



Town of Fairfield

Office of the First Selectman
725 Old Post Road
Fairfield, CT 06824

BOARDS AND COMMISSIONS QUESTIONNAIRE

To be considered for appointment to a Board or Commission please fill out this form, save a copy and email the saved copy, along with a copy of your resume, to the First Selectman's office at firstselectmanffld@town.fairfield.ct.us. Please note that your resume and completed questionnaire are public documents. If you have any questions please contact the First Selectman's Office at 203-256-3030 or firstselectmanffld@town.fairfield.ct.us.

Board/Commission: **FairTV**

Date: **March 13, 2015**

Name: Alexis Harrison

Address: **240 Melody Lane**

Party: **Republican**

email: **AlexisHarrison@aol.com**

home phone: **(203) 556-2546**

work phone:

cell phone: **(203) 556-2546**

1. How did you learn about this position? **Prior service to ad hoc committee**
2. Why are you interested in serving and how can you contribute to this board / commission?
I believe my background in working in media especially the broadcast industry and my commitment to serving our town makes me a strong candidate to serve on the board. I also have prior service to the ad hoc committee and have a deep understanding of the station's operations and history.
3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify.
Yes, I have served on the committee since 2013.
4. Have you spoken with the chair, any members, or the appropriate Department Head?
Yes.
5. Have you read the written description of the board's role?
Yes.
6. Do you have any potential conflict of interest?
No.
7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position?
Yes.

8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation? **I am registered to vote and affiliated with the Republican party.**

9. Please use this space to ask any questions you may have or to provide additional information you'd like to share.

I am grateful to have served on the ad hoc committee for over two years, and believe my relevant experience and commitment to FairTV and delivering this program to the town makes me ideal to serve on the commission. I appreciate the consideration.

Alexis Harrison

240 Melody Lane ♦ Fairfield, CT 06824 ♦ alexisharrison@aol.com ♦ 203.556.2546

A dedicated public relations and corporate communications specialist with a focus on business and financial communication. Possesses a strong track record of helping develop and implement media strategies and outreach programs that help clients maximize their equity and brand value through the delivery of consistent, compelling and coordinated messages.

Professional History

ICR, Inc. – Senior Associate

2014 to Present

Norwalk, CT

- Works on all aspects of public relations programs with a particular focus on strategic media relations, securing prominent coverage with print, broadcast and online media outlets at ICR, a premiere financial public relations and investor relations consultancy
- Assists clients and support team in developing a corporate identity, promoting strategies for effective messaging, and defining and communicating their value proposition to key stakeholders
- Craft comprehensive communication plans and proxy-related materials for publically-traded firms
- Provide account support for a wide range of clients, including industry leaders in technology and biotechnology spheres
- Promoted from associate to senior associate after eight months of employment

WTIC-TV, FOX CT – Assignment Editor/Investigative Producer

2011 to 2014

Hartford, CT

- Helped develop on-air look of live newscast to attract audience and also coordinate the efforts of the reporters, photographers, anchors for crafting a compelling newscast for a top 30 media market.
- Following work as a news assignment editor, was given additional task of launching a two-person investigative news team
- Assigned, coordinated, and edited copy for print for broadcast news, assuring compliance to accuracy, objectivity, and deadlines.
- Previewed news material before airing; and coordinate breaking stories
- Worked with the creative department for the promotions; pitch and research stories for daily editorial meeting
- Wrote breaking news briefs for Fox CT's media partner, the *Hartford Courant* newspaper.
- Updated Fox CT's Twitter& Facebook account with breaking news and audience engagement
- Gathered, wrote and posted real-time news update on FoxCT.com.

Freelance News Producer & Freelance Publicist

2008 to 2011

- WTNH, News Channel 8 (Top 30 television market), New Haven, CT (full-time freelance producer)
- Sacred Heart University, Fairfield, CT (wrote web copy, magazine articles, marketing collateral, fundraising letters and correspondence)
- Patch.com
- TMCNET.com

Writer & Editor, War Desk – Fox News Channel

2004 – 2007

New York, NY

- Produced the national ticker presentation of war coverage, economic, political news; researching comprehensive media coverage, and selecting stories for crucial content ♦ Authored concise, accurate summaries to convey complex stories in understandable bursts without diminishing facts or context.
- Trained and mentored junior reporters in writing style, aligning prose with “fair and balanced” theme.

Reporter – Fairfield Citizen-News

2002 - 2004

Fairfield, CT

- Covered cultural affairs, politics, education, and social issues
- Researched and wrote up to eight articles a week for 11,000 reader base
- Cultivated sources and established a network of newsmakers
- Copy-edited, paginated, and assisted editor through completion of deadline
- Adept in AP Style.

Civic Responsibilities

Town of Fairfield, Fair TV Committee

2012 to Present

Fairfield, CT

- Provided oversight for the FairTV Broadcast System, a government access channel that airs municipal town meetings and commissions to educate and inform the public.

Near & Far Aid

Public Relations Coordinator

2010-present

- An active volunteer with a Fairfield-based organization that aims to help feed, clothe, shelter, educate and give hope to those in critical survival needs in Fairfield County
- Chair of a six-person Public Relations Committee for the annual Designer House Tour fundraiser, one of the charity’s major fundraising events that generates about \$250,000.
- Author and successfully distributed press releases for event, pitched stories to local and national media relating to the organization and House Tour

Connecticut Challenge**Member, Development Committee****2014 to Present**

- A member of a committee that helps Southport-based Connecticut Challenge, an organization dedicated to helping Cancer survivors lead happy and healthier lives, with fundraising endeavors, and driving donations.

Member, Representative Town Meeting (RTM)**2005 to 2011****Fairfield, CT**

- Was one of 50 elected representatives who served on the Town of Fairfield's legislative body that passes town resolutions, approves municipal employee contracts, enacts ordinances, passes the town's annual budget and develops other policies
- Instituted quarterly constituent gatherings for citizens living in the district to voice their concerns, questions and ideas
- Elected to three consecutive terms
- Served as Chairman of the RTM's Public Works and Planning Subcommittee (2008 to 2010)
- Former member, Special Legislative Committee, group of five RTM leaders that oversees member appointments and formation of special committees

Education

Sacred Heart University

Bachelor of Arts; Political Science



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Board/Commission: **FairTV**
Date: **3/7/15**

Name: **Robert MacKay Jameson IV**
Address: **501 Wilson Street, Fairfield, CT 06825**

email: **mackay.jimeson@gmail.com**
home phone:
work phone: **212.733.2324**
cell phone: **347.439.5647**

Party:

1. How did you learn about this position?

Republican Town Committee Meeting

2. Why are you interested in serving and how can you contribute to this board / commission?

Last June I moved to Fairfield and my family and I have fallen in love with the town. As a new resident of Fairfield, I'm very interested in becoming more involved and learning more about Fairfield town government. Also, as a parent of three small children, I recognize the importance of making town government more accessible to the residents. This position combines that interest, with my 15 year career that has been working directly with the news media as a spokesperson for elected officials and major corporations.

3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify.

I have reviewed past meeting minutes and agendas.

4. Have you spoken with the chair, any members, or the appropriate Department Head?

I have briefly spoken with one of the commission members and we plan on having a more thorough conversation in coming days.

5. Have you read the written description of the board's role?

Yes.

6. Do you have any potential conflict of interest?

No

7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position?

3rd Wednesday of the month at 7:30 pm in Sullivan Independence Hall, 725 Old Post Road.

8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

Yes. Registered Republican.

9. Please use this space to ask any questions you may have or to provide additional information you'd like to share.

MacKay Jameson has not let multiple invisible disabilities hold him back. In his young career, he has emerged as a businessman, public relations professional, political figure and public speaker. MacKay is a former aide to Florida Governor Jeb Bush, chairman of the 2014 PharmaMarketing Summit and currently a spokesman for Pfizer, the largest Biopharmaceutical company in the United States. He joined Pfizer when the industry faced financial uncertainty from flurry of patent expirations on major products and became the point of contact for media around the world when as major blockbuster brands Lipitor and Viagra lost patent exclusivity. As director of Media Relations for Pfizer, MacKay has represented major biopharmaceutical and consumer brands, and his portfolio of products represents more than 50 percent of the corporation's total revenues. As one of the 20 million "disabled" members of the U.S. workforce, MacKay wants to challenge the stigmas associated with disabilities and place greater attention on an individual's potential through the development of their talents and strengths. MacKay lives in Fairfield, CT with his wife Lauren, who is a writer and social media consultant, and their three Children.

Before graduating college, MacKay's family lived in five different countries. In middle school, MacKay was diagnosed with multiple learning disabilities. His struggles in a traditional academic environment motivated him to develop his strengths and make a positive impact on his school and community. He attended high school at Marymount International School of Rome, Italy. Later he would study political science at The Florida State University.

Profile

During his 15 year career, MacKay Jameson has counseled high profile elected officials, business executives, companies and government agencies with public relations strategies that build support among important social groups and stakeholders. As a Pfizer spokesman, MacKay advocates the company's position in the media and informs journalists of activities related to science, marketing, sales, and other business matters. As an aide to former Florida Governor Jeb Bush and Senator John McCain's 2008 Presidential Campaign, he learned to build and promote an executive agenda. MacKay is known to operate competitively in a fast paced environment. Beyond executive counsel and media relations, MacKay has developed business and marketing initiatives that led to new sales and lobbied at all levels of government.

Strengths & Abilities

- Executive counsel
- Campaign strategy
- Digital communications & media relations
- Government & community relations
- Marketing & sales leadership
- Product & service innovation
- Crisis management

Professional Experience

Pfizer Inc., New York, NY **2009 – Present**

Spokesman & Director of Global Media Relations/ Advisor to Executive Vice President for Corporate Affairs

A Pfizer spokesperson represents the company in the media and develops strategies to create favorable publicity for company initiatives. Currently, his position is head of media relations for Pfizer's \$20 Billion Global Establish Pharmaceutical business, that includes iconic brands like Lipitor, Viagra, Xanax and many more. Previously, Mackay was head of Pfizer's Primary Care, Consumer Health Businesses and also corporate reputation initiatives. In February 2015, he was also named as the communications advisor to Executive Vice President of Corporate Affairs Sally Susman – who reports to Pfizer's Chairman and Chief Executive Officer. In this role, MacKay will provide will provide strategic counsel on executive communications and on how Pfizer gain further respect from society – a top priority of the company's chairman and CEO.

