

Adam J. Klyver, AIA  
280 Hillside Road  
Fairfield, CT 06824  
Aklyver@live.com  
203.521.1569

## EDUCATION

State of Connecticut Licensed Architect 2004

NCARB Certified 2004

Boston Architectural College, Boston, Massachusetts  
August 1997-Fall 2001

- Bachelors in Architecture

Embry Riddle Aeronautical University, Prescott, Arizona  
May 1986-1989

- Intensive study in Aeronautical Science

The Berkshire School, Sheffield, Massachusetts  
June 1986

## EMPLOYMENT

2012-Present Adam J. Klyver Architects, LLC

- Principal Architect

2003-2011 Austin Patterson Disston Architects, LLC

- Project Architect: High end residential

Responsibilities include developing interior and exterior design concepts, zoning & building code compliance, overseeing the production of contract documents, coordination with consultants, bidding negotiation and construction administration manager.

2001- 2003 Mark P. Finlay Architects, AIA

- Project Architect: High end residential and golf club houses.

Responsibilities include developing interior and exterior design concepts, zoning & building code compliance, overseeing the production of contract documents, coordination with consultants, bidding negotiation, and construction administration manager.

1998- 2001 Tappe Associates

- Drafter, Designer: Public schools and libraries

Responsibilities include production of schematic design, design development, contract documents and graphic presentation boards.

## SELF EMPLOYMENT

2011

- Nessel Residence, Fairfield Ct: Renovation and Family room addition.
- Douglas Residence, Fairfield Ct: Renovation and kitchen addition
- Schmerzler Residence, Fairfield Ct: Family room, Mudroom and Garage addition.

2010

- Fogel Residence: Renovation of Master Bathroom and Master Closet.

2009

- Grimes Residence: A green renovation including geo-thermal HVAC and spray foam insulation to a 2000 sf 1960's colonial residence in Westport, CT.

2008

- Foster Residence: Family room, Kitchen, mudroom addition to 1790 colonial in Westport, CT.

2007

- Klyver Residence: Family Room, Mud Room, Master Suite addition and renovation to an 1864 farm house in Southport, CT.

2006

- Clark Residence: Master suite addition and partial renovation in Fairfield, Ct.
- Bremm Residence: Front elevation design in Bridgeport, Ct.

2005

- Pinklernell Residence: Kitchen, mudroom, laundry room renovation/ expansion
- Rosow Residence: Dormer design.

2002

- Klyver Residence: Master Bathroom, walk-in closet and sun room addition in Easton Ct.
- Klyver Residence: Family room, guest suite addition in Southport Ct.

## CIVIC RESPONSIBILITY

2007-Present      Fairfield Historic District Commission- *Alternate Commissioner & Clerk*

The commission consists of 7 members who meet bi-monthly to review any proposed changes to properties within the historic district.

References available upon request

**JOSEPH PAGNOZZI**  
**1496 Fairfield Woods Road**  
**Fairfield, CT 06825**  
**(203) 373-0232**  
**Email josephpagnozzi@sbcglobal.net**

### **SPECIAL ACCOMPLISHMENTS**

Cofounded and developed The Montfort Academy; private Catholic HS  
Administrator & Teacher (Chemistry, Biology),

Developed General Chemistry Course; College of New Rochelle

Original Biochemical Research; CUNY Research Foundation; Sigma Xi

Developed Independent Sciences Research Course, Fordham Preparatory HS

Started and developed Garden Design & Tree Farm Nursery-Horticultural  
Practice; 1984-present

### **EXPERIENCE**

#### **Administrative**

President - Development, Financial Concerns, Educational Guidance,  
Successful Fundraising- Montfort Academy HS (2007-2011)

Chairman – Science Department, Fordham Preparatory School(1988-1995)

#### **Associate Professor-Adjunct**

General Chemistry; Organic, Physiological Chemistry, Biological Chemistry  
Chemistry Lab, Biology – College of New Rochelle, NY (1982-Present)

Chemistry & Lab-Norwalk Community College, Norwalk, CT(2011-Present)

Biology – Sacred Heart University, Bridgeport, CT (2001)

**Teacher** – Biochemistry, Chemistry, AP Biology, Science Research; Fordham  
Preparatory School, NY (1987-2007) tenured

**Teacher** – Biology, Chemistry, Physical Science,  
Archbishop Stepinac High School, NY (1980-1984) tenured

Mt. St. Michael High School, Bronx, NY (1984-1987)

St. Lucy's School; Physical and Life Sciences, Grades 7&8 (1975-1978)

**Special Education Teacher** – Counseling and Teaching adolescents with  
learning and emotional needs - Water's Place School/Bronx State  
Children's Hospital, NY (1973-1975)

#### **Technical and Clinical**

Research in Neurophysiology/Chemical Senses- CUNY (1980-1986)

