

*******DRAFT*******

**MINUTES OF THE BOARD OF FINANCE
REGULAR MONTHLY MEETING
SEPTEMBER 6, 2016**

The Board of Finance Regular Monthly Meeting was held on Tuesday, September 6, 2016 at 7:30 p.m. in the All Purpose Room, Osborn Hill Elementary School, 760 Stillson Road, Fairfield, Connecticut.

MEMBERS PRESENT

David Becker, James Brown, Thomas Flynn, Mary LeClerc, Sheila Marmion, John Mitola
James Walsh (7:38)

MEMBERS ABSENT

Christopher DeWitt, Kevin Hoffkins

ALSO PRESENT

Robert Mayer, Chief Fiscal Officer, Town of Fairfield
Caitlin Bosse, Controller, Town of Fairfield
Ed Boman, Assistant Director, Department of Public Works, Town of Fairfield

ACTION TAKEN:

On a motion made by Mr. Brown and seconded by Mrs. LeClerc the minutes of the minutes detailed in Agenda Item #1 were approved as follows:

May 5, 2016 Regular Meeting

5 yeas, 0 nays, 1 abstention (Marmion)

May 17, 2016 Quarterly Review Meeting

5 yeas, 0 nays, 1 abstention (Marmion)

May 26, 2016 Special Meeting

5 yeas, 0 nays, 1 abstention (Marmion)

June 7, 2016 Regular Meeting

3 yeas, 0 nays, 3 abstentions (LeClerc, Marmion, Mitola)

Mr. Flynn moved and Mr. Mitola seconded to postpone any action on Agenda Item #2 to the Board of Finance meeting scheduled for Tuesday, September 27, 2016 with the requirement that the Board of Education be asked to provide the BOF with details of their plans and anticipated costs and have the Town provide the BOF with an economic analysis for the project.

Motion passed unanimously.

Approved unanimously to establish a Board of Finance Building Committee Review Committee charged to serve and review building projects and make recommendations on how to avoid the same problems as were experienced on the Riverfield School and Fairfield Ludlowe High School Building Projects by utilizing lessons learned including improving reporting requirements to the Board of Selectmen and the Board of Finance.

**BOARD OF FINANCE
REGULAR MONTHLY MEETING **** DRAFT ****
SEPTEMBER 6, 2016**

Mr. Brown moved and Mr. Walsh seconded to approve Agenda Item #3 as presented.
Motion passed unanimously.

Mr. Brown moved and Mr. Walsh seconded to approve Agenda Item #4 as presented tonight.
Motion passed unanimously.

Approved unanimously to adjourn the meeting at 9:10 p.m.

Chairman Flynn called the meeting to order at 7:30 p.m.

Chairman Flynn asked for a moment of silence in memory of Thomas Browne, former longtime Tax Assessor for the Town of Fairfield, who passed away last week.

AGENDA

1-To hear, consider and approve minutes of:

- May 5, 2016 Regular Meeting
- May 17, 2016 Quarterly Review Meeting
- May 26, 2016 Special Meeting
- June 7, 2016 Regular Meeting

On a motion made by Mr. Brown and seconded by Mrs. LeClerc the minutes of the minutes detailed in Agenda Item #1 were approved as follows:

- May 5, 2016 Regular Meeting**
5 yeas, 0 nays, 1 abstention (Marmion)
- May 17, 2016 Quarterly Review Meeting**
5 yeas, 0 nays, 1 abstention (Marmion)
- May 26, 2016 Special Meeting**
5 yeas, 0 nays, 1 abstention (Marmion)
- June 7, 2016 Regular Meeting**
3 yeas, 0 nays, 3 abstentions (LeClerc, Marmion, Mitola)

2- To hear, consider and act upon the following resolution as recommended by the Director of Public Works:
RESOLVED, that Michael C. Tetreau, First Selectman of the Town of Fairfield, is hereby authorized to expend up to \$20,000 to purchase and install four single head electric vehicle charging stations at 755 Melville Avenue and 785 Unquowa Road, said funds to be one hundred percent reimbursed from grant funds made available by the Department of Energy and Environmental Protection (DEEP) under Connecticut's Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station Incentive Program.

Mr. Boman presented this item to the Board. Mr. Boman reported that this item was put out for bid and the bids came in at about \$19.5K. Mr. Walsh arrived at the meeting at this time. Mr. Boman informed the Board that these stations are to be installed at Fairfield Ludlowe High School (FLHS) and Fairfield Warde High School (FWHS). Mr. Boman also informed the Board that there are other charging stations in town including one located at Riverfield School.

**BOARD OF FINANCE
REGULAR MONTHLY MEETING **** DRAFT ****
SEPTEMBER 6, 2016**

In accordance with the terms of the grant to be used for this project, the Town will have to pay the costs for the electricity used for the first three years and then the Town can begin charging for the use of the charging system. Mr. Boman also stated that this grant has some time sensitivity to its approval because the State wants to have it done by the end of the year and installation usually takes at least 30 days after the Town grants its approval.

A discussion of the placement of these charging stations followed. In response to questions from the Board, Mr. Boman stated that the Board of Education (BOE) will pay for the ones that are located at Riverfield School, FLHS and FWHS.

Several Board members expressed their concern of the proposed locations of the charging stations on school property rather than somewhere where the public at large would have access to them. Mrs. Marmion expressed her concern that she is not seeing a systematic approach to this particular project and she would like to see some cost estimates before she votes on this item.

Mr. Flynn moved and Mr. Mitola seconded to postpone any action on Agenda Item #2 to the Board of Finance scheduled for Tuesday, September 27, 2016 with the requirement that the Board of Education be asked to provide the BOF with details of their plans and anticipated costs and have the Town provide the BOF with an economic analysis for the project.

Motion passed unanimously.

3-To hear, consider and act upon a request from the Chief Fiscal Officer to approve Schedules "A", "B", "C", "D", "E", and "F" carrying over funds for encumbrances and re-appropriations as of June 30, 2016 as supported by purchase orders or letters of request by Department Heads or the Chief Fiscal Officer.

Mrs. Bosse presented this item to the Board. Mrs. Bosse reviewed the handouts with the Board and answered any questions from the Board concerning the schedules. It was reported that the First Selectman is anxious to get a Strategic Plan in place. Mr. Mayer reported that the Board of Selectmen (BOS) is ready to proceed with the development of a Strategic Plan for Fairfield. Mr. Flynn expressed his concern that this item has not yet been expedited and encouraged the Town to begin this process as soon as possible.

Mr. Brown moved and Mr. Walsh seconded to approve Agenda Item #3 as presented.

Motion passed unanimously.

4-To hear, consider and act upon a request from the Chief Fiscal Officer to approve Transfers as of June 30, 2016.

Mr. Mayer and Mrs. Bosse presented this item to the Board and reviewed all handouts with the Board. Mr. Mayer stated that this item should bring the Fund Balance from 8.53% to 9.3%. Mr. Mayer noted that \$1,240,000 will be transferred to Debt Service. Mr. Mayer also noted that the second part of this item is used to cover accrued liabilities. Mr. Mayer also reported that the Town received \$1,500,000 in Bond Premiums for the Bond Sale and this money was out into the Bond Premium Fund.

**BOARD OF FINANCE
REGULAR MONTHLY MEETING **** DRAFT ****
SEPTEMBER 6, 2016**

A discussion on the shortfall to the Town this spring due to the actions taken at the State level followed. Mr. Mayer noted that the original shortfall was about \$4,114,000 but it is currently at about \$3,900,000 and it could actually go down to about \$2,000,000 depending on what the State ends up in approving in the Aid to Towns portion of the budget.

In response to a question from the Board about the Medical IBNR for the BOE, Mr. Mayer reported that, as of today, it looks like the excess will be \$1,152,000 but that figure still needs to be verified. Mr. Mayer reported that the tax collection rate came in at 98.68%. Mr. Mayer cautioned the Board to remember that there will probably be another large shortfall from the State next year so the Town needs to consider this possible event in their planning. Mr. Becker asked Mr. Mayer to provide the BOF with details of all the transfers for the upcoming BOF Quarterly Review Meeting.

Mr. Brown moved and Mr. Walsh seconded to approve Agenda Item #4 as presented tonight. Motion passed unanimously.

5-Discuss Committee Reports

Audit Committee – Mrs. LeClerc, Chair; members Mr. Brown and Mr. Mitola

Mrs. LeClerc reported that the Committee met tonight and the audit is ahead of schedule; she is hoping for a draft to be available for discussion and review at the December BOF Meeting Mrs. LeClerc reported that the auditors have suggested a change in the way the single audit is done to make it easier for the Town. Mrs. LeClerc also reported that the auditors will be meeting with the Pension Boards shortly.

Budget Committee – Mr. Brown, Chair; members Mr. DeWitt, Mr. Hoffkins

Mr. Brown reported that they met over the summer to review the 2016-2017 budget process. Mr. Brown noted that the process has been streamlined over the past few years. Mr. Brown said the committee discussed the possibility of having the BOF review the Fund Balance before the Mill Rate is set and ask if anything has changed at that time.

Mr. Brown reported that the Budget Committee would like to see the seasonal payrolls separated from the regular payrolls and put into individual categories to minimize any confusion between part time and seasonal. Mr. Brown also reported that the Budget Committee would propose a meeting be convened to discuss moving the Heart and Hypertension Fund into the Internal Service Fund. Mr. Brown noted that the current trend is to have the H&H as part of the Internal Service Fund.

Mr. Flynn asked Mrs. Bosse and Mr. Mayer to ask Mr. Centofanti about the pros and cons of doing this and bring their notes back to the Audit Committee. Mr. Brown reported that the Budget Committee discussed a change to the budget process that might make the evenings more effective and possible shorter in duration. Mr. Brown reported that the idea discussed by the Committee concerned not discussing operations initiatives that will have absolutely no effect on the current budget during budget special meetings but rather hold off on those discussions for regular meetings.

Mrs. Marmion said she would like to see a situation analysis; more analysis would be in the future; this was a unique year and things will probably be like this again in the future.

**BOARD OF FINANCE
REGULAR MONTHLY MEETING **** DRAFT ****
SEPTEMBER 6, 2016**

Mr. Walsh stated that there he is seeing general frustration in the process in that it appears to be inefficient. Mr. Walsh said, in his opinion, the State should be informing the Towns of aid before the Towns need to decide on the next year's budget. Mr. Walsh suggested that perhaps Charter Review needs to be addressed again.

Building Committee – Mr. DeWitt, Chair; members Mrs. LeClerc, Mr. Mitola
This Committee will report at the next meeting.

Surplus Committee – Mr. Walsh Chair; members Mr. Flynn, Mr. Hoffkins, Mrs. Marmion
This Committee has not yet had a meeting. Mr. Walsh reported that to date there is no change in what the Credit Agencies are looking for in their ratings reviews. Mr. Walsh said the Committee should hold a meeting sometime in October or November.

6- To Hear, Consider and Act Upon Any Communications

Mr. Flynn informed the Board that the BOE has just announced the new Superintendent as Dr. Toni Jones from Falls Church, Virginia.

Mr. Flynn also noted an article on the front page of the Fairfield Citizen-News that recently stated that the BOE has 65 new employees. Mr. Flynn noted that this is a much larger number than was ever mentioned by the BOE during the budget hearings. Mr. Flynn questioned if this is a normal occurrence or a onetime bubble.

On a motion made by Mr. Brown and seconded by Mrs. Marmion the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Deborah J. Garavel
Recording Secretary

*****DRAFT*****

**BOARD OF FINANCE
CAPITAL PLANNING WORKSHOP MEETING MINUTES
September 20, 2016**

The Capital Planning Workshop Meeting of the Board of Finance was held on Tuesday, September 20, 2016, at 7:30 p.m. at the Board of Education Administrative Offices, Seminar Room 295A&B, 501 Kings Highway East, Fairfield, Connecticut.

MEMBERS PRESENT

David Becker, James Brown-Vice Chair, Thomas Flynn-Chairman, Mary LeClerc-Secretary, Christopher DeWitt, Kevin Hoffkins, Sheila Marmion, John Mitola, James Walsh

ALSO PRESENT

Michael Tetreau, Christopher Tymniak, Robert Mayer, Chief Gary MacNamara, Deputy Chief Chris Lyddy, Fire Chief Denis McCarthy, Gerald Lombardo, Brian Carey, Joseph Michelangelo, Scott Bartlett, Philip Dwyer, Dr. Stephen Tracy, Tom McCarthy, Phil Pires, Thomas Cullen

Chairman Flynn called the meeting to order at 7:33 p.m.

Dr. Tracy led the Pledge of Allegiance.

1. To review and discuss Town and BOE non-recurring capital and capital projects planning document, their timing and related subsequent bonding requirements and the estimated impact on debt service levels over the next several years.