Notable Accomplishments

- Hosted a global press call with executives from multiple organizations to announce the Sayana Press partnership; Nearly 40 original articles placed, including the New York Times, BBC, and AFP. The Digital strategy reached millions.
- Publicized Viagra Home Delivery resulting in 87 major original articles, 47k unique visits to Viagra.com, 1k orders placed in 48 hours.
- Spokesperson and Media Strategist for Lipitor's loss of exclusivity, more than 200 original articles placed to date. Major placements in the Associated Press and the Wall Street Journal.
- Proactively grew the visibility of Pfizer in the media by 900% in global top tier media since 2010.
- People management.

WRScopass, Tampa, FL **2006 – 2009**

Public Affairs Director

WRScopass is an environmental cleanup company owned by Sam Zell's Equity Group Investments. The public affairs director served as a strategic advisor to the chief executive officer and responsible for company external affair, including government relations, marketing communications, and sales. This role was also responsible for launching a new business and developing a sustainability service upgrade for corporate and government customers.

Notable Accomplishments

- Strategic advisor to the CEO on communications, federal and state policy, and green business initiatives.
- Launched the company's multi-million dollar sustainability business initiative.
- Supported the launch of a water infrastructure rehabilitation business and booked \$5 million in revenue.
- Led all communications initiatives for the 2007 acquisition of Compass Environmental.

John McCain for President, Tampa, FL 2008

Advisor

This role was appointed by the Florida Chair for Senator McCain's Presidential campaign to lead a five member team of seasoned veterans in Florida politics and develop a communications strategy to win the Florida Primary. After Senator McCain became the republican nominee, the role supported the national campaign's earned media goals and worked with top campaign surrogates to amplify campaign messages in key markets.

Notable Accomplishments

- First state newspaper endorsement in 2008 Florida Republican Primary - The Tampa Tribune.
- Created a record amount of earned media of any state in the campaign.
- Developed surrogate tours to amplify the campaign messages and connect with key audiences.

WCI Communities, Bonita Springs, FL 2005 – 2006

Public Relations Manager

The Public Relations Manager at luxury homebuilder WCI Communities was responsible for \$200,000 budget to conduct media and community relations for the west coast of Florida. When the company chairman was appointed Ambassador to Portugal, this role also took responsibility for transition communications and conducted a series of exit interviews with media for the Ambassador.

Notable Accomplishments

- Managed a \$200,000 community relations budget for the west coast of Florida.
- Expanded community and government relationships in six cities.
- Promoted the company initiatives through local and national media.

Governor Jeb Bush, Tallahassee, FL 2001 - 2005

Press Secretary & Special Assistant for Communications

Holding various positions within the administration, Jimeson developed early digital campaigns to communicate to niche audiences. When Governor Bush appointed the state's first female Lieutenant Governor early in his second term, Jimeson was selected as her transition staff, becoming her spokesman and speechwriter. In 2004, he became lead spokesman for the administration on issues related to education policy and was deployed as part of the recovery effort after four major hurricanes hit the state.

Notable Accomplishments

- Led a five person team that managed external communications for department of Education and the Governor's Office.
- Managed onsite, disaster communications during the recovery of four major hurricanes in 2004.
- Created the first digital media initiatives using video and web technology.
- Four promotions in four years.

Education

The Florida State University, Tallahassee, FL
Marymount International School, Rome, Italy

Boards & Philanthropic Endeavors

PharmaMarketing Summit Chairman
Pfizer New York Site Council Member
Pfizer Corporate Affairs Advisory Council Member
Alliance for Florida, Former Board Member
Lee County Education Foundation, Former Board Member
Fun Time Early Learning Academy, Former Board Member

References

Given Upon Request



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Board/Commission: **FairTV Commission**

Date: **March 1, 2015**

Name: **Tracy Goldblatt Minsky**

Address: **1012 Mill Plain Road**

Party:

email: **teg1276aol.com**

home phone: **203-254-8627**

work phone: **203-292-8152**

cell phone: **203-216-4941**

1. How did you learn about this position?

My son attends Riverfield School and the position was mentioned in the PTA's weekly blast.

2. Why are you interested in serving and how can you contribute to this board / commission?

I am interested in getting more involved in our community. I believe I have a skill set that can benefit the FairTV Commission and greater community.

3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify.

When I reported for News 12 Connecticut years ago, I covered many town meetings in Fairfield and surrounding communities in Southwestern Connecticut. However, since becoming a working mother, as a literary publicist, I have not attended many meetings. With my twin daughters preparing for Kindergarten this Fall (5 days a week at school) I am eager to get back into attending meetings and increasing my town involvement. The FairTV Commission appears to be a great way for me to use my skills and help the community.

4. Have you spoken with the chair, any members, or the appropriate Department Head?

I have not. I am under the impression this is a NEW committee.

5. Have you read the written description of the board's role?

I have not seen a full, detailed description but have seen a few paragraphs and comprehend the gist.

6. Do you have any potential conflict of interest?

I'm a trained reporter and plan to review all items objectively.

7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position?

I am under the impression the date and location for the NEW Commission is not confirmed. However, I think the former, temporary commission met the 3rd Wednesday of the month at 7:30 pm in Sullivan Independence Hall, 725 Old Post Road. Should that continue to be the case, I will plan to attend.

8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

When I was a reporter, I was an Independent. However, since switching careers to a Publicist I registered as a member of the Democratic Party and continue to be.

9. Please use this space to ask any questions you may have or to provide additional information you'd like to share.

Tracy Goldblatt Minsky

1012 Mill Plain Road • Fairfield, Connecticut 06824 • (203)-216-4941 • TEG1276@aol.com

- Competitive Publicist
- Experienced TV Reporter, Producer and Assignment Editor
- Effective Leader and Organizer
- Strong Communicator, Writer, Editor and Researcher
- Successful Decision Maker in a Fast-Paced and Demanding Environment
- Covered Presidential Debates in New Hampshire Primary

EXPERIENCE

MERYL L. MOSS MEDIA RELATIONS

Westport, CT

Publicist

2005 – Present

Work with clients, authors of books, topics include: cooking, business, health, science of all genres.

Pitch and successfully gain interviews and media coverage for clients with major media.

Create timely hooks for press releases.

Work under tight deadlines

Hand major logistics.

NEWS 12 CONNECTICUT

Norwalk, CT

Producer

2000 – 2005

Created and implemented new, live, local, noon weekday newscast as part of strategic plan to expand daytime news coverage. Produce news updates, continuous coverage and breaking news, live, in real-time. Lead news team both in-house and in the field under tight, daily, deadlines to effectively create an informative and strong newscast.

Research and report on a wide variety of topics including, government, health, education, business, the arts and crime. Create contacts with a wide range of leaders in government, the corporate world, other organizations and the public sector as well as other members of the media to analyze and verify accurate information.

Responsible for editorial decisions, delegating assignments including: writing, video editing, graphics and logistics of liveshots. Also write stories and other elements, including story teases, headlines, and introduction to reporters' packages.

Booked and coordinated interviews and demonstrations segments for live talk show.

Reporter

General Assignment On-Air Reporter

Wrote and tracked stories, researched leads, made contacts and conducted interviews, worked with in-house news team as well as in the field, assisted in the video editing process and did liveshots across southwestern Connecticut for daily deadline.

NEEDHAM CABLE NEWS

Needham, MA

Reporter

1997 - 2000

Conducted interviews, wrote and edited general assignment packages for weekly, local newscast.

Named "Reporter of the Year 1998".

NEW ENGLAND CABLE NEWS (NECN)

Newton, MA

Assignment Editor/Assignment Desk Assistant

1996 - 2000

In charge of finding and gathering stories and breaking news for daily newscasts. Liaison between field crews and in-house news team. Coordinated logistics for live newscasts, breaking news, and continuous coverage.

Field Producer

Helped produce several segments throughout New England including visits by the First Lady and by the Dalai Lama. Worked with field reporter and collaborated with affiliated stations and

Tracy Goldblatt Minsky

1012 Mill Plain Road • Fairfield, Connecticut 06824 • (203)-216-4941 • TEG1276@aol.com

networks during New Hampshire Presidential Primary, local New England Primaries, as well as national and local political debates.

Production Assistant

Wrote stories and other elements for live newscasts. Edited video.

Chose soundbytes, organized information from the field including pre-production material for graphics and ran robotic cameras.

Electronic News Gathering Coordinator

Responsible for video, soundbytes, and reporter's packages for live newscasts, breaking news, and continuous coverage. Delegated editing assignments and editing bays. Organized newsfeeds and affiliate feeds.

WCVB (ABC's Boston affiliate)

Needham, MA

Production Assistant

1996 - 1997

Organized rundowns and scripts for newscasts, breaking news and continuous coverage.

Conducted research for the Consumer Unit, briefed the producer on story possibilities, handled consumer calls, assisted in interviews, and logged tapes.

Assistant Field Producer

New Hampshire Primary

WABU

Boston, MA

Staff Associate

1995 - 1996

Assisted producer and reports in nightly news, talk show. Talent and research assistant for a children's program initiative. Produced, shot, and edited for the daily Question of the Day.

CBS EVENING NEWS

New York, NY

Intern to Economic Correspondent/Network Producer

June - August, December 1994

Assisted in research, interviews, and writing process for network packages.

WEOS - FM 89.7

Geneva, NY

News Director, Writer, Talent, & Producer

1991 - 1995

EDUCATION

Boston University College of Communication

Boston, MA

Master of Science in Broadcast Journalism

January 1997

Nominated for the Dennis Kauff Memorial Award 1996

Hobart and William Smith Colleges

Geneva, NY

Bachelor of Arts in English Minors: Sociology and Dance

June 1995

Thesis: "Technology, Television, and the Persian Gulf War"

University College, Oxford

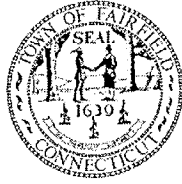
Oxford & Bath, England

Advanced Studies in Literature, Film, and Art History

January - June 1994

ACTIVITIES

- *Member, Welcome Club of Fairfield/Easton* 2006 - Present
- *Member, MOMS CLUB Fairfield/Easton* 2005 - Present
- *Member, Connecticut Press Club, (Board Member, 2001-2007)* 2000 - Present
- *Member, Radio-Television News Directors Association* 1995 - 2003
(Vice-President, Boston University Chapter 1996)



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Board/Commission: Fair TV
Date: 11/10/14

Name: James Quinn
Address: 508 Wilson Street
Fairfield, CT

Email: James.Quinn@jud.ct.gov
Home Phone: 203-345-0473
Work Phone : 203-283-8204
Cell Phone: 203-521-2246

1. How did you learn about this position?

From published news reports and the DTC.

2. Why are you interested in serving and how can you contribute to this board / commission?

I have always had great interest in working with issues involving the local media. I believe my experience with aspects of the media combined with my legal experience would be of assistance to the commission.

3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify.
No

4. Have you spoken with the chair, any members, or the appropriate Department Head?
No

5. Have you read the written description of the board's role?
Yes

6. Do you have any potential conflict of interest?
No

7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position?

Yes

8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

Yes- Democrat

9. Use this space to ask any questions you may have or to provide additional information you'd like to share.

In addition to my legal background I have also been involved part-time as talent for commercial advertising, print work and industrial videos.

JAMES F. QUINN

508 Wilson Street
Fairfield, CT 06825
(203)521-2246

EDUCATION

QUINNIPIAC UNIVERSITY SCHOOL OF LAW, Hamden, CT

J.D. Awarded December 1993

Class Rank: 96 of 224

Honors: Member, Mock Trial Society, 1992-93
Member, Travel Competition Team, Mock Trial Society

FAIRFIELD UNIVERSITY, Fairfield, CT

B.A., Politics, May 1990

EXPERIENCE

CHIEF CLERK ANSONIA/MILFORD JUDICIAL DISTRICT

11/09- PRESENT

JOB RESPONSIBILITIES:

Directs staff and operation of both the J.D. and G.A. clerk's offices;
Schedules, assigns, oversees and reviews the work of staff engaged in
processing civil, criminal and family cases in compliance with case law, statutes,
and rules of practice;

Provides staff training and assistance;

Conducts performance evaluations; implements and maintains office procedures
in accordance with established protocols, policies and procedures;

Makes recommendations on the development of policies and standards;

Maintains and oversees budget requirements for district;

Acts as liaison to media outlets;

Acts as liaison with other operating units, agencies, and outside officials
regarding office policies, procedures and events;

Prepares reports and correspondence;

Manages all caseflow activities and juror management;

Provides technical and consultative assistance to attorneys and the public;

Acts as Trustee of court funds and maintains financial records, balancing
accounts;

Prepares financial statements and reports, ensures proper receipt and deposit of
court funds;

Reviews audit reports, bills and invoices for payment;

Analyzes new statutes, laws, procedures and protocols for implementation.

Bridgeport Superior Court

Civil Caseflow Coordinator 10/01- 11/09

Family Caseflow Coordinator 2/98- 10/01

Duties include the input and tracking of both civil and family cases for Judges
and Court administration. Formulates and implements various special programs
for the evaluation and disposition of civil/family cases. Monitors and regulates
civil/family ADR programs. Coordinates all pretrials and status conferences.
Creates and regulates all daily court schedules. Oversees all civil/family court
personnel activities and assignments. Acts as liaison between counsel, court

personnel and judges. Inputs and analyzes all computer data for review by court administration and judges.

Danbury Superior Court

Milford Superior Court

Temporary Assistant Clerk 3/94-5/96, 2/97-1/98

Duties include the review, evaluation and processing of a variety of files, motions, orders and judgments in civil, criminal and family cases. Prepared and distributed short calendar lists. Monitored compliance with applicable statutes, case law, and rules of court.

McNamara and Kenney

Associate 5/96-2/97

Duties include creation of legal briefs, motions and supporting memoranda. Attended court hearings, trials, and jury selection.

ADMISSIONS

Admitted to Connecticut State Bar May 1994

SKILLS

Proficient in Microsoft Outlook, Word, Excel and all Judicial Branch based computer programs



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road
Fairfield, Connecticut 06824

Public Works Administration

TEL: (203) 256 - 3010

FAX: (203) 256 - 3080

To: BOS / WPCA

From: Joseph Michelangelo, P.E. Director of Public Works

Re: CDBG-DR Wastewater Treatment Plant Hardening

Date: April 20, 2015

On December 19, 2014, the Town of Fairfield was awarded the above referenced project as part of the Community Development Block Grant – Disaster Relief program (CDBG-DR). These funds were made available as a result of Storm Sandy. These are Federal Housing and Urban Development Funds, administered by the Connecticut Department of Housing.

Wastewater Treatment Plan (Water Pollution Control Facility) Hardening Project \$3,088,000

Construction of a flood barrier to protect the Plant from L. I. Sound Surges

Barrier also encompasses and protects Animal Shelter, Conservation Garage, and new Fire Training Center

75% of the costs reimbursed (i.e. 25% match)

\$2,316,000 grant with a local \$772,000 match required

Action required:

Acceptance of grant

Appropriation of \$3,088,000

WASTEWATER TREATMENT PLANT HARDENING

PROJECT COST \$3,088,000

Town Share - \$772,000

1. BACKGROUND - The Fairfield Wastewater Treatment Plant (WWTP) is a 9.0 MGD plant located near the coast of Long Island Sound in the southerly end of Fairfield. Located directly adjacent to the WWTP are critical facilities such as the Fairfield County Fire Training Center (currently undergoing substantial State funded upgrades), the Fairfield Animal control Shelter and the Conservation Departments Workshop/maintenance facility. During Superstorm Sandy, portions of the WWTP and surrounding facilities were submerged in up to two feet of water due to the coastal storm surge from Long Island Sound. The WWTP did not treat influent at full levels for more than one week and exceeded required discharge limits due to the flooding and damage caused by Superstorm Sandy. The location of this facility lies within a FEMA defined Special Flood Hazard Area subject to inundation by the 1% annual chance flood and is in the AE Zone with a Base Flood elevation of 13 NAVD88. Post-flood maintenance costs exceeded \$55,000. Had the storm surge from Superstorm Sandy gone any higher, the south side of the WWTP would have been fully submerged. The 1% annual chance flood event, as defined by FEMA would inundate the entire WWTP. This would result in damage to the entire sewer system pump station, influent building, Administration building, transformers, electric, mechanical systems, UV systems and plant infrastructure, causing an estimate \$35,000,000 in damages.
2. PURPOSE - The proposed project is to construct an earthen berm and storm water pump station to protect the Fairfield WWTP and other critical facilities in this area from future flood events. This facility needs to be protected from storm surges to properly convey and treat wastewater. Without proper protection, there is a risk of sanitary sewer overflows and non-treatment. In addition, flood protection would enable installation of a microgrid to provide greater level of storm resiliency by eliminating dependence on outside power during major storm events.
3. DESCRIPTION OF PROPOSAL - An earthen berm or flood wall will be constructed around the WWTP (in its entirety), the Animal Control Facility, the Fire Training Center and the Conservation Department Workshop. A storm water pump will be installed within the dike system to remove storm water that accumulates within the berm.
4. RELIABILITY OF COST ESTIMATE - Reliability is an 8 based on a scale of 1 to 10.
5. INCREASED EFFICIENCY AND PRODUCTION - WWTP will be operational during extreme weather events.

6. ADDITIONAL LONG RANGE COSTS - Pump station will need periodic maintenance of pumps, dependent on frequency of use.
7. ADDITIONAL USE OR DEMAND – None.
8. ALTERNATIVES TO THIS REQUEST - None
9. SAFETY- Knowledge that wastewater will be fully treated as designed prior to discharge to LI Sound maintaining a safe environment.
10. ENVIRONMENTAL CONSIDERATIONS – Environment will not be adversely affected due to untreated effluent reaching the waters of LI Sound.
11. INSURANCE - Plant is insured.
12. FINANCING – Total Project Cost = \$3,088,000
State of CT CDBG-DR: 75% cost share \$2,316,000
Town share 25% cost share \$ 772,000
13. OTHER CONSIDERATIONS - If not approved, State of CT CDBG-DR grant for Microgrid will be compromised.
14. APPROVALS - Board of Selectman - April 22, 2015
Board of Finance May 2015
RTM May 2015



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

December 19, 2014

Mr. Joseph Michelangelo, P.E.
Director of Public Works
Town of Fairfield
725 Old Post Rd
Fairfield, CT 06825

DEC 24 2014

**Re: Fairfield Waste Water Treatment Plant Hardening
CDBG-DR Infrastructure Repair**

Dear Mr. Michelangelo:

The Department of Housing (DOH) has reviewed your application for financial assistance in the amount of \$2,316,000 for the hardening of the Fairfield Waste Water Treatment Plant. You requested that DOH provide this financial assistance with the funds allocated by the State of Connecticut from the US Department of Housing and Urban Development (HUD) under the Community Development Block Grant – Disaster Recovery (CDBG-DR) program which is administered by DOH.

The proposed project is to construct an earthen berm and storm water pump station to protect the WWTP and other critical facilities from future flood events. Without proper protection there is a risk of sanitary system overflows and non-treatment.

This letter serves to outline certain basic provisions and conditions if funding were to be approved. **This letter is not a contract.** The State shall not be bound until an Assistance Agreement has been fully executed in accordance with all applicable Federal, State and Local Laws.

Conditions of CDBG-DR assistance includes:

1. Compliance with the National Environmental Policy Act (NEPA) including completion of the Statutory Checklist, Environmental Assessment Checklist and the Environmental Review Record.
2. HUD's written approval of the Release of Funds upon completion of NEPA requirements. Be advised, DOH is prohibited from incurring any hard costs, or entering into contracts prior to HUD's written approval of DOH's Request for Release of Funds (24 CFR Part 58, Section 58.22(a).
3. Execution of the Assistance Agreement and supporting documents required for grant award.
4. **A Grant in the amount of \$2,316,000 from Tranche 2 may be secured upon HUD's approval for the Release of Funds; Passage of a Town/City Resolution to Accept Funds; and an Executed Assistance Agreement and supporting documents.**

Thank you for your application to the CBBG-DR Program. If you have any questions about this letter, please contact John Rosenthal, Economic and Community Development Agent, at 860-270-8173.

Sincerely,

Evonne M. Klein
Commissioner

A RESOLUTION APPROPRIATING \$3,088,000 FOR THE COSTS ASSOCIATED WITH CONSTRUCTION OF BERM AND PUMPING STATION AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION.

Resolved:

1. As recommended by the Board of Finance and the Board of Selectmen, the Town of Fairfield hereby appropriates the sum of Three Million Eighty-eight Thousand and 00/100 Dollars (\$3,088,000) for the costs associated with the construction of a berm and pumping station to protect the Fairfield Wastewater Treatment Plant, the Animal Control Facility, the Fire Training Center and the Conservation Department Workshop (the "Project").
2. To finance such appropriation and in lieu of a tax therefor, and as recommended by the Board of Finance and the Board of Selectmen, the Town of Fairfield may borrow a sum not to exceed Three Million Eighty-eight Thousand and 00/100 Dollars (\$3,088,000) and issue its general obligation bonds for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town.
3. The Board of Selectmen, the Treasurer and the Fiscal Officer of the Town are hereby appointed a committee (the "Committee") with full power and authority to cause said bonds to be sold, issued and delivered; to determine their form and terms, including provision for redemption prior to maturity; to determine the aggregate principal amount thereof within the amount hereby authorized and the denominations and maturities thereof; to fix the time of issue of each series thereof and the rate or rates of interest thereon as herein provided; to determine whether the interest rate on any series will be fixed or variable and to determine the method by which the variable rate will be determined, the terms of conversion, if any, from one mode to another or from fixed to variable; to set whatever other terms of the bonds they deem necessary, desirable or appropriate; to designate the bank or trust company to certify the issuance thereof and to act as transfer agent, paying agent and as registrar for the bonds, and to designate bond counsel. The Committee shall have all appropriate powers under the Connecticut General Statutes, including Chapter 748 (Registered Public Obligations Act) and Chapter 109 (Municipal Bond Issues) to issue, sell and deliver the bonds and, further, shall have full power and authority to do all that is required under the Internal Revenue Code of 1986, as amended, and under rules of the Securities and Exchange Commission, and other applicable laws and regulations of the United States, to provide for issuance of the bonds in tax exempt form and to meet all requirements which are or may become necessary in and subsequent to the issuance and delivery of the bonds in order that the interest on the bonds be and remain exempt from Federal income taxes, including, without limitation, to covenant and agree to restriction on investment yield of bond proceeds, rebate of arbitrage earnings, expenditure of proceeds within required time limitations, the filing of information reports as and when required, and the execution of Continuing Disclosure Agreements for the benefit of the holders of the bonds and notes.

4. The First Selectman and Treasurer or Fiscal Officer, on behalf of the Town, shall execute and deliver such bond purchase agreements, reimbursement agreements, line of credit agreement, credit facilities, remarketing, standby marketing agreements, standby bond purchase agreements, and any other commercially necessary or appropriate agreements which the Committee determines are necessary, appropriate or desirable in connection with or incidental to the sale and issuance of bonds, and if the Committee determines that it is necessary, appropriate, or desirable, the obligations under such agreements shall be secured by the Town's full faith and credit.
5. The First Selectman and Treasurer or Fiscal Officer shall execute on the Town's behalf such interest rate swap agreements or similar agreements related to the bonds for the purpose of managing interest rate risk which the Committee determines are necessary, appropriate or desirable in connection with or incidental to the carrying or selling and issuance of the bonds, and if the Committee determines that it is necessary, appropriate or desirable, the obligations under such interest rate swap agreements shall be secured by the Town's full faith and credit.
6. The bonds may be designated "Public Improvement Bonds of the Town of Fairfield", series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three years from the date of issue and the last installment to mature not later than twenty (20) years from the date of issuance or as otherwise provided by statute. The bonds may be sold at an aggregate sales price of not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semi-annually or annually. The bonds shall be signed on behalf of the Town by at least a majority of the Board of Selectmen and the Treasurer, and shall bear the seal of the Town. The signing, sealing and certification of the bonds may be by facsimile as provided by statute.
7. The Committee is further authorized to make temporary borrowings as authorized by the General Statutes and to issue temporary notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such time and with such maturities, requirements and limitations as provided by the Connecticut General Statutes. Notes evidencing such borrowings shall be signed by the First Selectman and Treasurer or Fiscal Officer, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form

and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the Connecticut General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

8. Pursuant to Section 1.150-2, as amended, of the Federal Income Tax Regulations the Town hereby declares its official intent to reimburse expenditures (if any) paid for the Project from its General or Capital Funds, such reimbursement to be made from the proceeds of the sale of bonds and notes authorized herein and in accordance with the time limitations and other requirements of said regulations.
9. The First Selectman, Director of Finance and Town Treasurer are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.
10. The Committee is hereby authorized to take all action necessary and proper for the sale, issuance and delivery of the bonds and notes in accordance with the provisions of the Connecticut General Statutes and the laws of the United States.
11. The First Selectman is authorized to accept on behalf of the Town any grant to fund the Project. The First Selectman and other Town officials are authorized to seek grants and other contributions for the costs of the Project. Any such grants or contribution received prior to the issuance of the Bonds authorized herein shall be applied to the costs of the Project or to pay at maturity the principal of any outstanding bond anticipation notes issued pursuant this resolutions and shall reduce the amount of the Bonds that can be issued pursuant to this Resolution. If such grants and contributions are received after the issuance of the Bonds, they shall be applied to pay the Bonds or as otherwise authorized by the Board of Selectmen, Board of Finance and Representative Town Meeting provided such application does not adversely affect the tax exempt status of the Bonds.



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road
Fairfield, Connecticut 06824

Public Works Administration

TEL: (203) 256 - 3010

FAX: (203) 256 - 3080

To: BOS / WPCA

From: Joseph Michelangelo, P.E. Director of Public Works

Re: CDBG-DR WPCF Microgrid Projects

Date: April 20, 2015

On December 19, 2014, the Town of Fairfield was awarded the above referenced project as part of the Community Development Block Grant – Disaster Relief program (CDBG-DR). These funds were made available as a result of Storm Sandy. These are Federal Housing and Urban Development Funds, administered by the Connecticut Department of Housing.

<u>WPCF (Wastewater Treatment Plant) Microgrid Project</u>	<u>\$2,500,000</u>
---	---------------------------

Install wiring and connections to enable facilities to use off-grid electricity for max 30 days

Plant Hardening Project must be implemented in conjunction with this Microgrid Project

Also connects Fire Training Center, Animal Shelter, Conservation Garage to off grid network

100% of the costs reimbursed

\$2,500,000 grant with no local match required

Action required:

Acceptance of grant

Appropriation of \$2,500,000

Water Pollution control Microgrid

Project Cost \$2,500,000

Town Share- None

1. **BACKGROUND**

The existing on-site generation equipment at the Wastewater Treatment Facility consists of three separate back-up generators, a small PV generator and a grid-connected microturbine facility that currently cannot operate independent of the electric grid. During periods of power outages these facilities serve only the wastewater treatment facility and operate independent of each other. Three additional critical facilities are not serviced by back-up generators. A new 1300kw PV system will be installed to provide additional generation capacity during normal grid operations. Microgrid equipment will also be installed that will tie all four of the facilities together electrically during grid outage, sharing the output from all backup generators and grid-connected distributed generation resources.

2. **PURPOSE** This project will consist of installation of microgrid equipment at four existing critical facilities for the purpose of storm hardening and operability during extended electrical grid outage. This project will improve the usefulness of the existing equipment by making it available during grid outage and by interconnecting them to provide redundancy. The microgrid equipment will tie all four of the facilities together electrically during grid outage, so that they may operate in "island mode" and share the output from back-up generator and grid-connected distributed generation resources. This project will improve the usefulness of the existing equipment by making it available during grid outage and by interconnecting them so that they become redundant to each other. This project is justified as these critical facilities, most importantly the Wastewater Treatment Plant as well as the Fire Training Center Conservation Workshop and Animal Control Facility will be able operational during periods of power outages. A grant in the amount of \$2,500,000 (100% reimbursable) has been awarded from Department of Housing to the Town of Fairfield for the purpose of providing this microgrid.

3. **DETAILED DESCRIPTION OF PROPOSAL-** . The generation equipment will be tied together to provide redundancy and the ability to provide generation capacity for the other three critical facilities. Installation of electrical infrastructure consisting of new conductors, transformers and control software. This infrastructure will tie all four critical facilities together during grid outages into a single microgrid. The microgrid will have the ability to island during times of grid outage so that the operation of the critical facilities can continue during storms and their aftermath.

4. **RELIABILITY OF COST ESTIMATE** - On a scale of 1 to 10 the cost estimate is an 8. Costs have been estimated by independent electrical energy consultant used during preparation of original grant application.

5. **INCREASED EFFICIENCY AND PRODUCTIVITY** - This project will enable four critical facilities, most importantly the Wastewater Treatment Facility to operate efficiently (by adding generation capacity during normal grid operations) and to remain productive and functional during periods of power outages.

6. **ADDITIONAL LONG-RANGE COSTS** - Maintenance/replacement of generation equipment and switches can be considered long range costs, as well as upgrades to computer software.

