

BOARD OF FINANCE
MINUTES OF REGULAR MEETING
June 7, 2011

The Regular Monthly Meeting of the Board of Finance was held on Tuesday, June 7, 2011 at 7:30 p.m. in Seminar Room 300, Board of Education Administrative Offices, 501 Kings Highway East, Fairfield, CT.

MEMBERS PRESENT

Robert Bellitto Jr., Ken Brachfeld, James Brown, Christopher DeWitt, Thomas Flynn, Kevin Kiley (8:05), Mary LeClerc, Robert Stone, Michael Tetreau

MEMBERS ABSENT

None

ALSO PRESENT

Paul Hiller, Chief Fiscal Officer and Clerk of the Board of Finance
Sands Cleary, director of Health, Town of Fairfield
First Selectman Sherri Steeneck, Town of Fairfield

ACTION TAKEN:

1. Approved the minutes of the Board of Finance meeting of May 4, 2011.
2. Approved to table Agenda Item #2 to a date certain of the next Board of Finance Quarterly Review Meeting scheduled for Wednesday, July 27, 2011.
3. Approved a request from the First Selectman that funds be transferred from an increase in grant revenue in the amount of \$5,675 to cover the cost of programs sponsored by Adults and Children Together, Fairfield's Substance Abuse Prevention Council and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any or all contracts or amendments thereof with the Regional Youth/Adult Substance Abuse Project (RYASAP). These costs are 100% reimbursable by a 7/1/11-6/30/12 State of Connecticut Department of Mental Health and Addiction Services grant to Local Prevention Councils, administered by RYASAP.
4. Approved a request from the Director of Health that an increase in the estimated revenue for Federal Grants in the amount of \$5,000 be made to cover the cost of Fairfield's continued efforts to further develop the Fairfield-Easton Medical Reserve Corps (MRC) and to promote the integration of the MRC unit into the local public health and emergency response system and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the National Association of County and City Health Officials (NACCHO) to conduct activities described in the NACCHO-MRC Capacity-Building Award with an anticipated contract period of September 15, 2011 – September 15, 2012. These costs are 100% reimbursable.
5. Approved a request from the Director of Health that funds be transferred from an increase in grant revenue in the amount of \$7,350 to cover the cost of a Cardiovascular Disease Prevention Program focusing on Weight Management and Nutrition Education for adults age 18 and older served by the Fairfield Health Department and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the State of Connecticut, Department of Public Health. These costs are 100% reimbursable by a 7/1/11-6/30/12 State of Connecticut Preventative Health and Health Services Block Grant.
6. Approved a request from the Director of Health that funds be transferred from an increase in grant revenue in the amount of \$55,655 to cover the cost of Fairfield's continued planning in preparedness for,

and response to, bioterrorism, pandemic influenza and other public health emergencies and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any and all contacts or amendments thereof with the State of Connecticut, Department of Public Health to conduct activities described in the Personal Service Agreement Log with regard to an August 10, 2011 through August 9, 2012 Cooperative Agreement Award from the Centers for Disease Control through the State of Connecticut. These costs are 100% reimbursable.

7. Approved to postpone any action or discussion of Agenda Item #7 to a date certain of the next Board of Finance Quarterly Review Meeting scheduled for Wednesday, July 27, 2011.
8. Approved to amend Agenda Item #8 to read as follows:
To hear, consider, and approve a request from the Fiscal Officer for a Transfer of Funds in the amount of \$41,159 from the Contingency Account and Undesignated Surplus of the Water Pollution Control Authority to cover the costs associated with the Collective Bargaining Agreement between the Town of Fairfield and the United Public Services Employees, unit 222, for the contract term July 1, 2010 – June 30, 2011 and that \$2,075 be taken from the WPCA surplus account and \$39,084 be taken from the Contingency Account for funding for the town-side.
9. Approved amended Agenda Item #8.
10. Amended paragraph 1 of the Bond Resolution to “an amount not to exceed Thirty Five Million Dollars.”
11. Amended the title of the Bond Resolution to read, “RESOLUTION AUTHORIZING APPROPRIATION OF AN AMOUNT NOT TO EXCEED THIRTY-FIVE MILLIION DOLLARS (\$35,000,000) TO REFUND CERTAIN OF THE TOWN’S OUTSTANDING BONDS AND AUTHORIZING THE ISSUANCE OF REFUNDING BONDS TO FINANCE SUCH APPROPRIATION”
12. Mr. Tetreau moved and Mr. Kiley seconded to approve the amended Agenda Item #9 and the accompanying Bond Resolution as amended tonight.

