

Center Street Pump Station and Force Main – Design only Cost - \$300,000

1. **Background** – Center Street pump station was built in 1965 and is the second oldest in the town. The station is a wet well/dry well type. The pumps were replaced in 2000, controls were replaced in 2002, and the generator was replaced in 2012. The fourteen-inch force main is 2,880 feet in length and is original. All other equipment is original.
2. **Purpose and Justification** – The purpose of the request is to design a new station and force main, using state of the art components and controls to ensure continued and uninterrupted service.
3. **Detailed Description of Proposal** – Upgrade electrical and mechanical equipment, as well as piping and controls. Check building structures ability to withstand extreme weather events and mitigate potential flooding concerns. Install a provision for a third pump and the addition of piping and valves to facilitate a portable by-pass pump pack.
4. **Reliability of Cost Estimate** – Based on a scale of 0 to 10, this is a 10. This is for design only.
5. **Increased Efficiency or Productivity** – Building will be up to code with the latest energy efficient pumps and controls. New piping and building upgrades will ensure long service life and protection from storms that could cause environmental impacts.
6. **Additional Long Range Costs** – Maintenance of the station will be bore by the WPCA out of the annual operating budget.
7. **Additional Use or Demand on Existing Facilities** – None.
8. **Alternatives to this Request** – None. Design only.
9. **Safety and Loss Control** –None for Town.
10. **Environmental Considerations** – These considerations will be addressed when project goes to construction.
11. **Insurance** – All selected participants will be required to carry the necessary insurance as directed by the Town of Fairfield.
12. **Financing** – Funded through the WPCA fund balance.
13. **Other Considerations**: None.

Other Approvals:

WPCA Committee	-	Sept 21, 2022
Board of Selectman	-	Oct 3, 2022
Board of Finance	-	Oct 4, 2022
RTM	-	Oct 24, 2022

1. **Background** – South Pine Creek pump station was constructed in 1983 as a can style with the dry well and wet well both underground. The town constructed a building over the underground station in 1985. Pumps and controls were upgraded in 2012 with equipment purchased in 2003. There is no on-site emergency generator; a portable is used during emergencies. The building is basic and needs to be insulated and upgraded to current standards in regards to storm resiliency.
2. **Purpose and Justification** – The purpose of the request is to design a new station and force main, using state of the art components and controls to ensure continued and uninterrupted service.
3. **Detailed Description of Proposal** – Upgrade electrical and mechanical equipment, as well as piping and controls. Check building structures ability to withstand extreme weather events and mitigate potential flooding concerns. Install additional piping and valves to facilitate a portable by-pass pump pack.
4. **Reliability of Cost Estimate** – Based on a scale of 0 to 10, this is a 10. This is for design only.
5. **Increased Efficiency or Productivity** – Building will be up to code with the latest energy efficient pumps and controls. New piping and building upgrades will ensure long service life and protection from storms that could cause environmental impacts.
6. **Additional Long Range Costs** – Maintenance of the station will be bore by the WPCA out of the annual operating budget.
7. **Additional Use or Demand on Existing Facilities** – None.
8. **Alternatives to this Request** – None. Design only.
9. **Safety and Loss Control** –None for Town.
10. **Environmental Considerations** – These considerations will be addressed when project goes to construction.
11. **Insurance** – All selected participants will be required to carry the necessary insurance as directed by the Town of Fairfield.
12. **Financing** – Funded through the WPCA fund balance.
13. **Other Considerations**: None.

Other Approvals:

WPCA Committee	-	Sept 21, 2022
Board of Selectman	-	Oct 3, 2022
Board of Finance	-	Oct 4, 2022
RTM	-	Oct 24, 2022

20 YEAR

A RESOLUTION APPROPRIATING \$3,489,757 FOR THE COST OF ROOF REPLACEMENT PROJECTS AT SHERMAN ELEMENTARY SCHOOL AND RIVERFIELD ELEMENTARY SCHOOL AND DESIGN SERVICES FOR THE ROOF REPLACEMENT PROJECT AT HOLLAND HILL ELEMENTARY SCHOOL 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 (the "Town") hereby appropriates the sum of Three Million Four Hundred Eighty-Nine Thousand Seven Hundred Fifty-Seven and 00/100 Dollars (\$3,489,757) for costs related to: i) the Sherman Elementary School partial roof replacement project in the amount of \$1,916,647, which costs include but are not limited to: disposal of existing roof; materials; engineering services; architectural services; project inspection and oversight; and installation of the new roof (the "Sherman Project"); ii) the Riverfield Elementary School partial roof replacement project in the amount of \$1,565,110, which costs include but are not limited to: disposal of existing roof; materials; engineering services; architectural services; project inspection and oversight; and installation of the new roof (the "Riverfield Project"); iii) design services for the partial roof replacement project at Holland Hill Elementary School in the amount of \$8,000 (the "Holland Hill Project"); and iv) all related administrative, financing, legal, contingency and other soft costs related to the Sherman Project, the Riverfield Project and the Holland Hill Project (collectively 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 may borrow a sum not to exceed Three Million Four Hundred Eighty-Nine Thousand Seven Hundred Fifty-Seven and 00/100 Dollars (\$3,489,757) and issue its general obligation bonds/bond anticipation notes for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum for the purpose of financing the appropriation for the Project.
3. The Board of Selectmen, the Treasurer and the Chief 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

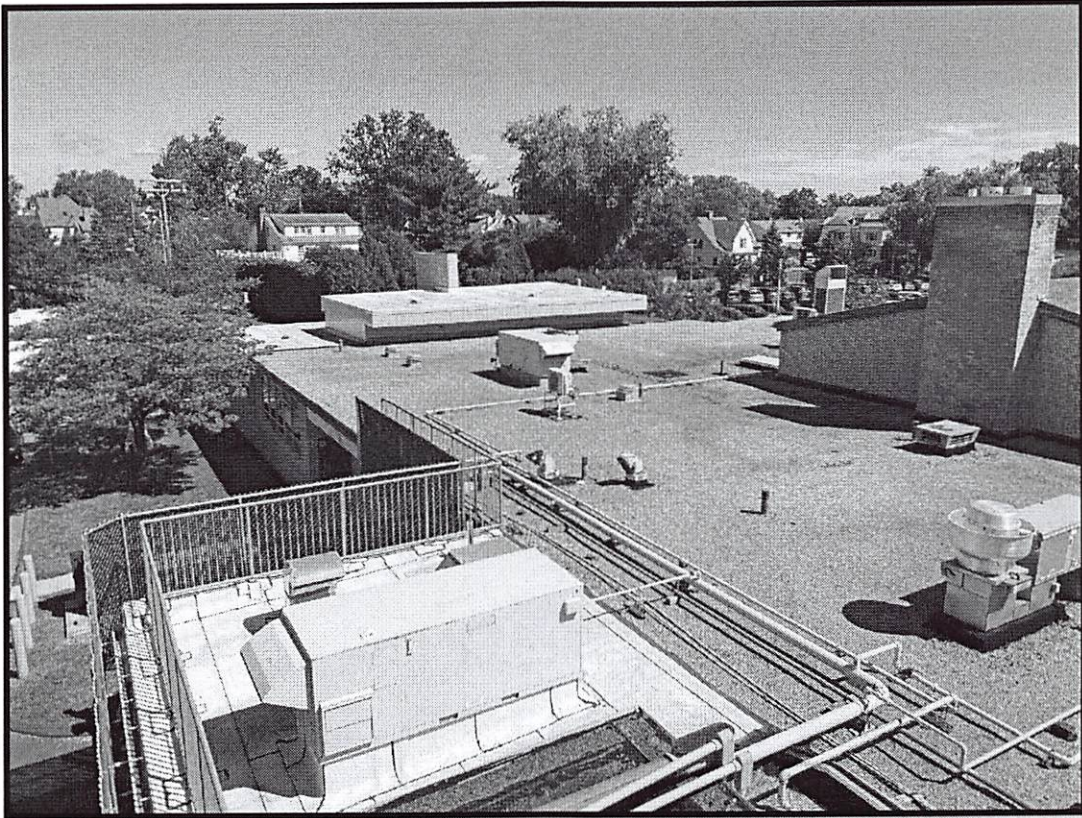
agent and as registrar for the bonds, and to designate bond counsel. The Committee shall have all appropriate powers under the Connecticut General Statutes, as amended (the "Statutes") including Chapter 748 (Registered Public Obligations Act) and Chapter 109 (Municipal Bond Issues) to issue, sell and 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 Selectwoman and Treasurer or Chief 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 Selectwoman and Treasurer or Chief 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 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 Statutes. Notes evidencing such borrowings shall be signed by the First Selectwoman and Treasurer or Chief 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 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 Selectwoman, Chief Fiscal Officer 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 Statutes and the laws of the United States.
11. The First Selectwoman or other proper Town official, including the Board of Education, is authorized to apply for and accept any available State or Federal grant in aid of the financing of the Project, and to take all action necessary and proper in connection therewith. 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 resolution 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 principal on 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 or the Town's receipt of such grant or contribution.



Roger Sherman Elementary School Partial Roof Replacement Project

APPROVED FOR
DISTRIBUTION

By BOE
9/29/2022

Roger Sherman Elementary School

Roger Sherman Elementary School Partial Roof Replacement **\$1,916,647**

Background: Five roof areas are at the end of their useful lives and are in need of replacement. Two roofs were installed in 1991, and the other three were installed in 2000. These roofs are out of warranty as of 2016 and 2020, respectively. The roof systems are showing signs of failure, and our roof preventative maintenance contractor has reported that it is time to replace these roofs before further damage increases rapidly. This request is for the funding of the replacement of these roofs.

Purpose & Justification: The conditions of these five roofs are declining, and leaks are increasing in frequency and severity. Replacing these roofs now will prevent the need to replace them in an emergency, thus preventing disruption to the school's learning environment.