Mr. Flynn said in the workshop they will review the Town's goals and needs and discuss the projects that are in the pipeline and underway to the best of their knowledge. He thanked Mr. Mayer, Dr. Title and Mr. Dwyer for all their hard work and recognized the department heads contributions. He reviewed Exhibits #1-10 that were presented in the package handed out and noted documents that are new this year-Exhibit #3 and #10.

The Exhibit #4 spreadsheet layout was explained. Capital expenditure projects are brought to the Board by department heads with anticipated years' expenditure and anticipated reimbursement proposed.

Mr. Mayer said the Finance Department starts the process in July. They send notice to department heads asking them to anticipate department needs and submit a break-out of capital and non-capital items. Then a preliminary document is prepared and first goes to the First Selectman who then meets with department heads to discuss where some changes may be made. Mr. Mayer briefly clarified the timing of approvals, waterfall and bond percentages pages.

Mr. Flynn suggested someone in the Superintendent's Office check the numbers in the document. It was noted that is a 10-year plan although some projects go beyond the 10-year period.

Exhibits #6 & #5A reflect the best available numbers. There is downward trend. Mr. Dwyer said moving forward in the next 10 years, there will not be capacity project issues once Holland Hill and Mill Hill are complete.

Mr. Flynn said debt services are exclusive of WPCA and asked Mr. Mayer to merge WPCA numbers into debt service.

Mr. Michelangelo discussed WPCA's history. He said sanitary sewers are being underfunded and the shift is to have users pay for the system 50/50 between the Town's general fund and sewer users. New facility considerations and terms of repairing existing ones were discussed. Regardless of costs rebuilding existing facilities are not considered repairs. New facilities are paid for by town and repairs are paid for through bonds. Mr. Tetreau said they can decide to fund differently. Mr. Flynn said it should be on the waterfall schedule asked Mr. Michelangelo to get on WPCA calendar. Debt services were discussed at length.

Mr. Mayer walked them through projects. Specific items removed were questioned and may be a change of status. Mr. Carey explained tide gates; removing some items and reprioritizing others. He said there are nine functioning tide gates and Turney Creek/Riverside is critical. Mr. Flynn asked Mr. Mayer to include explanations on the schedule to better understand reasoning of items that were removed. Mr. Walsh asked what the process is to get on and then why it comes off.

Mr. Michelangelo discussed the \$5m item that was removed that has three components; to provide flood protection to beach area, something to pump out, then allowing for drainage. Five million was the rough estimate and was put in as a placeholder. It came off because of the uncertainty. They don't know how much it will cost; studies are ongoing and are dependent on community support.

Mr. Mayer said tonight's Capital Workshop is to look at trends and have discussions, not what should or should not be on schedule. The Board can look at again in six months when they have more information.

Ms. Marmion suggested a document be put together on the town side that is similar to what the BOE did and project out past 10 years. Mr. Flynn said the time to look at this again is when they look at non- recurring projects.

Another removed item the Board questioned was the \$1M for the downtown area proposed pump station. Mr. Michelangelo said they are waiting for studies that should be complete in six months. Department head criteria when a project comes off or goes on was questioned.

Chief McCarthy said regarding the ladder truck 1.2M half of payment in 2021 stayed, half moved up based on condition of vehicle and projected life span, it was an earlier replacement by one year. Chief McCarthy will work on the apparatus budget with Mr. Mayer and Mr. Tetreau. At 7:00 p.m., before next week's meeting, Chief McCarthy will bring truck to be viewed outside the BOE building.

Mr. Walsh liked Exhibit #3 and would like the BOE to do the same. Mr. Flynn agreed.

Dr. Tracy read the introduction of the facilities plan and summarized highlights, projections and evaluations. They overestimated projects in first year and are seeing it less so they adjusted. BOE long range facilities plan/building capacity and utilization report was reviewed. Mr. Cullen said non-recurring projects have come in under budget. Mr. Dwyer said the police department assisted with improved security for schools and is a priority.

Mr. Becker mentioned state reimbursements of capital items. The scope of the trial was discussed and its impact on our ability to fund and awaiting the Supreme Court judges' decision.

Exhibit #4 summary was briefly discussed.

Mr. Mayer will incorporate WPCA into the waterfall chart for the next meeting. Exhibit #5 waterfall does not presently include WPCA. It includes the most recent impact of refinance. Mr. Flynn said when WPCA is comfortable to present, they can come back to the BOF. It will be a follow up item.

BOF will look at items that were not included and follow up. They are concerned why items were taken off.

Mr. Tymniak thanked Mr. Mayer and said it was a good meeting and helped him better understand. Mr. Walsh would like to review non-recurring items the same night as recurring items. Mr. Flynn said the meeting was more of a global view of milestones and to consider where we are going and what should be in operating budget and in capital planning. Mr. Tetreau said now everyone has a vision of what's coming down the road and the process is evolving.

There being no further business to come before the Board, Ms. Marmion moved and Mr. Mitola seconded to adjourn the meeting at 9:37 p.m. Motion carries unanimously.

Respectfully submitted,

Sheila Tesei
Recording Secretary

*******DRAFT*******

**MINUTES OF THE BOARD OF FINANCE
QUARTERLY REVIEW MEETING
SEPTEMBER 27, 2016**

The Board of Finance Quarterly Review Meeting was held on Tuesday, September 27, 2016 at 7:30 p.m. in Seminar Room 300, Board of Education Administrative Offices, 501 Kings Highway East, Fairfield, Connecticut.

MEMBERS PRESENT

David Becker (8:20), James Brown, Christopher DeWitt, Mary LeClerc, Sheila Marmion, Thomas Flynn, Kevin Hoffkins, John Mitola

MEMBERS ABSENT

James Walsh

ALSO PRESENT

Michael Tetreau, Board of Selectmen, Town of Fairfield (8:00)
Robert Mayer, Chief Fiscal Officer, Town of Fairfield
Caitlin Bosse, Comptroller, Town of Fairfield
Brian Vahey, Chairman, Employees Retirement Board, Town of Fairfield
Joseph Michelangelo, Director of Public Works, Town of Fairfield
Philip Dwyer, Chairman, Board of Education, Town of Fairfield (8:30)
Doreen Munsell, Director of Finance, Fairfield Public Schools, Town of Fairfield
Dr. Steven Tracy, Interim Superintendent of Schools, Board of Education, Town of Fairfield

ACTION TAKEN:

Moved to postpone action on the following item (Agenda Item #1) until the Regular Monthly Meeting of the Board of Finance on Tuesday, November 1, 2016:

RESOLVED, that Michael C. Tetreau, First Selectman of the Town of Fairfield, is hereby authorized to expend up to \$20,000 to purchase and install four single head electric vehicle charging stations at 755 Melville Avenue and 785 Unquowa Road, said funds to be one hundred percent reimbursed from grant funds made available by the Department of Energy and Environmental Protection (DEEP) under Connecticut's Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station Incentive Program.

Motion to postpone any action on Agenda Item #1 until November 1, 2016 was carried unanimously (Brown, DeWitt, Flynn, Hoffkins, LeClerc, Marmion, Mitola).

Chairman Flynn called the meeting to order at 7:45 p.m.

Mr. Mayer led the Pledge of Allegiance.

**BOARD OF FINANCE
QUARTERLY REVIEW MEETING **** DRAFT ****
SEPTEMBER 27, 2016**

AGENDA

1. To vote on the continuance of the following resolution as recommended by the Director of Public Works: RESOLVED, that Michael C. Tetreau, First Selectman of the Town of Fairfield, is hereby authorized to expend up to \$20,000 to purchase and install four single head electric vehicle charging stations at 755 Melville Avenue and 785 Unquowa Road, said funds to be one hundred percent reimbursed from grant funds made available by the Department of Energy and Environmental Protection (DEEP) under Connecticut's Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station Incentive Program.

Mr. Brown moved and Mr. Mitola seconded to bring this item before the Board for consideration and any possible action. Mr. Flynn stated that he would like to continue any action on this item until the next meeting of the BOF due to the fact that the questions that were asked by the members of the Board of Finance (BOF) when this item was last discussed have not yet been answered according to the Board of Education (BOE). Mr. Flynn then reviewed the history of this item for all of the members of the BOF.

Mr. Flynn moved and Mr. Mitola seconded to postpone action on the following item (Agenda Item #1) until the Regular Monthly Meeting of the Board of Finance on Tuesday, November 1, 2016: RESOLVED, that Michael C. Tetreau, First Selectman of the Town of Fairfield, is hereby authorized to expend up to \$20,000 to purchase and install four single head electric vehicle charging stations at 755 Melville Avenue and 785 Unquowa Road, said funds to be one hundred percent reimbursed from grant funds made available by the Department of Energy and Environmental Protection (DEEP) under Connecticut's Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station Incentive Program.

Motion to postpone any action on Agenda Item #1 until November 1, 2016 was carried unanimously (Brown, DeWitt, Flynn, Hoffkins, LeClerc, Marmion, Mitola).

2. To review the current status of the Town's Pension and OPEB Funds

Mr. Vahey presented this item to the Board and reviewed the handouts with the Board.

PENSION

Mr. Vahey stated that the distributions are per the guidelines; returns are in line with most public plans; funds had an excellent year.

Review of assumptions analysis:

- The auditors are coming soon for a meeting to discuss this fund and decisions could be made, possibly, as soon as December.
- The actuaries are coming in November for a meeting and discussion.
- Mr. Mayer was asked how this would figure in the budget process. Mr. Mayer stated that the funds are currently at 7.5% but the Pension Board felt that 6.5% may be a better number. Mr. Mayer also noted that the plan is to follow those numbers as has been done in the past.

Mr. Tetreau arrived at the meeting at this time.

- Mr. Mayer informed the Board that the numbers will be run by the December BOF meeting and the discount rate will be selected.

**BOARD OF FINANCE
QUARTERLY REVIEW MEETING **** DRAFT ****
SEPTEMBER 27, 2016**

OPEB

Mr. Vahey reviewed the handout for this fund with the Board. Mr. Mayer stated that the drivers for this fund is the healthcare experience.

Mr. Vahey reported that the Pension Board is open to shouldering the fees, etc. for the asset allocations.

3. To review the BOE FY16 year-end financial position

Mrs. Munsell presented this item to the Board and reviewed the handouts for them. Mrs. Munsell reported that the Medical Fund final balance was \$3.038M and the numbers tie to the General Ledger, \$637,561 is the residual balance.

Mr. Becker and Mr. Dwyer arrived at the meeting at this time.

In response to questions from the Board concerning areas of the budget that have a history of creating surprises, Mrs. Munsell reported that Special Education is always an area that can't be totally predicted; winter expenses were under budget due to the mild weather; pension created more expenses this year; the costs for search consultants were extra costs this year; bus transportation costs are down partially due to a newer fleet of buses that are more efficient.

Mr. Dwyer noted that for the last 5 years, working with a budget around \$163M, budget transfers are less than 1% of the total budget and, in his opinion that shows an excellent job is being done by the administration.

4. To review the Town FY16 year-end financial position

Mr. Mayer and Mrs. Bosse presented this item to the Board. Mr. Mayer reminded the BOF that the expense transfers were discussed at length at the last meeting and they have been done.

Mrs. Bosse reviewed the handouts with the Board.

Mr. Tetreau informed the Board that the waterfront account showed an increase in revenues this year due partially to an increase in the fee structure and also due to the great weather.

Mr. Tetreau also reported that golf courses reported higher revenues due to the good weather providing a lot more playing days this past year.

In response to a question from Ms. Marmion about Senior Tax Relief, Mr. Tetreau stated that seminars were held at the Town Senior Center this past year and the Town is making every effort to inform seniors of this program.

In response to a question from Mr. Flynn regarding the budget deficit, Mr. Mayer informed the Board that there has been no update from the State at this time regarding the possible budget deficits due to the reductions in the State cost sharing dollars to the Towns.

5. To review and discuss Town and BOE non-recurring capital and capital projects planning document, their timing and related subsequent bonding requirements and the estimated impact on debt service levels over the next several years

Mr. Mayer presented this item to the Board and reviewed the handouts. Mr. Mayer stated that the debt service is projected at 8.05% of the budget.

**BOARD OF FINANCE
QUARTERLY REVIEW MEETING **** DRAFT ****
SEPTEMBER 27, 2016**

Mr. Becker requested Mr. Mayer to provide the Board with some historical documents, specifically a sensitivity analysis for the Debt Service percentages over the past 5 – 10 years.

Mr. Flynn asked Mr. Tetreau for an update of the H. Smith Richardson Golf Course Clubhouse project. Mr. Tetreau reported that the administration is working on modifying the approach future building committees will take when handling projects and, in that effort, this particular project will be used to showcase the new methods now being developed. Mr. Tetreau noted that in November there should be some movement before the Town Boards for requesting seed money, etc. to get this project started. Mr. Tetreau also reported that the Town Administration is looking at having the Town Facilities Commission (TFC) become more involved in the up-front processes of the building committees.