Psychophysical & Biochemical Methodology –

Investigation of Biochemical Mechanisms and Chemical Senses –  
Pierce Foundation, Yale University; New Haven (1980-1984)

Drug Information – Pharmacy Department, preparation of medications and researching pharmaceutical data – Montefiore Hospital; Bronx, NY  
Bedford Hills Chemists, NY (1978-1980)  
Behavior Modification Techniques – training and supervision by psychiatrists and psychologists affiliated with Albert Einstein College of Medicine (1973-1975)

### **SCIENTIFIC ACHIEVEMENTS**

Publications: Original Research Work – *Biochemical Basis for Chemical Senses*: Research Foundation Publication in American Chemical Society, 1983  
Presentation: Bulletin of Science, Technology & Society, 1988  
Selection to Sigma Xi (Scientific Research Society), 1981  
Honors, Dean's List, Magna Cum Laude: CUNY, 1973

### **ACTIVITIES**

Coach and moderator: Track, Photography, Marine Biology Club  
Little League & Babe Ruth Baseball coach  
Boy Scouts of America Leader  
Kiwanis International, Key Club; Bronx Special Olympics  
Knights of Columbus member

### **PROFESSIONAL AFFILIATIONS**

New York Science Teachers Association  
Sigma Xi, 1981-present  
National Association of Scholars  
American Tree Farm Association  
American Horticultural Society  
New York State Christmas-Tree Growers Association  
Honorary Admissions Officer: US Military Academy & the US Air Force Academy  
Cofounded the Bronx Conservatory of Music; a non-profit school of music

### **EDUCATION**

**Masters** – Biology; Biochemical Research Thesis: Pharmacodynamics of Chemical Senses-CUNY; GPA 4.0/4.0

**Baccalaureate** – Psychology, Biology, History; Lehman College-CUNY  
3.7/4.0

### **Additional Education**

St John's University School of Pharmacy  
56 credits: biology, chemistry, pharmacology  
Fordham University  
24 credits: chemistry, physics  
New York Botanical Garden – Garden Design and Horticulture classes

### **Certifications**

*New York State* - Teaching N-6, 7-12, General Science, Biology, Chemistry  
*Connecticut*- Teaching 7-12 Chemistry (pending), Biology (complete)

**Dana Kery**  
7 Green Acres Lane  
Fairfield, CT 06824  
(203) 362-7797 [dkery@sbcglobal.net](mailto:dkery@sbcglobal.net)

## **Work History**

7/99 – Present

### **CEO Kery Family Enterprises, Fairfield, CT**

Provide leadership, coaching, and operational direction to achieve desired results. Act as motivator, mentor, and guide, to identify and develop individual talents. Responsible for short and long term growth and profitability.

11/95 – 7/99

### **GARDEN BOTANIKA, Redmond, WA**

#### **District Manager – New England**

Plan and direct the business strategy for 22 store district. Empower managers to achieve goals and corporate benchmarks through development of their store teams. Ensure customer service standards are maintained, building customer loyalty through key product categories. Sales volume increased an average 12% quarter to quarter; total 176% to goal 1995 through 1999. Research and address issues affecting service, productivity and profitability. Maintained less than 6% management turn; promoting from within the district when appropriate.

2/94 – 11/95

#### **Manager**

Recruited and trained staff for opening of multiple new locations. Training included introduction of product line, in addition to basic and advanced selling techniques. Involved in planning and implementation of store strategy to achieve goals. 1995 sales 198% to plan; location held sales record for grand opening day through November 1994. Consistently led the company in success of sales promotions, average dollar transaction, and mailing list capture rate. Upon completion of training, a portion of inventory and operating responsibilities were delegated to the assistant manager.

#### **Corporate Trainer**

Assisted in planning for multiple new store openings. Interviewed and hired for positions ranging from entry-level associates to management. Conducted sixteen-hour product training sessions for new staff. Trained new store managers in store/corporate policies and procedures for one week, either prior to opening or during the first week of operations.

9/90 – 2/94

### **UNITED RETAIL GROUP, Rochelle Park, NJ**

#### **Manager**

Oversaw all staffing, merchandising, inventory, and operational aspects of the business unit. Interviewed, hired, trained, motivated, and inspired sales associates. Responsible for performance reviews and development of store employees. Single point of contact for a twelve store district to identify and resolve point of sale issues. Trained corporate staff, from administrative to executive levels, on a weekly basis. Training included smoothing interaction between corporate office and stores, in addition to sales and management training.

#### **Co-Manager**

Assisted in all management functions. Trained and motivated sales associates to offer superior customer service and consistently exceeded sales goals. Recruited associate and management candidates. Consistently met and exceeded all expectations.

#### **Co-op Intern**

Worked three and six month rotations in Corporate Office of 400 store nationwide retailer. Experience gave me understanding of Store Services, Marketing, Merchandising, Buying, and Store Operations. Coordinated the implementation of pilot programs to improve company-wide service skills and sales techniques.