Detailed Description: This expenditure would cover the total costs for removing the five roof areas down to the existing roof deck and installing a new roofing system. These funds would also cover the bidding and construction administration costs and a contingency for unforeseen conditions that might be uncovered during construction activities. The replacement of a new roofing system will carry a minimum twenty-year warranty.

Estimated Cost: The cost of this funding request is \$ 1,916,647. This number was based on the probable cost estimate provided a Silver/Petrucelli Architects, the architectural design firm hired to design this roof replacement project.

Long Range Costs: Roof replacements will reduce the maintenance costs on old roofs and produce energy savings through a better insulated roof system. This roof replacement project is part of the Fairfield Public Schools waterfall schedule, and the anticipated life of this upgrade is 20+ years with our current roof preventative maintenance program.

Demand on Existing Facilities: This project would reduce the maintenance costs for roof repairs and increase energy efficiency in the building.

Security, Safety, and Loss Control: The new roofing system will provide a dry and safe environment for optimum working and learning.

Environmental Considerations: The new roofing system would meet all new current codes and be consistent with the industry standard. It would also reduce greenhouse gases through increased energy efficiency.

Funding, Financing & OSCG&R: This project would not proceed without funding approval. This project does qualify for reimbursement through the OSCG&R program.

Schedule, Phasing & Timing: The schedule for this project would be a late fall bid in 2022. This early bidding will facilitate the best pricing for a 2023 summer recess project. All work would be performed and completed during the 2023 summer recess.

Other Considerations: The Town Purchasing Department will bid out this work, which will be awarded to a licensed professional contractor. The Town's attorney will review all contracts and advise the Board of Selectmen on executing contracts with the winning bidder. This project does require the formation of a Town of Fairfield Roof Building Committee to qualify for CT OSCG&R reimbursement.

Alternates to The Request: The alternate would be to keep performing regular maintenance and repairs to a failing infrastructure at a higher cost. Additionally, by not performing this work, we risk the ability to provide a dry and secure building. Not performing this work can potentially compromise the indoor air quality of the building.

Fairfield Public Schools Long Term Facilities Plan

Project Summary Sheet

General Information

Origination Date: 7/1/21
 Project No: SHERM-001
 Project Name: Roof Replacement

Non-Reoccurring Status

Project Description:

Status:

Project Budget

Design Budget:	\$0
Construction Budget:	\$0
Construction Escalation:	\$0
Total Construction Budget:	\$0
Escalation Date:	7/1/2021
Estimated Construction Start:	7/1/2023
Miscellaneous Fees and Expenses:	
- State Permits (.0026%)	\$0
- Testing & Inspections	\$0
- Advertising	\$0
Construction Admin	\$0
Commissioning	\$0
Hazardous Materials	\$0
Other	\$0
Subtotal Fees & Expenses:	\$0
Project Subtotal	\$0
Project Contingency 10%	\$0
Total Budget	\$1,916,647

OSCGR Eligible?

Yes

OSCGR Reimbursement

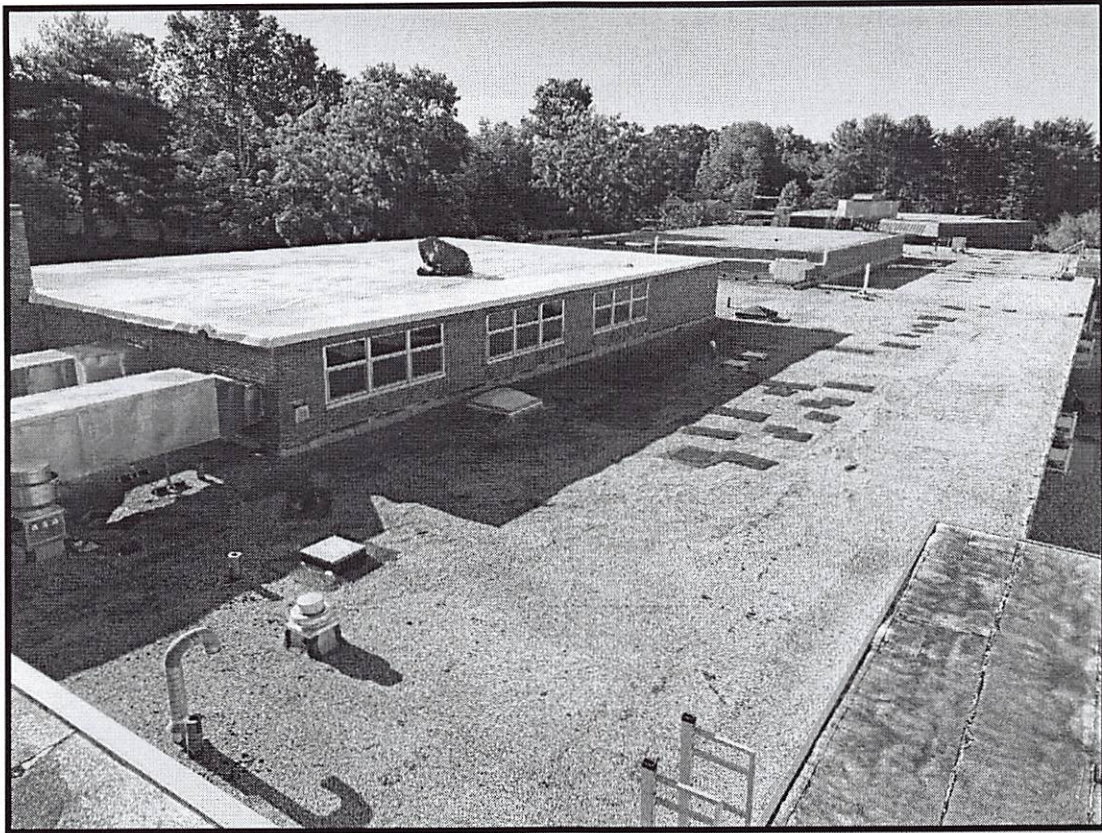
\$450,255

Action Items

1.00

Project Priority Ranking

- Security	0
- Severity of Condition	0
- Code/Statutory	0
- Programmatic Need	0
- Constructability/Sequencing	0



Riverfield Elementary School Partial Roof Replacement Project

APPROVED FOR
DISTRIBUTION

By BGE
9/29/2022

Riverfield Elementary School

Riverfield Elementary School Partial Roof Replacement

\$1,565,110

Background: Riverfield had a new roof installed in 1991. In 2012 a roof warranty extension project was done to extend the useful life of the roof area. This past year the roof system began to exhibit signs of rapid failure and increased leaks in quantity and severity. Our roof preventative maintenance contractor (Tecta America) performed several larger area repairs that will be sufficient to maintain a dry building for this school year. Tecta America has reported that it is time to replace these roofs before these 'temporary' larger area repairs fail and further damage increases rapidly. This request is for the funding of the replacement of these roofs.

Purpose & Justification: The conditions of these four roofs are declining, and leaks are increasing in frequency and severity. Replacing these roofs now will prevent the need to replace them as an emergency, thus preventing disruption to the school's learning environment.

Detailed Description: This expenditure would cover the total costs for removing the five roof areas down to the existing roof deck and installing a new roofing system. These funds would also cover the bidding and construction administration costs and a contingency for unforeseen conditions that might be uncovered during construction activities. The replacement of a new roofing system will carry a minimum twenty-year warranty.

Estimated Cost: The cost of this funding request is \$ 1,565,110. This number was based on the probable cost estimate provided a Silver/Petrucelli Architects, the architectural design firm hired to design this roof replacement project.

Long Range Costs: Roof replacements will reduce the maintenance costs on old roofs and produce energy savings through a better insulated roof system. This roof replacement project is part of the Fairfield Public Schools waterfall schedule, and the anticipated life of this upgrade is 20+ years with our current roof preventative maintenance program.

Demand on Existing Facilities: This project would reduce the maintenance costs for roof repairs and increase energy efficiency in the building.

Security, Safety, and Loss Control: The new roofing system will provide a dry and safe environment for optimum working and learning.

Environmental Considerations: The new roofing system would meet all new current codes and be consistent with the industry standard. It would also reduce greenhouse gases through increased energy efficiency.

Funding, Financing & OSCG&R: This project would not proceed without funding approval. This project does qualify for reimbursement through the OSCG&R program.

Schedule, Phasing & Timing: The schedule for this project would be a late fall bid in 2022. This early bidding will facilitate the best pricing for a 2023 summer recess project. All work would be performed and completed during the 2023 summer recess.

Other Considerations: The Town Purchasing Department will bid out this work, which will be awarded to a licensed professional contractor. The Town's attorney will review all contracts and advise the Board of Selectmen on executing contracts with the winning bidder. This project does require the formation of a Town of Fairfield Roof Building Committee to qualify for CT OSCG&R reimbursement.

Alternates to The Request: The alternate would be to keep performing regular maintenance and repairs to a failing infrastructure at a higher cost. Additionally, by not performing this work, we risk the ability to provide a dry and secure building. Not performing this work can potentially compromise the indoor air quality of the building.