7. ADDITIONAL USE OR DEMAND – Other town owned facilities can be added to microgrid in future, provided additional savings on electricity costs.
8. ALTERNATIVES TO THIS REQUEST - Do nothing, the Town will lose 100% funding of a \$2,5 million grant. In addition the WWTP would not have the ability to operate during periods of extended power outages.
9. SAFETY – This project will provide the ability of the four critical facilities to remain operational during storms and aftermath and will enable the WWTP to provide proper treatment of wastewater.
10. ENVIRONMENTAL CONSIDERATIONS – This project will provide a means for the WWTP to remain operational during storm events and to provide the hardening needed to avoid an environmental nightmare should large volumes of untreated sewage enter the waters of Long Island Sound. In addition, the fuels used to operate the generators such as the bio-gas is a waste product of the WWTP and rather than being discharged into the environment will be used to fuel the generators, thereby reducing the need for grid supplied power.
11. INSURANCE - All equipment will be covered by the Town's insurance.
12. FINANCING - PROJECT COST - \$2,500,000, 100% funded through a State of Connecticut Department of Housing Community Development Block Grant – Disaster Recovery. No town share.
13. OTHER CONSIDERATIONS – None
14. APPROVALS -

Board of Selectman	April 22, 2015
Board of Finance	May 2015
RTM	May 2015



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

Ms. Katie Dykes
Deputy Commissioner
DEEP
79 Elm Street
Hartford, CT 06106

Mr. Joseph Michelangelo, P.E.
Director of Public Works
Town of Fairfield
725 Old Post Rd
Fairfield, CT 06825

**Re: Fairfield - Water Pollution Control Microgrid
CDBG-DR Infrastructure Repair**

Dear Deputy Commissioner Dykes & Mr. Michelangelo:

The Department of Housing (DOH) has reviewed DEEP's request to transfer the award and the role of grantee from DEEP to the town of Fairfield for the CDBG-DR financial assistance in the amount of \$2,500,000 for the installation of a microgrid at the Fairfield WWTP. DOH has decided that the transfer is allowable and it will streamline the State's effort in spending down the federal grant funds. Effectively, all of HUD's compliance requirements will transfer from DEEP to the town of Fairfield and DOH will remain as the responsible entity.

Additionally, this letter provides an outline of certain basic provisions and conditions the town of Fairfield must adhere to if funding were to be approved. **This letter is not a contract.** The State shall not be bound until an Assistance Agreement has been fully executed in accordance with all applicable Federal, State and Local Laws.

Conditions of CDBG-DR assistance includes:

1. Compliance with the National Environmental Policy Act (NEPA) including completion of the Statutory Checklist, Environmental Assessment Checklist and the Environmental Review Record.
2. HUD's written approval of the Release of Funds upon completion of NEPA requirements. Be advised, DOH is prohibited from incurring any hard costs, or entering into contracts prior to HUD's written approval of DOH's Request for Release of Funds (24 CFR Part 58, Section 58.22(a)).
3. Execution of the Assistance Agreement and supporting documents required for grant award.
4. **A Grant in the amount of \$2,500,000 from Tranche 2 may be secured upon execution of an assistance agreement and satisfaction of the above conditions.**

Thank you for your interest in the CBBG-DR Program. If you have any questions about this letter, please contact John Rosenthal, Economic and Community Development Agent, at 860-270-8173.

Sincerely,

Evonne M. Klein
Commissioner

A RESOLUTION APPROPRIATING \$2,500,000 FOR THE COSTS ASSOCIATED WITH INSTALLATION OF MICROGRID AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION.

Resolved:

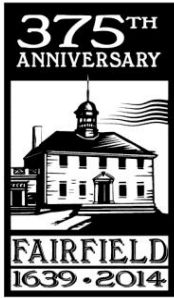
1. As recommended by the Board of Finance and the Board of Selectmen, the Town of Fairfield hereby appropriates the sum of Two Million Five Hundred Thousand and 00/100 Dollars (\$2,500,000) for the costs associated with the installation of Microgrid, including generation equipment, conductors, transformers and control software servicing the Fairfield Wastewater Treatment Plant, Fire Training Center, Conservation Department Workshop and Animal Control Facility, which Microgrid will be operational during periods of the power outages (the "Project").
2. To finance such appropriation and in lieu of a tax therefor, and as recommended by the Board of Finance and the Board of Selectmen, the Town of Fairfield may borrow a sum not to exceed Two Million Five Hundred Thousand and 00/100 Dollars (\$2,500,000) and issue its general obligation bonds for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town.
3. The Board of Selectmen, the Treasurer and the Fiscal Officer of the Town are hereby appointed a committee (the "Committee") with full power and authority to cause said bonds to be sold, issued and delivered; to determine their form and terms, including provision for redemption prior to maturity; to determine the aggregate principal amount thereof within the amount hereby authorized and the denominations and maturities thereof; to fix the time of issue of each series thereof and the rate or rates of interest thereon as herein provided; to determine whether the interest rate on any series will be fixed or variable and to determine the method by which the variable rate will be determined, the terms of conversion, if any, from one mode to another or from fixed to variable; to set whatever other terms of the bonds they deem necessary, desirable or appropriate; to designate the bank or trust company to certify the issuance thereof and to act as transfer agent, paying agent and as registrar for the bonds, and to designate bond counsel. The Committee shall have all appropriate powers under the Connecticut General Statutes, including Chapter 748 (Registered Public Obligations Act) and Chapter 109 (Municipal Bond Issues) to issue, sell and deliver the bonds and, further, shall have full power and authority to do all that is required under the Internal Revenue Code of 1986, as amended, and under rules of the Securities and Exchange Commission, and other applicable laws and regulations of the United States, to provide for issuance of the bonds in tax exempt form and to meet all requirements which are or may become necessary in and subsequent to the issuance and delivery of the bonds in order that the interest on the bonds be and remain exempt from Federal income taxes, including, without limitation, to covenant and agree to restriction on investment yield of bond proceeds, rebate of arbitrage earnings, expenditure of proceeds within required time

limitations, the filing of information reports as and when required, and the execution of Continuing Disclosure Agreements for the benefit of the holders of the bonds and notes.

4. The First Selectman and Treasurer or Fiscal Officer, on behalf of the Town, shall execute and deliver such bond purchase agreements, reimbursement agreements, line of credit agreement, credit facilities, remarketing, standby marketing agreements, standby bond purchase agreements, and any other commercially necessary or appropriate agreements which the Committee determines are necessary, appropriate or desirable in connection with or incidental to the sale and issuance of bonds, and if the Committee determines that it is necessary, appropriate, or desirable, the obligations under such agreements shall be secured by the Town's full faith and credit.
5. The First Selectman and Treasurer or Fiscal Officer shall execute on the Town's behalf such interest rate swap agreements or similar agreements related to the bonds for the purpose of managing interest rate risk which the Committee determines are necessary, appropriate or desirable in connection with or incidental to the carrying or selling and issuance of the bonds, and if the Committee determines that it is necessary, appropriate or desirable, the obligations under such interest rate swap agreements shall be secured by the Town's full faith and credit.
6. The bonds may be designated "Public Improvement Bonds of the Town of Fairfield", series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three years from the date of issue and the last installment to mature not later than twenty (20) years from the date of issuance or as otherwise provided by statute. The bonds may be sold at an aggregate sales price of not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semi-annually or annually. The bonds shall be signed on behalf of the Town by at least a majority of the Board of Selectmen and the Treasurer, and shall bear the seal of the Town. The signing, sealing and certification of the bonds may be by facsimile as provided by statute.
7. The Committee is further authorized to make temporary borrowings as authorized by the General Statutes and to issue temporary notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such time and with such maturities, requirements and limitations as provided by the Connecticut General Statutes. Notes evidencing such borrowings shall be signed by the First Selectman and Treasurer or Fiscal Officer, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the

laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the Connecticut General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

8. Pursuant to Section 1.150-2, as amended, of the Federal Income Tax Regulations the Town hereby declares its official intent to reimburse expenditures (if any) paid for the Project from its General or Capital Funds, such reimbursement to be made from the proceeds of the sale of bonds and notes authorized herein and in accordance with the time limitations and other requirements of said regulations.
9. The First Selectman, Director of Finance and Town Treasurer are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.
10. The Committee is hereby authorized to take all action necessary and proper for the sale, issuance and delivery of the bonds and notes in accordance with the provisions of the Connecticut General Statutes and the laws of the United States.
11. The First Selectman is authorized to accept on behalf of the Town any grant to fund the Project. The First Selectman and other Town officials are authorized to seek grants and other contributions for the costs of the Project. Any such grants or contribution received prior to the issuance of the Bonds authorized herein shall be applied to the costs of the Project or to pay at maturity the principal of any outstanding bond anticipation notes issued pursuant this resolutions and shall reduce the amount of the Bonds that can be issued pursuant to this Resolution. If such grants and contributions are received after the issuance of the Bonds, they shall be applied to pay the Bonds or as otherwise authorized by the Board of Selectmen, Board of Finance and Representative Town Meeting provided such application does not adversely affect the tax exempt status of the Bonds.



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road
Fairfield, Connecticut 06824

Public Works Administration

TEL: (203) 256 - 3010

FAX: (203) 256 - 3080

To: BOS

From: Joseph Michelangelo, P.E. Director of Public Works

Re: CDBG-DR Pine Creek Culvert Upgrade

Date: April 20, 2015

On June 19, 2014, the Town of Fairfield was awarded the above referenced project as part of the Community Development Block Grant – Disaster Relief program (CDBG-DR). These funds were made available as a result of Storm Sandy. These are Federal Housing and Urban Development Funds, administered by the Connecticut Department of Housing.

