

**BOARD OF SELECTMEN MEETING**  
**Wednesday, June 12, 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 6/12/2024](#).

The backup documents for this meeting can be found here: [Backup Packet - BOS 6/12/2024](#).

DRAFT MINUTES

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

OTHERS PRESENT: Paula Coccozza, Amy Barrett, Will Diaz, Alexander Murphy, IT Director Dave Kelley, Purchasing Director Adam Tulin, Deputy Police Chief Eddie Weihe, Assistant DPW Director John Cottell, Community & Economic Development Director Mark Barnhart, HR Director Cathleen Simpson, Project Manager/Engineer Eli Ghazel, FECB member Charles Abercrombie, Tax Assessor Ross Murray, Town Librarian Scott Jarzombek, Deputy Fire Chief Kyrán Dunn, Parks & Recreation Director Anthony Calabrese, FECB Secretary Dick Dmochowski, Interim CFO David Becker, 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

IT Director Dave Kelley led the Pledge of Allegiance.

Selectman Vitale made a motion to postpone Item 24 regarding the Capital Plan to the next BOS meeting as Selectwoman Kupchick was attending remotely. First Selectman Gerber seconded the motion.

There was a discussion about this and Selectwoman Kupchick suggested having a separate meeting to address the Capital Plan. Selectman Vitale and First Selectman Gerber withdrew their motions.

Selectman Vitale made a motion to postpone discussing Item 24 and moving it to a special meeting with date to be determined. First Selectman Gerber seconded the motion which carried unanimously.

Selectwoman Kupchick made a motion to waive the reading of Items 3a-1. Selectman Vitale seconded the motion which carried unanimously.

3) TOWN LIBRARIAN

a. To hear, consider, and act on an agreement between the Fairfield Public Library and

Data Axle to provide a source of business and residential information for reference and research. 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 Intuit for online accounting software for trustee revolving fund and friends. This approval includes the authorization to enter into renewals on similar terms and conditions.
- c. To hear, consider, and act on a software license agreement between the Fairfield Public Library and Tech Soup for membership with pay-as-you-go offers for discounted technology products. 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 MUSEEC for a home to video-on-demand catalogs of classical music. This approval includes the authorization to enter into renewals on similar terms and conditions.
- e. To hear, consider, and act on a software license agreement between the Fairfield Public Library and SIRSIDYNIX for the library's integrated library system (POT/membership database/inventory which includes an additional 9,050 for cloud migration at the request of the IT department. This approval includes the authorization to enter into renewals on similar terms and conditions.
- f. To hear, consider, and act on a software license agreement between the Fairfield Public Library and Adobe for software products. 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 Mango for a language learning database for patrons with over 70 languages and English Language learning. 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 Jo-Ann Stores, LLC for a database of online arts and crafts education resources giving patrons unlimited access to thousands of video and live classes for every skill level. 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 Dow Jones for a database that provides access to current Wall Street Journal issues. This approval includes the authorization to enter into renewals on similar terms and conditions.

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

Town Librarian Scott Jarzombek discussed Item 3e regarding SIRSIDYNIX. Pequot Library can connect through the cloud and not be on the Town network. All the other items have already been in place. Going forward, renewals will not need to come before the board.

The motion carried 2-0-1 (Kupchick abstained).

- 4) FIRST SELECTMAN - To hear updates from the First Selectman
  - FLHS Girls Softball State Champions

- Juneteenth and Pride Events
- Various Grants

Discussion on all updates can be heard by accessing the meeting recording linked above.

5) RESIGNATIONS (*for information only*)

a. Bicycle and Pedestrian Committee

- i. Steve A. Gniadek (U) 974 Fairfield Beach Road, term 11/21-11/25  
(Resigned on June 3, 2024)
- ii. David J. Peck (U) 955 South Pine Creek Road, term 11/22-11/26  
(Resigned on June 3, 2024)

b. FairTV Commission

William B. Ferguson (R) 12 Reynolds Drive, term 07/23-07/25  
(Resigned on June 11, 2024)

Each resident was thanked for serving.

6) FAIRTV COMMISSION (*requires unanimous BOS approval with RTM approval*)

To hear, consider and act upon the following reappointments to the FairTV Commission:

Reappointments

- i. David K. Kraft (U) 269 Home Fair Drive, term 07/24-07/27
- ii. Paula J. Coccozza (D) 251 Inwood Road, term 07/24-07/27

Selectman Vitale made a motion to approve the reappointments of both David Kraft and Paula Coccozza to the FairTV Commission. Selectwoman Kupchick seconded the motion which carried unanimously.

