

SPECIAL BOARD OF SELECTMEN MEETING FINAL MINUTES
June 24, 2015

A special meeting of the Board of Selectmen was held at 4:30 pm. on Wednesday, June 24, 2015, in the first floor conference room of Independence Hall.

Members Present: First Selectman Michael C. Tetreau, Selectman Kevin P. Kiley, Selectman Sheila H. Marmion

Others Present: Soundview, FairTV, Jeff Minder, Joe Michelangelo, Bill Hurley, Genny Reilly, Mary Hogue, Eileen Kennelly

1) CALL TO ORDER

First Selectman Tetreau called the meeting to order at 4:40 pm.

2) PLEDGE OF ALLEGIANCE

Following the Pledge of Allegiance, First Selectman Tetreau called for a moment of silence for RTM member Hal Schwartz's mother who passed away.

3) RESIGNATIONS **(for information only)**

Land Acquisition Commission

Linda J. Batchelder (U), 175 Shoreham Village Drive, term 11/12 – 11/16 **(alternate)**
(Resignation Date: June 16, 2015)

4) FIRST SELECTMAN APPOINTMENTS **(for information only)**

Parking Authority

Todd J. Chandler (U), 65 Hilltop Drive, term 11/11 – 11/16
(To fill a vacancy for Joanne Sheehan who resigned) (Appointment Date: June 15, 2015)

5) BOARD OF SELECTMEN APPROVAL

6) To hear, consider and act upon the following reappointment as recommended by the Board of Library Trustees:

Board of Library Trustees Elizabeth B. McLaughlin (R), 90 Webb Road, term 7/15 – 7/21
Selectman Kiley made a motion to approve the item. Selectman Marmion seconded the item.

Selectman Kiley thanked Ms. McLaughlin for stepping up to volunteer and serve again on this board. Selectman Marmion said Ms. McLaughlin's resume is impressive and likes that as a board member she has focused on improving library services to senior housing facilities. First Selectman Tetreau said that in visiting our libraries including Pequot that they are always changing and are much more than books.

The motion carried 3-0.

7) DIRECTOR OF PUBLIC WORKS-To hear a report on sidewalks

DPW Director Joe Michelangelo gave the Selectmen a handout on a report on sidewalks. He said DPW walked every sidewalk in Town. Fairfield has 110 miles of sidewalks. Different personnel evaluated the sidewalks as poor, good, fair and excellent and what needs to be replaced. Mr. Michelangelo discussed materials how many years it would take to replace sidewalks depending on their condition. Mr. Michelangelo said overall the Town's sidewalks are in good condition as far as distribution. After DPW received results on assessing the sidewalks, contractors' prices were used but they came in higher what the town had been

spending in the current budget years. Selectman Marmion asked if DOT said it no longer maintains sidewalks. Mr. Michelangelo said that is correct; years ago DOT stopped maintaining state sidewalks. Selectman Kiley asked if this is today's price or is it projected out. Mr. Michelangelo said this is today's price and it's a conservative number. Selectman Kiley asked if some work would be done in-house and how DPW balances this work with contractors. Mr. Michelangelo said the work is done in-house because DPW employees are good at this work. DPW will continue to pursue grants to try to offset town costs. First Selectman Tetreau thanked Mr. Michelangelo and DPW for the positive feedback he's gotten from the public on how nice the sidewalks are. First Selectman Tetreau said now the town has targets for maintenance of sidewalks on an annual basis.

Selectman Kiley asked about a new light being placed on Kings Highway. Engineering Manager Bill Hurley said he will check on the new light.

8) DIRECTOR OF PUBLIC WORKS

To hear consider and act upon the following resolution as recommended by the Director of Public Works:

RESOLVED, that First Selectman Michael C. Tetreau is empowered and authorized to execute and deliver in the name and on behalf of the Town of Fairfield, an agreement with the State of Connecticut and the Department of Energy and Environmental Protection for a 2014 America the Beautiful Urban Forestry Grant in an amount not to exceed \$3800, the local match being in-kind service approved in the 2015-2016 Department of Public Works budget.

Selectman Kiley made a motion to approve the item. Selectman Marmion seconded the item.

