

*****DRAFT*****

**BOARD OF FINANCE
MEETING MINUTES
January 7, 2020**

The Monthly Meeting of the Board of Finance was held in the APR/Cafeteria at Roger Sherman Elementary School, 250 Fern Street, on Tuesday, January 7, 2020 at 7:30 p.m.

MEMBERS PRESENT: Edward Bateson, Jim Brown-Chair, Lori Charlton, Christopher DeWitt-Vice Chair, Mary LeClerc-Secretary, Sheila Marmion, John Mitola, Jack Testani, James Walsh

ALSO PRESENT: Town Attorney James Baldwin, Conservation Director/Interim DPW Director Brian Carey, CFO Robert Mayer, Tax Assessor Ross Murray, Town Internal Auditor Connie Saxl, FairTV

1. Call to Order – Chairman Brown called the meeting to order at 7:30 p.m.
2. Pledge of Allegiance – Mr. Brown led the Pledge of Allegiance.
3. To hear a report from the Town internal auditor on the internal audit activities for the period ending December 31, 2019

Mr. Brown said according to the Town Charter, the Internal Update can be presented to the Board of Finance twice a year and he requests that this be done. Mrs. LeClerc explained that the audit sub-committee asked Ms. Saxl to prepare the list and thought it would be helpful for this Board.

Ms. Saxl presented the Internal Audit Report which consisted of 13 internal audits and 7 town-wide policies which were developed to ensure departments comply with town policies and goals. Audit findings and recommendations are submitted to the CFO and Department Head after the audit has concluded. Ms. Saxl gave highlights of the Internal Audits and explained the recommendation process. Ms. Charlton suggested she go back to areas where there were problems such as bonds and the bid process. Mr. Mayer said the Town has hired an outside auditor with respect to Public Works. Ms. Charlton stated the Town should prioritize risk areas and utilize internal resources to review Public Works. Mr. Mayer said that is happening and there is an active audit to identify anything that hasn't been previously caught. He said there are many bond and insurance issues that have also been addressed which he helped implement. Mr. Bateson expressed concerns with the solar projects since the management change. Ms. Saxl said there were discrepancies with the price schedule and she couldn't validate the prices were correct. Mr. Bateson recommended using credit cards for security reasons instead of cash for boat marina slips. Ms. Saxl explained the credit card process. Mr. Bateson is concerned there could be a breach in the system and whether the Town is adequately insured. Ms. Saxl emphasized the Town does not maintain credit card information. She reviewed the beach parking cash revenue, identified weaknesses and tightened controls.

Mr. Walsh asked Mr. Mayer if the audits can be placed online to make available to the public. Ms. Saxl replied she can if the Board wishes and Mr. Mayer agreed. Mr. Walsh prefers a credit card system instead of cash at the recycling booth. Ms. Saxl explained that the process at this site is to have a second person take the receipt to ensure payment was made.

Mr. Walsh said he feels more effort should be going into internal audits. He and Mr. Mitola asked if Ms. Saxl has time to perform the audits in addition to her other tasks. Mr. Mitola also asked about the time it takes handling the increased FOI requests. Mr. Mayer replied that the compliance officer handles FOI requests, but all the documents are pulled out of finance. Ms. Marmion said perhaps the audit committee could delve into this more frequently. Ms. LeClerc agreed stating her sub-committee would be happy to work with Ms. Saxl a few times a year. Mr. DeWitt said there needs to also be a focus on policies. He inquired if there is an audit policy. Ms. Saxl replied no. Mr. DeWitt would like to establish dates for Ms. Saxl to attend BOF meetings, at least quarterly. Mr. Walsh requested the Clerk include completed audits in the BOF's backup so Ms. Saxl doesn't need to present them and if members have questions, they can ask Mr. Mayer. Ms. Saxl said there will be more incentive within the departments to follow her recommendations if it is presented to the Board.

Mr. Mayer said for every contract entered into there is a schedule that needs to be included, insurance, bonding, what has been checked, etc. He said he created it a few months ago and has been put in place. He said his department has also gone back through renewals to see if anything is lacking, but hasn't found anything.

Mr. Walsh asked if there is credit card information on file. Ms. Saxl said there was information on the Town server and advised Information Technologies that it should be deleted immediately and nothing should be stored. She said Town policies are on the Town shared drive and are accessible to all employees. Ms. Saxl said she emailed the policy to Department Heads. Mr. Testani suggested she meet with the First Selectwoman and CFO to communicate how the Town could realize some cost savings. Mr. Mitola said the First Selectwoman needs to make employees accountable and it is the Administration's job, not the Board of Finance's, to develop a remedy for non-compliance.

Ms. Saxl went through her work with the outside auditor. She said she will furnish Mr. Bateson the mechanics fee increase. She said she will review policies. Mr. Brown asked Ms. Saxl to return with next steps after the audit committee meeting.

4. To hear an update on the 2020 reassessment and revaluation

It was determined that Mr. Walsh did not have to recuse himself since it would be a general discussion and not contract details.

Mr. Baldwin concluded the Board does not need to review the contract. He said in his opinion the time to review it would have been when it was presented to the Board. He said the Board had the opportunity, but now the contract has been signed. Mr. Walsh stated there has to be a full review. Mr. DeWitt suggested implementing a process to ensure this doesn't happen again. Mr. Mayer offered that the BOF deal with this similar to the way it does with capital and the waterfall. Ms. LeClerc said she believed this was going to come back to the Board before the RFP was written giving the BOF the opportunity to give input. Mr. Baldwin and Mr. Murray said the process is defined by State Statute and the RFP should be reviewed after funds have been approved. The grand list and devaluation was studied. Mr. Baldwin said his opinion is that the BOF has input to the methodology.

5. To hear an update on issues relating to the fill pile

Mr. Carey gave a quick update. He said work continues to take place with the money appropriated by the Board. He said Jennings is finished and the Gould Manor area where arsenic was discovered and is not a fill pile issue is still being worked on. Mr. Carey said there are additional remediation sites going out to bid for Osborn Hill and Old Dam Road. He said in regards to the landfill site update, there are four interviews tomorrow and after that, there will be a short list and a proposal. The Town Attorney said he is working on a response to CT DEEP requesting additional time. Mr. Carey said a consultant is being hired for the landfill site.

Mr. DeWitt asked about the status of the berm and questioned whether the status is in jeopardy since there is no permit. Mr. Carey said he cannot answer this yet.

Mr. Carey said companies are being interviewed and he will come before the Board prior to selecting a contractor to get costs approved. He said the RFP is very open ended.

Mr. Bateson questioned CT DEEP testing the berm with backhoes unsupervised. He said there is materials that have there for 30 years, from 1970 that includes Superstorm Sandy. Mr. Carey said it is a criminal investigation that was done under a warrant and the Town does not know what they found.

Mr. Mayer gave a financial update, but said that until testing is complete, there could be more costs. He said there is a medical model program being established for DPW workers who may have experienced possible exposure. Mr. Brown said he would like a site visit for the BOF organized on a Saturday. Mr. Carey said he will provide Mr. Mayer three date options.

Mr. Baldwin noted that arbitration is set to go forth in May. He said Julian also received a Notice of Violation similar in nature to the Town's and he considers it to be a positive development. He said both NOV's have the same date - October 31, 2019. Mr. Baldwin said the Town does have a public official's liability policy, but only for third party claims. He said the Town's carrier, Chubb, said the Town is not covered, but Mr. Baldwin said he is pursuing possibly getting legal fees covered. Mr. Baldwin brought to the BOF's attention that the Town Charter Bonds Section 5.3 requires the Board of Selectmen to have bonds for certain town officials. He said that policy was apparently abandoned and had this been in place, the Town would be able to redeem some of the bonds value. Mr. Baldwin said this is something the First Selectwoman intends to reinstate as mandated by the Town Charter. He said the last bond on a town official was the prior Tax Collector in 2012. Mr. Mayer said the decision was made by the Risk Manager and the previous First Selectman to remove the policy and that they believed fiduciary insurance policies were an adequate substitute. Mr. Baldwin distributed the policy. Mr. Mayer said it will have to be included in next year's budget. He said he recalls the bond value was \$500,000 per employee. Mr. Walsh requested to be informed what the First Selectwoman puts in place and the cost.

Ms. Charlton asked if periodic background checks are performed. Mr. Baldwin said it would be Human Resource Director, Mr. Hibson, who would initiate this. Mr. Mayer confirmed background checks are performed. Ms. Charlton said background checks are done periodically in corporate. Mr. Mayer said the funding for the bonds in the budget would be in the Human Resource budget under Risk Management.

6. To hear, consider and act upon any communications

2020 Sub-Committees

Audit: Chair-Mary LeClerc, Edward Bateson and Lori Charlton

Budget: Chair-Christopher DeWitt, Jack Testani and John Mitola

Fund Balance: Chair-James Walsh, Mary LeClerc and Sheila Marmion

- Tour Walter Fitzgerald this Saturday and on the 21st and 28th.
- The March 3 regular meeting is cancelled. A meeting will instead be held on March 11.
- Ms. Carpenter sent out the budget schedule.
- The BOE Superintendent's budget is online for review.

7. Adjourn

There being no further business to come before the Board, Mr. Mitola moved to adjourn the meeting at 10:06 p.m. Mr. Walsh seconded the motion which carried unanimously, 9-0.

Respectfully submitted,

Sheila Tesei
Recording Secretary

*****DRAFT*****

**BOARD OF FINANCE
MEETING MINUTES
February 5, 2020**

A Special Meeting of the Board of Finance was held in the APR/Cafeteria at Osborn Hill Elementary School, 760 Stillson Road, Wednesday, February 5, 2020 at 7:30 p.m.