Chairman Flynn called the meeting to order at 7:35 p.m.

Chairman Flynn asked for a moment of silence in memory of the recent passing of Sands Cleary’s brother.

AGENDA

1. To approve the following Board of Finance meeting minutes:
Board of Finance Minutes of the Regular Meeting of May 4, 2011

On a motion from the Board, the minutes of the Board of Finance meeting of May 4, 2011 were approved with a unanimous vote.

2. To hear a presentation from the Purchasing Director on a review of current policies and procedures for the Purchasing Authority and consider potential revisions for said policy. (Tabled from meeting of April 5, 2011)

Chairman Flynn noted that, due to the purchase of a new financial system for the Town, the Purchasing Authority is designing new policy recommendations including those for sole source and bidding rules. Chairman Flynn stated that, in light of these new recommendations, the Board might want to hold off on this item until all interested parties are in agreement on the new regulations, especially the Town, the Board of Education, and the Library.

Mr. Kiley moved and Mr. Dewitt seconded to table Agenda Item #2 to a date certain of the next Board of Finance Quarterly Review Meeting scheduled for Wednesday, July 27, 2011. Motion passed unanimously.

3. To hear, consider, and act upon a request from the First Selectman that funds be transferred from an increase in grant revenue in the amount of \$5,675 to cover the cost of programs sponsored by Adults and Children Together, Fairfield's Substance Abuse Prevention Council and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any or all contracts or amendments thereof with the Regional Youth/Adult Substance Abuse Project (RYASAP). These costs are 100% reimbursable by a 7/1/11-6/30/12 State of Connecticut Department of Mental Health and Addiction Services grant to Local Prevention Councils, administered by RYASAP.

Mr. Hiller reported that this grant has been in place for many years.

PUBLIC COMMENT

None

Mr. Brachfeld moved and Mr. Bellitto, Jr. seconded to approve a request from the First Selectman that funds be transferred from an increase in grant revenue in the amount of \$5,675 to cover the cost of programs sponsored by Adults and Children Together, Fairfield's Substance Abuse Prevention Council and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any or all contracts or amendments thereof with the Regional Youth/Adult Substance Abuse Project (RYASAP). These costs are 100% reimbursable by a 7/1/11-6/30/12 State of Connecticut Department of Mental Health and Addiction Services grant to Local Prevention Councils, administered by RYASAP. Motion passed unanimously.

4. To hear, consider, and act upon a request from the Director of Health that an increase in the estimated revenue for Federal Grants in the amount of \$5,000 be made to cover the cost of Fairfield's continued efforts to further develop the Fairfield-Easton Medical Reserve Corps (MRC) and to promote the integration of the MRC unit into the local public health and emergency response system and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the National Association of County and City Health Officials (NACCHO) to conduct activities described in the NACCHO-MRC Capacity-Building Award with an anticipated contract period of September 15, 2011 – September 15, 2012. These costs are 100% reimbursable.

Mr. Cleary stated that the MRC has been active since 2006 and he gave a brief history of this item.

PUBLIC COMMENT

None

Mr. Stone moved and Mr. Tetreau seconded to approve a request from the Director of Health that an increase in the estimated revenue for Federal Grants in the amount of \$5,000 be made to cover the cost of Fairfield's continued efforts to further develop the Fairfield-Easton Medical Reserve Corps (MRC) and to promote the integration of the MRC unit into the local public health and emergency response system and to authorize the First Selectman to make, execute, and approve on

behalf of the Town of Fairfield, any and all contracts or amendments thereof with the National Association of County and City Health Officials (NACCHO) to conduct activities described in the NACCHO-MRC Capacity-Building Award with an anticipated contract period of September 15, 2011 – September 15, 2012. These costs are 100% reimbursable.
Motion passed unanimously.

5. To hear, consider, and act upon a request from the Director of Health that funds be transferred from an increase in grant revenue in the amount of \$7,350 to cover the cost of a Cardiovascular Disease Prevention Program focusing on Weight Management and Nutrition Education for adults age 18 and older served by the Fairfield Health Department and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the State of Connecticut, Department of Public Health. These costs are 100% reimbursable by a 7/1/11-6/30/12 State of Connecticut Preventative Health and Health Services Block Grant.

