

**BOARD OF FINANCE
MINUTES OF REGULAR MEETING
September 7, 2010**

The Regular Monthly Meeting of the Board of Finance was held on Tuesday, September 7, 2010 at 7:30 p.m. in the Board of Education Administrative Offices, Seminar Room 300, 501 Kings Highway East, Fairfield, Connecticut.

MEMBERS PRESENT

Chairman Thomas Flynn, Robert Bellitto Jr., Ken Brachfeld, James Brown, Christopher DeWitt, Kevin Kiley, Mary LeClerc, Robert Stone, Michael Tetreau

MEMBERS ABSENT

None

BOARD OF SELECTMEN

Kenneth Flatto

ALSO PRESENT

Paul Hiller, Chief Fiscal Officer and Clerk of the Board of Finance
Richard White, Director of the Department of Public Works, Town of Fairfield
Gerry Lombardo, Director of Parks & Recreation, Town of Fairfield
Bonnie McWain, Director of Finance, Board of Education
Roger Autuori, Registrar of Voters
Jim Gallagher, Chair, Penfield Pavilion Building Committee
Pamela Iacono, Board of Education
Richard Speciale, Chairman Special Projects Standing Building Committee
Edward Boman, Assistant Director of Public Works, Town of Fairfield

ACTION TAKEN:

1. Approved the minutes of the Board of Finance Quarterly Review Meeting held on July 28, 2010 and the minutes of the Board of Finance Regular Monthly Meeting held on June 1, 2010.
2. Approved to adopt a bond appropriation in the amount of \$3,281,695 for the West Wing and Center renovation of Penfield Pavilion and to approve the attached bond resolution.
3. Failed to postpone Agenda Item #3 to date certain, the regular monthly meeting of the Board of Finance on October 5, 2010, in order to clarify funding details and any other questions presented.
4. Approve to amend the resolution for Agenda Item #3 to read, "To hear, consider and act upon a bond appropriation in the amount of \$50,000 for the start-up costs of the Sherman School Upgrade Project and to approve the attached bond resolution."
5. Approved Agenda Item #3 as amended to read, "To hear, consider and act upon a bond appropriation in the amount of \$50,000 for the start-up costs of the Sherman School Upgrade

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Project and to approve the attached bond resolution.” with a vote of 5 yeas, 3 nays (Bellitto Jr., DeWitt, Brown),
0 abstentions.

6. Approved Agenda Item #4 as amended to read, “ To hear, consider and act upon a request from the Registrar of Voters for a transfer of funds from the Contingency Account to the Registrar of Voters budget in the amount of \$32,600 for costs associated with the Democratic and Republican Primaries held on August 10, 2010 and a transfer from the Contingency Account to the Town Clerk’s Office in the amount of \$400 for printing of absentee ballots for said primaries.
Motion carried unanimously.
7. Approved Agenda Item #5, “ To hear, consider and act upon a request from the Registrar of Voters for a transfer of funds from the Contingency Account to the Registrar of Voters budget in the amount of \$10,259.05 for costs associated with the Referendum held on August 12, 201,unanimously.
8. Approved to authorize the First Selectman to apply for and accept State and Federal grants for the purchase of a new Senior Center van (80% funded by grant) and further, that a transfer of up to \$17,000 be approved for the town match from the Contingency Account to the Human Services Department budget for this grant and a grant appropriation of up to \$83,000 be approved.
9. Approved unanimously to amend Agenda Item #7 to read, “To hear, consider, approve and authorize the First Selectman to accept a grant in the amount of \$821,030 to purchase and install diesel particulate filters in town vehicles, the cost of which is 100% reimbursable by a federal grant.”
10. Approved unanimously Agenda Item #7, “To hear, consider, approve and authorize the First Selectman to accept a grant in the amount of \$821,030 to purchase and install diesel particulate filters in town vehicles, the cost of which is 100% reimbursable by a federal grant.”.
11. Approved unanimously a series of Transfers of Funds to correct overdrafts in department budgets as presented in Agenda Item #8.
12. Approved unanimously the motion to hear, consider and act upon a request from the Fiscal Officer to approve Schedules “A”, “B”, “C”, “E”, and “F” (included with Agenda) carrying over funds for encumbrances and re-appropriations as of June 30, 2010 as supported by purchase orders or letters of request by Department Heads or the Fiscal Officer.
13. Approved to reschedule the Quarterly Review Meeting from Wednesday, October 27, 2010 to Tuesday, October 27, 2010.