MEMBERS PRESENT: Edward Bateson, Jim Brown-Chair, Lori Charlton, Christopher DeWitt-Vice Chair, Mary LeClerc-Secretary, Sheila Marmion, John Mitola, Jack Testani, James Walsh

ALSO PRESENT: Town Attorney James Baldwin, Interim CFO/Controller Caitlin Bosse, Parks & Recreation Director Anthony Calabrese, Conservation Director/Interim DPW Director Brian Carey, Health Director Sands Cleary, BOE Superintendent Michael Cummings, Golf Course Superintendent Peter Grace, Engineering Manager William Hurley, IT Director David Kelly, Fire Chief Denis McCarthy, Tax Assessor Ross Murray, BOE Director of Operations, Angelus Papageorge, BOE member/BOF liaison, Jeff Petersen, Attorney John Stafstrom, Pullman & Comley, Town Internal Auditor Connie Saxl, BOE Chair Christine Vitale, Solid Waste and Recycling Director Michael Zembruski, FairTV

1. Call to Order – Chairman Brown called the meeting to order at 7:34 p.m.
2. Pledge of Allegiance – Mr. Brown led the Pledge of Allegiance.

Mr. Brown welcomed Ms. Bosse and thanked her for taking on the role of Interim CFO.

3. To discuss the status of the Town of Fairfield Chief Fiscal Officer and BOF Clerk

Mr. Brown asked Mr. Baldwin what provision in the Town Charter gives the First Selectwoman the right to remove employees from positions. Mr. Baldwin said the CFO and Human Resource Director positions are appointments made by the First Selectwoman in accordance with Section 1.4 B of the Town Charter. He explained why a department head's term is left blank. Mr. Baldwin said it was the First Selectwoman's prerogative to appoint or reappoint those positions, with or without cause, that fell under that Section of the Charter. Mr. Mitola asked if he was aware if this is how it worked in the prior administration. Mr. Baldwin replied that it has rarely been invoked. He said he is trying to see how Section 3.3 applies when there is no term.

Mr. Walsh asked when this section was put in the Charter. Mr. Baldwin said he wasn't sure which Charter revision this section was added and clarified that these two department heads serve at the pleasure of the First Selectwoman.

Ms. Marmion asked the First Selectwoman why Mr. Mayer was not reappointed. Mr. Baldwin said tonight's discussion has to be kept at the Charter level and personnel are not to be discussed.

Mr. Brown asked First Selectwoman Kupchick what the next steps are for the CFO position. First Selectwoman Kupchick said she named Controller Caitlin Bosse the Interim Finance Director and in May or June, she will readdress the position. Mr. Walsh noted that when the Board works with Ms. Bosse as Controller she is extremely busy and the department is short-staffed and that both positions are huge jobs. Ms. Bosse said the first priority is the budget and then the quarterly review. She said the Town has secured part-time help from a retired CFO. Ms. Bosse noted that she has performed operational functions in the past. She said Budget Director Linda Gardiner will develop the budget and CAO Tom Bremer is helping as well.

Mr. Brown added that the new CAO Tom Bremer has been very helpful. Mr. Brown recognizes the concerns of the Board. He then read an email from Mr. Mayer stating he was resigning as Board of Finance Clerk.

Mr. Brown nominated Ms. Bosse. Mr. Testani seconded the motion which carried unanimously, 9-0.

4. To hear, consider and act upon the following Bond Resolution as recommended by the Board of Selectmen entitled, "Resolution Authorizing Appropriation of Twenty-two Million Dollars (\$22,000,000) to Refund Certain of the Town's Outstanding Bonds and Authorizing the Issuance of Refunding Bonds to Finance such Appropriation" consisting of two pages, a copy of which is attached hereto (requires RTM approval)

Mr. DeWitt motioned to approve the item. Mr. Mitola seconded the motion.

Ms. Bosse reviewed the 2012 bond issuance savings that is about \$1.2 million and maturity is 2032. She said the average interest rate reduced to 2%. Ms. LeClerc asked if there is a financial analysis. Ms. Bosse said it is estimated. Mr. Bateson asked if it impacts the debt services. Ms. Bosse said this will make it more favorable. Mr. Bateson said he wants a policy in place and asked what the Town would do with the \$1.2 million. Ms. Bosse replied that if there are any debt service years, they can be used. Mr. Walsh asked how fees are paid. Ms. Bosse said she will send the final debt schedule to the Board. Attorney John Stafstrom, the Town's Bond Counsel, said the \$1.2 million savings is a 6% present value savings. He then reviewed structuring.

The motion carried unanimously, 9-0.

Mr. Brown motioned to move Item 5 and take it up after Item 10. Mr. Testani seconded the motion which carried unanimously, 9-0.

6. HEALTH DIRECTOR

To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

RESOLVED, that the First Selectwoman of the Town of Fairfield is empowered to execute, authorize and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the Connecticut Region 1 Essential Support Function 8 (ESF8) Public Health Preparedness/Medical Reserve Corp Grant fiduciary organization with regard to the CDC 2019-2024 Public Health Emergency Preparedness Cooperative Agreement with a grant funding period of July 1, 2019 through June 30, 2024. Funding shall be for \$47,762 per year for each of five years or as amended by the CDC, State of Connecticut or the Region 1 ESF 8 Public Health Preparedness/Medical Reserve Corps Grant fiduciary organization and shall cover the cost to support Fairfield's continued public health emergency preparedness and response efforts and Medical Reserve Corps Activities. All costs are 100% reimbursable from the CDC 2019-2024 PHEP Cooperative Agreement via the State of Connecticut and the CT Region 1 ESF8 Fiduciary Organization

Mr. Walsh motioned to waive the reading. Mr. Mitola seconded the motion which carried unanimously, 9-0.

Mr. DeWitt motioned to approve the item. Ms. Marmion seconded the motion which carried unanimously, 9-0.

7. NON-RECURRING CAPITAL – 10 YEARS

To hear, consider and adopt a bond resolution as recommended by the Board of Selectmen entitled “A Resolution Appropriating \$600,000 for the costs of a certain non-recurring capital projects and authorizing the issuance of bonds to finance such Appropriation”

Exhibits 1, 2 and 3 were referenced.

Town

IT - Land Use & Permitting Inspection System \$100,000

Mr. Kelley reported that he has been meeting weekly with department heads to develop an RFP that he submitted to Purchasing and will go out mid-February. He said it is a year-long process to get the system up and running, Mr. Kelley said the system will be used by the Building, Engineering, Sewer, Conservation, P&Z, Fire Marshal, Health and Tax Assessor’s offices. Ms. Charlton questioned why this item is being bonding. Ms. Bosse explained the town bonding guidelines. Mr. Kelley explained the cloud-based system, combination of equipment, implementation, costs, software and the annual maintenance fee. He said 60 other Connecticut towns use the system. Mr. Walsh said he heard from other towns that they find this system frustrating because it added another month on the permitting process. Mr. Kelley said users can look online at any time to determine where the permit is in the process. He said the system will be integrated between departments. Mr. Walsh feels individuals won’t get the advice on requirements and codes that they can receive in person. Mr. Kelley noted they are not looking to eliminate consultation staff; staff will still be there to assist the public. First Selectwoman Kupchick said the system is designed to make the process more user-friendly for small business owners and homeowners.

Parks & Rec – HRS Golf Course Renovation \$100,000
Mr. Calabrese and Mr. Grace presented. Mr. Calabrese said this is the final year of the ten-year plan and the department is looking to sustain current revenue. Mr. Grace said the Clubhouse project is ahead of schedule.

BOE

RLMS - Cooling Tower Replacement Project \$400,000
Mr. Papageorge and Mr. Peterson presented. Mr. Peterson said it was recommended to replace the cooling tower that services the whole school. He said trees that caused damaged are being removed.

Mr. DeWitt motioned to approve the item. Mr. Mitola seconded the motion which carried unanimously, 9-0.

8. NON-RECURRING CAPITAL – 20 YEARS

To hear, consider and adopt a bond resolution as recommended by the Board of Selectmen entitled “A Resolution Appropriating \$3,214,000 for the Costs of a Certain Nonrecurring Capital Projects and Authorizing the Issuance of Bonds to Finance such Appropriation”

Mr. DeWitt motioned to approve the item. Ms. Charlton seconded the motion.

Members reviewed Exhibit 2.

Town

DPW - Transfer Station Renovation \$250,000
Mr. Carey presented.

DPW - Kings Highway Phase III Design \$300,000
Mr. Hurley said there was one update on the 14 points presentation. He said two grants came in today that MetroCOG approved.

DPW - Senior Center Design \$100,000
Mr. Carey presented.

DPW - Bronson Road Arch to Box Culvert (D+C) \$250,000
Mr. Hurley presented.

DPW - Storm System Improvements \$500,000
Mr. Hurley presented.

DPW - Rooster River Detention Area Study \$320,000
Mr. Hurley said the engineering department and DPW are working with neighborhood groups and providing them updates.

DPW - Independence Hall Boiler \$115,000
Mr. Carey presented.

DPW - Transfer Station Trash Compactors \$354,000

Mr. Zemruski and Mr. Carey presented. Mr. Carey said rental for two compactors was \$108,000 so his department bought them instead of renting them. Mr. Zemruski said the company is taking the compactors back and the Town is receiving \$20,000. He explained that the compactors are not working; they are undersized and no one would repurpose them. He said he is working with the Town Attorney to see if there is any recourse with the vendor. Mr. Zemruski said overtime is occurring because the compactors are not able to keep up with the waste. He said about \$30,000 was spent each month since July in overtime. He said DPW is working with the new vendor to make sure this doesn't happen again. Mr. Walsh asked Chairman Brown to have the Town Attorney give an update.