Fairfield Public Schools Long Term Facilities Plan

Project Summary Sheet

General Information

Origination Date: 7/1/21
 Project No: RIV-001
 Project Name: Partial Roof Replacement

Non-Reoccurring Status

Project Description: 1/20/21 added to waterfall
 9/8/22 combined design and construction monies into one year

Status:

Project Budget

Design Budget:	\$0
Construction Budget:	\$0
Construction Escalation:	\$0
Total Construction Budget:	\$0
Escalation Date:	7/1/2021
Estimated Construction Start:	7/1/2023
Miscellaneous Fees and Expenses:	
- State Permits (.0026%)	\$0
- Testing & Inspections	\$0
- Advertising	\$0
Construction Admin	\$0
Commissioning	\$0
Hazardous Materials	\$0
Other	\$0
Subtotal Fees & Expenses:	\$0
Project Subtotal	\$0
Project Contingency 10%	\$0
Total Budget	\$1,565,110

OSCGR Eligible? Yes
 OSCGR Reimbursement \$367,673

Action Items

1.00

Project Priority Ranking

- Security	0
- Severity of Condition	0
- Code/Statutory	0
- Programmatic Need	0
- Constructability/Sequencing	0

20 YEAR

A RESOLUTION AMENDING AND RESTATING A RESOLUTION ENTITLED “A RESOLUTION APPROPRIATING \$3,717,899 FOR THE COSTS OF CERTAIN NONRECURRING CAPITAL PROJECTS AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION” TO INCREASE THE APPROPRIATION AND BOND AUTHORIZATION BY \$100,000 TO A TOTAL OF \$3,817,899.

WHEREAS, on February 28, 2022, the Representative Town Meeting (“RTM”) of the Town of Fairfield, Connecticut (the “Town”) approved a resolution entitled: “A RESOLUTION APPROPRIATING \$3,717,899 FOR THE COSTS OF CERTAIN NONRECURRING CAPITAL PROJECTS AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION” (the “Resolution”);

WHEREAS, the Resolution included an authorization to appropriate and issue bonds in the amount of \$100,000 for the Town’s Tennis Center Light Replacement Project (the “Tennis Light Project”);

WHEREAS, the cost of the Tennis Light Project will be \$100,000 more than originally anticipated for a total cost of \$200,000;

WHEREAS, the Town seeks to increase the appropriation and bond authorization for the Tennis Light project from \$100,000 to \$200,000 and the total appropriation and bond authorization in the Resolution from \$3,717,899 to \$3,817,899 (the “Amended Appropriation and Bond Authorization”); and

WHEREAS, it is necessary for the Town to amend and restate the Resolution to reflect the Amended Appropriation and Bond Authorization; and

NOW, THEREFORE, BE IT RESOLVED, that the Resolution is hereby amended and restated to provide as follows:

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 Eight Hundred Seventeen Thousand Eight Hundred Ninety-Nine and 00/100 Dollars (\$3,817,899.00) to fund all costs associated with the nonrecurring capital projects described on **Exhibit A** attached hereto, inclusive of planning, design and engineering fees, other professional fees, demolition, construction and oversight costs and temporary and permanent financing costs (collectively, the “Projects”), in the amount of such appropriation allocated to each Project as set forth in **Exhibit A**. Any reallocation of unused bond proceeds from one project category listed as items 1-9 on **Exhibit A** to a different project category listed on

Exhibit A that would cause the cost of such project to exceed the cost listed on **Exhibit A** shall require approval by the Board of Selectmen, Board of Finance, and the Representative Town Meeting.

2. To finance such appropriation, and as recommended by the Board of Finance and the Board of Selectmen, the Town of Fairfield shall borrow a sum not to exceed Three Million Eight Hundred Seventeen Thousand Eight Hundred Ninety-Nine and 00/100 Dollars (\$3,817,899.00) and issue bonds/bond anticipation notes for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum for the purpose of financing the appropriation for the Projects.
3. The Board of Selectmen, the Treasurer and the Chief 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 interest rate 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), Chapter 173 (School Building Projects) 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 Chief Fiscal Officer, on behalf of the Town, shall execute and deliver such bond purchase agreements, reimbursement agreements, line of credit agreement, credit facilities, remarketing agreement, standby marketing agreements, bond purchase agreement, 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 bonds may be designated "Public Improvement Bonds," 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 (3) years from the date of issue and the last installment to mature not later than twenty (20) years from the date of issue. 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.
6. 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 Chief 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 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.
7. Pursuant to Section 1.150-2 of the Federal Income Tax Regulations, as amended, the Town hereby declares its official intent to reimburse expenditures (if any) paid for the Projects 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.

8. The First Selectman, Chief Fiscal Officer 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.
9. 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.
10. The First Selectman or other proper Town official is hereby authorized to apply for and accept any available State or Federal grant in aid of the financing of any Project, and to take all action necessary and proper in connection therewith.

EXHIBIT A
TO

A RESOLUTION AMENDING AND RESTATING A RESOLUTION ENTITLED “A RESOLUTION APPROPRIATING \$3,717,899 FOR THE COSTS OF CERTAIN NONRECURRING CAPITAL PROJECTS AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION” TO INCREASE THE APPROPRIATION AND BOND AUTHORIZATION BY \$100,000 TO A TOTAL OF \$3,817,899

Item	Department	Project	Amount
1	Conservation	Pine Creek – McCleary Tidegate Repair	\$500,000
2	Conservation	Riverside Creek Tidegate Repair	\$453,200
3	Engineering	Increase Resiliency AC Open Space – Jennings Beach - Design	\$250,000
4	Parks Dept	Lake Mohegan – Restoration from Storm Ida Damage	\$500,000
5	Park & Rec	Tennis Center Light Replacement	\$200,000
6	Park & Rec	Post-Tension Tennis Courts - Dwight	\$550,000
7	Park & Rec	Jacky Durrell Pavilion Upgrades	\$103,000
	Sub-total Non-Recurring Capital Town:		\$2,556,200
	Board of Education		
	School	Project	Amount
8	Burr	Boiler Burner Replacement	\$996,370
9	FLHS	Elevator Modernization	\$265,329
		Sub-total Non-Recurring Capital BOE	\$1,261,699
		Total:	\$3,817,899

FAIRFIELD TENNIS CENTER

LIGHTING UPGRADE

NON-RECURRING CAPITAL REQUEST

2022



Tennis Center Lighting
Non Recurring Capital Request

1. **Background:**

The lighting at the five Har-Tru tennis courts was installed in 1989. We installed six new poles and 40 light fixtures with remote ballast. At the time, they were the state of the art in outdoor tennis lighting. Over the past several years we have encountered wiring issues and the need to replace several fixtures. In the spring of 2013 a sixth tennis court was built. In order to provide adequate lighting for summer usage the existing light fixtures need to be replaced. We are requesting \$200,000 to replace the existing lighting.

2. **Purpose & Justification:**

The tennis courts presently have six light poles and 40 light fixtures to cover the 5 Har-Tru tennis courts. The project will include all new wiring and ballast that will be mounted directly on the light poles. The cost for materials and installation is \$200,000 based on publicly solicited bids.

3. **Detailed Description of Proposal:**

The cost for materials and installation is \$200,000. Bid submissions included in backup.

4. **Reliability of Estimated Cost:**

The cost of materials and installation was publicly bid on within the last month causing the increase in cost. The new lighting system is energy efficient and provides for less spill and glare.

5. **Increase Efficiency or Productivity:**

The improved lighting on the tennis courts will allow additional play in the evenings during the summer season. The new LED lighting will also reduce current electrical costs by approximately 40% per estimates from each publicly solicited bid.

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

I do not see any long range cost. The system guarantees constant light levels and lamp replacements and reduced energy consumption.

7. **Additional Use of Demand on Existing Facilities:**

We do expect a slight increase in the number of tennis players utilizing the courts in the evening hours due to the additional tennis court being lit.

8. **Alternates to this request:**

Leave the tennis court as a non-lighted court and do not replace current lights.

9. Safety & Loss Control

The new lighting will provide more light control directly on the courts and not on the area homes. The lights specified in the solicited bids comply to "Dark Sky" lighting.

10. Environmental Considerations

The new fixtures are LED fixtures that are less expensive to operate and provide less spill and glare. These also meet the "dark Sky" directives.

11. Insurance

Contractor will be required to carry insurance coverage

12. Financing

Bonded

13. Other Considerations

None

14. Other Approvals

Board of Selectman

Board of Finance

RTM

RFP #2023-30 DESC: Retrofit of Existing Tennis Court Exterior Lighting DATE: 28th, September 2022, 2:00 pm	Town of Fairfield - Summary	
	Earthlight Technologies, LLC Ellington, CT	Shock Electrical Contractors, Inc. Danbury, CT
<u>Base Bid - Lump Sum Pricing for the following:</u>		
1. Removal of the current forty (40) light fixtures from the six (6) existing poles.	\$119,230.00* *Bid price includes prevailing wage rate	\$150,785.00
2. Supply and installation of new energy efficient LED light fixtures on the existing six (6) light poles.		
3. System commissioning and system controls.		
Work shall be completed _____ days after receipt of written notice to proceed / purchase order.	30	60
<u>Alternates:</u>		
1. Supply and installation of new conduit (2"), wiring and pull boxes from existing electrical panel to all six (6) existing light poles.	\$69,938.00	\$50,050.00
Include your proposed unit pricing (per linear foot) for the above alternate: \$ _____ <i>per linear foot (l.f.)</i>	\$104.50	\$71.50
2. Supply and installation of two (2) new light poles (approximately 40' high) and new energy efficient LED light fixtures.	N/A - Additional poles and lighting not necessary	N/A - Light fixtures included in base bid to illuminate all 6 courts.
Bid Bond	Yes	Yes

A RESOLUTION AMENDING AND RESTATING A RESOLUTION ENTITLED “A RESOLUTION APPROPRIATING \$24,800,000 FOR THE COSTS RELATED TO USES OF CORONAVIRUS STATE FISCAL RECOVERY FUND AND THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND SPECIFIED IN EXHIBIT A,” TO REDUCE THE APPROPRIATION TO \$22,640,000 AND REVISE CERTAIN USES OF FUNDS IN THE PROJECT LIST AS REFLECTED IN THE ATTACHED AMENDED EXHIBIT A.

