

**BOARD OF FINANCE
MINUTES OF REGULAR MEETING
February 8, 2011**

The Regular Monthly Meeting of the Board of Finance was held in Seminar Room 300, Board of Education Administrative Offices, 501 Kings Highway East, Fairfield, CT on Tuesday, February 8, 2011 at 6:30 p.m.

MEMBERS PRESENT

Robert Bellitto Jr., Ken Brachfeld, James Brown, Christopher DeWitt, Mary LeClerc, Robert Stone, Michael Tetreau

MEMBERS ABSENT

Thomas Flynn, Kevin Kiley

ALSO PRESENT

Paul Hiller, Chief Fiscal Officer and Clerk of the Board of Finance
Kenneth Flatto, First Selectman, Town of Fairfield
James Walsh, Board of Selectmen
Bonnie McWain, Director of Finance, Board of Education
Richard Speciale, Chairman Special Projects Standing Building Committee
Al Kelly, Vice Chairman, Special Projects Standing Building Committee
Brandt Jobst, Architect, Wiles and Associates, LLC
Pamela Iacono, Vice Chairman, Board of Education
Tim Kery, Board of Education
Dr. Title, Superintendent of Schools, Board of Education
Tom Cullen, Director of Operations, Board of Education
Dave Fryer, Manager of Facilities, Board of Education
Sal Morabito, Manager Construction, Security, Safety, Board of Education

ACTION TAKEN:

1. Approved the minutes of the Regular Monthly Meeting of the Board of Finance held on January 4, 2011.
2. Approved a special bond appropriation for \$2,200,000 for the Sherman School code and upgrade project, \$1,933,000 is designated for construction costs and \$267,000 is designated for related soft costs.
3. Approved a transfer of funds from the Contingency Account to the Fairfield Warde High School Roof Account in the amount of \$35,000 for expenses related to consultant tests, studies and analysis of the condition of the roof.
4. Approved a transfer of funds from the Contingency Account to the Fairfield Ludlowe High School Window Account in the amount of \$40,000 for expenses related to consultant tests, studies and analysis of the condition of the windows.
5. Agreed to table this item to a date certain of the April 5, 2011 Regular Board of Finance Meeting to allow Mr. Kiley and Mr. Flynn to be present for the discussion.
6. Approved to adopt the proposed schedule for Budget Meetings relating to the FY '12 budget.

Vice Chairman Bellitto, Jr. called the meeting to order at 6:31 p.m.

Vice Chairman Bellitto, Jr. asked for a moment of silence in memory of Carl Dickman.

AGENDA

1. To approve the Regular Monthly Meeting Minutes held on January 4, 2011.

Om a motion from the Board, the Minutes of the Regular Monthly Meeting of the Board of Finance held on January 4, 2011 were approved unanimously.

2. To hear, consider, and act upon a special bond appropriation for \$2,200,000 for the Sherman School code and upgrade project. \$1,933,000 is designated for construction costs and \$267,000 is designated for related soft costs.

Mr. Speciale and Mr. Kelly presented this item to the Board. Mr. Kelly presented an overview of the project plans to the Board. Mr. Speciale stated that all items included in these plans had been thoroughly researched. Mr. Speciale also reminded the Board that, because FEMA regulations limit any renovations to cost no more than ½ of the appraised value of the building without requiring the project to adhere to the FEMA building code requirements, this project cannot cost more than \$1.9M(+/-).

Ms. Iacono informed the Board that Sherman School is the only elementary school south of the Post Road. Ms. Iacono also noted that redistricting every year, or cherry picking students on a yearly basis, is not, in her opinion, an educationally sound option. Ms. Iacono also noted that many schools in town are overcrowded and they will need to be addressed in the near future.

Mr. Flatto, in response to a question from the Board regarding the impact of this project on his 5 year plan, reported that his 5 year plan calls for about \$5M for elementary school upgrades so this almost \$2M would be part of that estimate. Mr. Flatto noted that the \$1.925M for Sherman School would include approximately 20% State reimbursement. Mr. Flatto also noted that the Board of Education also has a 5 year plan.