## **Education**

### **Northeastern University, Boston, MA**

Bachelor of Science Degree in Business Administration, September 1992

Concentration: New Venture Creation and Marketing

## **Activities**

**Representative Town Meeting (RTM)**, Fairfield, CT, Elected Representative 11/2011 – 11/2013

**Mill River Wetlands Committee**, RL5<sup>th</sup> and 6<sup>th</sup> grade Co-Director 2/2012 – 6/2014

**OHS PTA** -Volunteer Chairperson - After School Activities, Spirit Wear, Room Reservations

Volunteer - Junior Achievement, I love to read, Yearbook, CANE, Library Shelving

6/2011 - Presidential Volunteer Service Award for 1,000+ hours volunteer service

**Northeastern University**, Alumni Admissions Representative

Attend high school “college days”; meet with guidance counselors and prospective students.

## **Interests**

Windsurfing, Skiing, Cycling, Golfing – and the sidelines of my children’s activities – Rugby, Basketball, Hockey

Dynamic **Architect and Construction Professional** with extensive experience in technical services, construction administration, portfolio management, real estate finance and project management. Specifically skilled to evaluate financial and construction risk for multi-billion dollar real estate portfolios. Strong work ethic and proven ability.

Financial and Construction Cost Analysis, Real Estate Finance, Real Estate Valuations and Strategies, Budget Review, Client Acquisition, Construction Risk and Portfolio Management and Architectural Project Management

#### **RECENT PROJECTS INCLUDED:**

|   |  |
|---|--|
| \$150 million, 325 room hotel, New York, NY       | \$75 million (LEED Silver) office building, Washington, DC |
| \$100 million, 225 room hotel, New York, NY       | \$50 million office building renovation, Denver, CO        |
| \$200 million mixed use development, Bellevue, WA | \$25 million Senior Living Center, Alpharetta, GA          |

#### **PROFESSIONAL EXPERIENCE**

**MERRITT AND HARRIS, INC.,** New York, NY

2009–Present

##### **Project Manager**

- Monitor construction loans and provide requisition review services for lenders and equity investors, including review of plans and specifications, construction schedules, budgets and cost estimates, zoning approvals, building codes and construction agreements.
- Due-diligence inspection services provided locally and nationally which include identifying deferred maintenance costs, estimating replacement cost value, the remaining useful life of a building's major components and evaluating the physical condition of site improvements, facades and roofs, structural and MEP systems.

**HSB NORDBANK,** New York, NY

2007–2008

##### **Technical Services Engineer Officer**

- Evaluated the financial and construction risks of the multi-billion dollar lending property portfolio; minimized budget overruns and potential construction failure. Managed third party due diligence including Engineering and Environmental Scopes of Work; ensured that the numerous consultants complied with building loan agreements.
- Verified the accuracy of hard and soft cost budgets, reviewed/approved development plans and specifications, project schedules, development agreements and construction contracts. Coordinated and summarized the most current property information, including construction activities, percentage of completion, change orders; flagged problematic issues before delays and cost overruns occurred.
- Prescribed the method of advancing funds, including reviewing the terms of retainage, change orders and stored materials while determining if the lender's requirements for advancing funds were met. Participated in kickoff/initial meetings with all parties to the transaction; attended ongoing progress meetings and site visits.

**JPMORGAN CHASE,** New York, NY

2006–2007

##### **Senior Construction Risk Administrator**

- Controlled the integrity and risk of real estate loans within the portfolio by managing contractors, architects, engineers and developers within the Loan Disbursement Administration Unit of Commercial Real Estate Lending.
- Performed advanced cost and contract review, basic loan agreement reviews and on-site inspections required to evaluate construction progress to resolve issues throughout the construction project.
- Reviewed and negotiated complex loan structures and loan agreements; reviewed, approved and resolved discrepancies on all draw requests; negotiated resolutions to mechanic's liens.

**BANK OF AMERICA (Formerly Fleet Bank),** New York, NY

1998–2006

##### **Senior Vice President in Real Estate Finance**

- Provided construction service support to National and Retail divisions. Reviewed and approved all pre-closing documents consisting of, but not limited to, plans, specifications, budgets, schedules and construction agreements.
- Pre- and post-closing loan support service to financial analysts, portfolio underwriters and relationship managers.
- Oversaw construction projects totaling \$800MM, approved monthly funding requests, assisted loan administration with performing and underperforming loans and managed troubled asset workouts with Structured Real Estate.

**INSPECTION & VALUATION INTERNATIONAL, INC., White Plains, NY**

1993 – 1998

**Project Manager**

- Due-diligence inspection services provided locally and nationally which included identifying deferred maintenance costs, estimating replacement cost value, the remaining useful life of a building's major components and evaluating the physical condition of site improvements, facades and roofs, structural and MEP systems.
- Monitored construction loans and requisition review services for lenders and equity investors, including review of plans and specifications, construction schedules, budgets and cost estimates, zoning approvals, building codes and construction agreements.
- Managed securitization assignments, which included major client contact development, preparing proposals, allocating and scheduling assignments, managing a group of six (6) project managers, insuring quality, pricing assignments and invoicing.

**CVS, ARCHITECTS AND PLANNERS, Mount Vernon, NY**

1990 – 1993

**Architectural/Planning Consultant/Project Management**

- Designed/planned residential and commercial projects, as well as, provided a variety of architectural services and Building Department services.
- Performed field surveying of existing conditions, drafted and coordinated construction documents (produced manually and via CADD), developed details (architectural, millwork, etc.), building department filings, code review, shop drawing review, interior space planning, cost estimates and field supervision.

**ADDITIONAL EXPERIENCE**

**NADLER AND PHILOPENA, ARCHITECTS, Mount Kisco, NY**

**DESIGN COLLABORATIVE, INCORPORATED, White Plains, NY**

**ARISTOTLE BOURNAZOS, P.C., LAND SURVEYORS, Mount Vernon, NY**

**EDUCATION AND CERTIFICATES**

**NEW YORK INSTITUTE OF TECHNOLOGY**

Old Westbury, NY,

**Bachelor of Architecture**

Computer Aided Drafting and Design (CADD)

Intergraph Interactive Graphic Systems, Huntsville, AL - Various certificates

Certified as both Asbestos and Lead Inspector

Continuing education courses given by the following:

Trane Air Conditioning

Roofing Industry Education Institute

National Fire Protection Association

LEED for New Construction Green Building

BOCA National Building Code

**MEMBERSHIPS**

American Institute of Architects

National Trust of Historic Preservation

National Fire Protection Association

**COMMUNITY SERVICE**

Member of the Town Facilities Commission

Chairman of the Tomlinson Middle School Building Committee, a \$30 million occupied renovation

Eagle Scout and Assistant Scoutmaster with Fairfield Troop 82

Coach for the Little League Challengers, a baseball team for children with disabilities

Craig Van Steenberg, R.A.

Mr. Van Steenberg has 19 years of architectural and construction experience. He is a Registered Architect, with extensive experience in commercial and residential design and construction.

With Fleet Bank since 1998, Mr. Van Steenberg is a Senior Vice President of Construction Services in Real Estate Finance and provides construction service support primarily to its National and Retail Divisions. Previously, as a Real Estate Advisor and Construction Consultant for IVI, International, Mr. Van Steenberg, conducted hundreds of property condition assessments and monitored construction loans for equity investors, lending institutions and governmental agencies throughout the nation.

Mr. Van Steenberg has earned a Bachelor of Architecture from New York Institute of Technology. Professional activities have included memberships in the American Institute of Architects, National Trust of Historic Preservation and the National Fire Protection Association. In addition, he has earned certificates with Trane Air Conditioning, Roofing Industry Education Institute and the National Fire Protection Association. He has also earned certification as both an Asbestos and Lead Inspector.



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## VIDEO PRODUCER & EDITOR / EVENT PRODUCER / MARKETING DIRECTOR

Career encompasses high-end product launch experiences, corporate sponsorships and corporate branding. Experienced at managing logistics on an international scale, as well as producing video to video production for small and large businesses alike.

**Corporate Client Experience Includes:** *Innosight Consulting, The City of New Haven, HP, KPMG, Sand Hill Venture Capital, Anheuser Busch, Boeing & more.* **Artist Experience Includes:** *Michael Jackson, Alicia Keys, Mya, Mary J. Blige, Ray Charles, Usher, Jennifer Hudson, James Ingram & more.* **Music Projects Include:** Sony, Universal, EMI/Warner and Roc Nation.

- A creative strategist with an entrepreneurial spirit who brings the company's / client's goals to life and creates a memorable, innovative video and or live event experience within budget parameters.
- Takes a 360-degree role. Uniquely combines extensive hands-on production skills, leadership, operations and logistics, a business mindset, marketing and artistic abilities with a larger perspective on the project.
- Highly skilled at interfacing with clients, troubleshooting complex issues on site and delivering solutions.
- Has worked on large scale live, TV and online events. Caters to the needs of senior executives and sponsors.
- Video producer, handling all aspects of production from camera operation, to lighting, to editing, to distribution for a wide variety of clients.

**Creative and Business Background | Experience Negotiating Union Labor Agreements and Production Contracts**

**Program Reporting | Projects Financial Performance | Initiates and Implements Profitable Ideas**

**Sponsorship Activation | P&L Responsibility | Strategic Partnerships | Marketing Strategy**

**A2VMEDIA | Boston and NYC**

2011 – Present

### Video & Event Production

*Produces corporate videos, and experiential marketing events.*

- Corporate & creative video production & editing for a wide variety of content including impact stories, business marketing videos, training videos, interviews, documentaries, gala premieres, music videos and more.
- Live event experience for a diverse client base including The City of New Haven, The Royal Prince of Bahrain, Innosight Consulting, Anheuser Busch/Ab Inbev, THINKstrategies, Brand Innovators and others.
- Determines client's strategic goals for the video and or event; advises on leveraging production capabilities within budget constraints to execute an impactful product.
- Takes a hands-on approach. Forecasts and analyzes budgets, ROI and managed funds for all productions. Sources vendors; negotiates production contracts and union labor agreements.
- Crafting the messaging, editing storylines, building teams, and executing productions on time and on budget.

**PERFORMING ARTS CENTER OF CONNECTICUT, LLC | Fairfield County, CT**

2015 – 2017

### Executive Director / Owner

*Identified the opportunity to acquire a struggling operation with potential. Managed a team of 25 including customer relations, marketing and event production employees.*

- Led the acquisition analysis, negotiation, purchase and ultimate sale of the arts center.
- Improved profitability by restructuring, renegotiating expenses and aligning programming for the venue based on market demand. Monitored and forecast cash flow relative to annual budget.
- Increased brand awareness through strategic marketing initiatives in the community.

**MWM VENTURES | NYC**

2010 – 2011

**Producer and International Marketing Director**

*Produced international concert events and designed product launches in emerging markets including Bahrain, UAE, and Saudi Arabia. International partners in the telecom industry included Batelco, Du, Mobily, and Etisalat. Music partners included Sony, Universal, EMI/Warner and Roc Nation.*

- Directed all aspects of a star-studded 3-hour international concert at the Ritz Carlton in Manama, Bahrain to promote the launch of a digital music distribution company.
- Developed and executed international marketing strategy to extend the brand through strategic partnerships with regional telecom corporations.
- Maximized international marketing ROI through forecasting and securing funding through partnerships.

**ALWAYSON MEDIA NETWORK | Boston and San Francisco**

2009 – 2010

**Producer**

*Hired to produce large-scale business conferences, elevating production quality while improving profitability. Strategically incorporated corporate sponsors into the production and oversaw the operations at all events.*

- One month into the role, produced a significant business conference. Negotiated contracts by leveraging multiple vendors and negotiated with labor unions, incorporated corporate sponsorships, hired and trained an on-site team.
- Reduced expenses by \$300K to \$500K annually by producing the events in house; negotiated with vendors.
- Took the initiative to produce videos as digital media marketing collateral to promote the events. Leveraged music production background to quickly learn the technology.
- Expanded product line of live events by suggesting and implementing a pre-show CEO Bootcamp sponsored by HP, KPMG, Sand Hill Rd Venture Capital and others. Developed the accompanying messaging to influence attendance.

**HYPSONIC, LLC | Greenwich, CT and Nassau, The Bahamas**

2005 – 2007

**Producer, Owner and Investor Relations**

*Combined music production experience with business skills and savvy to manage this venture-backed startup.*

- Managed the diverse needs of investors, focused on ROI, budgeting and P&L with the artists' creative license.
- Delivered presentations to investors detailing the business case for additional funding for quality equipment and talent.
- Ran two recording studios, composed and produced pop music and collaborated with multiple musicians and artists.

**TAPEWORKS, LLC | Hartford, CT**

2004 – 2005

**Producer – Commercial Consultation and Creation**

*Worked closely with advertising agencies to develop, produce compelling and engaging radio spots (advertising) to drive sales.*

**MICHAEL JACKSON 30<sup>TH</sup> ANNIVERSARY SPECIAL AND MIRACLE ON 34<sup>TH</sup> STREET CONCERTS | NYC**

2001 – 2004

**Assistant Music Director**

*Built the foundation of a large-scale music and event production career at live concerts televised from Madison Square Garden.*

- Gained world-class experience in music direction, lighting, audio, and pyrotechnics from leaders in the field.
- Rehearsed the orchestra and wrote musical scores for celebrity performers including Michael Jackson, Usher, Alicia Keys, Mya, Mary J. Blige and others.

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**EDUCATION**

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**MBA, Babson, F.W. Olin Graduate School of Business, Wellesley, MA**

Master of Business Administration, 2009

**MFA, California Institute of the Arts, Valencia, CA**

Master of Fine Arts, 2004

**BA Music, Berklee College of Music, Boston, MA**

Bachelor of Music, 2001

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**TECHNICAL EXPERTISE**

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*Proficient in business analysis, production, and presentation, audio production and video production software.*

- Microsoft Excel for discounted cash flow modeling, forecasting and budgeting. PowerPoint for business cases.
- Audio production software and hardware: Logic, Pro Tools, Ableton Live, Digital Performer, Waves, audio consoles, recording studios, PA systems etc.

- Video pre-post production software and equipment: Final Cut Pro, Motion Graphics, Compressor, various camera equipment and lighting design.
- AV Event production systems including video switching, wireless audio, lighting, communication systems etc.

## Samuel W. Cargill

Chief Executive Officer, Aon Private Risk Management,  
Global CEO of Media & Entertainment

One Liberty Plaza, 30<sup>th</sup> Floor  
New York, NY 10006  
Office +1.212.441.1017  
Mobile +1.213.716.1440  
Sam.cargill@aon.com



### Role & Responsibilities

Sam is the Chief Executive Officer of Aon Private Risk Management (APRM). APRM provides personal insurance solutions for high net worth individuals, family offices, trustees, charitable organizations, and private companies throughout the United States. In addition to these responsibilities, Sam is also responsible for Aon's Small Commercial (SME) segment and is the Global Practice Leader for Aon's Media and Entertainment Group.

### Experience

Sam's most recent role prior to APRM was President of Aon Global Accounts, the company's largest client segment, deploying resources around the globe and delivering distinctive client value to the world's largest global companies. Prior to Sam's role in Aon Global, he had a dual role as Managing Principal of Aon Global of the Americas and Chairman of Aon Risk Solutions of Southern California. In this position, he served as leader of the largest insurance broker in Southern California and the second largest office in the Aon network. Sam was responsible for the delivery of Aon products and services to the Company's client base throughout the Southern California region, including Orange County, San Diego, Las Vegas and Honolulu. Sam is also former Group Chairman of Aon/Albert G. Ruben, the world's largest insurance brokerage firm specializing in the placement of entertainment insurance.

### Board, Memberships, and Community Involvement

British American Business, New York 2014-Present  
Center for Insurance Studies, California State University Fullerton, 2002-Present  
Expo Community Center, Los Angeles, CA, 2003-2009  
Hillside Home for Children, Pasadena, CA 1996-2003  
Los Angeles Library Foundation, 2006-2010  
Los Angeles Chamber of Commerce Executive Committee, 2004-2010  
Board of Trustees Pomfret School, 2006-2010  
Representative, Town of Fairfield, CT, District 10, 2015-Present  
Private Risk Management Association, 2015-2017

### Professional Recognition and Designations

Qualified for Aon Excellence Round Table for 15 years.  
2002 INSEAD Aon Senior Management Program  
2004 *Learning for Life* Corporate Citizen Award, City of Los Angeles  
2006 Northwestern University Aon Senior Management Program  
2010 Salute to Community Champions, City of Los Angeles

### Education

Sam earned a Bachelor of Arts in Political Science from American University and an MBA from Pepperdine University, and is a graduate of the Executive Program in Management from the John E. Anderson Graduate School of Management at UCLA.

### Personal

Sam lives in Southport, CT and enjoys sailing and spending time with his family.



Al Filippone Associates is Recognized by The Wall Street Journal as the #1 Team in New England

Fairfield | Westport | Darien | Greenwich

*"A house becomes a home when it reflects those that live in it. Whether Buying or Selling your home, I will help to open that new door into your future."*

Libby McKinney Tritschler  
Executive Vice President of Sales  
203.913.9454  
libbyt@afahomes.com  
Southportvoice.com



The daughter of a former Connecticut Congressman, Libby McKinney Tritschler was born and raised in Greenfield Hill and is a lifelong Fairfield resident as well as a fifth generation resident in Fairfield County. Needless to say, her local history has provided her clients with an immeasurable advantage as she assists them in determining the best environment for each of their lifestyles.

Libby's tremendous innate networking skills, as well as her extensive sphere of influence, provides her with unique opportunities in generating interest for her listings and procuring the highest price for her clients. Whether you are listing or buying, Libby is determined to provide you with the ultimate in service.

Libby feels fortunate to be able to raise her three children in a wonderful town like Fairfield. She is actively involved in her children's education as well as volunteering for the Near and Far Aid. Libby also serves on the board of the Westport/Weston YMCA and the Stewart B. McKinney Foundation in Fairfield.

She looks forward to working with you and knowing you as both a client and a neighbor.

**afa**homes  
AL FILIPPONE ASSOC.,LLC  
William Raveis Real Estate

(F/W) 203.256.3264 | (D) 203.655.5358 | (G) 203.863.6860 | afahomes.com



## **Fairfield Fire Department**

140 Reef Road  
Fairfield, CT 06824-5997

*Administrative Office*

*Office (203) 254-4713  
Office (203) 254-4720  
Fax (203) 254-4724*

### **Marine 228 Motors and Electronics Upgrade**

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#### **1. Background-**

The Town of Fairfield (TOF) Fire Department has investigated grants, which would have a positive reduction in our Department Budget.

The Fire Department has applied for a Port Security Grant Program (PSGP) FY 2019 in order to replace equipment and upgrade response capability and interoperability for the Fireboat "Marine 228". This 28-foot vessel is located at the South Benson Marina and is ready for response 24 hours a day, seven days a week, all year long. We rely on on-duty personnel at fire stations to staff the boat and respond to calls to service along our 5 miles of coastline and harbors.

