

**Town of Ridgefield Board of Finance  
Approved Meeting Minutes  
Tuesday November 15, 2022 at 8:15 pm  
Town Hall Annex Conference Room, 66 Prospect Street**

**I. Call to order**

Dave Ulmer called the Board of Finance meeting to order at 8:15 PM on November 15, 2022 in the Town Hall Annex conference room. Board Members Dave Ulmer, Mike Rettger, Andrew Okrongly, Greg Kabasakalian and Joe Shapiro present.

**Others present**

Rudy Marconi, First Selectman; Kevin Redmond, Controller; Molly McGeehin, Town Treasurer; Dr. Susie DaSilva, RPS Superintendent; Jill Browne, RPS Business Manager; Joe Morits, RPS Facilities Manager; Vinny Lucio, Frank Coyle, Paul Janerico, Ridgefield Housing Authority Board.

**II. Public Comments - None**

**III. Approval of Minutes**

Motion by Mr. Rettger to approve the minutes from October 18, 2022 with amendments as proposed. Seconded by Mr. Okrongly. Vote 4-1 in favor. Mr. Shapiro abstained as he was not a member as of the prior meeting.

**IV. BOE HVAC Capital Request**

Dr. Da Silva reviewed the Connecticut Public Schools HVAC/Indoor Air Quality Grant Program which was recently opened for applications. The program provides partial state funding for projects to replace or improve school ventilation equipment. In the case of the town, these grants if awarded would pay for 23.5% of total project cost. To apply for the grants, the district needs to file detailed plans by December 1. Also, the town needs to document that the local funding for any submitted projects has been approved or scheduled for approval by town referendum or town meeting, as required, by February. To meet this latter requirement, approval of the proposed projects is required by both the BOS and the BOF, and a town meeting needs to be scheduled. Award notices will be announced in early 2023. Given the total amount of state funds available, there is no assurance that Ridgefield will actually receive the requested funding, in whole or in part.

Mr. Morits reviewed the various projects for which the grant money is being requested (Exhibit 1), noting that some portion of already completed projects are eligible for retroactive funding if approved. He identified where these various projects are included in the RPS 5-year capital plan.

The members discussed the request and asked questions on the details, including what would happen to the projects if the grant money is not received. Mr. Marconi noted that in similar situations, the amount of funding being approved is the total cost involved, with the expectation that the amount required would be reduced by the funding. If the offsetting grant is not provided, the scope of work would typically be reduced to the net amount of town outlay that had been expected in making the approval. Other questions asked how the proposed work would be identified in future capital budget planning, so that the result of this approval would be an acceleration of the projects in time and not a net addition to the capital plan.

Following further discussion, Mr. Rettger made a motion to waive reading of the detailed resolution (Exhibit 2), seconded by Mr. Okrongly. All in favor.

A motion to adopt the following resolution was made by Mr. Rettger, seconded by Mr. Kabasakalian. All in favor.

That the resolution entitled "Resolution Appropriating \$634,919 For The Costs Related To The Installation, Replacement And Upgrading Of Heating, Ventilation And Air Conditioning Systems (HVAC) At Town Schools, And Authorizing The Issuance Of \$634,919 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", a copy of which is attached hereto, be approved and recommended for adoption by the legal voters of the Town by Town

Meeting vote. The amount of bonds issued shall be reduced by the amount of grants or other funds, if any, received by the Town for the Project and not separately appropriated to pay additional costs of the Project.

## **V. WPCA UPDATE**

Mr. Marconi, provided an update on the progress on the water treatment plant renovation, referencing materials from the WPCA that had been provided in advance of the meeting \*\*. He noted that the project is substantially behind the completion plan, with the WPCA and the project bonding company closely working to improve the contractor's progress toward completion.

The members noted that their concern was particularly focused on the several areas of potential cost offset that were discussed when the use of ARPA funds for the project was initially discussed and approved. Mr. Marconi indicated that in terms of possible ARPA fund recovery, both the project contingency balance and possibly the Clean Water grant might be needed for project funding given the schedule delays. There is a potential for the land for the auxiliary treatment to be sold, but this is subject to P&Z approval of a zoning change and a Town Meeting vote. If this happens, that money would come back against the ARPA funding as it is town land and not owned by the WPCA. The members agreed that it is important to continue to monitor this funding situation as the project moves toward completion.

