

*****FINAL*****

**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