Mr. Michelangelo recognized Tree Warden Jeff Minder, Forestry Committee Chair Mary Hogue and Geoff Steadman for helping the Town receive this grant. Mr. Minder said the funds will be used for information signed kiosks throughout towns with historical points. He showed the Selectman a photo. He also wants to use funds to put up outdoor exhibit panels. First Selectman Tetreau asked who's involved in the town and which bodies are approving this. Ms. Hogue said she is working with the Community and Economic Development department and the History Center. She said the Forestry Committee is forming a subcommittee on use of funds. No locations have been selected yet.

First Selectman Tetreau is concerned where these kiosks will be placed. Ms. Hogue said they will be placed in the most heavily traveled areas like Sherman Green. Selectman Marmion asked about the Forestry Committee's role in this project. Ms. Hogue said the Committee was set up to help the Tree Warden and help him with anything in the town's right of way. Ms. Hogue said her Committee tries to get the public to understand what a tree means to the town. First Selectman Tetreau said the Selectmen should get a complete plan. He suggests the Senior Center be looked at. He also said the kiosks should give people a historic or well-known place in town to walk to and should include children.

Selectman Kiley thanked everyone involved in obtaining this grant. He looks forward to the sign samples and seeing a completed plan. First Selectman Tetreau complimented those involved in this grant for thinking out of the box. He asked about the tree canopy. Mr. Michelangelo said the tree canopy inventory, which was performed a year ago, involved an aerial view of the town assisted by the GBRC to show how much the town is forested. This

inventory gives the town a benchmark. Mr. Minder said the public can contact him about replanting at 256-3178 or jminder@fairfieldct.org. Selectman Marmion asked Mr. Minder if he would assist a group or association if they are interested in replanting. Mr. Minder said yes and would assist in the planting in the town's right of way. This is a subsidized program.

The motion carried 3-0.

9) REVIEW AND APPROVE DEPARTMENT HEAD COMPENSATION

First Selectman Tetreau said the Town Charter states the Selectmen are charged to approve department head salaries. Department heads don't get compensation or overtime. First Selectman Tetreau provided a spreadsheet showing his recommendations for the town's top department heads.

Selectman Kiley made a motion to approve the item. Selectman Marmion seconded the motion.

First Selectman Tetreau said the recommendations are based on how department heads did in meeting annual goals and their overall performance. The total increase is 1.95% which is under where typical union settlements have been. Selectman Kiley asked what process the First Selectman used in his evaluation. First Selectman Tetreau said his Chief of Staff worked with department heads throughout the year and he used his own input based on daily interactions and meetings. He looked at surrounding towns to compare to Fairfield. He said he and the Chief of Staff met with each department head and their performance was evaluated.

Selectman Kiley said last year he asked the HR Department if a formal review was put in place so what steps were taken in the last year to formalize this from a HR perspective. First Selectman Tetreau said department heads have been brought up to a common ground on what is expected and there are still more steps to be taken. Department heads were met with on a regular basis to review their performance. Selectman Marmion asked if there is a formal review process for those under department heads. First Selectman Tetreau said there is not. Selectman Marmion said reviewing the process is important. First Selectman Tetreau said each year the process gets better and more formal. Selectman Kiley said regarding department heads, a review is very important. He said more steps need to be taken with the top department heads to make the process more formal. He strongly encourages HR to formalize these processes. First Selectman Tetreau said he, the CFO and former Selectman and now State Representative Cristin McCarthy Vahey had talked to several towns to see what they do and there is a wide range of informal processes. Selectman Marmion said department heads do an excellent job and do more with less.

Selectman Kiley said the Town Charter needs to be redefined or revised to crystalize this process. Selectman Kiley said this evaluation process must be deferred to the First Selectman because the First Selectman sees Department Heads every day. First Selectman Tetreau said department heads are critical to our town. He's seen service levels go up and with a 1.6% tax increase approved for Fiscal Year 2016 services are still fully funded. He said over the last four years there has been a total of 10.8% tax increases, the lowest in 20 years making Fairfield one of the more efficient governments in the County. First Selectman Tetreau said the overall increase for the 15 department heads is on par with town unions and these top department heads are not listed in the top 50 wage earners in the papers each year. These department heads who don't receive over time or compensation have had to deal with serious events beyond their routine duties from major storms, fires, Ebola, PCBs in some schools and many more unforeseen or difficult situations. First Selectman Tetreau noted that department heads

have to work within budgets despite Fairfield having one of the state's growing populations. He said Fairfield's department heads are key to helping keep taxes under control, costs down and services good. Selectman Kiley asked if these dollars are in next year's budget. First Selectman Tetreau said they are.