## **VI. ARPA Funds Allocation**

Mr. Marconi reviewed recent actions by the BOS to approve use of ARPA funds. One action is for a grant of \$306,900 to the town Housing Authority, as a partial offset to lost revenues and extraordinary operating costs due to Covid effects over the past two years. Mr. Liscio, Mr. Coyle, and Mr. Janerico described the nature of these effects, noting that the proposed amount is less than the total revenue and cost impact they have seen. They anticipate that the funds will be used mainly for capital improvements and maintenance work that was cancelled or postponed over the past two years.

Mr. Marconi also reported that the BOS has voted to approve the use of \$66,365 of ARPA funds to fund the additional cost of the Mini Attack Pumper for the fire department. The town earlier had approved the purchase of this equipment with ARPA funds last year, but the final cost came in higher than budgeted. To cover this cost, the BOS will be withdrawing a proposal to use of \$45,000 in ARPA funds for a broadband communication planning study, as this will now be getting done by the Western CT COGS. The balance of the pumper cost will be drawn from ARPA funds, bringing this account down to a remaining balance after these requests of approximately \$25,000.

After questions and discussion, there was a motion to approve the BOS recommendation of \$306,900 of ARPA funds to the Housing Authority made by Mr. Rettger, seconded by Mr. Ulmer. All in favor.

There was also a motion to approve the BOS recommendation of \$66,365 of ARPA funds for the Mini Attack Pumper made by Mr. Kabasakalian, seconded by Mr. Rettger. All in favor.

## **VII. Treasurer's Report**

The members reviewed the recent Treasurer's Report (which had been distributed in advance of the meeting. \*\*). Ms. McGeehin noted that rates continue to go up, which is favorable for the budget.

## **VIII. Tax Collector Report**

Ms. Berendsen-Hill was unable to attend the meeting, so Mr. Redmond reviewed the Tax Collector report. He noted that the year is looking strong so far, with the collection percentage continuing to run above historical levels.

## **IX. Controller's Report**

Mr. Redmond reported on Fiscal Year 2021-2022 results. Revenues were strong with Conveyance and Recording positive, which is real estate driven. Golf and Ambulance are also strong and favorable. Expenses are increasing due to inflation in many areas with an increase in the costs of supplies, materials and overtime, all of which will continue to be monitored closely.

#### **X. Year End Budget Transfers**

Mr. Redmond reviewed proposed budget transfers 2022-3 to 2022-9, which have been approved by the BOS, and responded to members questions. Following discussion, motion to approve by Mr. Okrongly, seconded by Mr. Rettger. All in favor.

#### **XI. BOF 2023 Meeting Schedule**

Motion by Mr. Rettger to approve the proposed 2023 BOF meeting dates, subject to changing the February and March dates from the 14<sup>th</sup> to the 21<sup>st</sup> for each of those months. Seconded by Mr. Okrongly. All in favor.

#### **XII. Old Business**

A report of completed capital projects with remaining unused balances will be discussed at the December meeting. Mr. Marconi is working with the town's facilities manager to identify any current capital projects where there is a concern about funding, with that information to be provided at a future meeting.

#### **XIII. New Business**

Motion by Mr. Rettger to move December BOF meeting from 12-20-2022 to 12-13-2022. Seconded by Mr. Okrongly. All in favor.

#### **XIV. Adjournment**

Motion to adjourn at 10:10 p.m. by Mr. Ulmer, seconded by Mr. Okrongly. All in favor. Next meeting December 13, 2022.

Respectfully Submitted by,  
Mia Belanger

\*\* Materials that were distributed in advance of the meeting in the BOF members' packets are maintained on file in the Controller's office.



## GRANT SUBMITTAL PROJECTS NEW AND RETRO

SCHOOL (LOCATION)	IAQ GRANT WORK <i>(See Details)</i>	COST
<b>APPLICATION 1 RIDGEFIELD HIGH SCHOOL</b>		
Robotics Lab	2 new heat pump heating and cooling units	\$68,605.90
Student Center Locker Rooms	4 air exchange energy heat recovery assemblies	\$40,154.67
<b>RETRO WORK</b> Library Learning Commons	Install new ductless mini-split unit	\$2,684.73
<b>APPLICATION 2 RIDGEFIELD ALTERNATIVE HIGH SCHOOL</b>		
Main Space	Update and replace main HVAC system (Heat Pump)	\$43,767.49
Classroom Space	Update and replace dual zone heat pump system	\$18,064.06
<b>APPLICATION 3 EAST RIDGE MIDDLE SCHOOL</b>		
Cafeteria	Replace Trane roof top unit (RTU)	\$63,168.57
<b>RETRO WORK</b> Counseling Data Room	Install new ductless mini-split unit	\$3,831.81
<b>APPLICATION 4 BARLOW MOUNTAIN ELEMENTARY SCHOOL</b>		
<b>RETRO WORK</b> Pre-K Main Space	Replace self-contained unit ventilator	\$26,000.00
<b>RETRO WORK</b> Main Building	Replace upper and lower roof exhaust fan units	\$2,400.00
<b>APPLICATION 5 BRANCHVILLE ELEMENTARY SCHOOL</b>		
Main Building	Replace 11 roof-mounted exhaust fans	\$52,766.69
<b>RETRO WORK</b> Main Building	Replace #6 and #10 exhaust fans	\$6,731.29
<b>APPLICATION 6 FARMINGVILLE ELEMENTARY SCHOOL</b>		
Main Building	Replace 11 roof-mounted exhaust fans	\$64,640.63
<b>RETRO WORK</b> Main Building	Replace #1 and #17 exhaust fans	\$7,826.30
<b>APPLICATION 7 RIDGEBURY ELEMENTARY SCHOOL</b>		
Main Building	Replace 3 Trane RTUs	\$97,215.40
Gymnasium	Replace heat only unit with heat pump option for heating and cooling	\$81,811.00
Gymnasium/Stage	Add heat pump condenser for cooling to main gym air handler unit (AHU)	\$44,891.23
<b>RETRO WORK</b> Main Building	Replace #17 and #21 exhaust fans	\$6,523.61
<b>APPLICATION 8 SCOTLAND ELEMENTARY SCHOOL</b>		
Main Building	Replace 11 roof-mounted exhaust fans	\$59,834.08
<b>APPLICATION 9 VETERANS PARK ELEMENTARY SCHOOL</b>		
<b>RETRO WORK</b> Main Building	Replace #3 roof-mounted exhaust fan	\$1,200.00
<b>HVAC GRANT SUBMITTAL TOTAL</b>		<b>\$692,117.46</b>

**RESOLUTION APPROPRIATING \$634,919 FOR THE COSTS RELATED TO THE INSTALLATION, REPLACEMENT AND UPGRADING OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS (HVAC) AT TOWN SCHOOLS, AND AUTHORIZING THE ISSUANCE OF \$634,919 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE**