Mr. Tetreau, in response to questions from the Board, informed the Board that there are no updates for the Holland Hill Project at this time but there may be an update sometime in October. Mr. Tetreau also reported that the Penfield Pavilion Project is on track and is scheduled to be finished sometime in January 2017.

On a motion made by Ms. Marmion and seconded by Mr. DeWitt, the meeting was adjourned at 8:40 pm.

Respectfully submitted,

Deborah J. Garavel
Recording Secretary

Date: October 14, 2016
To: Board of Selectmen
From: Mark Barnhart, Director of Community and Economic Development
Re: 14 Points – STEAP Grant Fairfield Center Drainage and Pedestrian Improvements

STEAP GRANT – FAIRFIELD CENTER DRAINAGE AND PEDESTRIAN IMPROVEMENTS

1. *BACKGROUND*: The Small Town Economic Assistance Program (STEAP) is authorized under Connecticut General Statutes Section 4-66g and funds economic development, community conservation and quality-of-life capital projects for localities that are ineligible to receive Urban Action (CGS Section 4-66c) bonds. This program is managed by the Office of Policy and Management (OPM), and individual grants are administered by various state agencies. The Town applied for, and recently received notice of a grant award of \$300,000 through STEAP to make drainage improvements and pedestrian enhancements in and around Sherman Green.
2. *PURPOSE AND JUSTIFICATION*: The project involves construction of drainage and pedestrian improvements in and around Sherman Green to mitigate flooding risks, improve pedestrian safety and to enhance the visual appearance of this public green space. This area has been plagued by more frequent flooding incidents due to hydrologic conditions and inadequate storm water detention capacity. Heavy rains overwhelm the existing storm water system, producing knee deep water in spots that flood area businesses and cause major damage. Such storms are occurring with increasing regularity and severity.
3. *DETAILED DESCRIPTION OF PROPOSAL*: The project entails construction of an underground storm water detention and infiltration system on Sherman Green, as well as the installation of additional catch basins, manholes and drainage pipe along Sanford Street and on surrounding streets. Should funding permit, the Town intends to complete additional drainage improvements downstream, consisting of the reconstruction of a tide-gate flap and installation of additional bypass lines to further improve flow and detention capacity. Additionally, the Town intends to restore and upgrade the pedestrian sidewalk infrastructure and common areas on Sherman Green and to make other improvements to enhance the visual appearance of the Green.
4. *RELIABILITY OF ESTIMATED COSTS*: The Town's Engineering Department has prepared preliminary concept plans and cost estimates for this project.
5. *PAYBACK PERIOD*: Not Applicable
6. *ADDITIONAL LONG RANGE COSTS*: Not Applicable

7. *ADDITIONAL USE OR DEMAND ON EXISTING FACILITIES*: Not Applicable
8. *ALTERNATES TO THIS REQUEST*: Not Applicable
9. *SAFETY AND LOSS CONTROL*: Not Applicable
10. *ENVIRONMENTAL CONSIDERATIONS*: No adverse impacts to traffic, floodplains, wetlands, archaeological/historical resources or endangered specials are anticipated as a result of this project. The project will result in improved drainage and storm water retention, thereby reducing flooding risks.
11. *INSURANCE*: Not Applicable
12. *FINANCING*: The State is providing \$300,000 in STEAP funds toward the project costs. The Town, through its Engineering Department, is contributing in-kind support to provide design and construction management services.
13. *OTHER CONSIDERATIONS*: Not Applicable
14. *OTHER APPROVALS*: Board of Finance; Representative Town Meeting (RTM)

APPLICATION FOR FY 2016 STEAP GRANT FUNDING

Please complete one application for each proposed project and also indicate the priority order of all projects submitted. If applications for more than one project are submitted at different times, please reprioritize previously submitted projects with each new application. Complete submittal instructions are outlined on the last page of this application.

Applicant Town: Town of Fairfield Tax ID (FEIN) No.: 06-6001998

Authorized Signatory Full Legal Name: Michael C. Tetreau

Authorized Signatory Title: First Selectman

Authorized Signatory Email: mtetreau@fairfieldct.org

Authorized Signatory Phone Number: (203) 256-3030 Extension:

Town Office Street Address / PO Box: 725 Old Post Road Town Office Zip Code: 06824

Proposed Project Street Address: Sherman Green & Vicinity, 1451 Old Post Road Zip Code: 06824

If available, GIS coordinates: Longitude: -73.2570758 Latitude: 41.1411698

If no project address is available, please provide street intersection detail.

The project site is located at the intersection of Post Road (U.S. Route 1) and Reef Road.

Requested amount of STEAP Funding (\$500,000 max): \$300,000

Project Name: Fairfield Center Drainage and Pedestrian Improvements

Name, phone and email address of person preparing this application:

**Mark S. Barnhart, Director of Community & Economic Development, (203) 256-3120,
mbarnhart@fairfieldct.org**

Identify town officials and professionals that may be contacted with questions regarding this application:

Name, phone and email address

Joseph Michelangelo, Director of Public Works, (203) 256-3010, jmichelangelo@fairfieldct.org

Name, phone and email address

**Mark S. Barnhart, Director of Community & Economic Development, (203) 256-3120,
mbarnhart@fairfieldct.org**

Did any of the above persons attend the STEAP webinar? **Yes**

- 1.) Provide a description of the proposed project which includes the purpose of the project. Please be clear as to whether the funds you are requesting are for design, planning, site acquisition and/or construction. **Please be as comprehensive as possible in the description of this project (*Note: only capital projects will be considered: new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project. For a description of expenditures that cannot be funded with STEAP funds, see pg. 1).**

The proposed project involves construction of drainage and pedestrian improvements in and around Sherman Green in downtown Fairfield to mitigate flooding risks, improve pedestrian safety and to enhance the visual appearance of this public green space.

Sherman Green is located in the heart of Fairfield's downtown central business district at the busy corner of Post Road (U.S. Route 1) and Reef Road, approximately one block from a Metro North commuter rail station. Sherman Green features an open-air gazebo, which hosts free concerts and other public events throughout the year. The Green sits adjacent to a large public parking facility and is within easy walking distance to dozens of restaurants, the Public Library, performing arts and theatre venues, many shops and other local businesses. The Green also features a bus stop and shelter, providing convenient bus access to the regional transportation network.

This area of the downtown has been plagued by more frequent flooding incidents due to hydrologic conditions and inadequate storm water detention capacity. Heavy rains overwhelm the existing storm water system, producing knee deep water in spots that flood area businesses and cause major damage. Often, flooding is deep enough to close several lanes of the Post Road (US Route 1), resulting in detours around Fairfield Center, affecting 2000 vehicles per hour. Such storms are occurring with increasing regularity and severity.

To address this condition, the Town intends to construct an underground storm water detention and infiltration system on Sherman Green. This system, involving multiple subterranean galleries, would enhance the existing storm water retention capacity, particularly during peak rain events, and help to alleviate flooding conditions. The Town also plans to install additional catch basins, manholes and drainage pipe along Sanford Street and on surrounding streets as well as to address existing utility conflicts, which inhibit storm water flow. The enhanced system and resulting increase in storm water capacity would provide temporary relief to the exiting storm drainage system, which is under tidal influence and flows of Pine Creek and Long Island Sound. Should funding permit, the Town intends to complete additional drainage improvements downstream, consisting of the reconstruction of a tide-gate flap and installation of additional bypass lines to further improve flow and detention capacity. A CTDEEP Certificate of Permission/Permit may be required for this portion of the work only.

Additionally, the Town intends to upgrade the pedestrian sidewalk infrastructure and common areas on Sherman Green, to provide important connections to the adjoining public parking area, businesses and amenities in the downtown area. The proposed improvements are consistent with the recommendations of the Fairfield Bicycles and Pedestrian Master Plan. The new sidewalks would meet current codes including ADA requirements, and address safety concerns as the downtown area continues to see increased utilization and foot traffic.

Lastly, the project will involve landscaping improvements and park amenities to enhance the visual appearance and downtown user experience.

- 2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

The proposed project will improve pedestrian safety and connectivity as well as enhance the aesthetic appeal and user satisfaction of the public green space. The proposed project will improve drainage conditions and increase storm water detention capacity, thereby reducing flooding risks in the downtown. The downtown area is home to more than 500 businesses and contributes significantly to the economic vitality of the Town. The project has the support of the Fairfield chamber of Commerce and local business owners.

- 3.) What, if any, planning or design work has begun or been completed on this project?

The Town's Engineering Department has prepared preliminary concept plans for this project.

- 4.) Is the proposed project consistent with the State Plan of Conservation and Development? (Plan detail is available at: www.ct.gov/opm/cdplan.) **YES**

- 5.) Is the proposed project consistent with your local Conservation & Development (C&D) Plan? **YES**

- 6.) Last date local C&D Plan Adopted: **05/03/2011**

- 7.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use?
NO

- 8.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area?
NO

- 9.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.

The project will likely require a DOT encroachment permit for Post Road (U.S. Route 1) in order to make the necessary drainage improvements and connections to the existing storm water infrastructure.

- 10.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. (If necessary, attach response in a separate document.)

No adverse impacts to traffic, floodplains, wetlands, archaeological/historical resources or endangered species are anticipated as a result of this project. The proposed project will improve pedestrian safety and enhance user satisfaction of the public green space. The proposed project will result in improved drainage and storm water retention, thereby reducing flooding risks.

11.) Is this project a phase of a larger plan? **NO**

If YES, please complete a through e below.
If NO, skip to #13.

a.) What phase are you applying for?

b.) How many phases are there in total?

c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name: or n/a

d.) Who is/was the state agency contact person for this project?

Agency Contact Name: or n/a

e.) Attach additional information regarding the overarching, long-term plan if applicable

Attached: YES or NO

12.) Are you providing Town/Local matching funds for this project?

YES If YES, please detail within Funding Source table below.

13.) **Project Funding – Please indicate whether funds are secured or prospective**

Please complete the following table detailing project funding sources. Examples of the other sources include: other state grants (please specify which), federal grants (please specify which), past STEAP awards used for previous phases of the project (please specify fiscal year), etc. Under uses please indicate estimated costs including, but not limited to, professional services, acquisition, construction, renovation, contingency, etc.

Funding Sources	TOTAL	Secured Amount	Prospective Amount	Anticipated date funds will be secured
STEAP funds from this application if awarded:	300,000		300,000	
Previous STEAP funds from year: 20				
Previous STEAP funds from year: 20				
Previous STEAP funds from year: 20				
Local/Town funds:	30,000	30,000		
Private funds (specify):				
Federal funds(specify):				
Other State funds: (Specify)				
Other funds (Describe): in-kind services	20,000	20,000		
Other funds (Describe):				
Other funds (Describe):				
Total Project Cost:	350,000			
<u>STEAP Fund Use (Project Budget)</u>	<u>TOTAL</u>	<u>Expended to date</u>		
Professional Services:				
Acquisition:				
Construction:	300,000			
Renovation:				
Other (Describe):				
Other (Describe):				
Other (Describe):				
Total Project Cost	300,000			

14.) Please detail amounts and types of funds, if any that have been expended to date for this project.
The Town has expended to date approximately \$1,000 in staff time for engineering and preliminary design services related to this project.

15.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize.
The Town’s Engineering Department has prepared preliminary concept plans and has developed a detailed cost estimate in support of this grant application request.

16.) If this is a multi-phase project, please provide a brief summary of the work completed to date.
Not applicable

This page must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.

My signature below, as Authorized Signatory of the Town of **Fairfield**, indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes; and
8. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded.
9. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date (as set forth in the fully executed contract), without advance written approval by the administering state agency.
10. I have read, in full, page 1 of this application package, entitled Small Town Economic Assistance Program (STEAP) Guidelines and Application.

Michael C. Tetreau

Authorized Signatory's Name (Please Print)

First Selectman

Title



Signature

Date

Please submit your completed STEAP application and required documents electronically to:

opm.steapapplications@ct.gov

Sherman Green/Fairfield Center
Location Map
Fairfield, CT
January 7, 2016





Town of Fairfield

Sherman Green & Downtown



Legend

- House Number
- Parcels

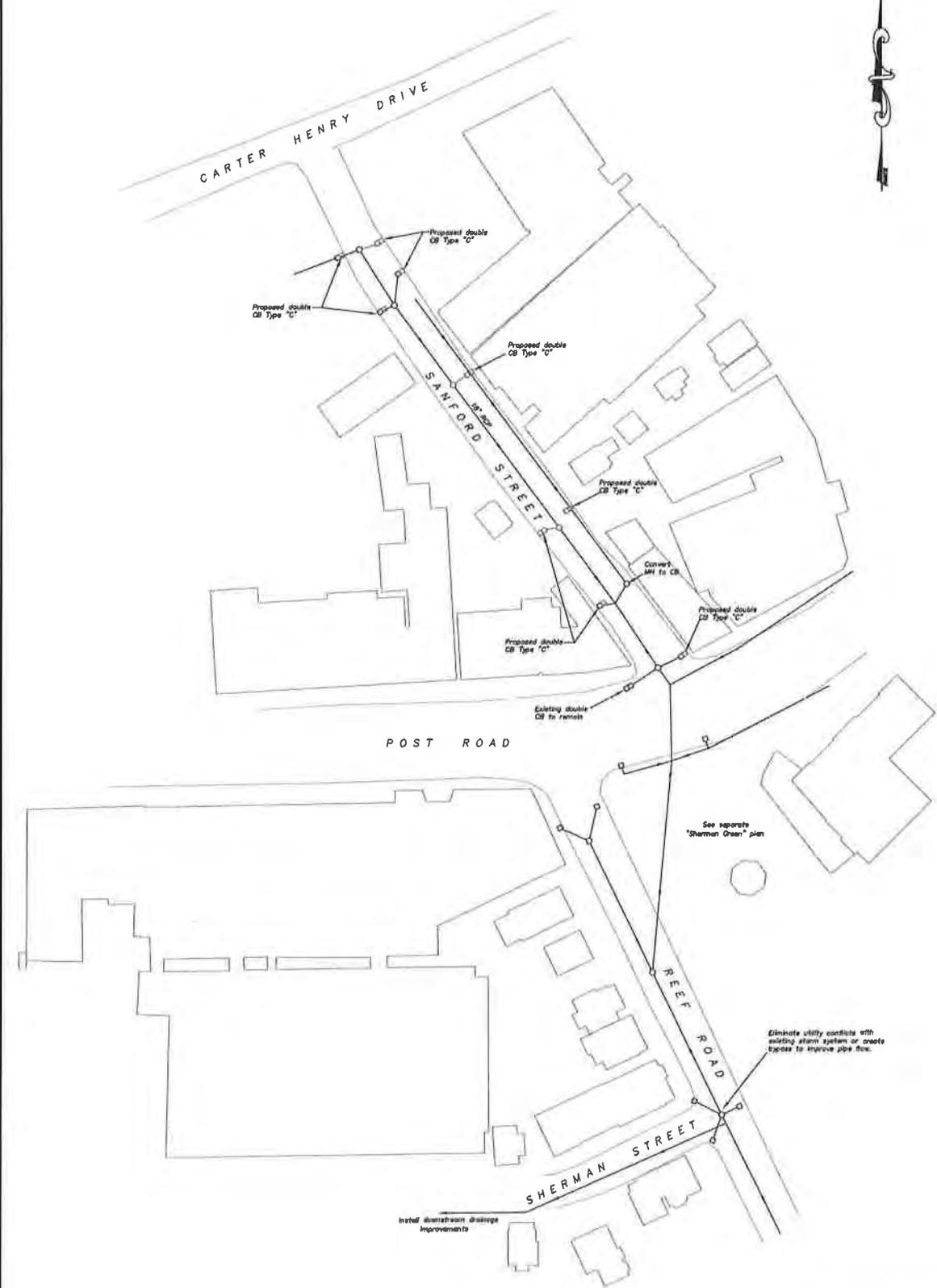


1:3,407

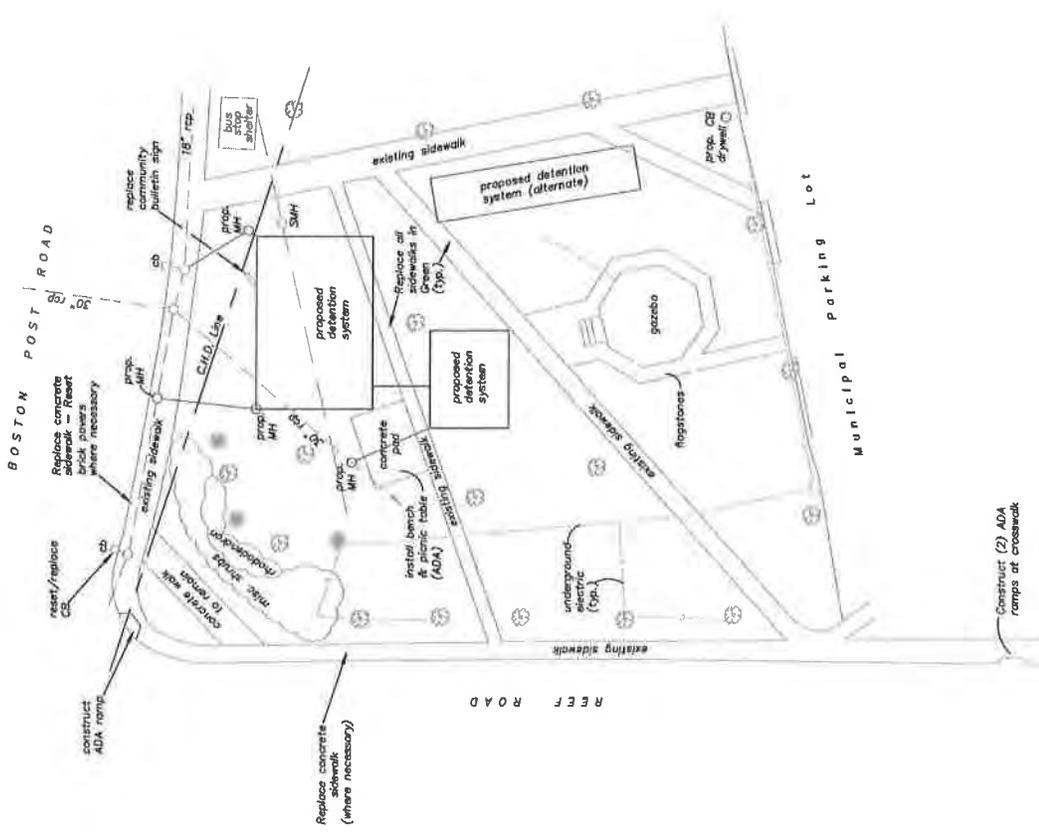


This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
 THIS MAP IS NOT TO BE USED FOR NAVIGATION





Town of Fairfield Dept. of Public Works	
Proposed Improvements for Sherman Green at Fairfield Center	
 DRAWN BY: JMS DATE: Nov. 7, 2016 SCALE: 1"=40'	CHK'D BY: WFK FILE NO: 3464 MAR. NO.



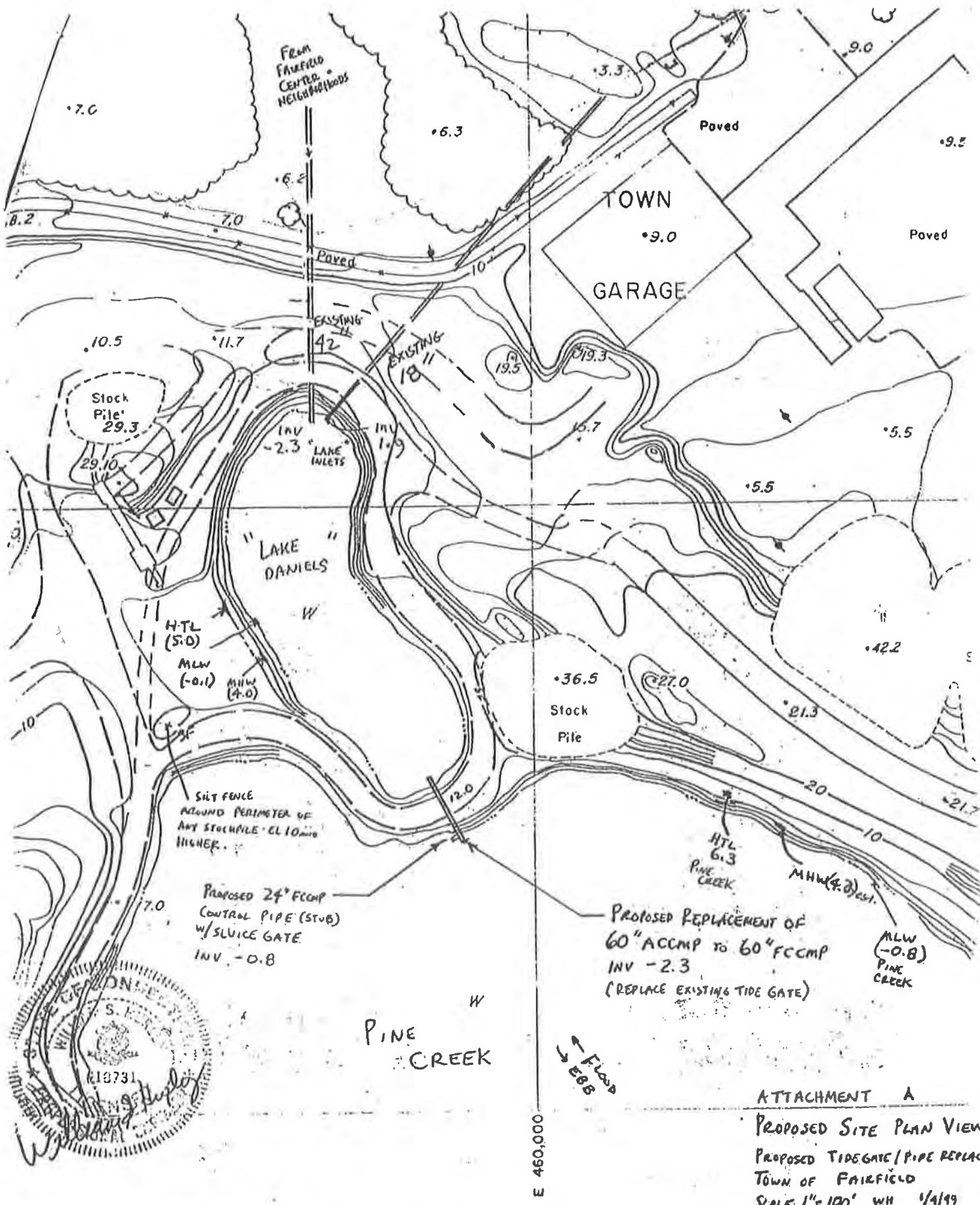
Town of Fairfield
Dept. of Public Works



Proposed Site Improvements
for
Sherman Green - Fairfield, CT

DRAWN BY: JWS
DATE: Jan. 7, 2016
SCALE: 1"=30'
CHECKED BY: W.H.
FILE NO.:
MAP NO.: 3375

Construct (2) ADA ramps at crosswalk



FROM FAIRFIELD CENTER NEIGHBORHOODS

TOWN GARAGE

"LAKE DANIELS"

Stock Pile

SILT FENCE AROUND PERIMETER OF ANY STOCKPILE - EL 10' and HIGHER.

PROPOSED 24" FCCMP CONTROL PIPE (STUB) w/SLUICE GATE
INV. -0.8

PROPOSED REPLACEMENT OF 60" ACCMP TO 60" FCCMP (REPLACE EXISTING TIDE GATE)

PINE CREEK

ATTACHMENT A
PROPOSED SITE PLAN VIEW
PROPOSED TIDEGATE/PIPE REPLACEMENT
TOWN OF FAIRFIELD
SCALE 1"=100' WITH 1/1/99
REVISED 3/8/99

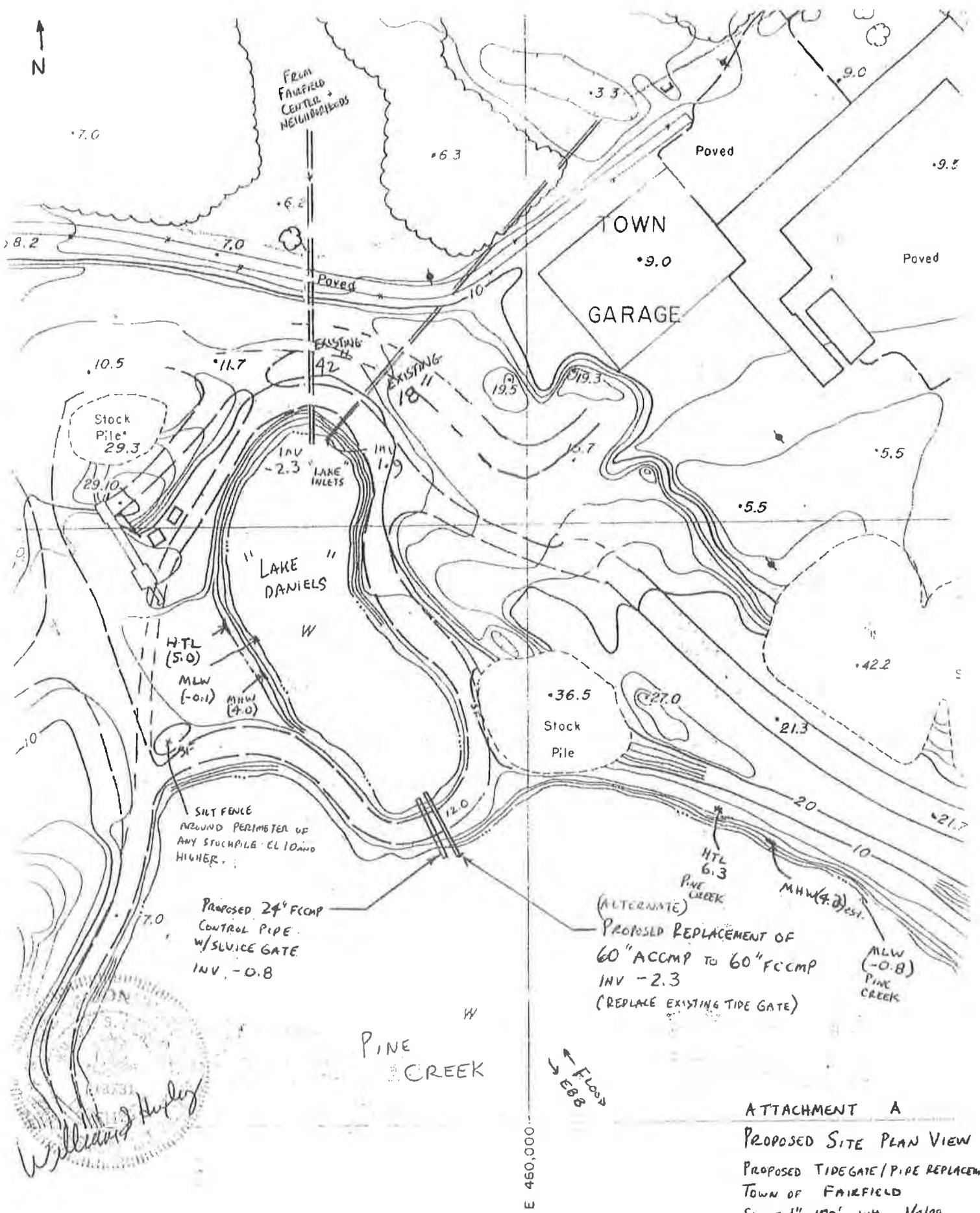
1929 NGVD DATUM

ORIGINAL PROPOSAL 1999

E 460,000

Flow
EBB





William J. Hupley

ATTACHMENT A
 PROPOSED SITE PLAN VIEW
 PROPOSED TIDE GATE/PIPE REPLACEMENT
 TOWN OF FAIRFIELD
 SCALE 1"=100' WITH 1/4"=1"

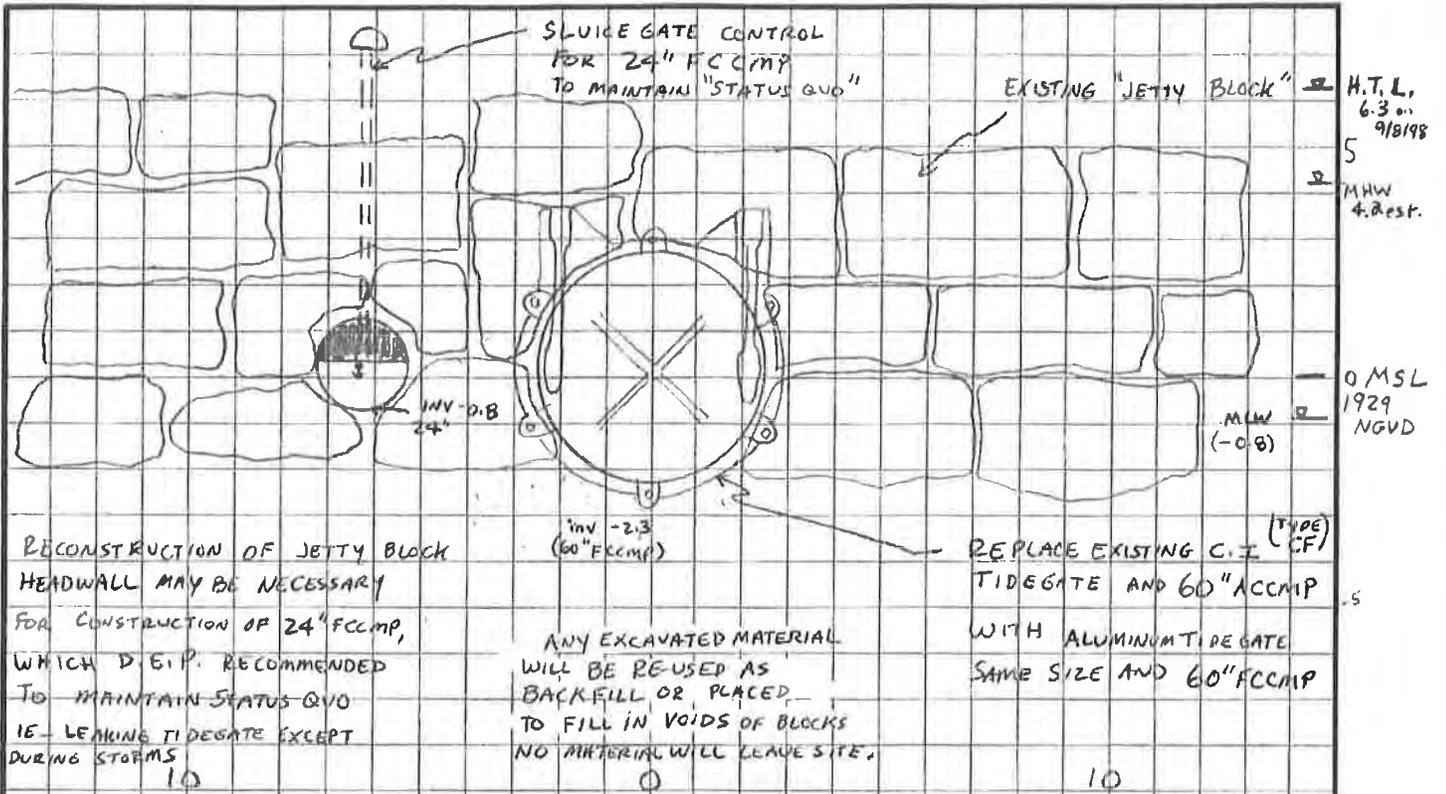
1929 NGVD DATUM

ORIGINAL ALTERNATE 1999

**Town of Fairfield
Engineering Dept.**

Lake Daniels Tidegate C.O.P.
Subject
Town of Fairfield

1/4/99
Date
W Hurley
Comp. By
Job No.
Checked By

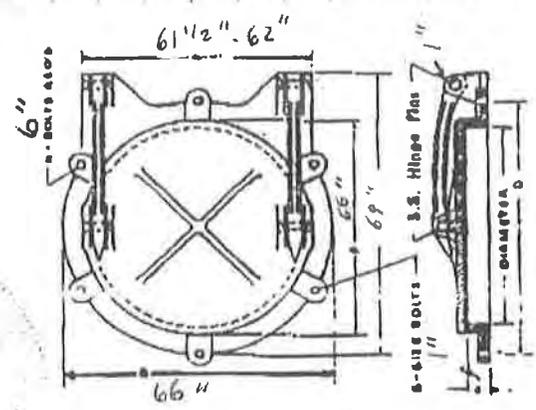


RECONSTRUCTION OF JETTY BLOCK HEADWALL MAY BE NECESSARY FOR CONSTRUCTION OF 24" FCCMP, WHICH D.E.P. RECOMMENDED TO MAINTAIN STATUS QVO IE- LEAKING TIDEGATE EXCEPT DURING STORMS
10

ANY EXCAVATED MATERIAL WILL BE RE-USED AS BACKFILL OR PLACED TO FILL IN VOIDS OF BLOCKS NO MATERIAL WILL LEAVE SITE.
10

REPLACE EXISTING C.I. (TYPE CF) TIDEGATE AND 60" ACCMP WITH ALUMINUM TIDEGATE SAME SIZE AND 60" FCCMP
10

FRONT VIEW - LOOKING NORTH 1" = 4'



NEENAH ALUMINUM TIDEGATE FLAP OR EQUAL. CAST IRON w/STAINLESS STEEL MAY BE SUBSTITUTED

DETAIL

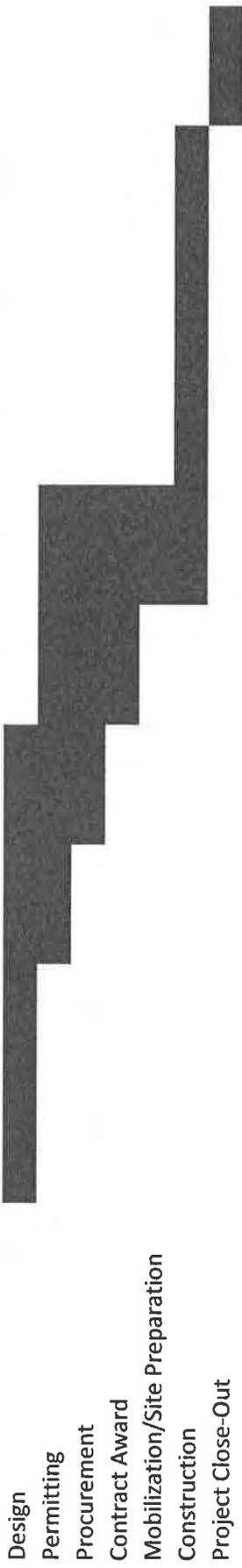
N.T.S.

Lake Daniels C.O.P.
Town of Fairfield
1/4/99

William J. Hurley

SHERMAN GREEN IMPROVEMENTS
 PROPOSED PROJECT SCHEDULE

FEB MAR APR MAY JUN JUL AUG SEP OCT/NOV DEC



PROPOSED SITE WORK FOR SHERMAN GREEN
Prelim. COST ESTIMATE

Oct-14

<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>EST. COST</u>
Site Preparation/Mobilization	LS	8000/LS	\$8,000
Concrete Sidewalk Replacement	5100 sf	10/sf	\$51,000
Detention System *	1220 lf	73/lf	\$89,060
Catch Basin/Manholes	20 ea	2500/ea	\$45,000
Downstream Improvements-pipe ,gate	LS	25,000/LS	\$25,000
Pavement Restoration/re-stripping	100 tons	\$100/ton	\$10,000
State Permit and tie in	LS	2000/LS	\$2,000
Maintenance and Prot. Of Traffic	160 hrs	77/hr	\$12,320
Utility relocation/asphalt trench/fill	LS	\$30,000	\$30,000
Reset/repair brick pavers	800 sf	12/sf	\$9,600
ADA Ramp	3 Ea.	1500/ea	\$4,500
Landscaping/park amenities	LS	9000/LS	\$9,000
Bike Racks, signs, public info kiosk	LS	5000/LS	\$5,000
Subtotal			\$300,480
10 % Contingenices			\$30,048
Survey/Design plans/Specs/Bid #			\$10,000
Inspection and Testing #			\$10,000
# = in kind services			
TOTAL			\$350,528

* Detention consists of approx 1220 LF of rechargers, 100 lf of 4 inch PVC internal piping and 12 in. RCP/HDPE connections 3/4 in stone req. (106 CY@30/cy) alternate=drywells or combination of structures.

**Sherman Green Improvements
List of Applicable Permits**

No federal permits are anticipated for this project. A State DOT encroachment permit is anticipated for connections to the existing storm water/drainage lines located within U.S. Route 1 (Post Road), and will be obtained by the Town prior to construction.

If funding allows for drainage improvements downstream, additional piping or repairing a tide flap gate; OLSIP certificate or permit may be required. This however would not affect the rest of the project and would be bid as an add –alternate item in the contract.



Exhibit 1: Typical flooding on Post Road in vicinity of Sanford Street and Sherman Green after rain event on August 11, 2015.



Exhibit 2: Cars attempting to navigate flood waters on Post Road (US Route 1) after rain storm event on August 11, 2015.



Exhibit 3: Flooding at intersection of Post Road and Sanford Street after rain storm event of August 11, 2015.



Exhibit 4: Localized flooding on Sanford Street between Fairfield Train Station and Post Road after rain storm event on July 14, 2015.



Exhibit 5: Close-up of vehicles partially submerged on Sanford Street in downtown Fairfield after rain storm event on July 14, 2015.

To: The Chair and Members of the State Bonding Commission:

Please approve Fairfield's application for flooding remediation funding in Fairfield Center along Route 1.

The flooding during heavy rain represents a significant danger to our investments including basements, floors and business inventory.

It also represents a danger to our customers and clients as well as commuters walking to and from the train station, especially older folks. Additionally, there are three schools and a public library within as many blocks and many of the children walk around the downtown with their heavy backpacks. SUV's and Trucks speed through the floods and make waves that could knock someone down. The water itself is probably unsanitary.

Please grant the Town's application. Thank-you.

Name

Business

Home Address

Mary Burke Property Owner 41 Spruce St, Stratford

David Pollack " " 123 Inwood Rd. Fairfield CT

Wm Burke Attorney 245 Unquova Rd, #50, Fairfield

James M. Taylor Attorney 166 Lally Blvd. Fairfield CT 06824

Polly Snow Attachable 10 Sanford St FFID, Wk
Appliance 413 Lally Blvd FFID

Chris McKel " 205 GODFREY Rd WESTON

Mary Scasino LA MODA 1434 POST RD FFID CT

John [unclear] Park Lane 1430 Post Rd. FFID

John [unclear] Park Lane 1420 Post Road

Quinn Barber Smith 1424 Post Rd



WWW.FAIRFIELDCTCHAMBER.COM

Fairfield Chamber of Commerce, Inc.

November 4, 2014

Mr. Mark Barnhart
Director of Community & Economic Development
611 Old Post Road
Fairfield, CT 06824

Dear Mark,

The Fairfield Chamber of Commerce supports the application of the Town of Fairfield for funding through the Small Town Economic Assistance Program (STEAP) to make much-needed drainage and pedestrian improvements in Fairfield Center in and around Sherman Green. These improvements will help alleviate flooding conditions during severe rainfall events that have impacted several small shops and local businesses, and provide a much safer and more visually appealing pedestrian environment.

In closing, we look forward to these improvements which will also have a positive impact for those businesses and retailers in the surrounding area.

Kind Regards,

Beverly A. Balaz
Executive Director



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

September 29, 2016

Town of Fairfield
Michael C. Tetreau
First Selectman
725 Old Post Road
Fairfield, CT
06824

Dear First Selectman Tetreau:

Governor Dannel P. Malloy and I would like to congratulate you and the Town of Fairfield on your \$300,000 grant through the 2016 Small Town Economic Assistance Program (STEAP) to complete the drainage and pedestrian improvements to Fairfield Center.

Please confirm your award within 30 days of the date printed above by contacting the Office of Policy and Management via email at OPM.SteapApplications@ct.gov.

The Department of Economic and Community Development (DECD) will administer your award. We are providing a copy of this letter to Nelson Tereso of DECD. After confirming your award with OPM, please contact Mr. Tereso, at Nelson.G.Tereso@ct.gov as soon as possible to begin the grant contract process.

You should not proceed with any anticipated STEAP-funded project work until you are fully aware of any contractual terms required by the administering agency. This letter does not constitute a contract.

Please keep in mind that your receipt of these STEAP funds will be contingent upon your compliance with the rules and regulations of the agency that administers your award, and payment(s) of funds will not occur without a fully executed project agreement between the municipality and the state administering agency.

Thank you and best of luck with your project.

Sincerely,

A handwritten signature in blue ink that reads "Benjamin Barnes".

Benjamin Barnes
Secretary

cc: Timothy V. Sullivan, Nelson G. Tereso



Fairfield Fire Department

140 Reef Road
Fairfield, CT 06824-5997

Denis McCarthy
Fire Chief

(203) 254-4713
Fax (203) 254-4724
dmccarthy@fairfieldct.org

September 29, 2016

Fairfield Board of Selectmen
725 Old Post Rd
Fairfield, CT 06824.

Request:

That the Fairfield Board of Selectmen approve on behalf of the Fairfield Fire Department, a Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) in the amount of \$149,114 with a local match of 10% or \$14,991 for a total project cost of \$164,025 to purchase firefighter safety equipment and emergency medical service equipment.

Background:

The Fire Department has applied for and has been approved to receive an AFG grant. We have attached the finance department's '14 points' required for capital equipment purchases which details the particulars of the grant. This summary also details the value and benefit of the equipment which will propose to purchase under the AFG grant.

Approval by the Board of Selectmen is the first of three steps including the Board of Finance and the Representative Town Meeting to accept the grant and your prompt action on this request will be greatly appreciated.

Chief Denis McCarthy
Fairfield Fire Department

14 points for acceptance of 2016 AFG grant

This grant covers two (2) project areas:

- **Firefighter Personal Escape Systems - \$87,025**
- **Cardiac Compression Devices: \$77,000**

Federal Share: \$149,114

Town Share (10% match): \$14,911

Total Grant Value: \$164,025

1. Background-

The purpose of this request is to secure a Federal Assistance to Firefighters grant award \$164,025 from FEMA to enhance the safety of the firefighters and make Fairfield a safer community for our residents and visitors.

The primary goal of the Assistance to Firefighters Grant (AFG) is to meet the firefighting and emergency response needs of fire departments. Since 2001, AFG has helped firefighters and other first responders to obtain critically needed equipment, protective gear, emergency vehicles, training and other resources needed to protect the public and emergency personnel from fire and related hazards. This federal grant program is extremely competitive nationwide and only funds a portion of the grant requests submitted based on demonstrated local need and alignment with national funding priorities to increase firefighter safety.

The Fairfield Fire Department has benefitted many times from this federal grant program valued at over \$1M to purchase firefighting protective clothing, self-contained breathing apparatus, training simulators and fire station sprinkler systems.

In 2015, the Fairfield Fire Department submitted a grant request to address two program areas identified as high priorities both by the department and FEMA. The first priority is to increase the safety of firefighters operating inside or on top of burning buildings above 2 stories in height by issuing them a personal safety escape system. The system has become standard issue for many new firefighters in other jurisdictions. Due to the high costs of the systems, the Fairfield Fire Department has pursued federal funding for the purchase of these systems for the past 3 years. The second project area will increase the life-saving capabilities of firefighters with the purchase and deployment of cardiac compression devices for people in cardiac arrest. These devices will improve the quality and effectiveness of CPR and have been shown to result in significantly higher CPR save rates in patients suffering a cardiac event.

2. Purpose and Justification-

Personal Escape Systems

Firefighter personal escape systems, also known as a “bailout kits,” are one of the latest safety devices to be developed to protect firefighters while operating inside buildings greater than 2 stories tall. Based on research from our department’s safety committee and in coordination with neighboring fire departments, we have identified a significant safety gap in our level of personal protective clothing. The need for this equipment has been highlighted due to the tragic events of December 2003 in Greenwich CT where 3 Firefighters were injured when they were forced to jump from a 3rd story window and again on January 23rd, 2005 when firefighters in NY were searching the floor above the fire when fire quickly extended to the floor they were on. Two members were killed and others were significantly injured due to the fall. As a result of these incidents, NIOSH has concluded that Fire Departments “should provide firefighters with the appropriate safety equipment, such as escapes ropes, and associated training in jurisdictions where high-rise fires are likely”. Since this event, New York State has even passed a law (NYS LAW 800.7) requiring every firefighter to have a personal escape system. A firefighting definition of a “high-rise” is any building that is out of reach of ladders due to construction, location or topography.

Cardiac Compression Devices

The Fairfield Fire Department [FFD] is the primary first responder for all medical, fire and rescue emergencies in the Town and has been recognized as a Heartsafe Community. In 2015, department and hospital response data documented 80 cardiac arrest patients that were transported by ambulance to an emergency room with support of a Fairfield Firefighter/EMT performing chest compressions enroute to the hospital. This project will place a cardiac compression device in each of our 5 fire stations on fully staffed fire apparatus for rapid response to medical emergencies on a 24 hour basis throughout our entire service area. Without a local hospital in our community (house to hospital travel times approx. 15-20 minutes) and due to changes in CPR (increasing compression rates to 120 compressions per minute), these devices will ensure proper and consistent compressions are being delivered to the patient during all aspects of patient packaging, extrication and transport. The addition of this tool will make CPR delivery safer on scene and in the back of moving ambulances allowing personnel to be seat belted during transports and will reduce the risk of injury from this activity.

3. Detailed Description of Proposal-

Personal Escape Systems

The department will purchase a class 2 seat harness for each certified firefighter in the department to be incorporated into their fire gear, totaling 98 harnesses. We will also purchase an NFPA-approved bailout kit consisting of 50 ft. of life safety rope, Crosby style anchor hook with an approved manual descent device. Additionally, we are requesting funds to purchase 23 bailout kits (ropes/webs - no harnesses) to be used for training purposes. The department will contract with an approved training vendor to provide each firefighter with hands on



training on how to use these kits under emergency conditions. The classes will be provided to all members when they are on duty at no additional OT cost.

Total cost of bailout project: \$87,025

Hardware to be issued to all certified firefighters: \$63,700

- 98 Class II Harnesses @\$275.00/ea = \$26,950
- 98 Personal safety/escape systems x \$375.00/ea = \$34,300

Training: \$23,325

- 98 Contracted training class registration x \$150/firefighter = \$14,700
- 23 Reusable training personal safety/escape systems x \$375.00/ea = \$8,625

Cardiac Compression Devices

The department has evaluated the current market and determined the LUCAS 2 Chest Compression System manufactured by Physio Control to be the most appropriate for our community. Utilizing a field removable battery system and operation times of up to 45 minutes per charge will allow for proper utilization and performance during most cardiac arrest situations. The system is programmable to adapt to changes in medical care guidelines and provides consistent and continuous cardiac compressions throughout the incident.



Total cost of CCD project: \$77,000

- 5 battery controlled Cardiac Compression Devices [CCD] with spare battery and chargers– estimated cost per unit \$15,400

4. Reliability of Cost Estimate-

On a scale of 1 to 10, the reliability of this estimate is a 9.0 based on estimates in early 2015.

5. Increased Efficiency and Productivity-

Personal Escape Systems

Personal safety/bail out systems are similar to how police view bullet proof vests. A police officer can go an entire career and never be shot at but they are still required to wear a vest for personal safety. It is the same situation for the fire department in regards to RIT and self-rescue systems. Firefighters hope to never need or use them but must have ready and rely on them to ensure our personnel's safety. We have thousands of buildings greater than 2 stories and hundreds over 3 stories in height. Triple decker balloon frames,

condominiums and high rise residential buildings are increasing in number. Both universities in town have undertaken large capital programs and are increasing the number of high-rise buildings on campus due to limited available land suitable for construction and without paying taxes to the local town to offset the cost of needed equipment. The impact of this grant request is measured in much more than just dollars. The confidence and trust that firefighters have in their equipment is directly tied to their efficiency and capabilities on the fireground. Providing this equipment will provide peace of mind to firefighters preparing to fight a fire and will allow them to focus on the tasks at hand knowing that they have a last chance option if trapped above a fire.

Currently, if a firefighter becomes trapped above a fire in rapidly deteriorating conditions, the options are extremely limited. RIT can be activated almost immediately but the reflex time to effect a rescue can vary on the situation. With the rapidly changing coastline including the raising of homes to 3 and 4 stories in height, the need for this equipment is critical. History has shown that most firefighters will jump from elevation before they burn to death, with or without a rope. The addition of bailout systems will provide our firefighters with an additional, safer option of self-rescue. It gives us the chance to go home at the end of our shift to our families.

The impact of this grant will be significant and directly improve the safety and protection of our firefighters and the public we are sworn to protect.

Cardiac Compression Devices

The benefits provided by the purchase and use of Chest Compression Devices [CCD] would be shared by the members of the Fairfield Fire Department [FFD] as well as the communities we serve both primary and through mutual aid. Studies have proven that the use of CCDs is safe, effective and highly reliable. CCDs are designed to ensure effective, quality compression will be delivered. A CCD helps to minimize pauses during CPR as compressions can continue while other procedures, e.g. defibrillation, are being done. Consistent cardiac compression profoundly increases the victim's chances of survival.

Members of the FFD would be well served by eliminating the current practice of performing manual chest compressions in compromising and unsafe situations. As cardiac arrest is the leading cause of firefighter deaths nationwide annually, these devices will provide the maximum benefit to firefighters at emergency scenes that may suffer a sudden cardiac event. The citizens we serve will benefit from more consistent and effective compressions, always 2 inches in depth, at a rate of at least 120 beats per minute, with full recoil of the chest and fewer interruptions, leading to increased survival. The effectiveness of emergency crews will be improved as the use of a CCD relieves one rescuer from performing manual chest compressions allowing him/her to perform other critical tasks and support family members during their crisis.

6. Additional Long Range Costs-

Personal Escape Systems

The anticipated life expectancy of a personal escape system is between 10 and 15 years depending on wear and use. The purchase of training systems will allow members to practice the skills while not wearing out their primary rescue systems. Components can be replaced individually as needed following routine inspections. The department would study and develop a replacement plan so as to avoid a complete replacement situation. The bail out kits will become standard issue for all new firefighters and incorporated into their initial gear purchase.

Cardiac Compression Devices

The Lucas 2 cardiac compression device is the latest generation rescue device on the market and there is no long term data available at this time. Other similar devices continue to operate in emergency services but this is a significant improvement over previous versions. Following a review of the program and its impacts on patient survivability, the department will most likely pursue acquisition of three (3) additional units to be placed on all manned fire apparatus and maintain a reserve unit for maintenance and repair at a future date.

7. Additional Use or Demand-

Personal Escape Systems

While the primary purpose of the system is for self-rescue from elevation, the body harness can be used in many other rope rescue situations and will aid personnel in removing a downed firefighter that is found unconscious inside a building. Firefighters in neighboring departments' already have this equipment and this purchase will bring Fairfield up to the local standard.

Cardiac Compression Devices

Other departments that have acquired these devices have reported significant increases in victim survivability. The quality and effectiveness of CPR is so efficient that fire departments' have noted that hospital continue to use the devices while treating the patient in the emergency room freeing up a nurse or firefighter from manual chest compressions.

8. Alternatives to This Request-

This request represents the best alternatives for the department at a greatly reduced cost to the town.

The personal escape systems are becoming required equipment by firefighters. OSHA requires that personnel be protected from known hazards and the increase in building heights across the town is increasing the risk to firefighters. Some members of the department have made personal purchases of different harnesses types and styles of ropes to enhance their safety but inconsistency and lack of standardization and maintenance are concerns to the department. This was the department's third attempt at federal funding for this project. If the matching funds are not approved, the department will be looking to add the full amount into the next department budget.

The alternative to purchasing the cardiac compression devices is to continue to assign firefighters to perform manual chest compressions on patients from the scene of the call to the hospital while unrestrained in the back of a moving ambulance. This will expose personnel to increased risk of injury and the town to increase injury leave and potential workers compensation costs.

9. Safety-

The impact of this grant will be significant and directly improve the safety and protection of our firefighters and the public we are sworn to protect. Both projects are listed as high funding priorities by FEMA.

10. Environmental Considerations-

Not applicable

11. Insurance-

Not applicable

12. Financing-

The period of performance is one year from the award date which is August 20, 2016. The local match will be sourced from two accounts: \$13,000 will be expended from the Fire Department Rescue Truck Capital Account 22809010-57000-015T9 and \$1,911 will be expended from Fire Department Operating Budget Account 56140.

13. Other Considerations-

This grant requires only a 10% match to fully fund both project areas completely. This grant is fiscally responsible and addresses critical safety needs of firefighters, will potentially reduce the exposure to injuries and associated workers compensation costs and greatly enhances the survivability of cardiac arrest patients in the community.

14. Approvals-

Board of Selectmen, Board of Finance, RTM



FEMA

Mr. Scott Bisson
Fairfield Fire Department
140 Reef Road
Fairfield, Connecticut 06824-5997

Re: Award No.EMW-2015-FO-03316

Dear Mr. Bisson:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2015 Assistance to Firefighters Grant has been approved in the amount of \$149,114.00. As a condition of this award, you are required to contribute a cost match in the amount of \$14,911.00 of non-Federal funds, or 10 percent of the Federal contribution of \$149,114.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2015 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,



Brian E. Kamoie
Assistant Administrator for Grant Programs

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION
ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM
Application**

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2015-FO-03316
GRANTEE: Fairfield Fire Department
DUNS NUMBER: 602123622
AMOUNT: \$164,025.00, Operations and Safety

Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

20-AUG-16 to 19-AUG-17

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$149,325.00
Supplies	\$0.00
Contractual	\$14,700.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
State Taxes	\$0.00
Total	\$164,025.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist

Ramesa Pitts at Ramesa.Pitts@dhs.gov.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist Ramesa Pitts at Ramesa.Pitts@dhs.gov.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2015-FO-03316	2. AMENDMENT NO. 0	3. RECIPIENT NO. 06-6001998	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX02311N2016T
6. RECIPIENT NAME AND ADDRESS Fairfield Fire Department 140 Reef Road Fairfield Connecticut, 06824-5997	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Marketa Walker	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Scott Bisson	PHONE NO. 2032544715	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 20-AUG-16	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:20-AUG-16 To:19-AUG-17	

Budget Period
From:01-OCT-15 To:30-SEP-16

15. DESCRIPTION OF ACTION
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2016-F5-C111-P4310000- 4101-D	\$0.00	\$149,114.00	\$149,114.00	\$14,911.00
TOTALS			\$0.00	\$149,114.00	\$149,114.00	\$14,911.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) N/A	DATE N/A
18. FEMA SIGNATORY OFFICIAL (Name and Title) Marketa Walker	DATE 08-AUG-16

[Go Back](#)

March 10, 2016

Mr. Ed Boman
Town of Fairfield
725 Old Post Road
Fairfield, CT 06824

Re: Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station Incentive Program

Dear Mr. Boman:

On behalf of Governor Malloy and the Department of Energy and Environmental Protection, it gives me great pleasure to inform you that the Town of Fairfield was selected to receive up to \$20,000.00 in grant funds under Connecticut's Public Fleet EV and Public Workplace EV Charging Station Incentive Program. These funds will be used to purchase and install four single head charging stations at 755 Melville Avenue and 785 Unquowa Road in Fairfield.

I applaud your foresight in recognizing that the widespread use of EVs in Connecticut is fast approaching and increasing the number of charging stations across the state makes possible the reliable and consistent use of EVs. Your choice to be a part of our state's continued expansion of its charging network demonstrates that local governments are leading by example and playing a significant role in meeting Connecticut's energy and environmental goals. Our efforts today will have a significant impact on reducing emissions from our transportation sector and enhancing air quality now and well into the future.

Again, I thank you for helping us send the message that EVs are a key part of Connecticut's cheaper, cleaner, more reliable energy future. Please see the attached information detailing the steps necessary to ensure timely reimbursement of your equipment purchases and installation expenses. The Department cannot guarantee payment unless the EV charging stations are operational by June 1, 2016.

Sincerely,



Robert J. Klee
Commissioner
Department of Energy &
Environmental Protection

Attachment
cc: Scott Thompson

**Proposal Form:
Public Fleet Electric Vehicle (EV) and Public Workplace EV Charging Station Projects**

Instructions

Complete all sections of this form. All proposals must be received by 5:00 p.m. on Monday, February 29, 2016 to be considered. Proposals must be submitted to Lakiesha.Christopher@ct.gov. Questions may be directed to Lakiesha.Christopher@ct.gov.

Program Description

DEEP is offering a competitive funding opportunity for municipalities and state agencies to purchase EVs and/or to purchase and install EV charging stations at municipal and state agency facilities.

Available Funding

Awards will depend on the degree to which proposals satisfy these evaluation criteria. Applicants may request funding for up to six new EVs, purchased after February 1, 2016, up to \$15,000 each¹, for a maximum of \$90,000. The purchase of each EV must be accompanied by the purchase and installation of either one dual-head EV charging station or two single-head charging stations; either option will be eligible for a reimbursement of allowable costs² up to \$10,000. With a maximum of six vehicles, a successful applicant could receive funding to install up to twelve charging outlets, receiving a maximum of \$60,000 for the charging stations, in addition to the incentive for the vehicle(s). These funds may also be designated for the installation of EV charging stations for use by employees and others; up to \$10,000 for one dual-head or two single-head charging stations will be made available without the purchase of an EV.

Preferential Criteria

Proposed projects will be evaluated based on cost effectiveness, the potential for early completion and operation, and on the overall economic benefits to Connecticut. Proposed projects will be ranked for funding according to the preferential criteria outlined in the [program criteria document](#). These are preferences, not requirements.

Part I: Applicant Information

Name & Title of Town or State Official:		Ed Boman, Assistant Director of Public Works			
Town/Agency Name:		Town of Fairfield			
Address:	Sullivan Independence Hall, 725 Old Post Road				
City:	Fairfield	State:	CT	Zip Code:	06824
Telephone:	203-256-3010	E-Mail:	eboman@fairfieldct.org		
Additional Contact Name: (if required)		Scott Thompson			
Telephone:	203-912-0211	E-Mail:	sthompson@louisberger.com		

¹ Awards shall not exceed 50% of vehicle purchase price.

² Allowable costs are limited to the cost of charging station(s) and necessary installation and site preparation expenses.

Part II: Preferential Criteria

Do you intend to purchase any EVs through this program? <i>(Check if Yes.)</i>	<input type="checkbox"/>
List below the make(s), model(s) and model year(s) of the EVs you intend to purchase. <i>(EVs with greater battery capacity³ will be preferred.) (Attach additional sheets as needed)</i>	
Applicant commits to make the EV charging station(s) readily available to employees and the public at no fee for, at least, the next three years ⁴ . <i>(Check if Yes.)</i>	<input checked="" type="checkbox"/>
Applicant commits to having the charging station(s) operational and available to employees and the public 24 hours a day, seven days a week. <i>(Check if Yes.)</i>	<input type="checkbox"/>
EV charging station(s) will be located in areas underserved by EV charging stations. <i>(Check if Yes.)</i>	<input type="checkbox"/>

Part III: Project Information

Project Details:	
Address(es) of Proposed EV Charging Station(s) Installation: Provide facility name(s), street address(es) or street intersection(s), and city	Warde High School, 755 Melville Ave, Fairfield Ludlowe High School, 785 Unquowa Rd, Fairfield South Benson Marina, 471 Turney Rd, Fairfield
In what type of parking facility will the EV charging station(s) be located?	<input type="checkbox"/> Indoors <input checked="" type="checkbox"/> Outdoors
What type of EV charging unit(s) will be installed?	<input type="checkbox"/> Pedestal <input checked="" type="checkbox"/> Wall-Mounted <input type="checkbox"/> Overhead

Project Timeline:	Project Start Date:	April 1, 2016	Project End Date: <i>(Before June 1, 2016)</i>	May 30, 2016
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Proposed Budget:				
Please provide a list of the expenses for the EV(s) and EV charging station(s) with installation.				
Line Item:				Cost
Number of EVs		Make, Model & Year ³		N/A
Number of EV Charging Stations	6 (2 per site)	Type, Brand & Model ⁵	GE Wattstation Level 2 or equivalent	\$4,500
Site Preparation for Charging Stations (labor & materials)				\$18,000
Installation of Charging Stations (labor & materials)				\$7,500
Other (please specify)				
Total Project Cost:				\$30,000

³ EVs with battery capacities exceeding 18 kWh receive highest preference.

⁴ In lieu of a commitment to provide no cost charging for three years, applicants must submit a business model for an open access payment system with a maximum cost of \$2.00 per hour; major credit cards must be accepted for immediate access to the EV charging station with no phone call or other contact required. The plan must demonstrate not-for profit operation including references to costs of operation and maintenance. If you plan to have motorists pay for the charging, submit a business model that meets these requirements with the application.

⁵ Note that DEEP's reimbursement will not exceed values specified in [state procurement contracts](#).

Balance of Funds:	
Applicant attests they can secure any additional funds required for the EV(s), and for the installation, operation and maintenance of the EV charging stations.	<input checked="" type="checkbox"/>
What is the source of these funds?	O&M funds would require Town body approval and would be covered by warranty or facility O&M funds if necessary
What is the timeline for securing these funds? <i>(Budget approval process dates)</i>	April 1, 2016

Part IV: Terms & Conditions

Terms and Conditions:	
Applicants will complete the project by:	
<ul style="list-style-type: none"> • Procuring the new EV(s) after February 1, 2016 and take delivery no later than June 1, 2016; • Procuring and installing the EV charging station(s) specified in their application. Note that DEEP's reimbursement for charging stations will not exceed values specified in state procurement contracts; and • Agreeing to maintain and operate the EV(s) and EV charging station(s) for a minimum of three years. 	
Before being reimbursed, Applicants must submit the completed reimbursement checklist and document purchase of the EV(s) and full operation of the EV charging station(s) by	
<ul style="list-style-type: none"> • Providing a sales contract and proof of payment documentation for the EV(s), including documented vehicle identification number(s) (VIN), • Providing invoices and proofs of payment for the charging station(s) and their installation; and • Providing photograph(s) of the operational charging station(s) with signs posted. • Certifying that charging station(s) is/are fully operational or "in use." 	
Applicants must also provide a signed payment request, on letterhead, for the allowable costs to be reimbursed. A transfer invoice may also be required for state agencies.	
Applicants and EV dealers are not eligible for ZEV purchase incentives offered through the Connecticut Hydrogen and Electric Automobile Purchase Rebate (CHEAPR) program. Receipt of CHEAPR funding precludes participation in the public fleets incentive program.	
By checking this box, applicant attests to have read and understood the terms and conditions listed above, and agrees to comply with these terms and conditions if awarded funding.	<input checked="" type="checkbox"/>

Information Packet for EV Charging Stations at Both Fairfield High Schools

Project Description: The Town of Fairfield’s Clean Energy Task Force (CETF) proposes to install Electric Vehicle charging stations at Warde and Ludlowe high school parking lots. This activity, like the 2016 solar projects completed at both of these schools, is pursuant to the Town’s Clean Energy Action Plan, which can be found online at the link below:

(<http://www.fairfieldct.org/content/10736/12858/17526/19134.aspx>).

