

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

The Regular Monthly Meeting of the Board of Finance was held on Thursday, September 8, 2011 at 7:30 p.m. in Seminar Room 300, Board of Education Administrative Offices, 501 Kings Highway East, Fairfield, Connecticut.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

None

**ALSO PRESENT**

Paul Hiller, Chief Fiscal Officer and Clerk of the Board of Finance  
First Selectman Michael Tetreau, Town of Fairfield  
James Walsh, Selectman, Town of Fairfield  
Sherri Steeneck, Selectman, Town of Fairfield  
John Stafstrom, Pullman & Comley, Bond Counsel  
Twig Holland, Director of Purchasing, Town of Fairfield  
James Wendt, FEMA Compliance Officer, Town of Fairfield  
Pamela Iacono, Vice Chair, Board of Education, Town of Fairfield  
Richard Speciale, Chair, Special Projects Building Committee, Town of Fairfield  
George Wiles, Architect, Sherman School Building Project  
Dr. David Title, Superintendent of Schools, Board of Education  
Tom Cullen, Director of Operations, Board of Education  
Eileen Roxbee, Principal, Sherman School

**ACTION TAKEN:**

1. Approved the minutes of the Board of Finance Special meeting of June 29, 2011 and the Board of Finance Regular Meeting of August 2, 2011.
2. Approved to postpone any action on the revised Purchasing Regulations and Guidelines for all Town Departments, including the Board of Education as proposed by the Director of Purchasing to a date certain of the Board of Finance Regular Meeting to be held on October 4, 2011 due to the request for a legal opinion from the Town attorney on bid and lease procedures.
3. Approved to amend the Bond Resolution that the Board of Selectmen approved on Wednesday to reflect a revised amount of THREE MILLION DOLLARS (\$3,000,000) and to change EXHIBIT A to delete Energy Recovery, Cafeteria Ventilation and Gym Ventilation from EXHIBIT A and change the total amount on EXHIBIT A to \$3,000,000.
4. Approved the amended Bond Resolution in the amount of \$3,000,000 for renovations to Sherman Elementary School.

Chairman Flynn called the meeting to order at 7:40 p.m.

### AGENDA

- 1) A. To approve the minutes of the Special Meeting held on June 29, 2011.  
(Tabled from the Regular Meeting held August 2, 2011)  
**On a motion from the Board, the minutes of the Board of Finance Special Meeting held on June 29, 2011 were approved with a vote of 7 yeas, 0 nays, 2 abstentions (DeWitt, Stone).**

B. To approve the minutes of the Regular Meeting held on August 2, 2011.

**On a motion from the Board, the minutes of the Board of Finance Regular Meeting held on August 2, 2011 were approved with a vote of 8 yeas, 0 nays, 1 abstention (DeWitt).**

- 2) To hear, consider and act upon a request from the Special Projects Building Committee to amend a previously adopted bond resolution in the amount of \$2,200,000 for renovations to Sherman Elementary School to \$3,950,000.

Richard Speciale and Pamela Iacono presented this item to the Board. Ms. Iacono reviewed the project goals, history, analysis, recommended solutions and benefits with the Board. Ms. Iacono stated that this project needs to be moved ahead now.

Mr. Speciale stated that the "magic" number for FEMA guidelines is 50% of the appraised value of the property which is \$2,100,000. Mr. Speciale stated that any work in the project that is subject to the FEMA guidelines (soft costs do not impact the FEMA regulations) needs to cost less than the \$2,100,000. Mr. Speciale stated that exceeding the FEMA limit of \$2,100,000 triggers the FEMA compliance mandate to meet all current codes. Mr. Speciale stated that this would be a serious problem since the school is located in a flood plain and the school would need to be raised 7 feet and a moat installed among many other very cumbersome requirements so it is imperative that the FEMA sensitive costs stay well below the \$2,100,000 maximum limit. Mr. Speciale stated that the APR and gym ventilation costs do affect the FEMA numbers but the classroom ventilation costs do not affect the FEMA numbers because those costs are compliance items and are exempt from the FEMA limits.

Ms. Iacono explained to the Board that the work would start in October 2011 and run until February 2012 then there would be no work done from February 2012 until May 2013 and the remainder of the project would be done from May 2013 until August 2013. Ms. Iacono stated that this plan is required in order to comply with the FEMA regulations.

Chairman Flynn asked what the costs for the energy recovery portion of the project would cost and, after some discussion, it was agreed that the costs associated with this portion of the project would.

Chairman Flynn asked what the costs for the energy recovery portion of the project would cost and, after some discussion, it was agreed that the costs associated with this portion of the project would be about \$400,000.

Mr. Speciale stated that the bids for each portion of the project would need to be made as the project advances due to the constraint of the FEMA regulations. Mr. Speciale stated that that is the reason for the bid differentials included in the year 3 project plans 1 & 2 (the bid differentials are 10%)

Mr. Stafstrom stated that the original bond resolution supporting documentation was quite specific as to work to be done and the APR ventilation and energy recovery items are items that were not included in the original bond resolution supporting documentation.

A memo from Mr. Speciale, dated January 24, 2011, was reviewed at this time.

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Mr. Speciale stated that it should take about 5-6 years to recoup \$126K and about 10-15 years to recoup \$400K for energy recovery components.

Mr. Wiles stated that two of the bidders on the project have informed the building committee that their bids for part A were wrong (too low).

Ms. Iacono stated that she was not aware of the January 24, 2011 memo from Mr. Speciale when she spoke at the August 2, 2011 BOF meeting.

Ms. Steeneck stated that the building committee list of items to be done was cut back and those items were put into add/alternates so as not to exceed the FEMA limits.