7) BICYCLE AND PEDESTRIAN COMMITTEE

To hear, consider and act upon the following appointments to the Bicycle and Pedestrian Committee:

Appointments

- a. Amy L. Barrett (U) 306 Villa Avenue, term 11/22-11/26  
(To replace David J. Peck (U))

Selectman Vitale made a motion to approve the appointment of Amy Barrett to the Bicycle and Pedestrian Committee. Selectwoman Kupchick seconded the motion.

Selectwoman Kupchick expressed concern about the Committee's turnover over the last four years. She appreciates members' time and devotion, but thinks Police can best handle matters that come before the Commission. First Selectman Gerber said understands Selectwoman Kupchick's concerns, but hopes the Committee will continue which Selectman Vitale agreed with.

The motion carried 2-0-1 (Kupchick abstained).

- b. Alexander Murphy (D) 34 Smith Street, term 11/21-11/25

(To replace Steve A. Gniadek (U))

Selectman Vitale made a motion to approve the appointment of “Sandy” Murphy to the Bicycle & Pedestrian Committee. Selectwoman Kupchick seconded the motion which carried 2-0-1 (Kupchick abstained).

- 8) ETHICS COMMISSION (*requires unanimous BOS approval with RTM approval*): To hear, consider, and act upon the following reappointment and the following appointment to the Ethics Commission (the Board will discuss and act on these items in a single motion):
- a. Reappointment  
William A. Diaz, III (D) 49 Melville Avenue, term 07/24-07/26
  - b. Appointment  
William B. Ferguson (R) 12 Reynolds Drive, term 07/24-07/26  
(to fill a vacancy for Nancy S. Billington (R) whose terms expires 06/30/24)

Selectman Vitale made a motion to approve the reappointment of Will Diaz and the appointment of William Ferguson to the Ethics Commission. Selectwoman Kupchick seconded the motion which carried unanimously.

9) FIRE DEPARTMENT

To hear, consider and act on approving an agreement between the Town of Fairfield and the Aquarion Water Company for Aquarion to provide Hydrant inventory, location and status information to the Fairfield Fire Department for use in its Records Management System and during responses. The Town of Fairfield agrees to not distribute such information further.

Selectwoman Kupchick made a motion to approve Item 9. Selectman Vitale seconded the motion which carried 2-0-1 (Kupchick abstained).

10) IT DIRECTOR

To hear, consider, and act on approving an agreement between the Town of Fairfield and ChimeNet. Under the agreement, ChimeNet will continue to provide private dark fiber services to the Town for a two-year term commencing on July 1, 2024.

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

IT Director Dave Kelley explained that this is a fiber optic network and the leasing for the fire optic equipment on the poles. This renewal will be for the remaining two years on agreement.

The motion carried 2-0-1 (Kupchick abstained).

11) POLICE CHIEF

- a. To hear, consider, and act on approving a service agreement between the Town of Fairfield and Veoci for the term of July 1, 2024, to June 30, 2025. This approval includes the authorization to enter into renewals on similar terms and conditions.

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

Deputy Police Chief Eddie Weihe said this emergency software for the communications of the department is critical.

The motion carried 2-0-1 (Kupchick abstained).

- b. To hear, consider, and act on approving a service agreement between the Town of Fairfield Police Department and Reach Marketing Group, Inc. d/b/a Reach Media Network for the term of July 1, 2024, to June 30, 2025. This approval includes the authorization to enter into renewals on similar terms and conditions.

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

Deputy Police Chief Weihe said Reach Media software is for upcoming events, safety features and more.

The motion carried 2-0-1 (Kupchick abstained).

Selectwoman Kupchick made a motion to waive the reading of Items 12-21, but there was no second.

12) ASSISTANT DPW DIRECTOR

To hear, consider, and act on approving an amendment and extension of an agreement between the Town of Fairfield and the Department of Housing. The proposed amendment extends the end date of the agreement from June 30, 2024, to December 31, 2024, and amends the project schedule agreement by six months for the WWTP Microgrid project.

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

Assistant DPW Director John Cottell said this is a six-month extension to complete this project. It is an electrical resource for all Town offices at that location. The generator will continue operations in a power emergency.

The motion carried 2-0-1 (Kupchick abstained).

13) WATER POLLUTION CONTROL AUTHORITY

To hear, consider, and act on approving a Memorandum of Understanding (MOU) between the Town of Fairfield and the Water Pollution Control Authority. The MOU provides that the WPCA will be responsible for and pay the full debt service on such bonds, CWF obligations, or notes based on a schedule established by the Town for repayment of the bonds, the CWF Obligations, or the notes; and further, the WPCA agrees to use its reserves, assess user fees, or

raise other monies sufficient to fund the debt service on such bonds, CWF Obligations, or notes.