Mr. Cleary gave a brief history of this program.

PUBLIC COMMENT

None

Mr. DeWitt moved and Mr. Bellitto, Jr. seconded to approve a request from the Director of Health that funds be transferred from an increase in grant revenue in the amount of \$7,350 to cover the cost of a Cardiovascular Disease Prevention Program focusing on Weight Management and Nutrition Education for adults age 18 and older served by the Fairfield Health Department and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the State of Connecticut, Department of Public Health. These costs are 100% reimbursable by a 7/1/11-6/30/12 State of Connecticut Preventative Health and Health Services Block Grant.
Motion passed unanimously.

6. To hear, consider, and act upon a request from the Director of Health that funds be transferred from an increase in grant revenue in the amount of \$55,655 to cover the cost of Fairfield's continued planning in preparedness for, and response to, bioterrorism, pandemic influenza and other public health emergencies and to authorize the First Selectman to make, execute, and approve on behalf of the Town of Fairfield, any and all contacts or amendments thereof with the State of Connecticut, Department of Public Health to conduct activities described in the Personal Service Agreement Log with regard to an August 10, 2011 through August 9, 2012 Cooperative Agreement Award from the Centers for Disease Control through the State of Connecticut. These costs are 100% reimbursable.

Mr. Cleary gave a brief history of this item Mr. Cleary also stated that the amount requested already addresses reductions from the State.

PUBLIC COMMENT

None

Mr. Brachfeld moved and Mr. Tetreau seconded to approve a request from the Director of Health that funds be transferred from an increase in grant revenue in the amount of \$55,655 to cover the cost of Fairfield's continued planning in preparedness for, and response to, bioterrorism, pandemic influenza and other public health emergencies and to authorize the First Selectman to

**make, execute, and approve on behalf of the Town of Fairfield, any and all contracts or amendments thereof with the State of Connecticut, Department of Public Health to conduct activities described in the Personal Service Agreement Log with regard to an August 10, 2011 through August 9, 2012 Cooperative Agreement Award from the Centers for Disease Control through the State of Connecticut. These costs are 100% reimbursable.
Motion passed unanimously.**

7. To hear, consider, and act upon a request from the Board of Education to fund a multi-year roof warranty program for school roofs and to consider a special bond appropriation for such program.

Chairman Flynn stated that, in his opinion, there is a lack of information available for discussion on this item to take place tonight. Chairman Flynn reported that the BOS has referred this item to the TFC for their review and the TFC will produce a written report which is not yet available. Chairman Flynn also expressed his opinion that this item should be tabled until an uncertain date due to the fact that there will be a new First Selectman in place shortly and an item of this value should be considered by the new First Selectman. Chairman Flynn also noted that a bond resolution is not yet drafted for this item so he feels it is appropriate to postpone this item until the above mentioned items are resolved. First Selectman Steeneck stated that the BOS reviewed this item at their last meeting because the BOE wanted to begin work this summer. First Selectman Steeneck also clarified that the TFC was asked for a report on this item but it was not necessarily a written report. Mr. Hiller noted that a written report may be available within the next 15 days.

**Mr. Stone moved and Mr. Tetreau seconded to postpone any action or discussion of Agenda Item #7 to a date certain of the next Board of Finance Quarterly Review Meeting scheduled for Wednesday, July 27, 2011.
Motion passed unanimously.**

Mr. Kiley asked Mr. Hiller to please clarify what items in this item are warranty, construction and maintenance items

8. To hear, consider, and approve a request from the Fiscal Officer for a Transfer of Funds in the amount of \$39,084 from the Contingency Account and Undesignated Surplus of the Water Pollution Control Authority to cover the costs associated with the Collective Bargaining Agreement between the Town of Fairfield and the United Public Services Employees, unit 222, for the contract term July 1, 2010 – June 30, 2011 and that \$2,075 be taken from the WPCA surplus account and \$37,009 be taken from the Contingency Account for funding for the town-side.

Mr. Hiller noted that there is a correction to this Agenda Item. Mr. Hiller noted that the amount in the second line of the item should be \$41,159 not \$39,084 as stated. and the total amount to be taken from the Contingency Account should be \$39,084.

