. Town of Fairfield and Steven Fennell v. Town of Fairfield; possible action to approve settlement(s) after Executive Session.

First Selectman Bill Gerber made a motion to go into Executive Session with Town Attorney Philip Pires and Attorney Rick Aiken at 4:40 pm. Selectman Vitale seconded the motion which carried unanimously.

First Selectman Bill Gerber made a motion to come out of Executive Session with Town Attorney Philip Pires and Attorney Rick Aiken at 4:50 pm. Selectman Vitale seconded the motion which carried unanimously.

Selectman Vitale made a motion to approve the settlements as advised by Town Counsel. First Selectman Bill Gerber seconded the motion which carried unanimously.

13) Adjourn

Selectman Vitale made a motion to adjourn. First Selectman Bill Gerber seconded the motion which carried unanimously.

The meeting adjourned at 4:55 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary