

**Board of Finance Special Meeting Final Minutes
Monday, June 14, 2021
7:30 pm**

A Special Meeting of the Board of Finance was held on Monday, June 14, 2021, at 7:30 pm via Webex in Fairfield, CT.

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

OTHERS PRESENT: Purchasing Director Gerald Foley, WPCF Superintendent Bill Norton, CAO Tom Bremer, CFO Jared Schmitt, Parks and Recreation Director Anthony Calabrese, First Selectwoman Brenda Kupchick, Attorney John Stafstrom

1. Call to Order-Chairman Brown called the meeting to order at 7:32 pm.
2. Pledge of Allegiance-Mr. Brown led the Pledge of Allegiance.
3. To hear, consider and act upon a request from the WPCA to appropriate \$144,000 from the WPCA Fund Balance to complete the WPCA portion of the Microgrid Project. (*pending BOS approval on 06/14/21; requires RTM approval*)

Christopher DeWitt made a motion to bring Item 3 before the BOF. John Mitola seconded the motion.

WPCF Superintendent Bill Norton presented this item. He said the funding request is for the Microgrid project that has been on hold since September of 2018. He said now that the hardening project is almost complete, the Microgrid project can continue, but construction costs have increased and causing him to ask the Town bodies for this additional amount. Mr. Norton referred the Board to the backup documents. He said Yankee Electric sent the Town an estimate that totaled \$196,000, but Mr. Norton said he is requesting \$144,000 as there are funds still remaining. Mr. Brown started the vote, but Mr. Norton wanted to be sure they had the correct amount that had been approved earlier by the BOS which was \$144,388.48.

Mr. DeWitt made a motion to amend Item 3 to the requested amount of \$144,388.48. Mr. Walsh seconded the amendment which carried unanimously.

The main motion, as amended, carried unanimously.

4. Resolved, that the attached Bond Resolution entitled, "A resolution appropriating \$945,000 for the remediation of historical contaminants and the enhancement of recreational facilities at Gould Manor Park and Authorizing the issuance of bonds to finance such appropriation" be, and hereby is, approved. (*Bond Resolution can be found in the backup*) (*pending BOS approval on 06/14/21; requires RTM approval*)

Mr. DeWitt made a motion to bring Item 4 before the BOF. Mr. Walsh seconded the motion.

CAO Tom Bremer presented this item. He said this is for the remediation of Gould Manor Park. Mr. Bremer referred to two maps in the backup documents. He said the work should be complete by next spring 2022. He said historical contaminates will be remediated and the baseball field will be done over. He said They will replace one of the playgrounds that is 20 years old and eliminate the other playground and make that area an outdoor workout facility. They will also resurface the tennis court and put up new fencing around the park. Mr. Bremer believes \$945K will be sufficient, but won't know for sure until the project starts. He is hoping it will start at the end of this month. First Selectwoman Kupchick is working on a list to put together before the joint meeting of BOS, BOF and RTM. There are items that they are looking to pay through government funding that have been approved for bonding. They will take some items off the bonding list. Mr. Brown read the bond resolution so the board could vote.

Mr. Walsh made a motion to approve Item 4. Ms. Charlton seconded the motion. The motion carried unanimously.

5. To Hear, Consider and Approve the Appointment of Auditors for Fiscal Year 2022
Mr. DeWitt made a motion to put Item 5 before the BOF. Ms. Marmion seconded the motion.

Ms. Charlton presented this item. The Audit Engagement Letter was included in the backup packet for reference. PKF O'Connor Davis has been the audit firm for the town for the last 5 years. The proposal began in 2017 and this is the last year. They have proposed a fee of \$105,519.00, which is an increase of 2%. It covers the town CAFR, Federal and State grants. The BOE will be billed directly. Ms. Charlton is supportive of keeping them as the town auditors while also in favor of bids going forward. Mr. Fogel agreed that it makes sense to evaluate other proposals for next year. Ms. Charlton said there are not many firms that do municipal audits. Mr. Brown commented that Mr. Centafanti does a great job and is always available. He has done a lot for the BOF and the town. Mr. DeWitt said Mr. Centafanti is also helping with the Purchasing Policy.

Mr. Brown made a motion to keep PKF O'Connor Davies as the town auditor through 2022. Ms. LeClerc seconded the motion. The motion carried unanimously.

6. To Appoint the Clerk and Assistant Clerk of the BOF for the Next Year Ending May 2022

Mr. Testani made a motion to put Item 6 before the BOF. Mr. DeWitt seconded the motion. Mr. Brown said the appointment of the Clerk by the BOF is part of the town charter. The Clerk keeps the minutes and the books regarding the board's business. Jared Schmitt has been acting as the BOF Clerk for the past year.

Mr. Brown made a motion to nominate Mr. Schmitt as the BOF Clerk through May 2022. Mr. DeWitt seconded the motion.

The motion carried unanimously. (Mr. Schmitt accepted)

Mr. Brown made a motion to nominate Jen Carpenter as the Assistant Clerk through May 2022. Mr. Walsh seconded the motion.

The motion carried unanimously.

7. New Communications

Mr. Schmitt told the BOF that the town continues to have a AAA rating. Mr. Walsh requested copies of the reports from the bond rating companies. Mr. Testani thanked Mr. Schmitt and First Selectwoman Kupchick for their efforts after having the pandemic year and still maintaining the AAA status.

The state of Connecticut passed the state budget. Municipal aid for Fiscal Year 2022 is going up \$1.1M. there is a new formula that increased what Fairfield will receive. It is more than what was projected in our budget. The town used to get \$1.8M, but now it is just under \$3M.

Tonight, is the last scheduled meeting until September. Mr. Brown will let everyone know if they need to schedule a special meeting.

8. Adjourn

**Mr. Walsh made a motion to adjourn. Mr. DeWitt seconded the motion.
The meeting adjourned at 8:16pm.**

Respectfully submitted,

Pru O'Brien
Recording Secretary