The motion carried 3-0.

10) SET BOARD OF SELECTMEN SALARIES FOR THE NEXT TERM

First Selectman Tetreau said these salaries apply to the next Board of Selectmen and take effect after Election Day. He asked a committee to advise the Selectmen on what the increments in Selectmen salaries should be. The bi-partisan committee was made up of two RTM members and two BOF members. First Selectman Tetreau received an email from member and BOF Chair Tom Flynn and read this advisory email with the committee's recommendations into the record. The email said:

From: Tom Flynn [<mailto:tom.flynn@tomflynn.org>]
Sent: Wednesday, June 24, 2015 8:20 AM
To: Tetreau, Mike
Subject: Selectmen Compensation Committee minutes and recommendation
Importance: High

Mr Tetreau –

On Tuesday, June 23rd at 7:30 pm, the Selectman Compensation committee convened at Independence Hall.

The committee welcomed new member, Michael Herley from the RTM, and briefly updated him on past deliberations. All committee members were present.

General discussion ensued surrounding information that we had received on compensation history as well as comparable compensation for towns throughout the State of Connecticut.

It was noted by Committee members that we had a relatively limited scope with which to work – i.e. Salary related compensation for the BOS.

With this in mind, the committee unanimously approved a recommendation of a 2.5% salary increase per annum for the 4 year terms both the First Selectman as well as the two selectmen.

Further, the committee unanimously approved a statement that we would like to be included in the BOS discussion of our recommendation – and to be considered in the next Town of Fairfield Charter Revision process:

'The committee would further like to recommend that the next Charter Revision Committee review in detail the total compensation structure for the Board of Selectman.

Specifically, the committee would like addressed which town body should approve the salary as well as all other elements of compensation for BoS members including benefits, stipends and any other forms of remuneration considered.

The Committee recognizes that the First Selectman position is unique, as well as elected, in town government and our view is that all manner of compensation as defined above should be considered separate from all other town employees to insure his/her uncompromised ability to lead negotiations for the rest of the employee population.'

With our business concluded, the meeting adjourned at 8:15 pm on Tuesday, June 23rd – and, given the above, we believe the committee's charge has been completed.

Respectfully,
Thomas M. Flynn
Chairman, Board of Finance

Selectman Kiley thanked the committee for its work and concurs with their comments on how the process is going and if the Charter can clearly define the process. Selectman Marmion asked for the rationale for the 2.5% increase. First Selectman Tetreau said the Committee reviewed CCM's information on the salaries of all of the state's first selectmen plus they looked at recent BOS salaries. Selectman Marmion said she is glad this conversation went beyond the Selectmen to an outside committee. She asked when the next Charter revision is. First Selectman Tetreau said the Board of Selectmen decides that. First Selectman Tetreau strongly recommends a Charter Revision for next year. Selectman Kiley asked how the Selectmen would start such a process. First Selectman Tetreau said a committee is formed but he's already asked some town board members to start a list of suggested charter revisions.

Selectman Kiley made a motion to adopt the recommended decision by the committee at their meeting last night. Selectman Marmion seconded the motion.

Selectman Kiley supports the committee's recommendation. First Selectman Tetreau thanked the committee.

The motion carried 3-0.

11) TAX COLLECTOR

To consider and act upon tax refunds as recommended by the Tax Collector in the amount recommended.

Selectman Kiley made a motion to approve the item. Selectman Marmion seconded the motion.

Selectman Marmion made an amendment to remove the period at the end of the sentence and a comma followed by \$15,552.39. Selectman Kiley seconded the amendment which carried 3-0.

The main motion as amended carried 3-0.

12) TOWN ATTORNEY-Private Executive Session – Pending Litigation

Selectman Kiley made a motion to enter into private executive session pending litigation at 6:20 pm. Selectman Marmion seconded the motion which carried 3-0.

Selectman Kiley made a motion to end private executive session pending litigation at 6:37 pm. Selectman Marmion seconded the motion which carried 3-0.

Selectman Kiley made a motion to accept the Town Attorney’s decision. Selectman Marmion seconded the motion which carried 3-0.

13) ADJOURN

Selectman Marmion made a motion to adjourn the meeting at 6:38 pm. Selectman Kiley seconded the motion which carried 3-0.

Respectfully submitted,

Jennifer S. Carpenter
Recording Secretary