Fire - Fire Station Rehabilitation \$250,000

Fire Chief McCarthy presented. Mr. Bateson said he is concerned other town buildings will be left out. First Selectwoman Kupchick replied that she has asked Selectmen Flynn to put together a facilities plan and, in the interim, she said the Town has needs that must be addressed. She said the Town will have a long-range plan that will be put in the waterfall. Mr. Mitola said having focused on schools for the last 15 years, it's time to focus on town buildings. Ms. LeClerc would like to see a proposed budget included in the future 14-point projects.

Parks & Rec - Post Tension Tennis Courts - Tomlinson \$400,000

Mr. Calabrese presented.

BOE

FWMS - Elevator Replacement Project \$175,000

Mr. Papageorge and Mr. Peterson presented.

FLHS - Emergency Generator Replacement Project \$200,000

Mr. Walsh asked about natural gas and dual generators. Mr. Peterson said he will look into this. He said he doesn't know if the generator will cover the cafeteria, but the school will know when a test is run. Mr. Testani asked members to coordinate with the First Selectwoman for officials to get notice of the generator status.

The motion carried unanimously, 9-0.

9. To hear, consider and adopt a bond resolution as recommended by the Board of Selectmen entitled, "A Resolution Appropriating \$1,500,000 for the costs of installing an air conditioning system in the cafeteria at Fairfield Warde High School and authorizing the issuance of bonds to finance such appropriation"

Mr. Mitola motioned to approve the item. Mr. DeWitt seconded the motion.

Mr. Papageorge and Mr. Peterson presented. Mr. Bateson said there should be a plan for A/C in academic spaces. Mr. Peterson said that is the BOE's goal. He said the BOE did not make the decision; its finance committee did. Ms. Vitale said the cafeteria is more oppressive than the classrooms. She said A/C can be directed to a larger amount of

students in the cafeteria and all students will benefit from that. Ms. Vitale also said there are other uses for the cafeteria, putting in A/C at FWHS equalizes the two high schools and the cafeteria can be used in emergency situations. She said the BOE is committed to bringing A/C to all schools. Ms. LeClerc asked if the BOE has a plan for priorities. Mr. Papageorge said the BOE is working with the Town on an RFQ and has an engineering company coming out to come up with a phasing plan to identify needs. Ms. Marmion said detailed numbers on A/C in the schools is needed and Mr. Testani agreed.

The motion carried unanimously, 9-0.

10. To hear, consider and adopt a bond resolution as recommended by the Board of Selectmen entitled, "A Resolution Appropriating \$1,409,046 for the costs of replacing a portion of the roof at Osborn Hill Elementary School and authorizing the issuance of bonds to finance such appropriation"

Mr. DeWitt motioned to approve the item. Ms. Charlton seconded the motion.

Mr. Papageorge said the roof warranty cost \$780,000. He said the current roof is not repairable and must be replaced. Mr. Walsh asked for an update on the lawsuit. Mr. Papageorge said it has not been filed yet and BOE is in negotiations between the two lawyers. Ms. Marmion requested a roof warranty estimate number.

The motion carried unanimously, 9-0.

5. HEALTH DIRECTOR

To hear, consider and act upon the following resolution as recommended by the Board of Selectmen:

Resolved, that the First Selectwoman of the Town of Fairfield is empowered to execute and deliver in the name and on behalf of the Town of Fairfield a contract, and any amendments thereof, with the Connecticut Department of Public Health for \$45,885 (approximately \$15,295 per year of this three-year contract) Preventive Health and Health Services Block Grant for Policy and Environmental Change for Chronic Disease Prevention for the period October 1, 2019 through September 30, 2022

Mr. Testani motioned to approve the item. Mr. Mitola seconded the motion.

Mr. Cleary reported funding will continue for the bike route striping and signage, the eat-well healthy restaurant program and marketing materials.

The motion carried unanimously, 9-0.

11. To Hear, Consider and Act Upon a Request from the Interim Director of Public Works to Transfer: \$800,000 from Debt Service Fund (12003010-58950) to Capital Non-Recurring (CNR) Remediation (22888-49201-REMED) to cover ongoing remediation costs

Mr. Testani motioned to approve the item. Mr. DeWitt seconded the motion.

Mr. Carey reported that seven sites have gone out to bid for remediation and 11 more are being investigated and are in progress awaiting test results. He said an RFQ has gone out to choose a qualified consultant to handle the two NOV's from CT DEEP and EPA for the fill pile. Mr. Carey said they are ready to tackle this immediately. He said he will return to the BOF with updates and communicate what the money is being spent on. Mr. Carey said this is the remaining piece that has been allocated and DPW has direction from DEEP and have remediation plans in place.

Mr. Brown asked to have financials by March 11 to which Mr. Carey agreed to. Mr. Carey said he will have data in a few weeks on what needs remediation. First Selectwoman Kupchick said the Town is responding to a federal and state agency violation. She said the pile has additional requirements to get cleaned and the Town will have testing started at the fill pile and produce an action plan.

There was discussion on designated solid waste sites, sites that were cleaned, sites where historical contamination was found, but not associated with the fill pile, closing sites and ongoing testing. First Selectwoman Kupchick said she doesn't know what the test results will come back with and doesn't know what it's going to cost. She said the Town is doing exactly what CT DEEP is telling it to do and the Town is following the law. Mr. Brown commented that the Town has to come up with a plan to find where the money is going to come from. First Selectwoman Kupchick said the Administration and Town Attorney are looking at all options. There was further discussion on costs and funding.

The motion carried unanimously, 9-0.

12. To consider and act upon the following resolution as recommended by the Board of Selectmen as recommended by the Interim Director of Public Works:

“WHEREAS, it is in the best interest of the Town of Fairfield Water Pollution Control Authority to purchase and install a new generator at the Wastewater Treatment Plant; and

WHEREAS, the cost of purchasing and installing is \$717,900 where \$347,250 reimbursement is provided through a Federal Pre-Disaster Mitigation Grant through a FEMA Grant administered by the State of Connecticut's Department Emergency Management & Homeland Security, and the remaining balance of \$370,650 is to be funded by the Water Pollution Control Authority; \$115,750 was previously approved by the Town bodies.”

No action was taken.

13. To hear, consider and act upon any communications

Mr. DeWitt said the Tuesday BOE meeting is important because enrollment will be discussed.

14. Adjourn

There being no further business to come before the Board, Mr. Walsh moved to adjourn the meeting at 11:16 p.m. Mr. Mitola seconded the motion which carried unanimously, 9-0.

Respectfully submitted,

Sheila Tesei
Recording Secretary

*****DRAFT*****

**BOARD OF FINANCE
MEETING MINUTES
February 25, 2020**

The Quarterly Review Meeting of the Board of Finance was held in Seminar Room 295 A&B at the Board of Education Administrative Offices, 501 Kings Highway East, on Tuesday, February 25, 2020, at 7:30 pm.

MEMBERS PRESENT: Jim Brown-Chair, Lori Charlton, Christopher DeWitt-Vice Chair, Mary LeClerc-Secretary, Sheila Marmion, Jack Testani, James Walsh

MEMBERS ABSENT: Edward Bateson, John Mitola

ALSO PRESENT: Ken Brachfeld, Joint Retirement Investment Board member, Matt Spoerndle, Phoenix Advisors LLC, Interim CFO Caitlin Bosse, Conservation Director/Interim DPW Director Brian Carey, Joseph Centofanti of PKF O'Connor Davies, Schools Superintendent Mike Cummings, First Selectwoman Brenda Kupchick, BOE Finance Director Doreen Munsell, BOE member /BOF Liaison Jeff Peterson, Solid Waste and Recycling Director Mike Zembruski, FairTV

1. Call to Order – Chairman Brown called the meeting to order at 7:38 p.m.
2. Pledge of Allegiance – Mr. Brown led the Pledge of Allegiance.

Mr. Brown motioned to take items out of order due to scheduling conflicts. Mr. Testani seconded the motion which carried unanimously, 7-0.

- Move Item 6 to Item 3
 - Move Item 4 to Item 6
 - Move Item 3 to Item 5
3. Update from Phoenix Advisors on Fund Balance percentage and debt level ratios for AAA communities as compared to Town of Fairfield (Was Originally Item #6)

Matt Spoerndle of Phoenix Advisors that advises the Town, discussed the Comparative Credit Analysis vs. Connecticut Moody's "AAA" Issuers handout that was prepared by Phoenix Advisors, LLC.

Mr. Spoerndle explained the Connecticut Triple A peer analysis; how Fairfield compares to the other Triple A communities in the State. He discussed total fund balance, unassigned general fund balance, debt burden and service, revenues and operating expenditures, equalized net taxable grant list, per capita income, tax collection rate, and annual unemployment rate.

Mr. Spoerndle said West Hartford is a community that is comparable to Fairfield. Mr. Walsh said the Town shouldn't be on the low end of the total fund balance as a percentage of its revenues where it might have to dip into the fund balance; it should be in the middle where it is about now. Mr. Spoerndle said he would absolutely not recommend going back down to 5% if the Town wants to keep its strong AAA rating.

First Selectwoman Kupchick asked if any of the Town's fund balance was used during Superstorm Sandy. Mr. Brown replied no. Mr. Walsh commented that the Town still hasn't received reimbursement money from Superstorm Sandy and would like an update from the First Selectwoman when she has it. Mr. Walsh said a coastal town like Fairfield doesn't want to be either at the top or at the bottom when it is in a situation with the fill pile; the middle would be appropriate.

Mr. Spoerndle discussed many other factors besides the fund balance that the rating agencies take into consideration. Mr. DeWitt stated that the Town's policy is very important and we continually review it.

Mr. Spoerndle said the Town's pension is in quite good shape; the funded level is healthy. He said the waterfall chart was designed to look into the future and identify capital needs coming up and how best it would fit in to overall bonding, impacts and ratios.

There was much discussion on how to fund the fill pile costs.

4. To review the performance of the Town's Pension and OPEB funds

Mr. Brachfeld presented. Mr. Brown said that when the account was over \$50 million, the Joint Retirement Investment Board was going to review that. Mr. Brachfeld said a 7% pension fund is still good.

Mr. Brachfeld announced there is a different format now - an OCIO, Outsource Chief Investment Officer. He said this is a new trend instead of having the Board do all the legwork which made it difficult for volunteer members to choose investments. Mr. Brachfeld said the Board can now ask the OCIO to do a lot of this work.

Mr. Brachfeld said that after reviewing six managers, the Board selected VanGuard, a leader in low cost investment advice, as the OCIO. Ms. Bosse said Callan's contract runs through April/May. Mr. Brachfeld said Vanguard will increase services and lower costs to the Town. He said a fund the Town's size will save the Town \$79 million over 20 years.

Mr. DeWitt commented that the Town has not had fees with volunteers, but it will with the OCIO and will still see a savings. Mr. Brachfeld said the OCIO makes it easier to attract board members as well. He said it sometimes takes several meetings to decide on investments that with the OCIO can now be implemented in the same day. He explained VanGuard has a legal fiduciary responsibility. Mr. Brachfeld thanked Board Chair Brian Vahey saying he primarily drove this discussion which will have a positive impact for the Town.

5. To consider and act upon the following resolution as recommended by the Board of Selectmen: (Was Originally Item #3)

“WHEREAS, it is in the best interest of the Town of Fairfield Water Pollution Control Authority to purchase and install a new generator at the Wastewater Treatment Plant; and

WHEREAS, the cost of purchasing and installing a new generator is now \$717,900, where \$347,250.00 reimbursement is provided through a Federal Pre-Disaster Mitigation Grant through a FEMA Grant administered by the State of Connecticut's Department Emergency Management & Homeland Security, and the remaining balance of \$370,650.00 is to be funded by the Water Pollution Control Authority; and WHEREAS, \$115,750 was previously approved by Town Bodies;

NOW, THEREFORE, BE IT RESOLVED, that Brenda L. Kupchick, First Selectwoman of the Town of Fairfield, is duly authorized to enter into and sign contracts on behalf of the Town of Fairfield Water Pollution Control Authority with the State of Connecticut's Department Emergency Management & Homeland Security for the purpose of obtaining a Federal FEMA Grant and to accept and expend said Grant: and

FURTHER RESOLVED, that the First Selectwoman is authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto to secure said grant; and

FURTHER RESOLVED, that the Purchasing Authority is authorized to enter into the proposed contract with L. Holzner Electric Co. to provide all labor, materials, equipment and all else necessary for the replacement of the generator and the automatic transfer switch (ATS) equipment at the Waste Water Treatment Plant, as detailed in bid #2020-38, in an amount not to exceed \$717,900.00. Therefore, \$254,900.00 is hereby authorized to be funded by the WPCA.”

Ms. Marmion motioned to waive the reading. Mr. DeWitt seconded the motion which carried unanimously, 7-0.

Mr. Carey gave an update on the project. He said the Town received funding from FEMA and the project went out to bid again. He said the amount came back over the FEMA amount so the Town asked for an extension and went out to bid again. Mr. Carey said FEMA has not adjusted the amount. He said the funding is now coming out of the WPCA budget so the Town doesn't lose the grant.

Mr. DeWitt motioned to approve the item. Ms. Marmion seconded the motion which carried unanimously, 7-0.

6. To receive and consider the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended June 30, 2019 as prepared by PKF O'Connor Davies, LLP (Was Originally Item #4)

Mr. Centofanti reviewed the Financial Report. Mr. Centofanti said it is a 30-year average and the Town is six years into it. Ms. Charlton asked what is funded by the Town and what is funded by the State. Ms. Bosse said she will look into that. Ms. Charlton said she is not sure why the Town is leaving the BOE non-teacher personnel piece unfunded. Mr. Walsh said it's pay as you go. Mr. Centofanti said he will verify if the BOE non-teacher personnel are in the Town calculation. He then explained the GASB calculation.

Mr. Centofanti went through CAFR highlights and then reviewed the Federal and State single audits and GASB 87 for 2021. He said he is sending out schedule leases.

Mr. Centofanti said he is working on a worksheet that will come out in the spring. Mr. Walsh said he thought the BOE building space was purchased like a condominium. Mr. Centofanti said he will look into this.

Ms. LeClerc updated the Board on the Audit-Sub Committee meeting. She said in the engagement letter there were four or five pieces. Mr. Centofanti said he would like to finish up next week. He said he is finishing up interviews, but the third piece still has to be finished. He said he has spent more of the budget he was given because the audit is taking longer than anticipated. Ms. LeClerc said the Board allocated \$20,000 and Mr. Centofanti has spent \$25,000. Mr. Centofanti estimates that he needs another \$15,000. Mr. LeClerc thinks it's in the Town's best interest to finish and get the results ASAP. Ms. Bosse confirmed the Town can make a transfer from the approved \$1.8 million fill pile funding.

Ms. LeClerc said the third component is reviewing the bidding quotes which will bring the total to \$35,000. Ms. Bosse said the original \$20,000 came from the \$1.8 million where other fill pile expenses came from. Mr. Brown said the Board will get a fill pile update in March. Ms. Bosse said Mr. Carey could confirm if there is money available. Mr. Carey said, as of today, there is money available. He said bids are out to remediate seven sites and investigate the landfill. Mr. Carey said the Town will have a cost to do all the sampling to meet EAP requirements. He said he will be getting a baseline and is looking at \$250,000. Mr. Carey said he assumes those costs will exceed the \$450,000 that is remaining. He said for the short-term, there is funding to cover Mr. Centofanti's additional expenses or Mr. Carey said he can pull funding from the DPW Fees and Professional Services budget. Mr. Carey said he will attend the March 11 Board of Finance meeting to provide an update.

Ms. LeClerc said the Board could request Mr. Centofanti limit the number of bids to be reviewed. Ms. Charlton said it covers 300 transactions and is a large scope. She said it is fine to limit the scope and if the Board decides to dig in further, the internal auditor can perform this work. Mr. Walsh said he feels the Town owes the public a full, thorough audit and Mr. DeWitt agreed. Mr. Centofanti said he will have the report ready by March 31.

Ms. LeClerc motioned to authorize \$15,000 of additional funds to complete the audit as quickly as possible and for this funding to come out of the \$1.8 million. Mr. Testani seconded the motion which carried unanimously, 7-0.

7. To review the BOE Q2 FY20 financial position

Ms. Munsell gave the project balance summary. Ms. Bosse said she will contact Hooker & Holcomb to write up OPEB BOE numbers. Ms. Munsell discussed the \$400,000 shortfall in health insurance and explained the negative Special Ed costs.

8. To review the Town Q2 FY20 financial position

Ms. Bosse gave the Projected Net Estimated Operational Variance report.

Revenue

She reported changes were due to a tax sale collected. She explained contributing factors for investment income, building revenue, State Aid and Other (including Fire Marshal fee).

Expenses

Ms. Bosse reviewed the FY20 Operation savings. She said vacancies result in salary savings and she is going to rename it as salary savings. She said there are 12 vacancies. Ms. Charlton thinks it would be helpful to break out the number and understand the components. Ms. Bosse explained the calculation process. Mr. Walsh and Mr. Brown said they will look at reports and take Ms. Charlton's advice to define and compile the variance report.

Compactors and solid waste & recycling overtime was discussed. Mr. Carey said the site operations contractor number was not carried into the budget. He said that he and Mr. Zembruski asked other vendors why they didn't bid and were told they had no interest. Mr. Zembruski said there's a new owner - Enviro. Mr. Carey said he anticipates a positive variance from the snow removal line due to the warm weather.

Ms. Bosse summarized the net estimated variance and budgeted contribution to surplus which she said resulted in an estimated increase in the Fund Balance of \$2.3 million.

Members of the Fund Balance Committee said they wrote the policy with a 10% debt policy that they will send to Ms. Bosse. They said they will review all policies and meet with the Administration.

9. To hear, consider and act upon any communications

Mr. Brown noted the next Board of Finance meeting is March 11, 2020, not March 3, 2020.

10. Adjourn

There being no further business to come before the Board, Mr. DeWitt moved to adjourn the meeting at 10:48 p.m. Mr. Walsh seconded the motion which carried unanimously, 7-0.

Respectfully submitted,

Sheila Tesei
Recording Secretary

<https://www.youtube.com/watch?v=o13OCaoBBUE&t=2939s>

*****DRAFT*****

**BOARD OF FINANCE
MEETING MINUTES
March 11, 2020**

The Regular Monthly Meeting of the Board of Finance was held in Seminar Room 295 A/B at the Board of Education Administrative Offices, 501 Kings Highway East, on Wednesday, March 11, 2020, at 7:30 pm.

MEMBERS PRESENT Edward Bateson, Jim Brown-Chair, Lori Charlton, Christopher DeWitt-Vice Chair, Mary LeClerc-Secretary, Sheila Marmion, John Mitola, Jack Testani, James Walsh

ALSO PRESENT Interim CFO Caitlin Bosse, CAO Thomas Bremer, Mill Hill Elementary School Principal Kevin Chase, Selectman Thomas Flynn, Mill Hill Elementary Building Committee Chair Thomas Quinn, David Stein-Silver Petrucelli, FairTV

1. Call to Order – Chairman Brown called the meeting to order at 7:33 p.m.
2. Pledge of Allegiance – Mr. Brown led the Pledge of Allegiance.

Mr. Brown said he is in contact with the First Selectwoman and the Town Attorney who are working on developing a system for future meetings.

3. To Hear, Consider and Act Upon the following Bond Resolution as recommended by the Board of Selectmen entitled “A Resolution Amending and Restating the Resolution Entitled, ‘A Resolution Appropriating \$22,000,600 for the Costs Associated with the Renovation and Expansion of Mill Hill Elementary School and Authorizing the Issuance of Bonds to Finance Such Appropriation’ to Increase the Amount of the Appropriation and this Bond Authorization by \$1,274,900 to a Total of \$23,275,500” consisting of four pages, a copy of which is attached* hereto

Mr. Testani motioned to approve the item. Mr. DeWitt seconded the motion.

Mr. Quinn opened by reviewing the revised estimate with a series of cost reductions and noted they don’t know what financial or timing impact the coronavirus will have on the project. Mr. Stein began describing the schematic phase process and value engineering of the project. Adjustments were made by adding and removing to the schematic scope of work and they were able to reduce contingency and soft costs to save a considerable amount of money.

Mr. Quinn said they believe the contingency will take care of the cost escalators. Mr. Bateson questioned the value engineering in eliminating the classroom. Mr. Stein explained it was reduced about 700 sq. feet equating to an insignificant 1/5% of the budget or \$10,000 and that the Principal was in favor of. Mr. Quinn said it wasn’t in the ED spec. Mr. Walsh asked them to explain how does the Building Committee design something that wasn’t in the ED spec. Mr. Chase explained other schools don’t have so it was a reasonable deduction. Mr. Quinn said this was the only instance.

Mr. Bateson recalled a discussion with the WPCA about rerouting the sewer line. Mr. Stein explained the paving, landscape, rooftop HVAC, acoustical and curbing reductions. Mr. Bateson asked them to forward the Chairman what ed specs were approved in 2019 and where we are now. Mr. Quinn will submit. Mr. Brown requested Ms. Bosse get bond counsel opinion on ED specs and bonding resolution and what is the leeway of the building committee, he thought they had to be exact for this and future work as well. Mr. DeWitt asked why hazmat isn't included. Mr. Quinn replied it's a separate budget. Ms. LeClerc requested they put together a one-page detailed table of what was originally approved and based on new plans show where we are now. Mr. Quinn will compile and send to Ms. Bosse.

The schematic design vs design development scope and cost increases were then examined in detail for Site Work and Building Interior Systems.

Mr. Mitola asked what the next steps were. Mr. Quinn said they will go out to bid mid to late April.

Mr. Walsh asked about the \$1,275,000 variance where it shows you spent \$800,000 in design contingency. Mr. Stein said it essentially rolls up, 5% was added across the board and gets filtered into other line items because there is no more design contingency when we get to this point.

Mr. Brown asked Mr. Quinn what he suggested to do on the next project since setting a budget on schematic design creates a problem every time because you don't have any engineering work. He suggests setting up the process that allows you to spend money on engineers to look at electrical to see if there are major surprises because now we go in with a cookie cutter. There was further discussion on how to better estimate.

Mr. Walsh motioned to amend bonding resolution Page 1 Resolved: 1. Line 4 insert "money can only to be spent on construction costs to renovate and expand Mill Hill Elementary School pursuant to the specs approved June 11, 2019, to reduce from a 504 to 441. Mr. Testani seconded the motion.

Mr. Mitola is concerned about the changing bond resolution and the BOS. Mr. Walsh suggested the Chairman have Ms. Bosse refer to bond counsel. Ms. Bosse believes if the BOF changes the language it has to go back to BOS. Mr. Walsh wants language included. Mr. Brown will follow up with Ms. Bosse.

The amendment carried unanimously, 9-0.

Mr. Walsh motioned to approve the bonding resolution as amended. Ms. Charlton seconded the motion which carried unanimously, 9-0.

4. To Hear Consider and Approve for Delivery to the RTM, the Senior and Disabled Tax Relief Ordinance Update Recommendation from the BOF Senior and Disabled Tax Relief Subcommittee

Mr. Walsh motioned to approve the item. Mr. DeWitt seconded the motion.

Mr. Brown gave background and thanked the Senior and Disabled Tax Relief Committee for all their time. Mr. DeWitt said the Tax Assessor, Mr. Murray, is not present and Mr. Bremer is representing FSO. Mr. DeWitt went through the power point presentation to give an overall understanding of the process and then reviewed recommended changes.

Ms. Marmion asked Mr. Bremer to explain the \$400,000 total credit number on the revenue side under summaries in the First Selectwoman's budget. Mr. Bremer explained the amount we are crediting the class of people is shrinking so from one year to the next we added \$400,000. The number decreased from the previous year. Ms. Bosse said the actual is less than the budget was in 2020 so they used the three-year actual and added \$400,000. Mr. Bremer said so the amount we are actually spending has decreased. Mr. Walsh asked what else is in the line item and asked for a three-year average. Ms. Bosse will get the other credit from Ms. Gardiner who will send a follow up. Mr. DeWitt said the 13% is based on budget not actuals.

Mr. DeWitt completed the overview, continued with the actual recommendation and noted changes. He said the BOF doesn't write ordinance. The Committee will make a recommendation on behalf of the BOF and then it goes through LNA and RTM.

Mr. Walsh researched the trust language which was added in paragraph five. A signed sworn affidavit was added under penalty of perjury similar to other Town's language he said. They discussed how to best communicate to the seniors. Mr. DeWitt emphasized they wanted to give the most benefit to the most people and get something out ASAP. There was a further discussion on implementing a 3% random audit to prevent fraudulent applications.

95-9 C.

Second sentence:

The Tax Assessor shall *remove* "randomly" and *add* "some shall be randomly done".

The Tax Assessor shall randomly audit *remove* "3%" and *add* "at least 15 of the applications a year, but may audit more of the applications at the Tax Assessor's or his designee's discretion"

95-11

First sentence:

remove "an amount equal to 2.5%"

Second sentence:

remove "or what is"

add "whichever is less"

Mr. Walsh motioned to add "shall not exceed what is budgeted in a municipal year." Mr. DeWitt will draft something for review. Add to end the proration formula for the amount of decreased each individual participant would be 1 minus budget over project budget.

95-15 Tax freeze – remove all of A. 1-6. Mr. DeWitt said there are zero participants, no one takes advantage of this.

95-15.1 The Assessor *remove* "shall" and *add* "is required to report to the RTM "as well" as the Board of Finance

95-15.4 RTM Review Committee was considered.

Ms. Marmion will send language for proration. Mr. Walsh will make changes and distribute to the body before Monday.

Mr. Testani motioned to table to date certain of the Monday, March 16 Special meeting at 7:00 p.m. Mr. DeWitt seconded the motion which carried unanimously, 9-0.

There was discussion on keeping meeting dates, locations, Charter deadlines and how they will move forward with teleconferencing to include department heads and the public.

5. To Hear and Approve Minutes from November 19, 2019, November 26, 2019, December 3, 2019, December 16, 2019, January 7, 2020 and February 5, 2020

Mr. Mitola motioned to approve the November 19, 2019, minutes. Mr. DeWitt seconded the motion which carried, 6-0-3. (Bateson, Charlton, Testani abstained)

Ms. LeClerc motioned to approve the November 26, 2020, minutes. Mr. DeWitt seconded the motion which carried 6-0-3. (Bateson, Marmion, Walsh)

Ms. LeClerc motioned to approve the December 3, 2019, minutes. Mr. Walsh seconded the motion which carried unanimously, 9-0.

Mr. Mitola motioned to approve the December 16, 2019, minutes. Mr. DeWitt seconded the motion which carried 8-0-1. (Walsh abstained)

Mr. DeWitt motioned to approve the January 7, 2020, minutes. Ms. Charlton seconded the motion which carried unanimously, 9-0.

Mr. Testani motioned to approve the February 5, 2020, minutes. Ms. LeClerc seconded the motion which carried unanimously, 9-0.

6. To Hear, Consider and Act Upon Any Communications – none.

7. Adjourn

There being no further business to come before the Board, Mr. Mitola moved to adjourn the meeting at 10:44 p.m. Mr. Walsh seconded the motion which carried unanimously, 9-0.

Respectfully submitted,
Sheila Tesei

<https://www.youtube.com/watch?v=jA8QkM17DU>

*****DRAFT*****
BOARD OF FINANCE
SPECIAL MEETING MINUTES
March 16, 2020

The Special Meeting of the Board of Finance was held in John J. Sullivan Independence Hall, 1st Floor Conference Room, 725 Old Post Road, on Monday, March 16, 2020, at 7:00 p.m.

MEMBERS PRESENT Jim Brown-Chair, Christopher DeWitt-Vice Chair

MEMBERS PRESENT VIA TELECONFERENCE Edward Bateson, Lori Charlton, Mary LeClerc-Secretary, Sheila Marmion, John Mitola, Jack Testani

MEMBERS ABSENT James Walsh

ALSO PRESENT Town Attorney James Baldwin, Interim CFO Caitlin Bosse, CAO Thomas Bremer, Town Clerk Betsy Brown, Budget Director Linda Gardiner, IT Director David Kelly, FairTV

ALSO PRESENT VIA TELECONFERENCE Tax Collector Ross Murray

1. Call to Order – Chairman Brown called the meeting to order at 7:05 p.m.
2. Pledge of Allegiance – Mr. Brown led the Pledge of Allegiance.
3. To hear, consider and Approve for Delivery to the RTM, the Senior and Disabled Tax Relief Ordinance Update Recommendation from the BOF Senior and Disabled Tax Relief Subcommittee

Mr. Brown motioned to approve the item. Mr. DeWitt seconded the motion.