Pine Creek Culvert Upgrade

\$ 560,000

Additional pipes to complement existing 48" diameter pipe

Located at exiting hump dike, just south of Fire Training Center

Adds to the capacity to drain flood waters from the "Beach" neighborhood to LI Sound

100% of the costs reimbursed

\$560,000 grant with no local match required

Action required:

Acceptance of grant

Appropriation of \$560,000

PINE CREEK DIKE CULVERT UPGRADE

PROJECT COST \$560,000

Town Share - NONE

1. BACKGROUND - The existing Pine Creek Dike Culvert is one of two culverts draining the large coastal area in Fairfield bounded by Fairfield Beach Road, Oldfield/Old Post Road, Penfield road and Pine Creek. A tidegate is attached to this culvert to protect upstream flooding from daily tidal inundation. In the aftermath of Superstorm Sandy the residential and commercial areas that drain through this culvert was flooded for more than 4 days due to insufficient capacity to drain a large storm surge event, affecting over 1200 residential homes. Several large pumps were mobilized to eventually remove the floodwaters from this area. During this time of flooding, emergency vehicles were unable to access this area and the Army National Guard was mobilized to this section of Town and remained in town for weeks after the storm event.
2. PURPOSE – The purpose is to upsize the existing 48” diameter culvert. Two new 48” diameter pipes and two 60” diameter pipes will be installed all equipped with tide or sluiceways. During times of flooding these gates will be opened during periods of low tide cycles to allow floodwaters to drain out from this area with an objective to eliminate floodwaters within two tidal cycles or approximately 29 hours.
3. DESCRIPTION- The existing 48” CMP will be removed and replaced with two 48” diameter plastic pipes and two 48” self-regulating tidegates and two 60” diameter plastic pipes and two 60” diameter manually operated sluiceways.
4. RELIABILITY OF COST ESTIMATE- On a scale of 1 to 10, reliability is an 8, actual cost will be determined through the public bidding process.
5. INCREASED EFFICIENCY AND PRODUCTIVITY – Floodwaters will be removed in just over a day rather than over 4 days or more.
6. ADDITIONAL LONG RANGE COSTS – None
7. ADDITIONAL USE OR DEMAND – None
8. ALTERNATIVES TO THIS REQUEST – Reduce the number of culverts proposed will only increase the amount of time the floodwaters remain. The Flood and Erosion Board requested that floodwaters be removed as quickly as possible thus, the objective was to drain this area within a day of a storm event.
9. SAFETY - Improves the ability of emergency vehicles to access this area during coastal storm events.
10. ENVIRONMENTAL CONSIDERATIONS – Removal of floodwaters in an expedient manner will eliminate the possibility of health issues from arising due to stagnant flood water.
11. INSURANCE – Not insured

12. FINANCING - Total Project cost \$560,000

State of Connecticut DOH CDBG-DR Grant - 100% funded

No Town share required

13. OTHER CONSIDERATIONS - None

14. APPROVALS - Board of Selectman April 22, 2015

Board of Finance May 2015

RTM May 2015



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

June 19, 2014

Mr. Joseph Michelangelo P.E.
Director of Public Works
Town of Fairfield
725 Old Post Road
Fairfield, CT 06824

JUL 07 2014

**Re: Pine Creek Culvert Upgrade
CDBG-DR Infrastructure Application**

Dear Mr. Michelangelo:

The Department of Housing (DOH) has reviewed your application for financial assistance in the amount of \$560,000 for the upgrading the Pine Creek Culvert which was damaged by Superstorm Sandy on October 29, 2012. You requested that DOH provide this financial assistance with the funds allocated by the State of Connecticut from the US Department of Housing and Urban Development (HUD) under the Community Development Block Grant – Disaster Recovery (CDBG-DR) program which is administered by DOH

The proposed project includes upsizing the 48" single culvert under the Pine Creek dike to twin 60" diameter HDPE pipes with sluice gates and adding a new 48" HDPE pipe and self-regulating tide gate for a total of 3 new culverts. The culvert drains a 310 acre area containing approximately 1187 residential units.

This letter serves to outline certain basic provisions and conditions if funding were to be approved. **This letter is not a contract.** The State shall not be bound until an Assistance Agreement has been fully executed in accordance with all applicable Federal, State and Local Laws.

Conditions of CDBG-DR assistance includes:

1. Compliance with the National Environmental Policy Act (NEPA) including completion of the Statutory Checklist, Environmental Assessment Checklist and the Environmental Review Record.
2. HUD's written approval of the Release of Funds upon completion of NEPA requirements. Be advised, DOH is prohibited from incurring any hard costs, or entering into contracts prior to HUD's written approval of DOH's Request for Release of Funds (24 CFR Part 58, Section 58.22(a)).
3. Execution of the Assistance Agreement and supporting documents required for grant award.
4. **A Grant in the amount of \$560,000 from Tranche 1 may be secured upon HUD's approval for the Release of Funds; Passage of a Town/City Resolution to Accept Funds; and an Executed Assistance Agreement and supporting documents.**

Thank you for your application to the CDBG-DR Program. If you have any questions about this letter, please contact John Rosenthal, Economic and Community Development Agent, at 860-270-8173.

Cordially,

Evonne M. Klein
Commissioner



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road
Fairfield, Connecticut 06824

Public Works Administration

TEL: (203) 256 - 3010
FAX: (203) 256 - 3080

To: BOS
From: Joseph Michelangelo, P.E. Director of Public Works
Re: CDBG-DR Repairs to Penfield Pavilion
Date: April 20, 2015

On June 19, 2014, the Town of Fairfield was awarded the above referenced project as part of the Community Development Block Grant – Disaster Relief program (CDBG-DR). These funds were made available as a result of Storm Sandy. These are Federal Housing and Urban Development Funds, administered by the Connecticut Department of Housing.

<u>Repairs to Penfield Pavilion</u>	<u>\$500,000</u>
--	-------------------------

For the repair of the facility damaged during Storm Sandy

100% of the costs reimbursed

\$500,000 grant with no local match required

Design, construction, and funding is incorporated in \$6,088,000 Penfield Pavilion Project

Action required:

Acceptance of grant

REPAIRS TO PENFIELD PAVILION

PROJECT COST \$500,000

Town Share - NONE

1. BACKGROUND - Penfield Pavilion is a town owned facility located on a 3.54 acres parcel directly on Fairfield Beach between Long Island Sound and Fairfield Beach Road. This popular beach facility was constructed between 2009-2011 to replace an aging structure. The current facility was damaged from Superstorm Sandy and is scheduled to be repaired between 2015– 2016.
2. PURPOSE - To repair Penfield Pavilion to pre-Sandy conditions and to construct a new foundation system able to withstand the loads exerted by hazards found in a FEMA designated VE Special Flood Hazard Area.
3. DESCRIPTION OF PROPOSAL – The building will be temporarily relocated, and the east wing will be removed. A new foundation/pile system will be installed, the building will be repaired and relocated back onto the new foundation system. A new east wing will be constructed, site work will be completed.
4. RELIABILITY OF COST ESTIMATE - 10 based on a scale of 1 to 10.
5. INCREASED EFFICIENCY – NOT APPLICABLE.
6. ADDITIONAL LONG RANGE COST – None
7. ADDITIONAL USE OR DEMAND – None
8. ALTERNATIVES – None
9. SAFETY – Does not apply
10. ENVIRONMENTAL CONCERNS – None
11. INSURANCE - Not applicable.
12. FINANCING - Total cost of project to rebuild Penfield Pavilion –previously approved in 2014 by all boards (Board of Selectman, Finance and RTM) - \$6,088,000

State of Connecticut DOH – CDBG-DR - 100% funded \$500,000

13. OTHER CONSIDERATIONS – None

14. Approvals -

Board of Selectman	April 22, 2015
Board of Finance	May 2015
RTM	May 2015



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

June 19, 2014

Mr. Joseph Michelangelo P.E.
Director of Public Works
Town of Fairfield
725 Old Post Road
Fairfield, CT 06824

JUL 07 2014

**Re: Repair of Penfield Pavilion
CDBG-DR Public Facilities Application**

Dear Mr. Michelangelo:

The Department of Housing (DOH) has reviewed your application for financial assistance in the amount of \$500,000 for the public facility repair of the Penfield Pavilion which was damaged by Superstorm Sandy on October 29, 2012. You requested that DOH provide this financial assistance with the funds allocated by the State of Connecticut from the US Department of Housing and Urban Development (HUD) under the Community Development Block Grant – Disaster Recovery (CDBG-DR) program which is administered by DOH.

Penfield Pavilion is located at the very popular Fairfield Beach between Long Island Sound and Fairfield Beach Road. The project will include repairs to key structural components, all utilities and the building will be raised above the 100 year base flood elevation.


This letter serves to outline certain basic provisions and conditions if funding were to be approved. **This letter is not a contract.** The State shall not be bound until an Assistance Agreement has been fully executed in accordance with all applicable Federal, State and Local Laws.

Conditions of CDBG-DR assistance includes:

1. Compliance with the National Environmental Policy Act (NEPA) including completion of the Statutory Checklist, Environmental Assessment Checklist and the Environmental Review Record.
2. HUD's written approval of the Release of Funds upon completion of NEPA requirements. Be advised, DOH is prohibited from incurring any hard costs, or entering into contracts prior to HUD's written approval of DOH's Request for Release of Funds (24 CFR Part 58, Section 58.22(a).
3. Execution of the Assistance Agreement and supporting documents required for grant award.
4. **A Grant in the amount of \$500,000 from Tranche 1 may be secured upon HUD's approval for the Release of Funds; Passage of a Town/City Resolution to Accept Funds; and an Executed Assistance Agreement and supporting documents.**

Thank you for your application to the CBBG-DR Program. If you have any questions about this letter, please contact John Rosenthal, Economic and Community Development Agent, at 860-270-8173.

Cordially,


Evonne M. Klein
Commissioner



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road
Fairfield, Connecticut 06824

Public Works Administration

TEL: (203) 256 - 3010
FAX: (203) 256 - 3080

To: BOS

From: Joseph Michelangelo, P.E. Director of Public Works

Re: CDBG-DR Shoreline Resiliency Improvements at Penfield Beach

Date: April 20, 2015

On December 19, 2014, the Town of Fairfield was awarded the above referenced project as part of the Community Development Block Grant – Disaster Relief program (CDBG-DR). These funds were made available as a result of Storm Sandy. These are Federal Housing and Urban Development Funds, administered by the Connecticut Department of Housing.