Chairman Flynn called the meeting to order at 7:30 p.m.

Chairman Flynn asked for a moment of silence in memory of Nello Ceccarelli, longtime RTM member.

AGENDA

Board of Finance

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1. To approve the following Board of Finance meeting minutes:

- a) Board of Finance Minutes of Quarterly Review, July 28, 2010
- b) Board of Finance Minutes of Regular Meeting, June 1, 2010

On a motion from the Board, the minutes of the Board of Finance Quarterly Review Meeting held on July 28, 2010 and the minutes of the Board of Finance Regular Meeting held on June 1, 2010 were approved unanimously.

2. To hear, consider and act upon a bond appropriation in the amount of \$3,281,695 for the West Wing and Center renovation of Penfield Pavilion and to approve the attached bond resolution.

Richard White, Gerry Lombardo and James Gallagher presented this item to the Board.

Mr. Gallagher thanked the Board for attending the walk-thru of the site. Mr. Gallagher stated that maintaining this building in its current state is throwing good money after bad. Mr. Gallagher further explained that the original budget was expected to be around \$3.7M but good bids came in to reduce the budget to \$3.2M, the Board of Selectmen unanimously endorsed this project; the Building Committee took a very conservative approach with this project; no furniture is included in this project so the Building Committee would like this board to consider including furniture at an additional \$80K according to an estimate developed by Mr. Lombardo; the DPW costs at \$339K are for out of pocket material costs, not labor, labor costs will be approximately \$50K; heating and air-conditioning will be about \$30K.

Mr. Kiley proposed that the Building Committee ask local businesses to sponsor the furniture component as furniture cannot be bonded according to current regulations.

Mr. DeWitt stated that the walk-thru was necessary to actually see the condition of the structure before making a decision on this item. Mr. DeWitt asked if the HVAC improvements would extend the season possibilities and Mr. Lombardo stated that the HVAC improvements could definitely extend the season for renting and using this facility.

Mr. Gallagher also reported that, in his opinion, if nothing is done to this building, then the building will need to be closed resulting in lost revenue among other things. Mr. Gallagher also reported that a structural engineer would need to be hired, if nothing is approved for this project, to perform an evaluation and study to determine what basic structural maintenance would need to be done just to keep the building open to the public. Mr. White estimated that it would cost about \$500K just to stabilize the building; the estimated costs to simply refurbish (roof, skin), plumbing, electric, sprinkler, concession equipment, etc. would cost about \$1.944M, minus the \$500K for stabilizing the building, for a net cost of \$1.5M. Mr. White then noted that the Town runs the risk of exceeding the FEMA limit of how much money can be spent on this building without being required to bring the building up to current FEMA codes. Mr. White indicated that the costs of bringing the building up to current FEMA code standards would also be quite costly.

Mr. Flatto stated that this building will not be shuttered; if this project is not approved, structural work would be done but most likely not at such a grand scale.

Mr. Kiley stated that this building needs repairs no matter what is decided. Mr. Kiley further stated that this is a Town treasure and a capital asset and he, for one, will support this project's approval.

It was noted that the final amount to be bonded will be \$3,081,695 because there is a STEAP grant in the amount of \$200K to be used for this project.

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Several Board members questioned the absence of Bond Counsel and/or the Town Attorney at this meeting since there are bond resolutions to be decided and it was understood by the Board that one of those persons would be in attendance whenever a bond resolution was to be considered in an effort to avoid any problems. Mr. Flynn was asked to hold on to the taped recording of this meeting until the project is completed to ensure clarity of what was said here tonight since the minutes of the meeting are not verbatim.

PUBLIC COMMENT

Jill Kelly, 158 Redding Road, Fairfield

The beach is a treasured asset; Penfield currently is a disgrace; she took a tour of the building and it is filthy and should be torn down due to serious structural issues; please redo the parking lots to the north of Fairfield Beach Road because they are an eyesore; she is a fiscal conservative but this project needs to be done.