Mr. DeWitt reported he sent changes as discussed at the previous meeting to the Committee and Mr. Murray. Mr. Murray accepted all changes except Section 95-11. His comments were based around prorating and that if we impose a cap and go over a specific amount it could be problematic. These incorporated changes in the ordinance will move on to the RTM.

Mr. DeWitt motioned to amend the item and remove all changes from Section 95-11. Mr. Mitola seconded the motion which carried unanimously, 8-0.

Mr. DeWitt motioned to approve the item as amended. Ms. Charlton seconded the motion which carried unanimously, 8-0.

4. Adjourn

There being no further business to come before the Board, Mr. DeWitt motioned to adjourn the meeting at 7:13 p.m. Ms. Charlton seconded the motion which carried unanimously, 8-0.

Respectfully submitted,
Sheila Tesei
Recording Secretary

Part 1: <https://www.youtube.com/watch?v=0sBs7IDjWtU>
Part 2: <https://www.youtube.com/watch?v=KzF30iEQSNM>

*****DRAFT*****

**BOARD OF FINANCE
PUBLIC BUDGET HEARING
MEETING MINUTES
March 16, 2020**

The Public Budget Hearing Meeting of the Board of Finance was held in John J. Sullivan Independence Hall, 1st Floor Conference Room, 725 Old Post Road, on Monday, March 16, 2020, at 7:30 p.m.

MEMBERS PRESENT Jim Brown-Chair, Christopher DeWitt-Vice Chair

MEMBERS PRESENT VIA TELECONFERENCE Edward Bateson, Lori Charlton, Mary LeClerc-Secretary, Sheila Marmion, John Mitola, Jack Testani, James Walsh

ALSO PRESENT First Selectwoman Brenda Kupchick, Town Attorney James Baldwin, David Becker, Chief of Staff Jackie Bertolone, Interim CFO Caitlin Bosse, CAO Thomas Bremer, Town Clerk Betsy Browne, Budget Director Linda Gardiner, IT Director David Kelly, FairTV

ALSO PRESENT VIA TELECONFERENCE Community and Economic Development Director Mark Barnhart, Conservation Director Brian Carey, Purchasing Director Gerald Foley, Fair TV Commission member Andy Jones, Tax Collector David Kluczowski, Tax Assessor Ross Murray, TP&Z Director James Wendt

1. Call to Order – Chairman Brown called the meeting to order at 7:30 p.m.
2. Pledge of Allegiance – Mr. Brown led the Pledge of Allegiance.

Mr. Brown thanked the administration for setting up the virtual meeting in these trying circumstances and thanked the public for their understanding and explained the process which allows us to comply with FOI and conduct Town business. He thanked the Department Heads for their work, the BOE who they will hear on Wednesday night and the BOF members.

Mr. Walsh motioned that the BOF adjourn these proceeding for 30 days because today the State and Federal governments declared a State of Emergency and that all deadlines for budget submissions ending June 30, 2021, can be delayed for 30 days; furthermore the Town Charter Section 1.2C allows the BOS to modify the process under special circumstances. Mr. Bateson seconded the motion.

Mr. Walsh believes it would be insensitive to taxpayers to go forward with this process. He said everyone is going through business and personal stresses caused by this crisis and he noted that this budget may change after the crisis. He said he doesn't want to take away the time of the Emergency Management Team in the middle of an emergency for the budget.

Mr. Bateson commented at the last meeting that assigned dates and times for these meetings continue, but is in shock over what's happened in the past week and how lives have changed due to COVID-19. He said he is overwhelmed by the factors he has to deal with and agrees with Mr. Walsh that the budget is secondary.

First Selectwoman Kupchick said the Town's emergency response team is in full action working every day and is making plans for the Town to shut down. She said it is difficult to hear that some members want to postpone budget meetings after the hard work that has gone into putting the budget together. She said she feels in 30 days or so the situation with COVID-19 will be much worse and the Town should at least get through this part of the budget process. She asked for these proceedings to move forward noting that this budget can be amended and adjusted after it is passed.

Mr. DeWitt said the U.S. is three weeks behind Italy according to the news. He said the BOF could be done with holding budget meetings by next Tuesday if unused snow days are used. He said he is not supporting the postponement of BOF budget meetings at this time.

Ms. Marmion said she appreciates Mr. Walsh and Mr. Bateson's comments and that these are trying times, but she said she agrees with Mr. DeWitt that things may get worse and the BOF should proceed with this process. She said it would be concerning to go silent now and wants to be in contact with Department Heads as we go through this process so she does not support the motion.

Mr. Mitola believes the BOF should move forward. He said the BOF has some additional time, but should be sensitive to some members' concerns from a professional and personal standpoint and if needed move a meeting to accommodate members. He said he won't support the motion.

Mr. Testani said he supports what First Selectwoman's comments. He said the BOF needs to continue a sense of normalcy. He is not in support of the motion.

Ms. Charlton believes the BOF should move forward. She acknowledged that the Governor allowed an extra 30 days to discuss and vote on budgets. She said the BOF should be flexible with colleagues, but she doesn't support the motion.

Mrs. LeClerc said she agrees with Ms. Charlton to try and continue with meetings and spread them out if members find there is too much going on.

Mr. Brown said he respects what Mr. Walsh said, there is a lot of stress, but isn't sure what the Town will be facing 30 days from now. He said he wants to keep continuity in government and department heads are ready to speak and the BOF should hear them. Mr. Brown said there is time to make changes and the BOF is prepared now, but may not be in 15 days. He said the BOF will be flexible where it can. He said he is sensitive to what's going on in member's personal and professional life and to move forward.

Mr. Walsh motioned to postpone the BOF Public Hearings. Mr. Bateson seconded the motion. The motion failed 2-7-0. (Bateson, Walsh in favor and Brown, Charlton, DeWitt, LeClerc, Marmion, Testani and Mitola opposed)

3. Summary Budget Presentation by First Selectwoman

First Selectwoman Kupchick thanked department heads and the finance department for their hard work on the budget. She said she noticed many deficiencies coming into office and got a clear sense of what was needed after meeting with the public.

She said there needs to be more investment in the Town's infrastructure. First Selectwoman Kupchick presented an overview of her proposed budget. She said she needs to meet with the BOE regarding its budget which includes a 3% increase.

First Selectwoman Kupchick discussed her budget recommendation and summary, vision statement, objectives and goals, revenues and expenditures. She discussed BOE recommendations, requests and student enrollment. She reviewed the Town budget and recommendations to improve town services and efficiencies by modernizing town government, enabling long-term economic growth and providing tax relief. BOS adjustments to the FY2021 budget, general fund, revenue and expenditures were then examined.

Mr. Walsh requested to view all the investments and how calculations were made which Mr. Bremer said he will submit to the BOF. Mr. Walsh asked how the corona virus had any effect on this budget. He also discussed investment rates to reduce the budget by \$1 million. Mrs. Gardiner explained the Town won't receive any interest and is at risk. She said she will provide a schedule and send the entire package to Mr. Brown to send to the Board. Mr. Walsh requested if anything is going to be presented at a BOF meeting, members would like it submitted in advance so they have time to review the information.

Investment income and adjustments were discussed. Mr. DeWitt said he feels the Town may be defaulting too much. Mr. Bremer said the Town may be a bit conservative. First Selectwoman Kupchick said this can be discussed after they had a chance to review. Mr. Brown stated the BOF will discuss Thursday. He said he will forward questions the Board has to the finance department. Mrs. Gardiner reviewed the breakdown of new employees. Mr. Bremer explained the total expense increases for the Town and BOE. Ms. Charlton asked the First Selectwoman if she considered other broad revenue lines. She replied she thinks things are happening that are going to impact this year's budget regardless we'll have to make changes.

4. Discussion on the Following Budgets:

Miscellaneous – Not-for-Profit Organizations

Mr. Brown had a list of each organization's representatives' numbers in case members had questions, but no member had any questions.

Administrative and General

1010 First Selectwoman's Office

Mr. Walsh said the increase in total budget majority seems to be in payroll and asked First Selectwoman Kupchick how it is working out with the full-time Chief of Staff and CAO. First Selectwoman Kupchick replied she can't imagine how she could work without them and that she couldn't have managed as productively. Mr. Mitola asked if page 45 of the budget summary are items the BOF discussed a few months ago with the First Selectwoman who replied yes. Mr. Testani asked if all changes were approved as requested. First Selectwoman Kupchick replied yes and stated the BOS approved these positions and is very supportive. She said Selectwoman Lefkowitz couldn't support the education reduction. Mr. Walsh asked about the secretarial services increase. Mrs. Gardiner said it is due to increased BOS meetings. Mr. Walsh asked about the communications increase. First Selectwoman Kupchick explained it is for cell phones and a cable line.

She said she had office supplies which were pretty scarce restocked and had a water cooler ordered for staff and the many people from other departments and the public who come to the office. Mr. Walsh requested water cooler bills for the departments that have them. Mr. Walsh asked about the travel and meeting increase. First Selectwoman Kupchick said it was increased so she could attend two national mayors' conferences as a new leader and to network for the Town. Mrs. Gardiner said an explanation for all increases are outlined in the text report online on the Town website. She said there are also two other reports online- YTD revenue and YTD expenditure reports that may be helpful. Ms. Charlton asked about the education and membership line. First Selectwoman said it is to pay for the Town to be a member of CCM.