<u>Shoreline Resiliency Improvements at Penfield Beach</u>	<u>\$300,000</u>
---	-------------------------

Retrofits the existing timber bulkhead to mitigate against coastal storms

75% of the costs reimbursed (i.e. 25% match)

\$225,000 grant with a local \$75,000 match required

Design, construction, and funding is incorporated in \$6,088,000 Penfield Pavilion Project

Action required:

Acceptance of grant

SHORELINE RESILIENCY IMPROVEMENTS AT PENFIELD BEACH

PROJECT COST \$300,000

Town Share - \$75,000

1. BACKGROUND – In 2012 a timber bulkhead was installed at Penfield Beach to provide flood protection to the neighborhoods directly north of Penfield Beach. In October, 2012 Superstorm Sandy hit the coast of Fairfield and inflicted tens of millions of dollars of damage from coastal flooding. It became evident that the Town Of Fairfield's shoreline infrastructure, such as the timber bulkhead, should be fortified to meet current FEMA flood zone requirements.
2. PURPOSE AND JUSTIFICATION - The purpose is to provide the resiliency needed to reduce and mitigate the effects of severe coastal events brought about by climate change.
3. DETAILED DESCRIPTION OF PROPOSAL - Take steps to retrofit the existing timber bulkhead to provide the resiliency needed to mitigate the effects of coastal storms. The installation of scour protection along the base of the bulkhead, below the sand, on the waterward side of the bulkhead. In addition, sand fill will be placed behind the bulkhead and under the pavilion building and additional timber retaining walls will be constructed to retain the sand, located along the north side of the pavilion building. The east and west sides of the bulkheads will be extended to existing high ground to provide a continuous berm thereby providing protection from tidal surges.
4. RELIABILITY OF COST ESTIMATE - The cost estimates were provided by the construction management firm contracted by the Penfield Building Committee. Final costs will be determined once a contractor is selected through the competitive bidding process. On a scale of 1 to 10, the reliability of this estimate is a 7.
5. INCREASED EFFICIENCY AND PRODUCTIVITY - This project is expected to provide some protection from coastal storm events but is not designed nor intended to provide protection from the 100 year storm event (1% chance of annual occurrence.)
6. ADDITIONAL LONG RANGE COSTS – None
7. ADDITIONAL USE OR DEMAND - None
8. ALTERNATIVES - Doing nothing, will result in not providing a continuous dike on the east and west sides of Penfield Pavilion nor will it provide the resiliency needed to withstand future storm events.
9. SAFETY AND LOSS CONTROL – Will provide scour protection that will mitigate potential damage to Penfield beach and reduce flooding in the neighborhoods found to the north of this site.
10. ENVIRONMENTAL CONSIDERATION – Scour protection will be provided that will mitigate damage to Penfield Beach.
11. INSURANCE – Not covered by insurance.
12. FINANCING –

Total Project costs -	\$300,000
75 % - State of Ct-DOH - Community Development Block Grant – Disaster Recovery	\$225,000

25% - Town of Fairfield cost share, approved in 2014 as part of budget item for rebuilding

Penfield Pavilion

\$75,000

13. OTHER CONSIDERATIONS - The Town's share of \$75,000 is included in the total amount previously appropriated for the repairs to the Penfield Pavilion and approved by Board of Selectman, Board of Finance and the RTM.

14. APPROVALS -
- | | |
|--------------------|----------------|
| Board of Selectman | April 22, 2015 |
| Board of Finance | May 2015 |
| RTM | May 2015 |



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

December 19, 2014

Mr. Joseph Michelangelo, P.E.
Director of Public Works
Town of Fairfield
725 Old Post Rd
Fairfield, CT 06825

DEC 24 2014

**Re: Shoreline Resiliency Improvements at Penfield Beach
CDBG-DR Infrastructure Repair**

Dear Mr. Michelangelo:

The Department of Housing (DOH) has reviewed your application for financial assistance in the amount of \$225,000 for shoreline resiliency improvements at Penfield Beach. You requested that DOH provide this financial assistance with the funds allocated by the State of Connecticut from the US Department of Housing and Urban Development (HUD) under the Community Development Block Grant – Disaster Recovery (CDBG-DR) program which is administered by DOH.

The proposal represents a sound means of retrofitting a vial section of shoreline infrastructure, namely, the timber bulkhead at Penfield Beach area, that will provide this section of Fairfield Beach Road Neighborhood with the coastal resiliency needed in order to mitigate the damaging effects of severe coastal storm events that are becoming all too frequent.

This letter serves to outline certain basic provisions and conditions if funding were to be approved. **This letter is not a contract.** The State shall not be bound until an Assistance Agreement has been fully executed in accordance with all applicable Federal, State and Local Laws.

Conditions of CDBG-DR assistance includes:

1. Compliance with the National Environmental Policy Act (NEPA) including completion of the Statutory Checklist, Environmental Assessment Checklist and the Environmental Review Record.
2. HUD's written approval of the Release of Funds upon completion of NEPA requirements. Be advised, DOH is prohibited from incurring any hard costs, or entering into contracts prior to HUD's written approval of DOH's Request for Release of Funds (24 CFR Part 58, Section 58.22(a)).
3. Execution of the Assistance Agreement and supporting documents required for grant award.
4. **A Grant in the amount of \$225,000 from Tranche 2 may be secured upon HUD's approval for the Release of Funds; Passage of a Town/City Resolution to Accept Funds; and an Executed Assistance Agreement and supporting documents.**

Thank you for your application to the CBBG-DR Program. If you have any questions about this letter, please contact John Rosenthal, Economic and Community Development Agent, at 860-270-8173.

Sincerely,

Evonne M. Klein
Commissioner



Town of Fairfield

Sullivan Independence Hall
725 Old Post Road
Fairfield, Connecticut 06824

Public Works Administration

TEL: (203) 256 - 3010
FAX: (203) 256 - 3080

To: BOS

From: Joseph Michelangelo, P.E. Director of Public Works

Re: CDBG-DR WPCF Outfall Pipe Repair

Date: April 20, 2015

On June 19, 2014, the Town of Fairfield was awarded the above referenced project as part of the Community Development Block Grant – Disaster Relief program (CDBG-DR). These funds were made available as a result of Storm Sandy. These are Federal Housing and Urban Development Funds, administered by the Connecticut Department of Housing.

WPCF Outfall Repair

\$ 74,500

Repair of 30" diameter wastewater discharge pipe

Pipe runs from Wastewater Plant to LI Sound; damaged section just south of Fairfield Beach Rd.

Separation of pipe section joints was detected after Storm Sandy

100% of the costs reimbursed

\$74,500 grant with no local match required

Action required:

Acceptance of grant

Appropriation of \$74,500

FAIRFIELD OUTFALL REPAIR

PROJECT COST \$74,500

Town Share - NONE

1. BACKGROUND - The Water Pollution Control Facility (WPCF) is located just over 800 feet from the shoreline of Long Island Sound. The WPCF can treat up to 24 MGD as treated effluent exits the plant through a 36" concrete outfall pipe and discharges into Long Island Sound. Superstorm Sandy, in October, 2012, caused damage to not only the Wastewater Treatment Plant but the outfall pipe as well. An investigation determined that a joint in this 36" concrete pipe separated and caused a leak in the pipe as effluent was bubbling out of the ground. Temporary measures have been taken to remedy this break in the line but a permanent repair solution is required by the CT DEEP.
2. PURPOSE - To repair the outfall pipe from the WWTP permanently.
3. DESCRIPTION OF PROPOSAL - Excavate to expose the entire joint of the 36" outfall pipe, construct a poured exterior concrete collar using bentonite waterstops to structurally seal and immobilize the separated pipe joint. No bypass of the outfall pipe is required for this type of repair.
4. RELIABILITY OF COST ESTIMATE - 8 based on a scale of 1 to 10.
5. INCREASED EFFICIENCY - NOT APPLICABLE.
6. ADDITIONAL LONG RANGE COST - None
7. ADDITIONAL USE OR DEMAND - None
8. ALTERNATIVES - None
9. SAFETY - Does not apply
10. ENVIRONMENTAL CONCERNS - None
11. INSURANCE - Not applicable.
12. FINANCING - Total cost of project - \$74,500

State of CT DOH CDBG-DR - 100% funded - \$74,500

No Town Of Fairfield cost share

13. OTHER CONSIDERATIONS - None
14. Approvals -

Board of Selectman	April 22, 2015
Board of Finance	May 2015
RTM	May 2015



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

June 19, 2014

Mr. Joseph Michelangelo P.E.
Director of Public Works
Town of Fairfield
725 Old Post Road
Fairfield, CT 06824

**Re: WPCF Outfall Pipe Repair
CDBG-DR Infrastructure Application**

Dear Mr. Michelangelo:

The Department of Housing (DOH) has reviewed your application for financial assistance in the amount of \$74,500 for the repair of a WPCF Outfall Pipe which was damaged by Superstorm Sandy on October 29, 2012. You requested that DOH provide this financial assistance with the funds allocated by the State of Connecticut from the US Department of Housing and Urban Development (HUD) under the Community Development Block Grant – Disaster Recovery (CDBG-DR) program which is administered by DOH.

The pipe repair will prevent future leaks and it will clear a flow restriction that was the result of Superstorm Sandy. The selected repairs involves excavating to expose the entire joint, construct a poured exterior concrete collar using bentonite waterstops to structurally seal and immobilize the separated pipe joint.

This letter serves to outline certain basic provisions and conditions if funding were to be approved. **This letter is not a contract.** The State shall not be bound until an Assistance Agreement has been fully executed in accordance with all applicable Federal, State and Local Laws.