Dr. Title reported that the BOE is currently revising their 5 year Capital Project Plan but, since this project is a FY 2010-2011 project, it is not included in the new plan currently being revised.

Mr. Kelly explained to the Board the reasoning behind not applying for State reimbursement funding.

Mr. Kelly stated that by not applying for State funding, this project is able to include some important items that are highly desired by the parties involved at the local level while, at the same time, the project will not be required to include items that the Bureau of School Facilities would require if State funds were used. Mr. Kelly also noted that, if State funding were requested, the project would be delayed an additional year due to the additional items that the State would require to be included.

Mr. Kery informed the Board that this project is a priority; this request was made over one year ago and the renovations are desperately needed in order to provide the program for the students. Mr. Kery also noted that the FLHS windows and the FWHS roof, along with the Sherman School project, are FY 2010-2011 projects.

Ms. Iacono informed the Board that there are no educational specifications being worked on at BOE at this time for this project.

PUBLIC COMMENT

Eileen Roxbee – Principal, Sherman School

She stated that safety is a big issue but some difficult choices had to be made and the results of those choices are what is being brought forward tonight. Ms. Roxbee also noted that estimates for Kindergarten and Grade 1 for next year are already over were anticipated. She also stated that the second cafeteria line is being addressed and that is an important issue at her location.

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Meredith McCormack – Fairfield Beach Road, Sherman Budget Representative

She asked the Board to please approve this project. She stated that only basic items are being requested, nothing elaborate.

Doreen Herrand – Sherman School PTA President

She asked the Board to please approve this project. She stated that Sherman is in a flood plain which presents special problems. She also stated that the core facilities need updating.

Sandra Muller – Rowland Road

The school is causing physical health and safety issues in its present state. She asked the Board to please approve this project.

Sara McEldowney

She stated that her entire family has attended Sherman School over the years and when she was a student there in the 70's, every classroom had an exhaust fan over the outside door but that is no longer the case. She asked the Board to please support this project and provide adequate facilities for the students.

Ken Lia – Rhoda Avenue

He stated that his family moved here in 1963 and, at that time, he was bused to Oldfield School. He further noted that the air quality in the building is not good and the children don't have enough time to eat their lunch because it takes so long to get everyone through the cafeteria line. He urged the Board to support this project.

Gloria Quick – Sherman School PTA Budget Representative

She stated that the school needs a security system so that the office staff can see who is coming into the building. She also stated that a second cafeteria line is much needed. She asked the Board to please support this project.

James Walsh – Board of Selectmen

He stated that his son is currently in the 5th grade at Sherman School and, in his opinion, this work needs to be done. He also noted that there is nothing fancy in this project but the families who send their children there deserve security, decent air quality, adequate lunch time, private Special Education services spaces and appropriate nursing areas.

John Convertito – 62 Oyster Road

He stated that the addition of the portables inspired his personal involvement; the core upgrades need to be done; the All Purpose Room capacity is 262 but the school now has 485 students; the Special Projects Standing Building Committee has done a great job for Sherman so please support this project.

Mr. Bellitto, Jr. moved and Mr. DeWitt seconded to approve a special bond appropriation for \$2,200,000 for the Sherman School code and upgrade project, \$1,933,000 is designated for construction costs and \$267,000 is designated for related soft costs.

Motion carried unanimously (7-0-0).

There was a short recess while the BOF moved to another room to conclude their meeting so that the BOE could begin their meeting in this room.

3. To hear, consider, and act upon a transfer of funds from the Contingency Account to the Fairfield Warde High School Roof Account in the amount of \$35,000 for expenses related to consultant tests, studies and analysis of the condition of the roof.

Mr. Kelly presented this item to the Board. Mr. Kelly stated that this project will be phased over 3 – 5 years; there are currently some leaks but there is a process in place to address those repairs; the current

roofs have 3 – 5 years of estimated life remaining; the solar options have been removed from the project due to costs.