- **Equipment:** Two dual-head charging units will be installed at each high school (a total of four charging units). The charging stations are “Level 2” chargers and use 220V power. The brand is GE DuraStation (see attached for further detail).
- **Cost:** Vendor procurement was conducted by the Town’s Purchasing Department. The turn-key project cost is \$10,000 for Warde and \$9,500 for Ludlowe. The Town has received a reimbursable grant from CTDEEP for \$10,000 for each school, so there will be no net cost to the Town for installation of the 4 charging units.
- **Schedule:** The installation will take a few days at each school. Per the grant, the installation must be completed and the grant checklist filed with CTDEEP by **December 31, 2016**.

Project Benefits:

1. Provide access to EV charging for the school staff and student population
2. No loss in parking spaces (“EV parking only” signage *will not* be used)
3. No installation cost to Town
4. Educational opportunity on economic and environmental benefits of EV driving for school population
5. Operational costs are offset by solar PPA savings

Project Cost summary:

School	Capital Cost	Grant Amount	Estimated Power Cost per year	Average Solar PPA Savings per year
Warde	\$10,000	Up to \$10,000	\$600	\$52,296
Ludlowe	\$9,500	Up to \$10,000	\$600	\$37,821

Other information requested during previous BOF meeting:

- Location of all existing 7 Town-owned EV chargers: Fairfield Woods Library (1); Eunice Postol Recreation Center (2); Sherman Green (1); Fairprene Lot (1); Tennis Center (2).
- Other future locations to complete plan: beach area (2, location TBD).
- Total of existing and planned locations: 13 chargers at 8 locations
- Estimate of current annual electricity usage for existing stations: \$1,800 / year
- Estimate of annual cost following installation of Project: \$3,000 / year

- Estimate of future “heavy usage” annual scenario cost of full plan (including Warde, Ludlowe, and beach area TBD): \$13,400 / year
- Annual Town savings from Clean Energy projects under the Clean Energy Action Plan: \$2.5M / year.

Summary of Key Questions Raised Prior to Board of Education Approval on October 4, 2016

Key Question Raised by BOE	CETF Response
How will the cost of the charger installation be covered?	The permitting, installation cost, and equipment are fully covered by the reimbursable grant from CTDEEP grant.
How will the cost of the electricity be covered?	The chargers will be connected to each school’s electric panels and there will be no separate charge for electricity. Electricity cost will be bundled in the schools’ UI bills with all other electrical usage.
Can the Town charge for usage of the charging stations?	A condition of the CTDEEP grant is that the chargers must be free to users for 3 years. After 3 years the Town can charge a fee for the usage.
How can the Town control the usage to prevent overnight parking, which is not allowed per school regulations?	As required by the BOE amended resolution, a timer will be installed to restrict the usage to Monday-Friday, 7am – 7pm.
How will maintenance costs be covered?	The units have a 3-year warrantee. Maintenance after warrantee expiration would be discretionary and determined by the Town on a case-by-case basis.
How does this project fit into the Town’s educational mission?	<p>The CETF conducts clean energy and electric vehicle educational outreach at all levels of the Fairfield Public school system including the following in the 2015/16 school year:</p> <ul style="list-style-type: none"> • Presentations at elementary school G/T classes during their science curriculum units • Presentations at AP Environmental Science classes at Warde and Ludlowe high schools • Free classes for adults through the Fairfield Continuing Education Program

Attachments: Vendor proposal, including map; and photo of typical charger

Photo of typical level 2 charging station (Fairfield Woods Library)





SKYCHARGERS
a SkyviewVentures company

Electric Vehicle Charging Stations Proposal for Warde and Ludlowe Highschools

May 20, 2016

Proposal Details

Skychargers is pleased to provide this proposal for the installation of two pole mounted electric vehicle charging stations each at Warde and Ludlowe High Schools.

We have provided a proposal based on the following assumptions:

Equipment

- ***GE WattStation Wall Mount***
 - Single Plug, Non-Networked, Pole Mounted
 - GE provides 3 year warranty (other manufacturers typically provide 1 year warranty)

Sites

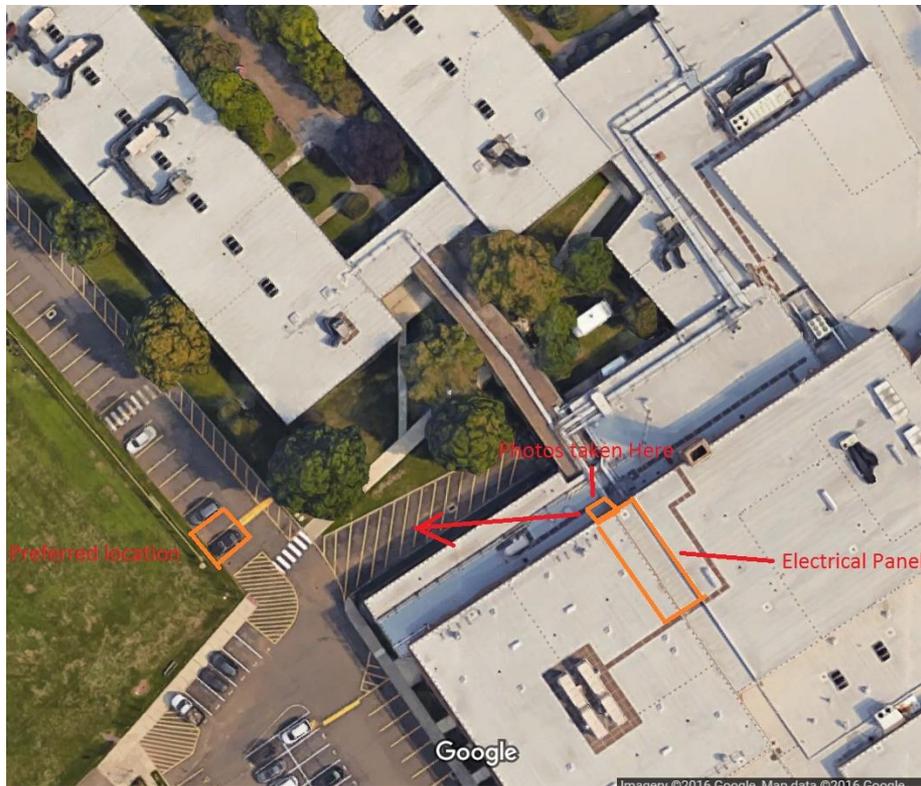
- ***Warde and Ludlow Highschools***
 - 2 EV Charging Stations @ Warde Highschool
 - 2 EV Charging Stations @ Ludlow Highschool

Scope of Work Includes

- ***Full turnkey EV charger installation and wiring***
- ***Trenching & Paving***
 - Skychargers will perform trenching and paving work.

Warde and Ludlowe High School Turnkey Pricing

Warde High School
Turnkey Install Cost: \$10,000



Ludlowe High School
Turnkey Install Cost: \$9,500



Contact Information

Spencer Monson

SKYCHARGERS

Tel: (203) 517-6096

www.skychargers.com

114 S. Pearl Street, Suite 2C
Port Chester, NY 10573

Exhibit 2: Equipment Details

GE WattStation™ Pole Mount

Provided by General Electric.

DuraStation™ EV Charger FACT SHEET



Overview

Over the next 5 years, virtually every automobile manufacturer plans to introduce a plug-in hybrid or battery electric vehicle. GE will supply the charging station infrastructure to support this industry change. The DuraStation's design is suitable for various locations. This product offers Level II charging, which is capable of reducing charge time from 12-18 hours to 4-8 hours, with service needs of 208-240VAC at 40A, assuming a 24kWh battery and a full-cycle charge. GE has more than 100 years of experience in the design and manufacture of electrical distribution products and, as a result, can supply all necessary upstream infrastructure.

Mounting options

- The double pedestal option offers two charging stations in the space of one, so two drivers can charge simultaneously at one station.
- The single pedestal option is designed for parking lots and sidewalks, so users can easily access charging stations while in their parking spaces.
- The pole option is for areas where restrictive sidewalk space calls for alternative solutions. This option can be mounted on a lamppost or any other structure.
- The wall option is for areas with limited floor space and for residential garages. Parking garages will be able to install wall mounted units to provide drivers with the ability to charge while parked.

Product features and benefits

The DuraStation's basic features are upgradeable, resulting in a robust and reliable solution for EV charging infrastructure.

- The cord holder keeps the cord organized and out of the way of parking spaces, sidewalks and streets.
- LEDs display status: Green = Station active; Blinking green = Vehicle connected, not charging; Amber = Charging; Red = Fault occurred.
- Option for a Radio Frequency Identification (RFID) reader: users will gain charging authorization by waving RFID cards in front of the readers.
- Ethernet network offered for RFID authorization.
- RFID software registers usage of the DuraStation, enabling data collection and monitoring status of communication between RFID and EVSE.
- Vacuum Fluorescent Display (VFD) screen shows greetings, instructions and station messages.
- Nuisance tripping avoidance and auto re-closure.
- Vehicle ground monitoring circuit.
- Single phase metering, displayed on included VFD.
- A building ventilation interface signal can be provided to operate facility and garage fans when required.

Standards and approvals

- SAE J1772
- NEC 625
- UL 2231, 2251, 2594
- cUL 2231, 2594
- NEMA and NIST



DuraStation™ EV Charger Preliminary Specifications

SAE Compliant	Level II per J1772
Vehicle Interface	SAE J1772 EV connector
Cable Length	20 feet
AC Charging Power Output	7.2kW (240VAC @ 30A)
Voltage and Current Rating	208-240VAC @ 30A
AC Power Input	208-240VAC requiring only Line 1, Line 2, and Earth ground
Short Circuit Rating	5kA @ 240VAC
Recommended Service Panel Breaker	Pole, Wall, Single Pedestal: 2-pole 40A breaker on dedicated circuit
	Double Pedestal: (Qty. 2) 2-pole 40A breaker on dedicated circuit
Ground Fault Protection	Internal 20mA CCID with auto re-closure, does not require a GFCI in service panel
Cold Load Start	Random start up between 0 and 15 minutes
Local Area Network	CAT5 Ethernet
Network Communication Protocol	TCP/IP
Network Security	GE recommends that network be VPN and Firewall protected
Metering Accuracy	2% accurate on voltage and current; 4% accurate on power and energy
RFID Reader	ISO 15693 compliant
Display Screen	Vacuum Fluorescent Display
Standby Power	5W typ.
Indoor Ventilation	Signal provided to turn on facility fans
Outdoor Rated	NEMA 3R
Safety Compliance	UL 2231, UL 2251, UL 2594, cUL 2231, cUL 2594, NEC 625, SAE J1772
Surge Protection	6kV @ 3,000A
EMI Compliance	FCC Part 15 Class A
Operating Temperature	-30°C to +50°C ambient
Operating Humidity	Up to 95% non-condensing
Approximate Shipping Weights	Single Pedestal: 140 lbs
	Double Pedestal: 175 lbs
	Pole: 75 lbs
	Wall: 75 lbs
Dimensions	Single Pedestal: 51.1"H x 14.9"W x 13.8"D
	Double Pedestal: 51.1"H x 14.9"W x 13.8"D
	Pole: 31.52"H x 11.82"W x 11.16"D
	Wall: 31.52"H x 11.82"W x 11.16"D

Selection

All units are 208-240V, 30A out, single phase integrated meter

Type	Enclosure	Connectors	RFID	Cat. No.
Single Pedestal	NEMA 3R	1	No	EVSN3
			Yes	EVSRN3
Double Pedestal	NEMA 3R	2	No	EVDN3
			Yes	EVDRN3
Pole	NEMA 3R	1	No	EVPN3
			Yes	EVPRN3
Wall	NEMA 3R	1	No	EVWN3
			Yes	EVWRN3

Accessories

Accessory	Description	Cat. No.
RFID Reader	Enrollment reader CM5321CL – 13.45MHz (comes with CD and pack of GE RFID cards)	EVRP01
	Enrollment reader CM5325CL USB reader – 125kHz (comes with CD)	EVRP02
	Enrollment reader RP40 (comes with CD and pack of GE cards)	EVRP03
RFID Software	CD with RFID EV100 software	EV100CD
RFID Cards	Pack of 10 white RFID cards	EVRCW10
	Pack of 10 GE-designed RFID cards	EVRCG10

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