Mr. Hiller reported that the Contingency Account currently has a balance of about \$493K.

**Mr. Bellitto, Jr. moved and Mr. DeWitt seconded to amend Agenda Item #8 to read as follows:
To hear, consider, and approve a request from the Fiscal Officer for a Transfer of Funds in the amount of \$41,159 from the Contingency Account and Undesignated Surplus of the Water Pollution Control Authority to cover the costs associated with the Collective Bargaining Agreement between the Town of Fairfield and the United Public Services Employees, unit 222, for**

the contract term July 1, 2010 – June 30, 2011 and that \$2,075 be taken from the WPCA surplus account and \$39,084 be taken from the Contingency Account for funding for the town-side. Motion passed unanimously.

Mr. DeWitt moved and Mr. Brown seconded to approve amended Agenda Item #8. Motion passed unanimously.

9. To hear, consider, and adopt the bond resolution entitled, “Resolution Authorizing Appropriation of Thirty Five Million Dollars (\$35,000,000) to Refund Certain of the Town’s Outstanding Bonds and Authorizing the Issuance of Refunding Bonds to Finance Such Appropriation”, consisting of three pages, a copy of which is attached hereto.

Chairman Flynn reported that the purpose of this item is to be able to take advantage of lower rates in the current bond markets over the summer months if an opportunity presents itself in order to save the Town some money.

Mr. Hiller stated that timing on this item is very immediate in real time and that is the reason for requesting this item. Mr. Hiller further stated that all savings mentioned are net of any fees. Mr. Hiller informed the Board that any potential sale may occur around August 8th of this year.

PUBLIC COMMENT

None

Mr. Tetreau moved and Mr. Bellitto, Jr. seconded to amend paragraph 1 of the Bond Resolution to “an amount not to exceed Thirty Five Million Dollars.” Motion passed unanimously.

Mr. Tetreau moved and Mr. Bellitto, Jr. seconded to amend the title of the Bond Resolution to read, “ RESOLUTION AUTHORIZING APPROPRIATION OF AN AMOUNT NOT TO EXCEED THIRTY-FIVE MILLIION DOLLARS (\$35,000,000) TO REFUND CERTAIN OF THE TOWN’S OUTSTANDING BONDS AND AUTHORIZING THE ISSUANCE OF REFUNDING BONDS TO FINANCE SUCH APPROPRIATION” Motion passed unanimously.

Mr. Hiller stated that this action will not be extending any maturities or indebtedness and the savings obtained need to be at least 2% to execute a resale.

Mr. Tetreau moved and Mr. Kiley seconded to approve the amended Agenda Item #9 and the accompanying Bond Resolution as amended tonight. Motion passed unanimously.

10. To discuss to change Advisors for the Town Pension Plans.

Chairman Flynn reported that Evaluation Associates has been acquired, as of June 30, 2011, by Callan Associates Inc. and their book of business has also been transferred. Chairman Flynn informed the Board that the Pension Board will hold a meeting on June 14, 2011 at 4:30 pm to discuss this item and the Pension Board will make the final decision in this matter. Chairman Flynn also noted that this firm holds no money belonging to the Town of Fairfield as they are merely advisors of record for the Town. Chairman Flynn also informed the Board that the Pension Board representatives will come to the BOF

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Quarterly Review Meeting on July 27, 2011 for a discussion of investments and strategies. Chairman Flynn also noted that this is the 5th pension fund advisor the Town has had since 2004 and annual fees of about \$110K are paid to the Pension Fund advisor.

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

Chairman Flynn informed the Board that the referendum to be held on June 14, 2011 may have implications for the BOF since the results may change the mill rate and therefore, a special meeting may need to be called to set a new mill rate as quickly as possible, hopefully on June 16, 2011. Chairman Flynn stated that this could possibly be a conference call meeting if necessary but he asked the Board to make every effort to attend.

Mr. Hiller reported that the Senior Tax Relief has been finished by the Tax Assessor and it was lower than expected.

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

Chairman Flynn thanked Mr. Tetreau for his service to the BOF and wished him the best of luck in his new capacity.

Mr. Brachfeld also thanked Mr. Tetreau for his support as a new BOF member.

Chairman Flynn also thanked Ms. Steeneck for her service to the Town over the past several months.

The meeting was adjourned at 8:57 p.m.