Ms. Holland explained that the two bidders (Salce and THP) admitted they had made mistakes in their bids but they stated that they would do the work if they could do both parts A & B together at the bid prices they had submitted.

Mr. Stafstrom stated that the items under Year 1, Part A of the handout could be done under the existing bond resolution and the classroom ventilation could also be done at the same time since that portion has no impact on the FEMA limits, if the BOF agrees to change the amount of the bond resolution and clarify the scope of the project in the documentation accompanying the bond resolution.

In answer to questions from the Board, Ms. Holland and Mr. Speciale stated that \$3,000,000 will cover costs for this project without any energy recovery items included in the project.

#### PUBLIC COMMENT

James Walsh, Board of Selectmen

He felt that the gym and APR ventilation should be included in the project and just get this school done.

Eileen Roxbee, Principal, Sherman School

She stated that this is the third meeting she has attended this week on this project and she is very frustrated at this point. She thanked all of the parents for their support of this project.

Steve Baker, 22 Charles Street, Fairfield

He thanked the BOF for their consideration and he stated that he hoped the whole school could be ventilated because otherwise it makes no sense.

Sara Jannot, 115 Paulding Street, Sherman PTA Co-President

She stated that the school air is revolting and she is counting the minutes until her child leaves this school.

Ken Lee, Rhoda Avenue

He thanked the Board for their time and effort to move this project forward. He also stated that he is aware that the gym and APR can't be done now but he is concerned that the project won't be approved when it comes back for approvals in two years. He stated that he feels this is the right thing to do.

Meredith McCormack, Fairfield Beach Road

She said she would love to see her children benefit from this work and she feels they have one shot to do this and it should be done right.

Wendy Lee, Riverside Drive

Her daughter has had pneumonia three times since coming to Sherman and clean air is needed in that building.

Sherri Steeneck, Board of Selectmen

She said the building committee has met hundreds of times and they have done the best they possibly could have and still stay within the FEMA regulations and they used the best numbers that were available and she is very upset that anyone should say they have not done a good job.

Chairman Flynn assured everyone that when this project comes back to this board in two years, he will give it his full support.

**Mr. Dewitt moved and Mr. Bellitto, Jr. seconded to amend the Bond Resolution that the Board of Selectmen approved on Wednesday to reflect a revised amount of THREE MILLION DOLLARS (\$3,000,000) and to change EXHIBIT A to delete Energy Recovery, Cafeteria Ventilation and Gym Ventilation from EXHIBIT A and change the total amount on EXHIBIT A to \$3,000,000. Motion passed unanimously.**

**Mr. DeWitt moved and Mr. Brown seconded to approve the amended Bond Resolution in the amount of \$3,000,000 for renovations to Sherman Elementary School. Motion passed unanimously.**

- 3) To review, discuss and act upon revised Purchasing Regulations and Guidelines for all Town Departments, including the Board of Education as proposed by the Director of Purchasing. Such Regulations and Guidelines are pursuant to ARTICLE XII, SECTION 12.9 of the Charter of the Town of Fairfield.

Upon agreement by the Board, this item was heard before Agenda Item #2.

Mr. Mayer left the meeting at this time.

Chairman Flynn explained that Ms. Holland and several others had been working on this revision for about 5 months and he thanked them for their efforts.

Twig Holland presented the Board with a program overview and reviewed current bid requirements and proposed changes to the purchasing policies. Ms. Holland informed the Board that internet based bid announcements are sorely needed and this would be a change to the current requirement that bids be advertised in the local papers.

After lengthy discussions on the proposed changes, Chairman Flynn asked Ms. Holland to get a legal opinion from the Town Attorney on what the legal requirements are for the Town public bid process especially pertaining to bids and also on the lease process for Town properties.

#### PUBLIC COMMENT

Dr. David Title, Superintendent of Schools

He stated that he appreciated the work that has been done in this area and he said that more discretion by department heads would be beneficial. Dr. Title also stated that he liked the idea of sole source and consortium bids, etc. and he expressed his appreciation to the Board of Finance for moving on this issue.

Karen Ronald, Town Librarian

She thanked Ms. Holland for the work she has done on this project and Ms. Ronald also said she liked the idea of sole source.

**Mr. Bellitto, Jr. moved and Mr. Flynn seconded to postpone any action on this item to a date certain of the Board of Finance Regular Meeting to be held on October 4, 2011 due to the request for a legal opinion from the Town attorney on bid and lease procedures. Motion passed unanimously.**

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

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\$ 22,996.32	From: Regular Payroll To: First Selectman's Office Regular Payroll	\$ 22,996.32
\$ 37,544.55	From: Human Resources-Property Insurance To: Retiree Benefits Life Insurance	\$ 37,544.55
\$ 82,801.77	From: Contingency To: Unemployment Compensation	\$ 82,801.77
\$110,582.13	From: Police Regular Payroll To: Fire Overtime Earning-Vacancy Relief	\$110,582.13
\$ 10,838.36	From: Hydrant & Water Services-Utilities Water To: Street Lights-Utilities Electricity	\$ 10,838.36
\$334,955.44	From: Contingency To: Public Works Operations- Overtime Earnings-Snow Removal	\$195,488.66
	To: Public Works Operations- Rental Storage	\$139,466.84
\$ 14,364.01	From: Waterfront & Mooring-Seasonal Payroll To: Smith Richardson Golf-Utilities-Water	\$ 14,364.01

Mr. Hiller agreed to postpone this item to a future meeting due to the lateness of the hour.

- 5) To hear, consider and act upon any communications.  
None
- 6) To hear, consider and act upon any other business which shall properly come before this meeting.  
None

The meeting was adjourned at 12:35 a.m.