WHEREAS, on September 27, 2021, the Representative Town Meeting (“RTM”) of the Town of Fairfield, Connecticut (the “Town”) approved a resolution entitled: “A RESOLUTION APPROPRIATING \$24,800,000 FOR THE COSTS RELATED TO USES OF CORONAVIRUS STATE FISCAL RECOVERY FUND AND THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND SPECIFIED IN EXHIBIT A” (the “Resolution”);

WHEREAS, the project list, attached as Exhibit A to the Resolution, included the Performance Stage, Public Restrooms project in the amount of \$450,000 (the “Stage & Restrooms Project”), Sidewalks – Southport and Stratfield project in the amount of \$700,000 (the “Sidewalks Project”) and the Town and BOE Fiber Optic Network project in the amount of \$2,400,000 (the “Fiber Optic Project”);

WHEREAS, the Town no longer needs to spend the Coronavirus State Fiscal Recovery Funds or the Coronavirus Local Fiscal Recovery Funds on the Stage & Restrooms Project and desires to delete this project from the project list (the “Stage & Restroom Project Revision”);

WHEREAS, the Town no longer needs to spend the Coronavirus State Fiscal Recovery Funds or the Coronavirus Local Fiscal Recovery Funds on the Fiber Optic Project and desires to delete this project from the project list (the “Fiber Optic Project Revision”);

WHEREAS, the cost of the Sidewalks Project will be \$700,000 more than originally anticipated for a total cost of \$1,400,000, and as such, the Town seeks to increase the use of funds for this project from \$700,000 to \$1,400,000 (the “Sidewalk Project List Revision,” together with the Stage & Restroom Project List Revision and the Fiber Optic Project Revision, the “Project List Revisions”);

WHEREAS, it is necessary for the Town to amend and restate the Resolution to reflect the Project List Revisions as reflected in the amended Exhibit A; and

WHEREAS, the total appropriation in the Resolution should be reduced from \$24,800,000 to \$22,640,000 to correspond to the amounts reflected in the amended Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED, that the Resolution is hereby amended and restated to provide as follows:

Resolved:

As recommended by the Board of Finance and the Board of Selectmen, the Town of Fairfield, Connecticut hereby appropriates the sum of Twenty-Two Million Six Hundred Forty Thousand and 00/100 Dollars (\$22,640,000) subject to the availability of such funds, for the uses specified in the project list set forth in the attached amended Exhibit A.

AMENDED EXHIBIT A

Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund Project List

	Item	CIP	Cost	ARPA Category
	Social Services & Mental Health			
	Non-profit Mental Health		\$450,000	Public Health
	COVID Recovery Assistance		\$250,000	Economic Impact
	Economic Development			
	Plan of Conservation and Development (POCD)		\$175,000	Economic Impact
	Downtown Resiliency - Permeable Surfacing		\$1,420,000	Water, Sewer, Broadband
	Public Safety			
	Body Cam/Dash Cam/Tasers		\$3,700,000	Public Health
	Fire Station Rehabilitation	\$250k / yr	\$500,000	Revenue Loss
	Fill Pile	\$3.3MM / yr (22, 23, 24)	\$1,000,000	Revenue Loss
	Quality of Life: Recreation, Arts & Culture			
	Senior Center Renovation	\$850k (23)	\$850,000	Revenue Loss
	Deck/patio behind senior center	\$100k (25)	\$100,000	Revenue Loss
	Paving and Sidewalk Repair		\$3,000,000	Revenue Loss
	Rooster River Detention Area	\$1.950MM (23)	\$3,250,000	Water, Sewer, Broadband
	Sidewalks - Southport and Stratfield		\$1,400,000	Public Health
	Jennings Beach Concession Upgrades	\$103k (24)	\$100,000	Public Health
	Tunxis Hill Park Playground	\$160k (23)	\$150,000	Public Health
	Melville Park Playground	\$150k (25)	\$175,000	Public Health
	Lincoln Park Playground Replacement	\$150k (24)	\$150,000	Public Health
	Dover Park Playground Replacement	\$150k (25)	\$150,000	Public Health
	Highwood Park Playground Replacement	\$250k (25)	\$300,000	Public Health
	Traffic Lights		\$1,000,000	Revenue Loss
	Fairfield Theatre Company - free outdoor concerts		\$50,000	Public Health
	Golf Course Maintenance Equipment		\$230,000	Revenue Loss
	HVAC	\$600k/yr (26, 27)	\$1,000,000	Public Health
	Environment			
	Electric/Hybrid Vehicles		\$740,000	Revenue Loss
	Electric Car Charging Stations		\$200,000	Revenue Loss
	Burr Historical Gardens		\$25,000	Revenue Loss
	High Intensity Wave and Erosion Damage & Resiliency Study		\$400,000	Water, Sewer, Broadband
	Town Modernization & Infrastructure			
	Town-wide Guard Rail and Fencing	\$200k (22)	\$200,000	Revenue Loss
	Town and BOE Fiber Optic Network			Revenue Loss
	Perry's Green Bulkhead	\$1MM (22)	\$1,000,000	Revenue Loss
	ADA Consultant		\$75,000	Revenue Loss
	Diversity & Inclusion Consultant		\$75,000	Revenue Loss
	Hybrid Meeting Technology		\$400,000	Public Health
	Digitizing Records (zoning, building, dpw)		\$125,000	Public Health

\$22,640,000

*CIP: This project is currently included in the Capital Improvement Plan

*OPEX: Operating Expenditure

*CAPEX: Capital Expenditure

Memorandum

To: Board of Selectmen, Board of Finance, Representative Town Meeting
From: Mark S. Barnhart, Director of Community & Economic Development
Date: 10/13/2022
Re: Stratfield Streetscape Enhancements

The Town has been working with the Stratfield Village Association (SVA) for the past three years on a project to make pedestrian and streetscape enhancements to the Stratfield Village Business District and the surrounding area. The project is intended to improve pedestrian safety, create additional pedestrian connections and to beautify the area around the four corners section of Stratfield.

The Town originally received \$650,000 in grant funding from the State of Connecticut toward the cost of the project. The Stratfield Village Association committed to raise another \$150,000 toward the project, which they have done. Additionally, the Town appropriated \$550,000 toward the project, of which \$450,000 was allocated from the Coronavirus Fiscal Recovery Funds (ARPA).

The Town solicited bids earlier this year. Three bidders responded, but all of the bids were over budget. A copy of the bid tabulation summary is attached, as compared to the engineer's estimate. It goes without saying that the project was conceived in a much different cost environment. Additionally, continued supply chain issues, high fuel costs and other inflationary effects also likely contributed to the higher than projected costs. For the past several months the Town has been working with the design consultant and the lowest responsible bidder to evaluate the potential costs savings from changes to the project scope. These efforts yielded only modest savings without compromising the overall intent of the project, however. As a result, we are requesting that Town Boards consider allocating an additional \$700,000 from ARPA funds to construct the project as designed.

I have also attached a statement comparing original sources and uses to the revised figures reflecting the additional ARPA funds and including a modest construction contingency.

I am happy to answer any questions that you may have. Thank you for your consideration.

S.Pellegrini
8/19/20202
BL Project No. 1901070
Streetscape Improvements in Stratfield Village Business
Opened 11:00 a.m. on 9 August 2022