#### **2. Purpose and Justification-**

The purpose of this budget request is to replace and upgrade necessary equipment at a substantially discounted cost. The Port Security Grant Program covers 75% of the cost with a local share of 25%.

#### **3. Detailed Description of Proposal-**

The Town of Fairfield Fire Department, as a member of the Bridgeport Port Security Group, is applying for an **\$121,242** Grant, which requires a **25%** local share. This equates to **\$30,311** in Town of Fairfield funds. The Grant has a performance period of **36 months**. We would structure the financing of our local share as set out in Section 12 of this document. Specifically, we seek:

- PSGP funding to assist with sustainment and maintenance costs for our grant purchased 2008 vessel. The project will include replacement of the Marine Electronics to achieve INTEROPERABILITY with the USCG "Lighthouse" software. **(\$41,424 total/\$10,356 local share)**
- PSGP funding to assist with sustainment and maintenance costs for our grant purchased 2008 vessel. The project will include the addition of CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosive) detection equipment, specifically Rae systems' AreaRae Pro. **(\$14,190 total/\$3,547.50 local share)** CBRNE Detection is the Coast Guard standard for local marine assets.
- PSGP funding to assist with sustainment and maintenance costs for our grant purchased 2008 vessel. The project will include replacement of the two Mercury Verado 250 engines, and their associated components, due to their service life expectancy. **(\$62, 961 total/\$15,740.25 local share)**
- PSGP funding to assist with Lighting Upgrade. **(\$2,667 total/\$667.75 local share)**

#### **4. Reliability of Cost Estimate-**

This estimate is expected to be highly reliable.

**5. Increased Efficiency and Productivity-**

These purchases enable the Fire Department to avoid increased service and maintenance costs that are inherent in older equipment. The electronics upgrade enables interoperability by linking our navigation and search and rescue making that seamless and efficient. The CBRNE equipment enables our boat to quickly identify hazardous materials threats to our population and to first responders.

**6. Additional Long Range Costs-**

None expected.

**7. Additional Use or Demand-**

The Town of Fairfield Fire Department fully cooperates with other Town Agencies such as the Police Department, DPW, Conservation and the Parks and Recreation Department as well as regional and federal partners. We would cooperate in any proper call for service.

**8. Alternatives to This Request-**

If the Fire Department does not secure the grant, the Fire Department would have to expend the entire amounts needed to replace and upgrade this marine equipment.

**9. Safety-**

This request enables the Fairfield Fire Department to maintain its emergency capabilities in the safest, most interoperable, most efficient and most reliable manner.

**10. Environmental Considerations-**

N/A

**11. Insurance-**

N/A

**12. Financing-**

Each year, once the boating season is complete, we remove the Fireboat from the water for maintenance. We effect updates, repairs and preventative maintenance at this time out of our Operating Budget, utilizing the Maintenance/Repair Automotive object (54330). The Fire Department requests to structure the Town Share as follows:

1. To fund the Electronics interoperability equipment portion of \$10,356 and Lighting portion \$666 out of the current FY20 budget.
2. To fund the CBRNE equipment portion \$3,547.50 out of FY21 Operating Budget.
3. To fund the Engine Replacement portion of \$15,740.25 out of a FY 22 Capital Outlay request. (Object 57000)

**13. Other Considerations-**

N/A

**14. Approvals-**

Board of Selectman, Board of Finance, RTM





U.S. Department of Homeland Security  
Washington, D.C. 20472

Roger Caisse  
Town of Fairfield  
611 Old Post Road  
Fairfield, CT 06824 - 6646

Re: Grant No.EMW-2019-PU-00101

Dear Roger Caisse:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2019 Port Security Grant Program has been approved in the amount of \$90,932.00. As a condition of this award, you are required to contribute a cost match in the amount of \$30,310.00 of non-Federal funds, or 25 percent of the total approved project costs of \$121,242.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2019 Port Security Grant Program Notice of Funding Opportunity.
- FEMA Preparedness Grants Manual

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

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

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help us to make the necessary updates and avoid any interruptions in the payment process.

A handwritten signature in black ink, appearing to read "Bridget Bean".

BRIDGET ELLEN BEAN GPD Assistant Administrator



**Town of Fairfield**  
**Grant Application Request**

Date: September 30, 2019

Requesting Department: FIRE 0401

1. **Grant Name:**  
Port Security Grant Program (PSGP) FY 2019
2. **Grant Request:**  
\$121,242
3. **Anticipated Town Share:**  
30,310.50 over a 3 year performance period.
4. **Purpose of Grant:**  
Replacement of Fireboat Equipment and Additional Capability:
  1. Mechanical Sustainment: Lighting
  2. Replacement of Electronics for Interoperability with US Coast Guard
  3. Addition of CBRNE Equipment (detection for Chemical, Biological, Radiological, Nuclear, Explosive Materials.
  4. Replacement of 2 Outboard Engines
5. **Town Interest:**  
Replacement and addition of vital equipment at 25% cost.  
  