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

The motion carried 2-0-1 (Kupchick abstained).

- 14) **COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR (*requires RTM approval*)**  
To hear, consider and act upon the following resolution as recommended by the Director of Community and Economic Development: RESOLVED, that the applications received under the Neighborhood Assistance Act (NAA) Program are hereby approved, and that the Director of Community and Economic Development is hereby designated as the municipal liaison of the Town of Fairfield for this program.

Selectman Vitale made a motion to approve Item 14. Selectwoman Kupchick seconded the motion.

Community & Economic Development Director Mark Barnhart said the applications were submitted by municipal non-profits. He will act on them and seek approval from Town boards before July 5, 2024.

The motion carried unanimously.

- 15) **COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR (*requires RTM approval*)**  
To hear, consider and act upon the following resolution as recommended by the Director of Community and Economic Development: RESOLVED, that the Program Year 50 (October 1, 2024 – September 30, 2025) Community Development Block Grant (CDBG) Annual Action Plan be and hereby is approved in the amount of \$554,000, which includes entitlement grant funds of \$479,237 and program income of \$74,763; and FURTHER RESOLVED, that William A. Gerber, First Selectman of the Town of Fairfield, be, and hereby is, authorized to execute any and all necessary documents to facilitate the Town's receipt of these funds and participation in said CDBG Program.

Selectman Vitale made a motion to approve Item 15. Selectwoman Kupchick seconded the motion.

The Town has received funds from this grant program and can give funds to those approved through the application process. All applicants have applied before. There is a slight decrease in funding this year.

The motion carried unanimously.

- 16) **PURCHASING AUTHORITY**  
To hear, consider, and act on authorizing the Purchasing Authority to enter into the proposed Service Agreement between the Town of Fairfield and Aztec Office of Middletown, CT, and the

corresponding lease agreement with Elm City Capital to provide labor, materials, equipment and all else necessary for the supply of 12 new copy machines, and the maintenance of the Town's entire copier fleet, per PEPPM cooperative contract #533902-038, and Aztec proposal dated June 5, 2024.

Selectwoman Kupchick made a motion to approve Item 16. Selectman Vitale seconded the motion.

Purchasing Director Adam Tulin explained that the Town had two leases for copiers with Elm City, but had different expiration dates. This lease covers all equipment in one lease and is still with Elm City. Fairfield Woods Library will have a new copier/printer as well.

The motion carried unanimously.

17) PURCHASING AUTHORITY

To hear, consider, and act on authorizing the Purchasing Authority to enter into the proposed Agreements between the Town of Fairfield and Champion Maintenance & Construction of Fairfield, CT, and between the Town of Fairfield and SMG Corporate Services of Shelton, CT to provide labor, materials, equipment and all else necessary for comprehensive cleaning services at Town facilities, per Town Bid #2024-66, Champion proposal dated April 19, 2024 and SMG proposal dated April 23, 2024. Funding for this contract is estimated at \$251,993.28 for the 2024-25 contract year and funding is available in account number 01005030-54010 Contracted Property Services.

Selectman Vitale made a motion to approve Item 17. Selectwoman Kupchick seconded the motion.

This was a bid for Town facilities to be cleaned. A vast majority of the work was awarded to Champion, but SMG was awarded to the Police Station. The costs are up slightly, but are in line with the COLA.

The motion carried unanimously.

18) PURCHASING AUTHORITY

To hear, consider, and act on approving a service agreement between the Town of Fairfield and Aon Consulting for Health & Benefits Advisory services, for the term of July 1, 2024, to June 30, 2027. This approval includes the authorization to enter into renewals on similar terms and conditions.

Selectwoman Kupchick made a motion to approve Item 18. Selectman Vitale seconded the motion.

Aon is a broker that helps HR with medical providers. HR would like to extend their services with the Town.

The motion carried 2-0-1 (Kupchick abstained).

19) PURCHASING AUTHORITY

To hear, consider, and act on authorizing the Purchasing Authority to enter into the proposed Agreement between the Town of Fairfield and TopGolf USA Inc. of Dallas, TX, to provide software licenses and all else necessary for the TopTracer golf tracking system at H. Smith Richardson Driving Range, per Town Bid #2024-08, and TopGolf order form dated May 20, 2024. The software license agreement has an annual total cost of \$49,860.00 with annual increases not to exceed 3% for a period not to exceed five years. This approval includes the authorization to enter into software renewals on similar terms and conditions.

Selectwoman Kupchick made motion to approve Item 19. Selectman Vitale seconded the motion.