				Engineer's Estimate		Colonna Concrete & Asphalt Paving LLC Woodbridge, CT			Star Construction Stratford, CT			Waters Construction Company Bridgeport, CT		
Item No.	Description	Unit	Qty.	Unit Price	Extended Total	Unit Price	Extended Price	% Difference	Unit Price	Extended Price	Sub	Unit Price	Extended Price	% Difference
201001	CLEARING AND GRUBBING	l.s.	1	\$8,105.61	\$8,105.61	\$60,000.00	\$60,000.00	640.23%	\$12,000.00	\$12,000.00	48.05%	\$24,000.00	\$24,000.00	196.09%
202000	EARTH EXCAVATION	c.y.	470	\$21.40	\$10,058.00	\$30.00	\$14,100.00	40.19%	\$35.00	\$16,450.00	63.55%	\$90.00	\$42,300.00	320.56%
202513	REMOVAL OF CONCRETE SIDEWALK	s.y.	10	\$18.80	\$188.00	\$30.00	\$300.00	59.57%	\$95.00	\$950.00	405.32%	\$116.00	\$1,160.00	517.02%
202529	CUT BITUMINOUS CONCRETE PAVEMENT	l.f.	2389	\$2.40	\$5,733.60	\$5.00	\$11,945.00	108.33%	\$4.50	\$10,750.50	87.50%	\$3.00	\$7,167.00	25.00%
202530	REMOVAL OF BITUMINOUS SIDEWALK	s.y.	165	\$33.80	\$5,561.98	\$10.00	\$1,650.00	-70.33%	\$20.00	\$3,300.00	-40.67%	\$16.00	\$2,640.00	-52.53%
0202559A	REMOVE AND RESET SURVEY MONUMENT	ea.	2	\$509.00	\$1,018.00	\$1,200.00	\$2,400.00	135.76%	\$2,500.00	\$5,000.00	391.16%	\$2,400.00	\$4,800.00	371.51%
212000	SUBBASE	c.y.	180	\$42.40	\$7,632.00	\$60.00	\$10,800.00	41.51%	\$65.00	\$11,700.00	53.30%	\$100.00	\$18,000.00	135.85%
219001	SEDIMENTATION CONTROL SYSTEM	l.f.	3694	\$5.40	\$19,947.60	\$4.00	\$14,776.00	-25.93%	\$5.50	\$20,317.00	1.85%	\$10.00	\$36,940.00	85.19%
0219011A	SEDIMENT CONTROL SYSTEM AT CATCH BASIN	ea.	15	\$108.00	\$1,620.00	\$300.00	\$4,500.00	177.78%	\$250.00	\$3,750.00	131.48%	\$206.00	\$3,090.00	90.74%
304002	PROCESSED AGGREGATE BASE	c.y.	62	\$48.00	\$2,976.00	\$60.00	\$3,720.00	25.00%	\$65.00	\$4,030.00	35.42%	\$110.00	\$6,820.00	129.17%
406170	HMA S1	ton	170	\$109.80	\$18,666.00	\$220.00	\$37,400.00	100.36%	\$230.00	\$39,100.00	109.47%	\$320.00	\$54,400.00	191.44%
406171	HMA S0.5	ton	450	\$125.00	\$56,250.00	\$180.00	\$81,000.00	44.00%	\$220.00	\$99,000.00	76.00%	\$211.00	\$94,950.00	68.80%
406236	MATERIAL FOR TACK COAT	gal	365	\$36.70	\$13,395.50	\$15.00	\$5,475.00	-59.13%	\$16.00	\$5,840.00	-56.40%	\$6.00	\$2,190.00	-83.65%
0406275A	FINE MILLING OF BITUMINOUS CONCRETE (0" TO 4")	s.y.	3000	\$5.00	\$15,000.00	\$7.00	\$21,000.00	40.00%	\$6.00	\$18,000.00	20.00%	\$6.50	\$19,500.00	30.00%
507001	TYPE "C" CATCH BASIN	ea.	6	\$3,638.60	\$21,831.60	\$5,000.00	\$30,000.00	37.42%	\$4,800.00	\$28,800.00	31.92%	\$7,000.00	\$42,000.00	92.38%
507006	TYPE "C" CATCH BASIN TOP	ea.	6	\$718.00	\$4,308.00	\$1,600.00	\$9,600.00	122.84%	\$1,000.00	\$6,000.00	39.28%	\$1,200.00	\$7,200.00	67.13%
507771	RESET CATCH BASIN	ea.	6	\$875.00	\$5,250.00	\$1,000.00	\$6,000.00	14.29%	\$1,200.00	\$7,200.00	37.14%	\$1,500.00	\$9,000.00	71.43%
507781	RESET MANHOLE	ea.	1	\$1,260.00	\$1,260.00	\$1,600.00	\$1,600.00	26.98%	\$1,200.00	\$1,200.00	-4.76%	\$2,000.00	\$2,000.00	58.73%
507831	CONVERT CATCH BASIN TO MANHOLE	ea.	5	\$1,692.80	\$8,464.00	\$2,400.00	\$12,000.00	41.78%	\$2,800.00	\$14,000.00	65.41%	\$2,500.00	\$12,500.00	47.68%
651011	12" R.C. PIPE	l.f.	30	\$53.60	\$1,608.00	\$150.00	\$4,500.00	179.85%	\$180.00	\$5,400.00	235.82%	\$230.00	\$6,900.00	329.10%
651012	15" R.C. PIPE	l.f.	24	\$60.80	\$1,459.20	\$160.00	\$3,840.00	163.16%	\$200.00	\$4,800.00	228.95%	\$350.00	\$8,400.00	475.66%
811001	CONCRETE CURBING	l.f.	1275	\$32.40	\$41,310.00	\$36.00	\$45,900.00	11.11%	\$65.00	\$82,875.00	100.62%	\$40.00	\$51,000.00	23.46%
815001	BITUMINOUS CONCRETE LIP CURBING	l.f.	105	\$7.20	\$756.00	\$20.00	\$2,100.00	177.78%	\$20.00	\$2,100.00	177.78%	\$18.00	\$1,890.00	150.00%
915000	TREE PROTECTION	l.s.	1	\$500.00	\$500.00	\$6,000.00	\$6,000.00	1100.00%	\$3,000.00	\$3,000.00	500.00%	\$4,300.00	\$4,300.00	760.00%
0921001A	CONCRETE SIDEWALK	s.f.	12115	\$11.00	\$133,265.00	\$13.00	\$157,495.00	18.18%	\$20.00	\$242,300.00	81.82%	\$15.00	\$181,725.00	36.36%
0921003A	MONOLITHIC CONCRETE SIDEWALK AND CURB	s.f.	2471	\$15.00	\$37,065.00	\$18.00	\$44,478.00	20.00%	\$23.00	\$56,833.00	53.33%	\$23.00	\$56,833.00	53.33%
921005	CONCRETE SIDEWALK RAMP	s.f.	1038	\$18.40	\$19,099.20	\$22.00	\$22,836.00	19.57%	\$21.00	\$21,798.00	14.13%	\$31.00	\$32,178.00	68.48%
0921008A	BRICK PAVER SIDEWALK	s.f.	1122	\$20.00	\$22,440.00	\$40.00	\$44,880.00	100.00%	\$51.00	\$57,222.00	155.00%	\$41.00	\$46,002.00	105.00%
921013	CONCRETE DRIVEWAY APRON	s.f.	2465	\$18.60	\$45,849.00	\$22.00	\$54,230.00	18.28%	\$23.00	\$56,695.00	23.66%	\$21.00	\$51,765.00	12.90%
921039	DETECTABLE WARNING STRIP	ea.	18	\$236.20	\$4,251.60	\$250.00	\$4,500.00	5.84%	\$275.00	\$4,950.00	16.43%	\$315.00	\$5,670.00	33.36%
922001	BITUMINOUS CONCRETE SIDEWALK	s.y.	15	\$57.00	\$855.00	\$60.00	\$900.00	5.26%	\$90.00	\$1,350.00	57.89%	\$442.00	\$6,630.00	675.44%
0922050A	DECORATIVE CROSSWALK	s.f.	2055	\$28.00	\$57,540.00	\$40.00	\$82,200.00	42.86%	\$20.00	\$41,100.00	-28.57%	\$22.00	\$45,210.00	-21.43%
922500	BITUMINOUS CONCRETE DRIVEWAY (COMMERCIAL)	s.y.	300	\$49.40	\$14,820.00	\$65.00	\$19,500.00	31.58%	\$110.00	\$33,000.00	122.67%	\$120.00	\$36,000.00	142.91%
922501	BITUMINOUS CONCRETE DRIVEWAY	s.y.	65	\$31.20	\$2,028.00	\$60.00	\$3,900.00	92.31%	\$90.00	\$5,850.00	188.46%	\$130.00	\$8,450.00	316.67%
939001	SWEEPING FOR DUST CONTROL	hr	19	\$66.00	\$1,254.00	\$30.00	\$570.00	-54.55%	\$200.00	\$3,800.00	203.03%	\$240.00	\$4,560.00	263.64%
944000	FURNISHING AND PLACING TOPSOIL	s.y.	1780	\$6.80	\$12,104.00	\$10.00	\$17,800.00	47.06%	\$15.00	\$26,700.00	120.59%	\$21.00	\$37,380.00	208.82%
947207	BICYCLE STAND	ea.	1	\$500.00	\$500.00	\$3,500.00	\$3,500.00	600.00%	\$2,000.00	\$2,000.00	300.00%	\$1,500.00	\$1,500.00	200.00%
949248	JUNPIERUS CHINENSIS SARGENTI (SARGENT JUNIPER)	ea.	28	\$37.00	\$1,036.00	\$100.00	\$2,800.00	170.27%	\$80.00	\$2,240.00	116.22%	\$68.00	\$1,904.00	83.78%
949832	CORNUS KOUSA (KOUSA DOGWOOD)	ea.	3	\$540.40	\$1,621.20	\$1,000.00	\$3,000.00	85.05%	\$900.00	\$2,700.00	66.54%	\$1,020.00	\$3,060.00	88.75%
949897	ILEX GLABRA (INKBERRY)	ea.	19	\$42.50	\$807.50	\$100.00	\$1,900.00	136.29%	\$200.00	\$3,800.00	370.59%	\$89.00	\$1,691.00	109.41%
992090	BENCH	ea.	1	\$1,000.00	\$1,000.00	\$4,000.00	\$4,000.00	300.00%	\$3,000.00	\$3,000.00	200.00%	\$1,200.00	\$1,200.00	20.00%
992103	TRASH CAN	ea.	1	\$750.00	\$750.00	\$3,000.00	\$3,000.00	300.00%	\$5,000.00	\$5,000.00	566.67%	\$3,200.00	\$3,200.00	326.67%
950005	TURF ESTABLISHMENT	s.y.	1780	\$1.40	\$2,492.00	\$6.00	\$10,680.00	328.57%	\$5.00	\$8,900.00	257.14%	\$4.00	\$7,120.00	185.71%
0952001A	SELECTIVE CLEARING AND THINNING	l.s.	1	\$500.00	\$500.00	\$12,000.00	\$12,000.00	2300.00%	\$6,000.00	\$6,000.00	1100.00%	\$5,400.00	\$5,400.00	980.00%
0969060A	CONSTRUCTION FIELD OFFICE, SMALL	mo.	8	\$2,827.40	\$22,619.20	\$4,000.00	\$32,000.00	41.47%	\$5,200.00	\$41,600.00	83.91%	\$4,200.00	\$33,600.00	48.55%
970006	TRAFFICPERSON (MUNICIPAL POLICE OFFICER)	est.	12000	\$1.00	\$12,000.00	\$12,000.00	\$12,000.00	0.00%	\$12,000.00	\$12,000.00	0.00%	\$12,000.00	\$12,000.00	0.00%
0971001A	MAINTENANCE AND PROTECTION OF TRAFFIC	l.s.	1	\$32,422.43	\$32,422.43	\$60,000.00	\$60,000.00	85.06%	\$25,000.00	\$25,000.00	-22.89%	\$35,000.00	\$35,000.00	7.95%
975004	MOBILIZATION AND PROJECT CLOSEOUT	l.s.	1	\$56,739.26	\$56,739.26	\$60,000.00	\$60,000.00	5.75%	\$42,000.00	\$42,000.00	-25.98%	\$198,000.00	\$198,000.00	248.96%
979003	CONSTRUCTION BARRICADE TYPE III	ea.	4	\$132.80	\$531.20	\$100.00	\$400.00	-24.70%	\$185.00	\$740.00	39.31%	\$100.00	\$400.00	-24.70%
980001	CONSTRUCTION STAKING	l.s.	1	\$8,102.63	\$8,105.61	\$40,000.00	\$40,000.00	393.49%	\$16,000.00	\$16,000.00	97.39%	\$19,000.00	\$19,000.00	134.41%
981100	42" TRAFFIC CONE	ea.	30	\$40.11	\$1,203.22	\$60.00	\$1,800.00	49.60%	\$60.00	\$1,800.00	49.60%	\$20.00	\$600.00	-50.13%
1001001	TRENCHING AND BACKFILLING	l.f.	190	\$25.00	\$4,750.00	\$40.00	\$7,600.00	60.00%	\$220.00	\$41,800.00	780.00%	\$105.00	\$19,950.00	320.00%
1002203	TRAFFIC CONTROL FOUNDATION-PEDESTALTYPE I	ea.	6	\$662.68	\$3,976.08	\$1,000.00	\$6,000.00	50.90%	\$900.00	\$5,400.00	35.81%	\$956.00	\$5,736.00	44.26%
1008115	2" RIGID METAL CONDUIT IN TRENCH	l.f.	79	\$18.52	\$1,463.41	\$35.00	\$2,765.00	88.94%	\$29.00	\$2,291.00	56.55%	\$73.00	\$5,767.00	294.08%
1008215	2" RIGID METAL CONDUIT UNDER ROADWAY	l.f.	130	\$21.71	\$2,821.92	\$35.00	\$4,550.00	61.24%	\$34.00	\$4,420.00	56.63%	\$32.00	\$4,160.00	47.42%
1008908A	CLEAN EXISTING CONDUIT	l.f.	230	\$3.42	\$785.83	\$10.00	\$2,300.00	192.68%	\$5.00	\$1,150.00	46.34%	\$8.00	\$1,840.00	134.15%
1010011	CONCRETE HANDHOLE - TYPE I	ea.	1	\$875.09	\$875.09	\$1,100.00	\$1,100.00	25.70%	\$1,000.00	\$1,000.00	14.27%	\$1,065.00	\$1,065.00	21.70%
1010021	CONCRETE HANDHOLE - TYPE II	ea.	1	\$667.55	\$667.55	\$1,000.00	\$1,000.00	49.80%	\$900.00	\$900.00	34.82%	\$850.00	\$850.00	27.33%
1010054	CAST IRON HANDHOLE COVER, TYPE II	ea.	1	\$387.33	\$387.33	\$600.00	\$600.00	54.91%	\$500.00	\$500.00	29.09%	\$508.00	\$508.00	31.15%
1010905	RESET CONCRETE HANDHOLE	ea.	1	\$576.00	\$576.00	\$600.00	\$600.00	4.17%	\$400.00	\$400.00	-30.56%	\$790.00	\$790.00	37.15%
1010060A	CLEAN EXISTING CONCRETE HANDHOLE	ea.	2	\$314.34	\$628.68	\$350.00	\$700.00	11.34%	\$385.00	\$770.00	22.48%	\$465.00	\$930.00	47.93%
1101302	POLE ANCHOR	ea.	1	\$717.00	\$717.00	\$3,000.00	\$3,000.00	318.41%	\$2,750.00	\$2,750.00	283.54%	\$2,500.00	\$2,500.00	248.68%
1102002	8' ALUMINUM PEDESTAL	ea.	6	\$642.62	\$3,855.73	\$1,300.00	\$7,800.00	102.30%	\$1,183.00	\$7,098.00	84.09%	\$1,000.00	\$6,000.00	55.41%
1106001A	1 WAY PEDESTRIAN SIGNAL POLE MOUNTED	ea.	1	\$829.12	\$829.12	\$1,300.00	\$1,300.00	56.79%	\$1,265.00	\$1,265.00	52.57%	\$1,050.00	\$1,050.00	26.64%
1106003A	1 WAY PEDESTRIAN SIGNAL PEDESTAL MOUNTED	ea.	5	\$669.75	\$3,348.77	\$1,300.00	\$6,500.00	94.10%	\$1,265.00	\$6,325.00	88.88%	\$1,050.00	\$5,250.00	56.77%
1106004A	2 WAY PEDESTRIAN SIGNAL PEDESTAL MOUNTED	ea.	1	\$1,261.71	\$1,261.71	\$2,500.00	\$2,500.00	98.14%	\$2,585.00	\$2,585.00	104.88%	\$2,100.00	\$2,100.00	66.44%
1107011A	ACCESSIBLE PEDESTRIAN SIGNAL AND DETECTOR (TYPE A)	ea.	8	\$893.17	\$7,145.33	\$1,300.00	\$10,400.00	45.55%	\$1,320.00	\$10,560.00	47.79%	\$1,200.00	\$9,600.00	34.35%
1108163A	MODIFY EXISTING CONTROLLER	ea.	1	\$3,266.67	\$3,266.67	\$5,000.00	\$5,000.00	53.06%	\$3,850.00	\$3,850.00	17.86%	\$3,700.00	\$3,700.00	13.27%
1111201A	TEMPORARY DETECTION (SITE 1)	l.s.	1	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	100.00%	\$4,950.00	\$4,950.00	98.00%	\$4,500.00	\$4,500.00	80.00%
1113103	7 CONDUCTOR NO. 14 CABLE	l.f.	1610	\$2.50	\$4,018.03	\$5.00	\$8,050.00	100.35%	\$3.85	\$6,198.50	54.27%	\$4.00	\$6,440.00	60.28%

Stratfield Pedestrian Streetscape Improvements
Sources Uses

Comments

Sources:

Estimated

Revised

Urban Act Grant	\$	650,000	\$	650,000
Fairfield	\$	550,000	\$	1,250,000
SVNA Contribution	\$	150,000	\$	150,000
	\$	1,350,000	\$	2,050,000

Uses:

Design	\$	150,000	\$	150,000
Construction	\$	1,077,351	\$	1,725,620
Miscellaneous	\$	2,000	\$	2,000
Contingency	\$	107,735	\$	172,380
	\$	1,337,086	\$	2,050,000

Net Source/Uses:	\$	12,914	\$	-
------------------	----	--------	----	---

Town Sources

Appropriation	\$	100,000	\$	100,000
ARPA	\$	450,000	\$	450,000
Supplemental ARPA	\$	-	\$	700,000
Total Available	\$	550,000	\$	1,250,000

Total ARPA = \$700K (\$250K to Southport)

Backup and Additional Detail for Revenue Surplus Transfers

After the transfer of \$8.4 million into the Remediation Account, journal entries will be made to segregate the funding into four separate capital accounts according to the following schedule:

Construction - Penfield: \$8 million

Remediation – Penfield: \$200,000

Remediation – Fill Pile Berm: \$200,000

The following table shows the estimated funding needs for future fill pile and Penfield Construction costs, as well as sources of funding to pay for those costs.

NEW CAPITAL ACCOUNTS	Projected Additional Need	Proposed Sources for Projected Additional Funding					Total
		FY 22 Surplus	Trans from REMED (228)	ARPA	Bonding		
Remediation - Various Sites	\$3,000,000		\$2,000,000	\$1,000,000		✓	\$3,000,000
Remediation - Fill Pile Berm	\$7,000,000	\$200,000			\$6,800,000	✓	\$7,000,000
Remediation - Penfield	\$5,000,000	\$200,000	\$4,673,175			✓	\$4,873,175
Remediation - Subtotal	\$15,000,000	\$400,000	\$6,673,175	\$1,000,000	\$6,800,000		\$14,873,175
Penfield Construction	\$8,000,000	\$8,000,000				✓	\$8,000,000
Total	\$23,000,000	\$8,400,000	\$6,673,175	\$1,000,000	\$6,800,000		\$22,873,175

Use FY 22 Surplus

Estimated FY 22 Surplus	\$12,000,000
--------------------------------	---------------------

Revenue Surplus - Held in abeyance in the Remediation Account. Approved by BOS. Requires BOF and RTM approval. Administration to propose splitting funding between Penfield and Fill Pile expenses at a future meeting.	\$8,400,000
--	--------------------

Spending Surplus - Requires approval of BOF only

VERIP Payout	\$78,000
BOF Budget (Auditor Contract \$6k; Purchasing Policy \$10k)	\$16,000
Police - Social Worker Position	\$65,000
HR - Paralegal and Labor Relations Positions	\$130,000
H Smith Ricardson Golf Course - Utilities	\$30,000
Held for future use - Requires BOF approval for specific future use	\$780,000
Total Proposed Use of Spending Surplus	\$1,099,000

Grand Total Use of Surplus	\$9,499,000
-----------------------------------	--------------------

Transfer \$1.5 million to debt service reserve for FY 23 Fund Balance - 11.32% of Budget	\$1,500,000
--	-------------

Remaining to fall to FY 22 Fund Balance - 11.32% of Budget	\$1,000,000
--	-------------

**Town of Fairfield
General Fund Balance History**

Budgetary Basis					
Fiscal Year	Unassigned Fund Balance	Total General Fund Expenditures and Other Financing Uses	Percent	Act/Bud	Change
FY10	\$12,286	\$245,243	5.01%	Act	
FY11	\$13,414	\$250,067	5.36%	Act	0.35%
FY12	\$14,593	\$262,398	5.56%	Act	0.20%
FY13	\$17,408	\$270,596	6.43%	Act	0.87%
FY14	\$21,168	\$277,245	7.64%	Act	1.20%
FY15	\$24,260	\$284,271	8.53%	Act	0.90%
FY16	\$27,435	\$290,960	9.43%	Act	0.90%
FY17	\$27,839	\$292,200	9.53%	Act	0.10%
FY18	\$32,142	\$295,508	10.88%	Act	1.35%
FY19	\$34,688	\$307,452	11.28%	Act	0.41%
FY20	\$34,819	\$315,233	11.05%	Act	-0.24%
FY21	\$36,572	\$322,516	11.34%	Act	0.29%
* FY22	\$37,572	\$332,023	11.32%	Est	-0.02%
** FY23	\$39,072	\$345,100	11.32%	Bud	0.01%

* Assumes \$1,000k from FY22 Surplus to Fund Balance in FY22

** Assumes \$1,500k from FY22 Surplus to Fund Balance in FY23



Proposal: Additional Human Resources Headcount

What are Human Resources' end-of-year goals that require additional staff?