Mr. Flatto reported that the TFC will need to develop costs after the consultant has completed his work.

Mr. Hiller noted that the Contingency Account currently has \$500K. Mr. Flatto, in response to a question from the Board about how badly the winter snow plowing would impact the Contingency Account, stated that the DPW has had a busy time but the expenses should not stress the Contingency Account. The Board was reminded that there is \$328K in the Contingency Account specifically for a shortfall in Special Education monies from the State and, since the reimbursement rate will not be determined until at least March of this year, that money cannot be spent for other items.

Mr. Hiller also noted that these two items (#3 & #4) could be put into a potential bond issue if so desired; there is a 12 month window of opportunity available to accomplish this.

Mr. Tetreau asked the Vice Chairman to schedule a revisitation of this issue at the June BOF Regular Meeting.

PUBLIC COMMENT

Peter Ambrose – RTM District 2

Will phasing be used for this project? Mr. Kelly replied that he hoped so.

David Becker – RTM District 1

The bonding impact issue will be within 4 years

Mr. Stone moved and Mr. DeWitt seconded to approve a transfer of funds from the Contingency Account to the Fairfield Warde High School Roof Account in the amount of \$35,000 for expenses related to consultant tests, studies and analysis of the condition of the roof.

Motion carried unanimously (7-0-0).

4. To hear, consider, and act upon a transfer of funds from the Contingency Account to the Fairfield Ludlowe High School Window Account in the amount of \$40,000 for expenses related to consultant tests, studies and analysis of the condition of the windows.

Mr. Flatto and Mr. Kelly presented this item to the Board. Mr. Flatto explained that he had asked the TFC to look at this project and that is where this request originated. Mr. Kelly stated that as thorough a job as possible will be done.

Mr. Morabito stated that some of this expense will be eligible for State Reimbursement (cost of the windows but not the cost for the labor to remove the old ones and install the new ones).

Mr. Kelly explained that the estimator prepares the documents for the bidding process.

PUBLIC COMMENT

None

Mr. DeWitt moved and Mrs. LeClerc seconded to approve a transfer of funds from the Contingency Account to the Fairfield Ludlowe High School Window Account in the amount of \$40,000 for expenses related to consultant tests, studies and analysis of the condition of the windows.

Motion carried with a vote of 6 yeas, 0 nays, 1 abstention (Brachfeld).

5. To review and act upon the proposed Board of Finance Capital Purchasing and Bonding Policy.

Mr. Tetreau moved and Mr. Stone seconded to table this item to a date certain of the April 5, 2011 Regular Board of Finance Meeting to allow Mr. Kiley and Mr. Flynn to be present for the discussion.

Motion carried with a vote of 6 yeas, 1 nay (DeWitt), 0 abstentions.

6. To review and adopt the proposed schedule for Budget Meetings relating to the FY '12 budget.

Mr. Hiller informed the Board that a final version will be emailed to everyone.

PUBLIC COMMENT

Kristen McCarthy Vahey – RTM District 6

Please give revision date at the bottom of the schedule and please announce changes to the public in a timely fashion. Also, please update the page numbering for accuracy.

Mr. Tetreau moved and Mr. Brachfeld seconded to adopt the proposed schedule for Budget Meetings relating to the FY '12 budget.

Motion carried unanimously.

7. To hear, consider, and act upon any communications.

None

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

Mr. Hiller informed the Board that, at the February Quarterly Review Meeting scheduled for February 15, 2011, the actuary will be present and Mr. Flatto has requested that she proceed with a very limited study of discount rates for pension funds (1 year with different combinations). Mr. Hiller also reported that the insurance consultants for AON will be present

The Board requested that Mr. Hiller have the insurance experience updated through February. MR. Hiller stated that only 6 months of data is available at this time.

The meeting was adjourned at 9:10 p.m.