Linda Crowley, 112 Lalley Boulevard, Fairfield

She was on the building Committee; usage has increased over the years; this structure serves as a seawall; the kitchen upgrades are necessary for renting for parties.

Mr. Kiley moved and Mr. Bellitto Jr. seconded to adopt a bond appropriation in the amount of \$3,281,695 for the West Wing and Center renovation of Penfield Pavilion and to approve the attached bond resolution.

Motion carried unanimously.

Mr. Kiley left the meeting.

3. To hear, consider and act upon a bond appropriation in the amount of \$100,000 for the start-up costs of the Sherman School Upgrade Project and to approve the attached bond resolution.

Richard Speciale, Chair of the Special Projects Standing Building Project Committee and Pamela Iacono, Board of Education, presented this item to the Board. Mr. Speciale read a letter sent from the Project Committee to the First Selectman. Mr. Flatto gave a quick recap summary of this project. A discussion on the merits of bonding this type of expense followed with no resolution. Mr. Flatto stated that normal capital project costs are bonded and this board does not have the option of changing this bonding resolution to come out of contingency rather than be bonded. Mr. Flatto stated that the only option available is to deny this item and then the item would go back to the BOS for further discussion. Mr. Speciale noted that this project needs to stay under \$1.5M in order to avoid FEMA code regulation updates as was mentioned in the discussion of the Penfield Pavilion Project.

Mr. Tetreau moved and Mr. Bellitto, Jr. seconded to postpone this item to date certain, the regular monthly meeting of the Board of Finance on October 5, 2010, in order to clarify funding details and any other questions presented.

PUBLIC COMMENT

Pam Iacono, BOE

The BOE is trying to move this item forward, hoping to get this item before the RTM for their September meeting; this is for seed money; would the BOF consider a special meeting to discuss this item if this motion passes so that the RTM could still possibly have it for their September meeting.

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Meredith McCormack, Fairfield Beach Road

She is Budget Rep for Sherman School; the core facilities are incredibly overstressed and the security in the building needs to be improved; please support this original request.

Motion failed on a vote by the Board.

Mr. Brachfeld moved and Mr. Bellitto, Jr. seconded to amend the resolution to read, "To hear, consider and act upon a bond appropriation in the amount of \$50,000 for the start-up costs of the Sherman School Upgrade Project and to approve the attached bond resolution."

Public Comment

Pam Iacono, BOE

Twig Holland, Director of Purchasing, Town of Fairfield, told the Committee to ask for \$100K.

Motion carried with a vote of 5 yeas, 3 nays, (Bellitto, Jr., DeWitt, Brown) 0 abstentions.

The main motion, "To hear, consider and act upon a bond appropriation in the amount of \$50,000 for the start-up costs of the Sherman School Upgrade Project and to approve the attached bond resolution." was carried with a vote of 6 yeas, 2 nays (Bellitto, Jr., Stone), 0 abstentions.

4. To hear, consider and act upon a request from the Registrar of Voters for a transfer of funds from the Contingency Account to the Registrar of Voters budget in the amount of \$32,600 for costs associated with the Democratic and Republican Primaries held on August 10, 2010 and a transfer from the Contingency Account to the Town Clerk's Office in the amount of \$2,000 for printing of absentee ballots for said primaries.

Mr. Roger Autuori presented the next two items to the Board.

Mr. Bellitto, Jr. moved to amend item #4, seconded by Mr. Brachfeld, to read, " To hear, consider and act upon a request from the Registrar of Voters for a transfer of funds from the Contingency Account to the Registrar of Voters budget in the amount of \$32,600 for costs associated with the Democratic and Republican Primaries held on August 10, 2010 and a transfer from the Contingency Account to the Town Clerk's Office in the amount of \$400 for printing of absentee ballots for said primaries.

Motion carried unanimously.

Mr. Bellitto, Jr. moved the question, seconded by Mr. Stone.

Items 4, as amended, and 5 were carried unanimously on a vote by the Board.

5. To hear, consider and act upon a request from the Registrar of Voters for a transfer of funds from the Contingency Account to the Registrar of Voters budget in the amount of \$10,259.05 for costs associated with the Referendum held on August 12, 2010.