3 year performance period.
6. **Estimated Additional Long-Range Costs:**  
None Additional

Print Name:

KYRAN DUNK

Signature:



**CFO Recommendation:**

Approve

Deny

Signature: \_\_\_\_\_

**First Selectman:**

Approve

Deny

Signature: \_\_\_\_\_



## **Fairfield Fire Department**

**140 Reef Road  
Fairfield, CT 06824-5997**

*Administrative Office*

*Office (203) 254-4713  
Office (203) 254-4720  
Fax (203) 254-4724*

### **Homeland Security Grant Program**

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#### **1. Background-**

The Homeland Security Grant Program (HSGP) plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation. The HSGP is comprised of three grant programs, two of which the Fairfield Fire Department are eligible for and have received benefit from: 1. State Homeland Security Program (SHSP) and 2. Urban Area Security Initiative (UASI).

Together, these grant programs fund a range of preparedness activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

#### **2. Purpose and Justification-**

The purpose of this request is to authorize the Fairfield Fire Department to participate in these programs and receive funds for such participation. Whenever local governments have a change in Chief Executive Officer (CEO), a new Local Resolution must be approved authorizing the CEO to enter into with and deliver any documents necessary to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (DEMHS).

#### **3. Detailed Description of Proposal-**

Whenever local governments have a change in Chief Executive Officer (CEO), a new Local Resolution must be approved as detailed above. The State of Connecticut receives funds from the Department of Homeland Security and distributes them through the DEMHS Region 1. One such program is the Emergency Management Performance Grant (EMPG). Through this program, the Town of Fairfield annually receives a \$0.50 "per capita" population award (\$30,580 in 2019) if certain actions are performed and documentation returned. Specifically, we have to document the work that the Fire Chief and Deputy Fire Chief (who are the Emergency Management Director (EMD) and Deputy EMD) perform in Emergency Preparedness, in Town participation in Emergency Planning and Preparedness Initiative (EPPI) drills, participation in the Region 1 Emergency Planning Team (REPT). The EMD and DEMD serve as liaison between town,

state and federal agencies and Utilities on Emergency Management matters. They also ensure that the Emergency Operations Center is operable, review the Local Emergency Operations Plan each year, and maintain contacts lists and coordination with all Town Agencies and emergency partners.

Examples of expenditures spent in the Emergency Management budget are CodeRED, the Emergency Notification System, which can broadcast a notification town-wide or to a specific neighborhood of routine or emergency situations. This notification may be by landline, email, wireless phone, text and social media. We also expend money to fund CERT, the very active Citizens Emergency Response Team, which last year contributed 1533 hours of volunteer hours in activations, training and meetings. CERT is a program that educates volunteers about disaster preparedness for the hazards that may affect their area and trains them in basic disaster response skills, such as shelter operations, traffic control, fire safety, light search and rescue, team organization, the Incident Command System, and disaster medical operations. In addition to being a great volunteer resource for large events such as the Fairfield Half-Marathon and the Town Fireworks, it creates a group of trained partners who help keep their families and neighborhoods safer. Currently the Town of Fairfield has 125 members.

In addition to the Fire Chief and Deputy Fire Chief, the Fire Department uses an Administrative Assistant to help prepare quarterly reports and our Department Planning Officer helps with analyzing Disaster Plans of the area's Dams, Utilities, Nursing Homes, Public Assemblies and High-Hazard facilities.

The benefit of the HSGP to the Town of Fairfield is that we are already performing the functions required by the program. These Emergency Preparedness functions are necessary and related to the Fire Department's mission to protect life and property. The Town then receives the benefit of available Federal funds returning locally to help pay for these necessary expenditures. The HSGP is a financial win-win for the Town of Fairfield.

#### **4. Reliability of Cost Estimate-**

N/A.

#### **5. Increased Efficiency and Productivity-**

N/A

#### **6. Additional Long Range Costs-**

None expected.

#### **7. Additional Use or Demand-**

None.

#### **8. Alternatives to This Request-**

If the Fire Department does not provide a Local Resolution, the Town of Fairfield would not be eligible for Homeland Security funds and benefits, which neighboring departments would continue to regularly receive.

**9. Safety-**

N/A

**10. Environmental Considerations-**

N/A

**11. Insurance-**

N/A

**12. Financing-**

None. Only financial requirements are to affirm that 1. That a percentage of Fire Chief and Deputy Chief's activities are spent on Emergency Management activities and 2. That we document that percentage of their salaries as an "in-kind" local share.

**13. Other Considerations-**

N/A

**14. Approvals-**

Board of Selectman, Board of Finance, RTM