1030 Town Clerk

Ms. Browne reviewed her budget expenses and said everything is status quo. She said the regular payroll increase is due to contract settlements and longevity bonuses. She tried to cut where possible, decreased rental and storage and postage. She said her office is doing more electronic recording, but kept the money in that line because it is a presidential year.

Revenue – Ms. Browne said the BOS increased the conveyance tax line. She said there are no fee increases from the State and recording fees vary. She said she believes she will exceed the conveyance tax budget because there was a large tax sale and are expecting a few others. She said she will supply the \$227,000 recording fees she reported. She said filing fees increased from \$5 to \$20 for liquor permits set by the State.

1040 FairTV

Mr. Jones reviewed the increase. He said FairTV received funding from two sources: the Town and the Cable Advisory Committee. He said after going through the process, the Committee discovered its main grant supporter is more generous for equipment and technology so labor costs was put on the Town side. Mr. DeWitt said the Town needs to upgrade the equipment especially as the pandemic continues. He said since town meetings are posted on YouTube, it's a much better system that the BOF should support. Mr. Walsh asked what other funds the Committee gets from the Cable Advisory Committee. Mr. Jones explained. Mr. Bateson asked if RTM meetings at McKinley School could be broadcast live.

1110 Town Plan and Zoning

Mr. Walsh recused himself. Mr. Wendt reviewed expenses and revenue.

The Board recessed at 10:02 p.m. and reconvened at 10:10 p.m.

1230 Conservation

Mr. Walsh recused himself. Mr. Carey said budget is flat and the only increase is the payroll line because of contractual obligations and social security contributions. He said revenue is up and actuals are coming in higher. Mr. Bateson offered any assistance from the Board to make it more business friendly for people with applications since the Town is shutting down.

1290 Miscellaneous Contingencies

Mr. Bremer presented and noted the budget is flat for the year. He said it's a catch all for small items that aren't included in other line items.

1350 Community and Economic Development

Mr. Barnhart said the major change this year is for business development. Mr. DeWitt said he noticed the BOS reduced the regular payroll line by \$20,000. Mr. Barnhart said it was a placeholder. Mr. Mitola questioned the \$150,000 salary. Mr. Bremer replied the market rate is \$130,000. Mr. Barnhart recommended a lower amount of \$95,000 to \$110,000. Mr. Bremer said he will send the Board a list of other Towns Economic Development staffing. Mr. Walsh asked what he will be doing now that his time is freed up. Mr. Barnhart discussed the many components of his job. Mr. Walsh asked Mr. Barnhart to justify the position. Ms. Marmion requested job descriptions for each position. Mrs. Gardiner said job descriptions are on the Town website and she will resend the link to the BOF. Mr. Brown asked for a job description for the new position and the new job description for Mr. Barnhart. Ms. Charlton said she is concerned with adding a new position in this climate. Mr. Bateson requested an organizational chart showing who reports to whom which Mr. Bremer said he will supply. Mr. Brown said the BOF will have to review the position thoroughly.

Finance

3030 Purchasing

Mr. Foley noted the biggest adjustment is his request for more hours for a part-time position. He said it is an administrative position to keep track of records and assist him and the junior and senior buyers. Mr. Testani asked about the 65% advertising increase. Mr. Foley said it costs more money to advertise legal ads, invitation to bids and grants. He said his department also publishes information on the Town website and State portal. He said his department is required by State statute to advertise in a local paper. Mr. Walsh commented that the fill pile work can be extremely labor intensive. Mr. Foley said it is taking time away from other things such as validating bonds and checking insurance certificates.

1050 Administrative Services

Mr. Brown asked about the 8% reduction in copier leases. Mr. Foley explained with the assistance, efforts and coordination of Mr. Kelley, his department opted to buy instead of lease some of the smaller copiers. He said when the leases were up, he optioned not to lease, but to buy and is hoping to continue this with other departments.

3010 Finance

Expenditures – Mrs. Gardiner said the part-time payroll increased with the proposed grant writer. Mr. Brown asked what the plan is for a new CFO. Mrs. Gardiner said when the budget was developed, the prior CFO's salary was used and it will be adjusted. Mrs. Bosse said she is getting paid as Controller and receives a stipend. Mr. Bateson asked if there is a savings if Mrs. Bosse transitions to CFO and the Controller position opens. Mrs. Gardiner said there would be savings on the Controller line. She said Mrs. Bosse receives a \$20,000 stipend, about \$16,000 less than the previous CFO. Mrs. Gardiner said she will be retiring soon and there will be a savings in her position with someone who does not have her seniority. Mr. Bateson stated the CFO is a critical position and it needs to be filled. Mr. Bremer agreed the department needs to get some permanency. Mr. DeWitt asked if the Town is searching for a CFO. Mrs. Bosse said there is so much going on that the search has not yet occurred. Mrs. Gardiner's Budget Director \$86,000 salary was discussed. Mr. Bremer said the new person will be on the 401a plan. He said that is a negative in getting the position filled because some towns are still paying a pension. Mrs. Bosse explained the grant position, the internal auditor role and part-time positions.

Mr. Walsh asked if the department has looked at what other towns do for internal auditors. Mr. Bremer replied no, but will be doing so. Ms. Gardiner said the revenue is based off of the Governor's 2021 budget and three-year averages. The BOF then reviewed line items.

2020 Fund Balance

The item was moved to the 3/26 meeting.

3050 Assessor

Mr. Murray discussed the software account which he said decreased because of last year's vision software. He said the fees and professional line is up due to costs associated with the revaluation and he increased funds to cover appeals. Mr. Murray said communications increased because his department is testing a wireless laptop in the field which helps check items in the field. Mr. Walsh asked about the postage increase. Mr. Murray said \$1,500 is a new item to create a mailing for the Senior & Disabled Tax Relief outreach. He said travel and meeting is up primarily because during the Board of Assessment appeals, it is customary to bring in dinner while there are deliberations. Mr. Murray said there is increased costs in education because a new employee is taking classes.

3090 Tax Collector

The Board took the Tax Collector item next. Mr. Kluczowski said the 2.9% increase is status quo and the majority of the increase involves contractual increases.

10030 Debt Service

The item was moved to the 3/26 meeting.

Mr. Brown motioned to move the following items to the March 26, 2020, meeting. Mr. DeWitt seconded the motion which carried unanimously, 9-0.

Administrative and General

1070 Registrar of Voters

1090 ZBA – Jim Wendt

1130 Probate Court

1210 Historic District Commission

1250 Shellfish

1370 Harbor Management Commission

5. Adjourn

There being no further business to come before the Board, Mr. Brown moved to adjourn the meeting at 12:06 am. Mr. DeWitt seconded the motion which carried unanimously, 9-0.

Respectfully submitted,

Sheila Tesei
Recording Secretary

<https://www.youtube.com/watch?v=B0ShuzcUZe0>

*****DRAFT*****

**BOARD OF FINANCE SPECIAL MEETING
MEETING MINUTES
April 9, 2020**

A Special Meeting of the Board of Finance was held at 7:00 p.m. on Thursday, April 9, 2020, via Teleconference.

MEMBERS PRESENT VIA TELECONFERENCE Edward Bateson, Jim Brown-Chair, Lori Charlton, Christopher DeWitt-Vice Chair, Mary LeClerc-Secretary, Sheila Marmion, John Mitola, Jack Testani, James Walsh

ALSO PRESENT VIA TELECONFERENCE Conservation Director Brian Carey, Health Director Sands Cleary, Tax Collector David Kluczowski, Town Attorney James Baldwin, Interim CFO Caitlin Bosse, CAO Thomas Bremer, Budget Director Linda Gardiner, IT Director David Kelly, Mill Hill Building Committee Chair Tom Quinn, Bond Counsel John Stafstrom, Engineering Manager William Hurley, WPCF Superintendent Bill Norton, Mr. Stein, Mr. Chase, First Selectwoman Brenda Kupchick, FairTV

1. Call to Order – Chairman Brown called the meeting to order at 7:02 p.m.
2. Pledge of Allegiance – Mr. Brown led the Pledge of Allegiance.
3. To Hear, Reconsider and Act On the following Bond Resolution as recommended by the Board of Selectmen entitled “A Resolution Amending and Restating the Resolution Entitled, ‘A Resolution Appropriating \$22,000,600 for the Costs Associated with the Renovation and Expansion of Mill Hill Elementary School and Authorizing the Issuance of Bonds to Finance Such Appropriation’ to Increase the Amount of the Appropriation and this Bond Authorization by \$1,274,900 to a Total of \$23,275,500” consisting of four pages, a copy of which is attached hereto.*

Mr. Mitola motioned to approve the item. Ms. Marmion seconded the motion.

Attorney Stafstrom cited a problem with the amendment that tied it to the detailed building specifications which isn’t normally in a bond resolution. He said if the Building Committee wanted to change the specs it could void the Resolution. He suggested that if it is the Board’s intent, to amend Section 3 to make it clear the BOF is not authorizing a bigger school and then it won’t be tied to the building specifications.

Mr. Walsh said the Board learned at the last meeting that the Building Committee had added a room which the building specifications did not include. He said he was surprised that the Building Committee had that authority and that is why the Board wanted it tied to the Ed specs. Attorney Stafstrom said as the project progresses, changes will be made. He said the problem with tying it so specifically ties the Building Committee’s hands.