**RESOLVED:**

Section 1. That the sum of \$634,919 is hereby appropriated by the Town of Ridgefield, Connecticut (the "Town") for the costs related to the acquisition, installation, replacement and upgrading of heating, ventilation and air conditioning systems (HVAC) at Town school buildings and facilities (the "Project"). The Project is contemplated to consist of (a) two new heat pump heating and cooling units, four air exchange energy heat recovery assemblies and installation of a new ductless mini-split unit at Ridgefield High School, (b) update and replace main HVAC system (heat pump) and dual zone heat pump system at Ridgefield Alternative High School, (c) replacement of Trane rooftop unit (RTU) and installation of new ductless mini-split unit at East Ridge Middle School, (d) replacement of self-contained unit ventilator and upper and lower roof exhaust fan units at Barlow Mountain Elementary School, (e) replacement of eleven roof-mounted exhaust fans and #6 and #10 exhaust fans at Branchville Elementary School, (f) replacement of eleven roof-mounted exhaust fans and #1 and #17 exhaust fans at Farmingville Elementary School, (g) replacement of three Trane RTUs and heat only unit with heat pump option for heating and cooling, addition of heat pump condenser for cooling to main gymnasium air handler unit (AHU), and replacement of #17 and #21 exhaust fans at Ridgebury Elementary School, (h) replacement of eleven roof-mounted exhaust fans at Scotland Elementary School, and (i) replacement of #3 roof-mounted exhaust fan at Veterans Park Elementary School. The appropriation may be spent for design, acquisition, installation, site improvements, removal of materials and discarded equipment, permitting and environmental costs, equipment, materials, site improvements, switches, wiring, pipes, sensors, thermostats and other related equipment, architectural, engineering and other consultant fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project and its financing, including the preparation of schematic drawings and outline specifications for the Project. The Board of Education is established as the building committee with regard to the Project, and may reduce or modify the scope of the Project, and the entire appropriation may be spent on the Project as so reduced or modified. The amount of the bonds authorized to be issued shall be reduced by the amount of grants or other funds, if any, received by the Town for the Project and not separately appropriated to pay additional costs of the Project.

Section 2. That the Town issue bonds in an amount not to exceed \$634,919 to finance the appropriation for the Project, provided such bonds shall be issued maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended (the "General Statutes"). Said bonds may be issued in one or more series as determined by the First Selectman, in consultation with the Board of Selectmen and the Board of Finance, in the amount necessary to meet the Town's share of the cost of the Project determined after

considering the estimated amount of any Federal and State grants-in-aid for the Project, or the actual amount thereof if ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, financing, legal and other costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued on fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signature of the First Selectman, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Pullman & Comley, LLC. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issuance has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying agent, registrar, transfer agent and paying agent, the date, time of issue and sale and other terms, the details and particulars of such bonds, including the approval of the rate or rates of interest, shall be determined by the First Selectman in the best interest of the Town and in accordance with the General Statutes. The amount of the bonds issued shall be reduced by the amount of grants or other funds, if any, received by the Town for the Project and not separately appropriated to pay additional costs of the Project.

Section 3. That the bonds of each series shall be sold by the First Selectman, in consultation with the Board of Selectmen and the Board of Finance, in a competitive offering or by negotiation, in his or her discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the purchase agreement shall be approved and signed by the First Selectman.

Section 4. That the First Selectman is authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the facsimile or manual signature of the First Selectman, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Pullman & Comley, LLC, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the General Statutes. The notes shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issuance has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including



renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from proceeds of such renewals or said bonds, may be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose. The amount of the notes issued shall be reduced by the amount of grants or other funds, if any, received by the Town for the Project and not separately appropriated to pay additional costs of the Project.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulations Section 1.150-2 that costs for the Project may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The First Selectman is authorized to amend such declaration of official intent as he or she may deem necessary or advisable and to bind the Town pursuant to such representations and covenants as he or she may deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the First Selectman is hereby authorized, on behalf of the Town, to make representations and enter into written agreements for the benefit of holders of the aforesaid bonds, notes or temporary notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

Section 7. That the First Selectman is hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

Section 8. That the Board of Education is designated to act as the school building committee for the Project and is vested with the following powers and duties: (i) to approve design and construction expenditures for the Project, including but not limited to the preparation of schematic drawings and outline specifications, the preparation of which is hereby approved; (ii) to contract with architects, engineers, contractors and others in the name and on behalf of the Town to complete the Project; and (iii) to exercise such other powers as are necessary or appropriate to complete the Project. Necessary expenses of The Committee shall be included in the cost of the Project.

Section 9. That the Board of Education is authorized to apply for and accept or reject grants from the State of Connecticut for the Project. The Board of Education is authorized to file applications with the State, to execute grant agreements, and to file such documents as may be required by the State to obtain grants for the costs of the Project. Any grant proceeds may be used to pay costs or principal and interest on bonds, notes or temporary notes.

Section 10. That the First Selectman, Town Treasurer, Controller, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project and to issue bonds, notes or temporary notes and obtain other funding to finance the aforesaid appropriation, including but not limited to applying for and accepting grants and funds that may be available for the Project