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6. **RESOLVED**, that the First Selectman be authorized to apply for and accept State and Federal grants for the purchase of a new Senior Center van (80% funded by grant) and further, that a transfer of up to \$17,000 be approved for the town match from the Contingency Account to the Human Services Department budget for this grant and a grant appropriation of up to \$83,000 be approved.

PUBLIC COMMENT

None

Mr. Bellitto, Jr. moved and Mr. DeWitt seconded to authorize the First Selectman to apply for and accept State and Federal grants for the purchase of a new Senior Center van (80% funded by grant) and further, that a transfer of up to \$17,000 be approved for the town match from the Contingency Account to the Human Services Department budget for this grant and a grant appropriation of up to \$83,000 be approved.

Motion carried unanimously.

7. To hear, consider and approve and accept a grant in the amount of \$821,030 to purchase and install diesel particulate filters in town vehicles, the cost of which is 100% reimbursable by a federal grant.

Mr. White stated that the EPA has approved a grant to do all town vehicles (31 on road, 8 off road).

Mr. Tetreau moved and Mr. DeWitt seconded to amend the motion to read, "To hear, consider, approve and authorize the First Selectman to accept a grant in the amount of \$821,030 to purchase and install diesel particulate filters in town vehicles, the cost of which is 100% reimbursable by a federal grant."

PUBLIC COMMENT

None

Motion to amend the original motion to read, "To hear, consider, approve and authorize the First Selectman to accept a grant in the amount of \$821,030 to purchase and install diesel particulate filters in town vehicles, the cost of which is 100% reimbursable by a federal grant." was carried unanimously.

Motion to hear, consider, approve and authorize the First Selectman to accept a grant in the amount of \$821,030 to purchase and install diesel particulate filters in town vehicles, the cost of which is 100% reimbursable by a federal grant." was carried unanimously.

8. To hear, consider and act upon a series of Transfers of Funds to correct overdrafts in department budgets as follows:

53,155.73	From Contingency	
	To Legal Services	
	Fees and Professional Services	53,120.50
	Part Time	35.23
32,858.82	From ECC – Regular Payroll	
	To Retiree Benefits	
	Health Insurance Police and Fire	305.00

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	Life Insurance	32,553.82
85,352.50	From Contingency To Human Resources	
	Heart and Hypertension Benefits	85,352.50
73,560.69	From Contingency To Unemployment Compensation	
	Unemployment Benefits	73,560.69
184,273.70	From Police – Regular Payroll	
1,512.61	From Police – Part Time To Fire	
	Overtime – Vacation Relief	89,967.23
	Overtime – Sick Relief	95,819.08
24,954.25	From Public Works Operations - Heating Fuel To Street Lights	
	Utilities	24,954.25
28,040.53	From Public Works Operations – Heating Fuel To Hydrant and Water Services	
	Utilities	28,040.53
1,565.50	From Miscellaneous Contingencies To Debt Service	
	Fees and Professional Services	1,565.50

Mr. Hiller presented this item to the Board.

PUBLIC COMMENT

None

Motion to approve a series of Transfers of Funds to correct overdrafts in department budgets as presented in Agenda Item #8 was approved unanimously.

- To hear, consider and act upon a request from the Fiscal Officer to approve Schedules “A”, “B”, “C”, “E”, and “F” (included with Agenda) carrying over funds for encumbrances and re-appropriations as of June 30, 2010 as supported by purchase orders or letters of request by Department Heads or the Fiscal Officer.

Mr. Hiller presented this item and discussed details with the Board.
 Mr. Hiller stated that Schedule E should read \$613,694.04.

PUBLIC COMMENT

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None

Motion to hear, consider and act upon a request from the Fiscal Officer to approve Schedules "A", "B", "C", "E", and "F" (included with Agenda) carrying over funds for encumbrances and re-appropriations as of June 30, 2010 as supported by purchase orders or letters of request by Department Heads or the Fiscal Officer, carried unanimously.

13. To hear consider and act upon any communications.

Chairman Flynn asked the Board permission to change the date for the next Quarterly Review Meeting from Wednesday, October 27, 2010 to Tuesday, October 27, 2010.

Motion to reschedule the Quarterly Review Meeting from Wednesday, October 27, 2010 to Tuesday, October 26, 2010 carried unanimously.

14. To hear consider and act upon any other business which shall properly come before this meeting.

The meeting was adjourned at 11:10 p.m.