This is part of the HSR Driving Range renovation and upgrade which will be complete by the end of July. The monitors come in cases that will be locked and can also be taken down by management. The company has used them in various driving ranges across the US and has not had issues with theft or vandalism.

The motion carried unanimously.

Selectwoman Kupchick asked about the Director of Parks position that has been vacant since the end of April. HR Director Cathleen Simpson said there is a plan, and it will be announced.

20) PURCHASING AUTHORITY

To hear, consider, and act on authorizing the Purchasing Authority to enter into the proposed Service Agreement between the Town of Fairfield and Tyler Technologies, Inc. of Moraine OH, to provide appraisal services concerning the reappraisal and revaluation of all taxable and exempt real property within the corporate limits of the Town of Fairfield, Connecticut as detailed in RFP 2024-37 and the Tyler Technologies, Inc. RFP Submission dated March 7, 2024, for a base contract of \$631,000.00. Funding for this agreement is available in account 01003050-53200 Fees and Professional Services.

Selectman Vitale made a motion to approve Item 20. Selectwoman Kupchick seconded the motion.

This was an RFP that was posted in March. There were three submissions, and they were rated and interviewed by the panel which included Tax Assessor Ross Murray, First Selectman Gerber, Budget Director Frank Magneri and Assistant Purchasing Director Lee Flaherty. The panel chose Tyler Technologies. The timeline of the revaluation was discussed.

The motion carried unanimously.

21) HUMAN RESOURCES

To hear, consider, and act on approving an agreement renewing the Town's Anthem Blue Cross Blue Shield medical and vision plans effective July 1, 2024, through June 30, 2025.



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

This Item is for the annual renewal of the vision plan for Town employees. There was a discussion about the RFP that was done last year.

The motion carried unanimously.

22) PENFIELD PAVILION  
To Hear an Update on Penfield Pavilion

Project Manager/Engineer Eli Ghazel gave the following update:

- Good progress – completed removal of fill. Shifted to working under main building and digging fill from main building.
- 60% finished removing Julian fill. There were 28 truck loads and 6000 tons of contaminated fill. If there is an overage in the original estimate, it will be covered by contingency.
- FEMA is getting monthly updates, and the Town is using a drone to show progress.
- Three payments have been paid out to Bismark Construction. They are up-to-date.
- The beach to building has been put back up to grade. If a storm is expected the sand will need to go back under the building but the contractor is responsible for that.

23) FLOOD AND EROSION CONTROL BOARD (*requires RTM approval*)

RESOLVED, pursuant to Fairfield Charter Section 6.1(G)(1), the Board of Selectmen proposes to the RTM that the RTM enact an ordinance that alters the organization of the existing Flood and Erosion Control Board to be consistent with current State Statutes by (1) changing the name of the Board to the “Flood Prevention, Climate Resilience and Erosion Control Board” (hereinafter “the Board”); (2) establishing that the Board shall consist of seven members appointed by the Board of Selectmen, no more than four of whom shall be registered with the same political party; (3) establishing that, at the request of the Board, the Board of Selectmen shall appoint no more than three alternate members, no more than two of whom shall be registered with the same political party; and (4) pursuant to Connecticut General Statutes, Chapter 477, Section 25-84, adopts the provisions of Chapter 477, Section 25-84 and Sections 25-85 to 25-94, inclusive, and authorizes the Board, within the limits of appropriations from time to time made by the municipality, to have and exercise the powers and duties conferred on such boards by the foregoing Sections of the General Statutes.

Selectman Vitale made a motion to approve Item 23. First Selectman Gerber seconded the motion.

This was also discussed during the Charter Revision process a few years ago. Both Chuck Abercrombie and Dick Dmochowski, members of the FECB, spoke about the name change and increasing the Board to seven members and three alternates as the State Statute suggests. The approval of this and having an ordinance in place would put the Town in sync with the Statute.

The motion carried unanimously.

24) INTERIM CFO  
Update on Capital Plan  
There was a vote at the beginning of the meeting that this will be covered in a special meeting at a later date.

25) REFUNDS - TAX COLLECTOR  
To consider and act upon tax refunds as recommended by the Tax Collector in the amount of \$6,773.51  
Selectman Vitale made a motion to approve Item 25. Selectwoman Kupchick seconded the motion which carried unanimously.

Selectwoman Kupchick made a motion to have an open board discussion. Selectman Vitale seconded the motion.

Selectwoman Kupchick would like to add the open discussion/new business to BOS meetings. There was a discussion about adding new business or new items to discuss. The full discussion can be heard on the meeting recording linked at the beginning of this document.

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

The meeting adjourned at 6:15 pm.

Respectfully submitted,

Pru O'Brien  
Recording Secretary