Conditions of CDBG-DR assistance includes:

1. Compliance with the National Environmental Policy Act (NEPA) including completion of the Statutory Checklist, Environmental Assessment Checklist and the Environmental Review Record.
2. HUD's written approval of the Release of Funds upon completion of NEPA requirements. Be advised, DOH is prohibited from incurring any hard costs, or entering into contracts prior to HUD's written approval of DOH's Request for Release of Funds (24 CFR Part 58, Section 58.22(a).
3. Execution of the Assistance Agreement and supporting documents required for grant award.
4. **A Grant in the amount of \$74,500 from Tranche 1 may be secured upon HUD's approval for the Release of Funds; Passage of a Town/City Resolution to Accept Funds; and an Executed Assistance Agreement and supporting documents.**

Thank you for your application to the CBBG-DR Program. If you have any questions about this letter, please contact John Rosenthal, Economic and Community Development Agent, at 860-270-8173.

Cordially,

Evonne M. Klein
Commissioner

FAIRFIELD REPRESENTATIVE TOWN MEETING MEMORANDUM

TO: RTM MEMBERS
FROM: PAMELA IACONO, MODERATOR
SUBJECT: DESIGNATION OF POLLING LOCATIONS
DATE: MAY 5, 2015
CC: BETSY BROWNE, CLERK

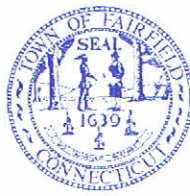
Attached please find information regarding the designation of polling locations after a town-wide redistricting has taken place.

By state statute the Registrars of Voters set the polling locations. However, in the event that they cannot reach an agreement on the location of polling places, state statute says that the town legislative body sets the polling locations.

At my request and with the support of the Town Attorney, in order to meet the state deadline for determining out of district polling locations, Roger Autuori, Republican Registrar of Voters and Matthew Waggner, Democratic Registrar of Voters have submitted their suggestions for polling locations for our consideration.

Please review the documentation and suggestions submitted and be prepared to vote on this item at our May meeting.

Thank you.



Town of Fairfield

Fairfield, Connecticut 06824

Stanton H. Lesser
Town Attorney

April 28, 2015

Pam Iacono
Moderator
Fairfield Representative Town Meeting
Sullivan Independence Hall
Fairfield, CT 06824

RE: Procedure for designating polling places

Dear Ms. Iacono:

You have informed me that because the Town has been redistricted, new polling places must be established in some of the districts. You have further informed me that some of the polling places may have to be out of district. You have also informed me that the two Registrars of Voters have been unable to agree on the location for some of the polling places. You have asked for my advice as to the various town officials' obligations in this matter.

As you know, "The registrars of voters of any municipality [which has redistricted] shall provide a suitable polling place in each district but, if the registrars fail to agree as to the location of any polling place or places, the legislative body shall determine the location thereof." Conn. Gen. Stat. Ann. § 9-169

Inasmuch as our registrars of voters have failed to agree on some of the new polling places, it will fall to the RTM to designate those polling places.

"Polling places to be used in an election shall be determined at least thirty-one days before such election," Conn. Gen. Stat. Ann. § 9-169 This applies where the polling place is to be in the particular district.

The law regarding polling places which have to be located in adjacent districts is as follows:

"When in the written opinion of the registrars of any municipality, the lack of an existing convenient or suitable polling place within the lines of a particular voting district necessitates the

April 28, 2015
Pam Iacono
Page Two

designation of a polling place in an adjacent district, such registrars may designate a convenient and suitable polling place in a voting district adjacent thereto, located as near as possible to the boundaries of the voting district for which designated. A separate location from the existing polling place for such adjacent district shall be designated, except that a separate room within such existing polling place may be designated. **Such written opinion and designation shall be filed with the municipal clerk not later than ninety days before a regular election, or primary.** Within ten days after such filing, the municipal clerk shall cause notice of such filing

to be published in the newspaper having the greatest circulation in the town. Such designation shall remain in effect for future elections and primaries, until the registrars file a document with the municipal clerk stating that the designation of such polling place in an adjacent district is no longer necessary Conn. Gen. Stat. Ann. § 9-168b

As can be seen from the statute, where the polling place is out of district, the designation must be made at least 90 days before the election, or primary, rather than the thirty-one days required for an in-district polling place.

The Secretary of State has provided a calendar of deadlines. It lists June 16, 2015 as the last date for designating out of district polling places for primaries. (If there were to be no primaries the last date would be August 4). Because we will not know if there will be primaries until the parties have their conventions, I would say that the June 16 date should be used for the designation of out of district polling places.

Although §9-168b requires written opinion by the ROVs that there is a lack of existing convenient or suitable polling places in a given district, in the event that they cannot reach an agreement it is clear that that responsibility would fall to the RTM.

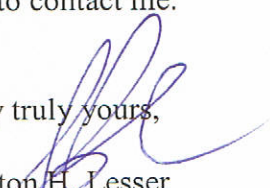
I would therefore state that you should bring a resolution designating out of district polling places before the RTM so that it may be acted upon before June 16, 2015. Please confer with the Town Clerk to determine if there are any districts in which this should be done. As you can see, the statute requires that the polling place be as close to the district as possible. In the event that the ROVs agree before the RTM vote **and file the appropriate designations**, the RTM vote may be dispensed with.

With regard to the in-district polling places the deadline for the primaries is August 14, so theoretically the ROVs have until then to decide. However, you will need to monitor the situation so that if they cannot agree you can bring it before the RTM in a timely manner.

April 28, 2015
Pam Iacono
Page Three

I would be happy to review the RTM resolution. If you have any further questions please feel free to contact me.

Very truly yours,



Stanton H. Lesser
Town Attorney

POLLING LOCATIONS SUBMITTED BY ROGER AUTUORI

District 1: Dwight Elementary School APR

District 2: St. Pius School APR

District 3: Fairfield Woods Middle School Cafeteria

District 4: Stratfield Elementary School

District 5: Fairfield Warde High School Old Gym

District 6: McKinley Elementary School Gym

District 7: Holland Hill Elementary School APR

District 8: Fairfield Ludlowe High School Cafeteria

District 9: Sherman Elementary School APR

District 10: Mill Hill Elementary School

The Districts on my list having polling places outside the districts are District 2, St. Pius; District 4, Stratfield, and District 6 McKinley.

My criteria for selecting these over locations if any, located inside the district are ease for the majority in traveling to polling places, adequate parking for the number of registered voters, availability of rooms in the schools including for elections during school hours and availability and financial costs of alternatives, if any, within the districts.

Roger V. Autuori
Town of Fairfield
Republican Registrar of Voters/Election Administrator
O 203 256-3117
C 203 258-0690

POLLING LOCATIONS SUBMITTED BY MATT WAGGNER

District 1: Burr Elementary School

District 2: North Stratfield Elementary School

District 3: Fairfield Woods Middle School

District 4: Stratfield Elementary School

District 5: Fairfield Warde High School

District 6: Holy Family Parish Hall

District 7: Fairfield University (Dolan Business School)

District 8: Fairfield Ludlowe High School

District 9: Sherman Elementary School

District 10: Mill Hill Elementary School

Matthew Waggnar

Town Of Fairfield

Registrar Of Voters/Elections Administration

611 Old Post Road

Fairfield, CT 06824

Phone (203) 256-3115

Fax (203) 255-8200

Sec. 9-168b. Designation of polling places in adjacent voting districts. When in the written opinion of the registrars of any municipality, the lack of an existing convenient or suitable polling place within the lines of a particular voting district necessitates the designation of a polling place in an adjacent district, such registrars may designate a convenient and suitable polling place in a voting district adjacent thereto, located as near as possible to the boundaries of the voting district for which designated. A separate location from the existing polling place for such adjacent district shall be designated, except that a separate room within such existing polling place may be designated. Such written opinion and designation shall be filed with the municipal clerk not later than ninety days before a regular election, or primary. Within ten days after such filing, the municipal clerk shall cause notice of such filing to be published in the newspaper having the greatest circulation in the town. Such designation shall remain in effect for future elections and primaries, until the registrars file a document with the municipal clerk stating that the designation of such polling place in an adjacent district is no longer necessary.

Sec. 9-169. Voting districts. The legislative body of any town, consolidated town and city or consolidated town and borough may divide and, from time to time, redivide such municipality into voting districts. The registrars of voters of any municipality taking such action shall provide a suitable polling place in each district but, if the registrars fail to agree as to the location of any polling place or places, the legislative body shall determine the location thereof. Polling places to be used in an election shall be determined at least thirty-one days before such election, and such polling places shall not be changed within said period of thirty-one days except that, if the municipal clerk and registrars of voters of a municipality unanimously find that any such polling place within such municipality has been rendered unusable within such period, they shall forthwith designate another polling place to be used in place of the one so rendered unusable and shall give adequate notice that such polling place has been so changed. The registrars of voters shall keep separate lists of the electors residing in each district and shall appoint for each district a moderator in accordance with the provisions of section 9-229 and such other election officials as are required by law, and shall designate one of the moderators so appointed or any other elector of such town to be the head moderator for the purpose of declaring the results of elections in the whole municipality. The registrars may also designate a deputy head moderator to assist the head moderator in the performance of his duties provided the deputy head moderator and the head moderator shall not be enrolled in the same major party, as defined in subdivision (5) of section 9-372. The selectmen, town clerk, registrars of voters and all other officers of the municipality shall perform the duties required of them by law with respect to elections in each voting district established in accordance with this section. Voting district lines shall not be drawn by a municipality so as to conflict with the lines of congressional districts, senate districts or assembly districts as established by law, except (1) as provided in section 9-169d and (2) that as to municipal elections, any part of a split voting district containing less than two hundred electors may be combined with another voting district adjacent thereto from which all and the same officers are elected at such municipal election. Any change in the boundaries of voting districts made within ninety days prior to any election or primary shall not apply with respect to such election or primary. The provisions of this section shall prevail over any contrary provision of any charter or special act.

MEMO

FROM: Town Clerk Betsy Browne

TO: Members of the RTM

DATE: May 6, 2015

RE: Committee Meetings



The subcommittee meetings to be held on Monday, May 11, 2015 (L&A, Finance, PWP) will be held at 7:30 P.M. at Sherman School, Fern Street.

The subcommittee meetings to be held on Wednesday, May 13, 2015 (E&R, PHS) will be held at 7:30 P.M. at Sherman School, Fern Street.