Long-Term Goals:

- Deliver services and mitigate operational, reputational and legal risks in alignment with, and support of, the Town's objectives
- Enhance HR partnerships and collaboration across the Town of Fairfield departments
- Strengthen end-user experience by innovating and renovating our people, process and tools
- Improving employee engagement and connectivity through enhanced feedback methodologies
- Continued focus on strengthening succession plan for HR team

Short-Term Goals

- Finalize negotiations for THEA and Public Works collective bargaining agreements as well as conclude the Fire union arbitration
- Create an ethics policy, and method for reporting ethics violations in addition to the Ethics Hotline
- Track/Report on Town's HR-related legal/risk instances to better understand history, precedence and identify emerging trends
- Strengthen vendor relationships to identify process improvements and cost-saving opportunities
- Train Town management on legal/risk mitigation strategies (ex., Performance Management, Interview skills, Do's/Don'ts of HR)
- Migrate legal-related documents from hard-copy files to a digitized platform
- Develop a process for pursuing insurance claims or restitution against Town residents or employees when damaging Town property
- Expand internal audit capabilities to ensure we 'inspect what we expect' and proactively address compliance issues

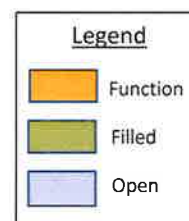
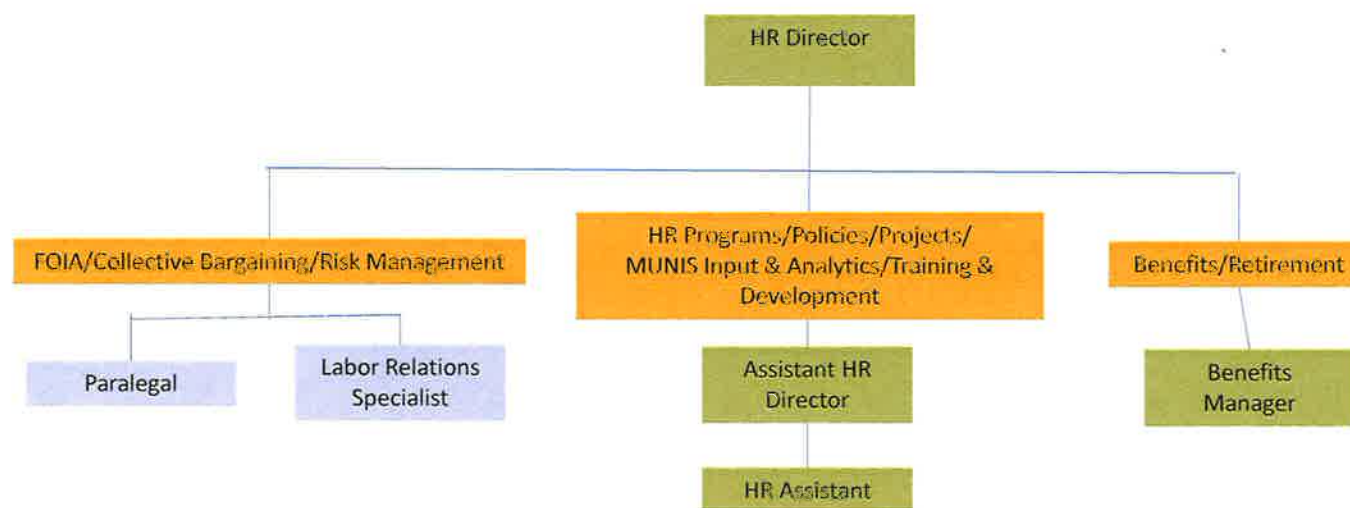
Why do you need extra personnel mid fiscal year?

- Gap in HR team legal knowledge and best-practice processes
- Anticipate increased legal-related activities given focus on increasingly holding managers/staff accountable (e.g. – Grievances, FOIA requests, settlements, lawsuits, EEO investigations, Workers Compensation, Unemployment)
- Avoid liability and cost saving opportunities
 - Reduce use of external labor employment attorneys
 - Proactively address legal/risk matters, including providing mandated training
- Respond to local/state/federal compliance obligations
- Deliver on enhanced training opportunities
- Manage Town insurance providers (See Appendix)
- Ability to manage onboarding/outboarding of 100s of seasonal hires (approximately 45 minutes/hire to process)

What would happen if you don't get the extra personnel?

- Continued reliance on outside labor and employment counsel (FY2021-2022 spend of ~\$145,000 for contract negotiations/arbitration)
- Lack of internal focus resulting in missed opportunities to identify savings initiatives
- Reactive approach to addressing matters v. proactive risk mitigation
- Potential liability for FOIA, Benefits, Policy and/or State Statute non-compliance:
 - FOIA request response time
 - COBRA - Plans that violate COBRA's provisions may be subject to a non-deductible excise tax penalty equal to \$100 per day, per affected individual, per violation.
 - RDC - new CMS filing requirement starting 12/27/2022 – failure to provide reporting will result in a penalty of \$100/day/participant
 - ACA Penalty for failure to offer coverage \$343.33/month/employee
 - FMLA - Failure to follow the notice requirements may constitute an interference with, restraint, or denial of the exercise of an employee's FMLA rights resulting in employee fine of \$110/day
 - Training staff on Sexual Harassment Prevention, Standards of Conduct, Municipal Fraud Policies and Procedures, Workplace Violence Prevention.

HR Team Overview



Examples of Duties - Labor Relations Specialist Overview

More detailed job descriptions are available, but here are the critical duties for the additional roles materially impacting the enhancement of HR office service delivery, minimizing risk and maximizing cost-savings opportunities relative to utilization of outside counsel:



Labor Relations Specialist

- Human Resources staff with projects and tasks, in the areas of Risk Management, Workers Compensation, Recruitment, Collective Bargaining, Freedom of Information, Benefits, and related Human Resources functions.
- Support the administration of the HR budget including: tracking, validating and managing vendor costs, paying bills, etc.
- Assists with a variety of Human Resources administrative and grievance investigations, including recommendation for appropriate disciplinary action and/or next steps
- Advise management on contracts, worker grievances, and disciplinary procedures
- Draft proposals and rules or regulations
- Ensure that human resources policies are consistent with union agreements
- Train management on labor relations
- Serves as a member of labor contract negotiating teams; coordinate labor relations contract proposals and redlining
- Conducts research into current labor relations issues and assists in recommending economic guidelines for settlement
- Maintenance and retention of personnel and medical files
- Organize and maintain department data drives, ensuring appropriate forms and files are updated
- Prepare Requisitions, Direct Payments, and reimbursements as needed.
- Determine and maintain proper inventory, working with the vendor to purchase or refurbish as required
- Interface with department heads, town officials, the State Board of Arbitration and Mediation, and the State Board of Labor Relations
- Assists with developing risk management controls and contingency plans as well as the monitoring or tracking of all operational risk management activities

Examples of Duties

Paralegal

- Responsible for tracking and responding to FOIA requests as well as establishing procedures for consistent processing of request
- Gathers evidence and performs other tasks associated with for employee relations investigations
- Assists with Wage & Hour matters, including unemployment
- Prepares notices and grievance responses required under collective bargaining agreements
- Assists with hearing preparation and related special projects concerning collective bargaining issues
- Assists in contract negotiations by drafting proposals, gathering and analyzing data
- Drafts complaints, pleadings, motions, settlement documents and contract proposals
- Assists in arbitration and negotiation preparation and attends hearings as second seat
- Organizes and maintains case files
- Assists with responding to interrogatories and discovery
- Reviews State Mediation and Arbitration and State Board of Labor Relations calendars; prepares and maintains docket summary as well as tracking grievances and/or complaint
- Assists with developing risk management controls and contingency plans as well as the monitoring or tracking of all operational risk management activities
- Assists with Workers Compensation claims from inception through resolution.
- Assists with training on Sexual Harassment Prevention, Standards of Conduct, Municipal Fraud Policies and Procedures, etc.



Appendix



CIRMA Membership Program

- Commercial Property Coverages
- Commercial General Liability
- Commercial Auto Liability
- Law Enforcement Liability – Occurrence Form
- Public Officials Liability
- School Leaders Liability (?)

Pollution Policy

Crime

Builder's Risk (Mill Hill Elementary School)

People's United Insurance Agency Programs

- Cyber Liability Policy
- Flood Policies
 - 250 Fern St/Annex
 - 250 Fern St. School
 - 401 Fairfield Beach Road
 - 725 Old Post Road
 - 611 Old Post Road
 - 205 Richard White Way (Fire Training Center)
- Excess Flood Policy
- Fiduciary Liability Policy
- Medical Professional Liability Policy
- Commercial Inland Marine Policy
- Storage Tank Environmental Policy (Town)
- Storage Tank Environmental Policy (BoE)
- Storage Tank Environmental Policy (Smith golf Course / 600 Jennings Road)

LABOR RELATIONS SPECIALIST

Salary Range: \$70,841-\$98,403

Reporting directly to the Director of Human Resources or his/her designee, the Human Resources Executive Assistant works independently performing a wide variety of specialized administrative and analytical duties and/or services in support of the Human Resources Director or his/her Designee and the Human Resources Department while maintaining a high level of confidentiality. Must have the ability to effectively manage sensitive interpersonal interactions at all levels. Contributes to the completion of broader and more complex organizational or program projects and goals. Often provides project leadership or represents the work unit on key projects within and outside the organization. Exercises initiative and considerable judgment and discretion reflective of a thorough knowledge of a professional administrative specialty and/or program and/or policy areas. Analyzes and addresses problems using reasoning and the interpretation and application of theories and principles to develop and recommend alternatives and best course of action. Work requires coordination with individuals at all levels within the organization and, as needed, acts as a representative to outside entities.