Mr. Quinn said classrooms vary between 800-1,000/sf and the cost depends on whether it is a remodel or new and runs about \$260-\$350/sf. He said the Building Committee determined the classroom wasn't affordable so the Committee removed it. Mr. Walsh said he doesn't want this to become a school that wasn't approved and he wants to limit the funding to what was approved and the number of rooms that were approved. Mr. Mitola doesn't want to tie the hands of the Building Committee, but asked the Building Committee report back to the BOF if any changes come up. Mr. Walsh said he is concerned the Building Committee is going beyond its authority and suggested putting the number of classrooms in the Resolution. Attorney Stafstrom said he doesn't recommend that. Mr. Walsh asked if this could be done legally to prevent further surprises because the Committee went over in certain areas. Attorney Stafstrom replied yes, but said he wants the BOF to understand if it is written into the Bond Resolution it is tying down to specifics such as locks, doors and windows and technically the Resolution is violated if a different lock is used or these things are changed. Mr. DeWitt said he doesn't see what the harm there is to tying this into the Ed specs and thinks adding the number of rooms is limiting us. Attorney Stafstrom said the money is authorized to be used for a school of 441 students. Mr. DeWitt said he is leaning toward what Bond Counsel is recommending.

Mr. Walsh motioned to amend Paragraph 3 and remove “pursuant to the building specifications approved on June 11, 2019 which contemplated” after Mill Hill Elementary School and add after Mill Hill Elementary School a comma and “to include the specific number of classrooms pursuant to the Ed spec approved on June, 11, 2019.” Ms. LeClerc seconded.

Mr. Quinn asked if this has to go back to the BOS. Mr. Stafstrom replied no. Mr. Quinn said he then had no objection.

The amendment carried 7-2-0. (Bateson, Brown, Charlton, DeWitt, LeClerc, Testani, Walsh in favor, and Marmion, Mitola against)

The bonding resolution, as amended, carried unanimously, 9-0.

4. To hear, consider and act upon the following Bond Resolution as recommended by the Board of Selectmen entitled, “A Resolution Appropriating \$6,245,000 for the costs associated with the construction of the Easton Turnpike Pump Station and Force Main Replacement and authorizing the issuance of bonds to finance such appropriation” consisting of three pages, a copy of which is attached hereto.*

Mr. DeWitt motioned to approve the item. Ms. Charlton seconded the motion.

Mr. Carey reported the bids came back and these are the true costs with a 10% contingency. He said it is critical to increase flows in the area and noted the structure is 45 years old and under capacity. Mr. DeWitt asked if it will be funded by WPCA money. Mr. Carey replied the project will be funded through bonding. Ms. Marmion asked if SHU began building the hockey rink yet and referenced an email sent to faculty from the SHU President stating the university is not beginning new capital projects because of the corona virus. Mr. Carey explained this project is mainly for the dorms currently being built and that the Town has already approved the application tying it into the sewer system. Mr. Walsh noted that SHU committed \$1 million to the Town for this project. Mr. Carey reported legal counsel is drafting an agreement with SHU.

There was further discussion on capacity and flows in relation to dorms and future building. Ms. LeClerc said when this project was first introduced to the Board it was a pump station renovation, but then in October Mr. Carey said the Town was going to contact SHU for an additional funding percentage so she would like to hear from the Town on how negotiations went. Mr. Carey said the project that was presented to the Board from the beginning was a pump station reconstruction and the force main.

Attorney Stafstrom explained this project is being paid from WPCA by user fees. Mr. Bateson requested the terms change to the Board of Selectmen not just the First Selectwoman. Attorney Baldwin and Attorney Stafstrom agreed. Mr. Bateson requested Capital Planning to be forward to the Board which Mr. Carey said he will submit.

The motion carried unanimously, 9-0.

5. To hear, consider and act upon the following Bond Resolution as recommended by the Board of Selectmen entitled, "Supplemental Resolution" consisting of one page, a copy of which is attached hereto*, stipulating that the debt service on the Easton Turnpike Pump Station and Force Main Replacement Bonds 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 with the Town satisfactory to the First Selectwoman.

Mr. Mitola motioned to approve the item. Ms. Marmion seconded the motion.

Mr. Bateson motioned to amend the last paragraph under RESOLUTION and remove First Selectwoman and add Board of Selectmen. Mr. DeWitt seconded the amendment which carried unanimously, 9-0.

The Bond Resolution, as amended, carried unanimously, 9-0.

6. Discussion on Governor's Executive Order No. 7S

Mr. Brown said the RTM leadership asked the Board to review this item. Ms. Bosse explained the Board can recommend the Permit Program, Low Interest Rate Program or both. Her recommendation is the Deferment Program. She explained the calculations for the two assumptions in lengthy detail.

Mr. Kluczowski said he concurs with the administration's recommendation for Option 2, the Low Interest Rate Program. He said the taxpayers and the State prefer the Deferment Method. Mr. Bremer said to look at it broadly, it will cost the Town \$27,000, and it will be interest free and penalty free to the taxpayers. He said it's worth it to our taxpayers and cited a number of other towns that will be doing the same as well. The First Selectwoman is strongly in favor.

Mr. Mitola said he appreciated the analysis, but he said the Board did not receive backup documentation. Mr. Bremer said he sent to Mr. Brown. Mr. Mitola stated for the record he prefers Deferment. Mr. Kluczowski said he speaks to taxpayers every day, receiving five calls an hour stating they are out of work, can't pay and are asking if it will be deferred. He said they will be shocked if the Town charges a percentage. He said he is also in constant communication with the State and explained Option B is not its recommendation, but it was put in if a town had cash flow problems.

Mr. Kluczowski envisions it to be under \$10 million. Mr. Bateson said he doesn't want a cash flow crunch. Mr. Bremer said he is confident the Town has enough cash on hand for 60 days and it gives taxpayers an additional 60 days. There was further discussion on calculations, assumptions and eligibility. Ms. Charlton and Mr. Walsh expressed concerns that after 60 days taxes may not be paid back and people's circumstances may not have changed or have worsened. Ms. Charlton said she would like to see the program offered to people in need and not offered broadly. Attorney Baldwin reminded the BOF that the RTM is mandated to choose one of these options.

Mr. Brown called for a sense of the body. The Board was in favor of the Deferment Program as recommend, 9-0.

There was some discussion whether it was the expanded Deferment Program or the program as outlined in Executive Order 7S.

7. Adjourn

There being no further business to come before the Board, Mr. Brown motioned to adjourn the meeting at 9:02 p.m. Mr. Testani seconded the motion which carried unanimously, 9-0.

Respectfully submitted,

Sheila Tesei
Recording Secretary

<https://www.youtube.com/watch?v=B0ShuzcUZe0>

*****DRAFT*****

**BOARD OF FINANCE SPECIAL MEETING
MEETING MINUTES
April 9, 2020**

A Special Meeting of the Board of Finance was held at 7:00 p.m. on Thursday, April 9, 2020, via Teleconference.

MEMBERS PRESENT VIA TELECONFERENCE Edward Bateson, Jim Brown-Chair, Lori Charlton, Christopher DeWitt-Vice Chair, Mary LeClerc-Secretary, Sheila Marmion, John Mitola, Jack Testani, James Walsh

ALSO PRESENT VIA TELECONFERENCE Conservation Director Brian Carey, Health Director Sands Cleary, Tax Collector David Kluczowski, Town Attorney James Baldwin, Interim CFO Caitlin Bosse, CAO Thomas Bremer, Budget Director Linda Gardiner, IT Director David Kelly, Mill Hill Building Committee Chair Tom Quinn, Bond Counsel John Stafstrom, Engineering Manager William Hurley, WPCF Superintendent Bill Norton, Mr. Stein, Mr. Chase, First Selectwoman Brenda Kupchick, FairTV

1. Call to Order – Chairman Brown called the meeting to order at 7:02 p.m.
2. Pledge of Allegiance – Mr. Brown led the Pledge of Allegiance.
3. To Hear, Reconsider and Act On the following Bond Resolution as recommended by the Board of Selectmen entitled “A Resolution Amending and Restating the Resolution Entitled, ‘A Resolution Appropriating \$22,000,600 for the Costs Associated with the Renovation and Expansion of Mill Hill Elementary School and Authorizing the Issuance of Bonds to Finance Such Appropriation’ to Increase the Amount of the Appropriation and this Bond Authorization by \$1,274,900 to a Total of \$23,275,500” consisting of four pages, a copy of which is attached hereto.*

Mr. Mitola motioned to approve the item. Ms. Marmion seconded the motion.

Attorney Stafstrom cited a problem with the amendment that tied it to the detailed building specifications which isn’t normally in a bond resolution. He said if the Building Committee wanted to change the specs it could void the Resolution. He suggested that if it is the Board’s intent, to amend Section 3 to make it clear the BOF is not authorizing a bigger school and then it won’t be tied to the building specifications.

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Mr. Quinn asked if this has to go back to the BOS. Mr. Stafstrom replied no. Mr. Quinn said he then had no objection.

The amendment carried 7-2-0. (Bateson, Brown, Charlton, DeWitt, LeClerc, Testani, Walsh in favor, and Marmion, Mitola against)

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Mr. Mitola motioned to approve the item. Ms. Marmion seconded the motion.

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6. Discussion on Governor's Executive Order No. 7S

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Mr. Brown called for a sense of the body. The Board was in favor of the Deferment Program as recommend, 9-0.

There was some discussion whether it was the expanded Deferment Program or the program as outlined in Executive Order 7S.

7. Adjourn

There being no further business to come before the Board, Mr. Brown motioned to adjourn the meeting at 9:02 p.m. Mr. Testani seconded the motion which carried unanimously, 9-0.

Respectfully submitted,

Sheila Tesei
Recording Secretary