EXAMPLES OF DUTIES

- Provide executive assistance to the Director of Human Resources including but not limited to calendar management, meeting logistics, and revising PowerPoint presentations and excel spreadsheets.
- Prepare agendas for meetings and coordinate schedules
- Assist Human Resources staff with projects and tasks, in the areas of Risk Management, Workers Compensation, Recruitment, Collective Bargaining, Freedom of Information, Benefits, and related Human Resources functions.
- Help plan and coordinate events, leadership meetings, onboarding, training on or off site
- Support the administration of the HR budget including: tracking, validating and managing vendor costs, paying bills, etc.
- Effectively manage time, prioritize work, anticipate needs, and multitask across many assignments & projects
- Support the HR Department with research, tracking and related tasks
- Assists with a variety of Human Resources administrative investigations, including recommendation for appropriate disciplinary action
- Conducts classification studies and makes recommendations based on data for revisions/additions for job functions and descriptions
- Assists with grievance hearings at all levels, including preparing and maintaining relevant documentation
- Advise management on contracts, worker grievances, and disciplinary procedures
- Lead meetings between management and labor
- Meet with union representatives
- Draft proposals and rules or regulations
- Ensure that human resources policies are consistent with union agreements
- Investigate validity of labor grievances
- Train management on labor relations
- Serves as a member of labor contract negotiating teams; as assigned

LABOR RELATIONS SPECIALIST

- Coordinates labor relations contract proposals and redlining
- Conducts research into current labor relations issues and assists in recommending economic guidelines for settlement
- Assists with the preparation of information and testimony concerning negotiated contracts or other labor relations matters
- Participates in the recruitment and hiring of employees, including outreach, interview and selection
- Maintenance and retention of personnel and medical files
- Review and edit department correspondence sent through the chain of command, ensuring documents and reports are professionally presented and adhere to appropriate policies and procedures
- Plan and organize meetings, trainings and onboarding held at HR or off site
- Organize and maintain department data drives, ensuring appropriate forms and files are updated
- Maintain confidentiality of all sensitive files and materials
- Manage and/or supervise assignments of part time clerical or other administrative support staff for seamless backing in critical matters related to the HR Department
- Project and plan department equipment needs; order and maintain inventory for office supplies, forms and equipment
- Coordinate office equipment updates and operations with IT and consultants. Facilitate and coordinate department telecommunications needs
- Act as the point of contact for building repair/maintenance service requests
- Prepare Requisitions, Direct Payments, and reimbursements as needed.
- Determine and maintain proper inventory, working with the vendor to purchase or refurbish as required
- Interface with department heads, town officials, the State Board of Arbitration and Mediation, and the State Board of Labor Relations
- Assists with developing risk management controls and contingency plans as well as the monitoring or tracking of all operational risk management activities
- Assists with Workers Compensation claims from inception through resolution.
- Assists with requests for information under the Freedom of Information Act and/or the Municipal Employee Relations Act
- Other duties and/or projects as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations
- Ability to understand problems from a broader prospective and anticipate the impact of office administrative problems and solutions in other areas
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved
- Comprehensive and detailed knowledge of police infrastructure, policies, and procedures
- Working knowledge of operational and fiscal analysis and techniques

LABOR RELATIONS SPECIALIST

- Ability to work collaboratively with Department partners and prioritize information flow to the Director
- Ability to troubleshoot office administrative problems and respond to all inquiries and requests related to work area
- Ability to prioritize issues and inform the Director of most pressing issues
- Experience with meeting scheduling and calendar management
- Strong organizational, problem-solving and follow-up skills
- Organized, detail-oriented and extremely thorough while having the confidence and communication skills to ensure work processes are completed accurately and appropriately
- Able to handle confidential information with absolute discretion
- Strong interpersonal skills and ability to balance accountability with emotional intelligence in all interactions.
- Excellent verbal and written communication skills
- Strong skills in using office software packages, technology, and systems
- Ability to train others on new skills and procedures and provide lead work direction
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Knowledge of Municipal government organization, functions and procedures.
- Ability to interpret and apply administrative and Departmental policies, laws and regulations.

Required Qualifications

- Bachelor's degree, preferably in the field of Human Resources Management, Psychology, Human Services, Criminal Justice, Political Science or Communication, and directly related work experience, OR a combination of education and experience which demonstrates the ability to perform the essential functions of the position
- Three (3) years of administrative work experience in a position involving public contact.

Preferred Qualifications

- Demonstrated work experience in working with and handling confidential and sensitive information.
- Experience in developing standard operating procedures for departmental processes and operation continuity purposes.
- Experience working in a public sector setting.
- A minimum of two years of supervisory experience.
- Experience working in Human Resources and Labor Relations.

PARALEGAL
DEPARTMENT OF HUMAN RESOURCES

Salary Range: \$60,739-\$71,460

PURPOSE OF CLASSIFICATION

Under the supervision of the Director, Assistant Director or their designee, a paralegal assigned to the Department of Human Resources performs a varied work of substantive legal nature that requires knowledge of legal concepts associated with Human Resources and Freedom of Information. In addition to Human Resources, the paralegal provides support for the Town Attorney.

EXAMPLES OF DUTIES

- Receives general oral or written direction, frequently requiring independent action. Plans and organizes work according to established or standard office procedures.
- Responsible for tracking and responding to FOIA requests as well as establishing procedures for consistent processing of request
- Gathers evidence and performs other tasks associated with for investigation of employee misconduct
- Assists with Wage & Hour matters, including unemployment
- Prepares notices and grievance responses required under collective bargaining agreements
- Assists with hearing preparation and related special projects concerning collective bargaining issues
- Assists in contract negotiations by drafting proposals, gathering and analyzing data
- Updates and maintains policy manuals and filing systems
- Drafts complaints, pleadings, motions, settlement documents and contract proposals
- Assists in arbitration and negotiation preparation and attends hearings, second seat
- Independently composes correspondence.
- Organizes and maintains case files
- Assists with responding to interrogatories and discovery
- Reviews State Mediation and Arbitration and State Board of Labor Relations calendars; prepares and maintains docket summary as well as tracking grievances and/or complaint
- Assists with developing risk management controls and contingency plans as well as the monitoring or tracking of all operational risk management activities
- Assists with Workers Compensation claims from inception through resolution.
- Other duties and/or projects as assigned.

PARALEGAL
DEPARTMENT OF HUMAN RESOURCES

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legal processes and procedures, legal terminology, and legal forms
- Knowledge of legal research techniques
- Ability to interpret and apply relevant state and federal laws, statutes, regulations, ordinances, and legislation
- Knowledge of collective bargaining and labor relations
- Knowledge of worker's compensation and OSHA
- Considerable interpersonal skills
- Considerable written and oral communication skills
- Ability to evaluate pertinent facts, and compile and assemble legal data
- Ability to compose correspondence and draft legal documents
- Ability to utilize computer software
- Knowledge of routine data processing, including data entry

MINIMUM QUALIFICATIONS- GENERAL EXPERIENCE

The General Experience is defined as one of the following:

1. A Bachelor's degree and one (1) year of experience providing paraprofessional legal assistance to an attorney
2. Completion of a Paralegal or Legal Assistance Certificate Program approved by the American Bar Association and two (2) years of experience providing paraprofessional legal assistance to an attorney.
3. Completion of a Paralegal or Legal Assistance Certificate Program consisting of twenty-four (24) semester hours from an accredited university or business school approved by the State of Connecticut, Office of Higher Education and three (3) years' experience providing paraprofessional assistance to an attorney.

		<u>FY22 APPROVED</u>		<u>FY23 APPROVED</u>		<u>FY23 PROPOSAL</u>		<u>Δ PROPOSAL - APPRVD.</u>
1330 HUMAN RESOURCES								
<u>FULL TIME - CURRENT</u>								
BENEFITS MANAGER	NONU-PETA	1.00	113,298 ⁽²⁰⁾	1.00	115,564 ⁽²⁰⁾	1.00	114,263 ⁽²³⁾	-1,301
HUM RESOURCE ASST	NONU-THEA	1.00	66,000 ⁽²¹⁾	1.00	67,415 ⁽²¹⁾	1.00	67,415 ⁽²¹⁾	0
HR GENERALIST	NONU-THEA	0.00	0 ⁽²¹⁾	1.00	84,274 ⁽²¹⁾	0	0	-84,274
LABOR RELATIONS SPECIALIST	NONU-PETA	0	0	0	0	1.00	98,403 ⁽²³⁾	98,403
HUMAN RESOURCE DIREC	DH	1.00	138,000 ⁽²⁰⁾	1.00	145,000 ⁽²²⁾	1.00	143,500 ⁽²³⁾	-1,500
PARALEGAL	NONU-THEA	0.00	0	0.00	0 ⁽²¹⁾	1.00	71,460 ⁽²¹⁾	71,460
HUMAN RESOURCE ASST DIREC	NONU-PETA	0.00	0	0.00	0 ⁽²⁰⁾	1.00	121,058 ⁽²³⁾	121,058
RISK MANAGER	NONU-PETA	1.00	98,710 ⁽²⁰⁾	0.00	0 ⁽²⁰⁾	0.00	0 ⁽²⁰⁾	0
PART-TIME		<u>0</u>	<u>0</u>	<u>1</u>	<u>50,000 ⁽²⁰⁾</u>	<u>0</u>	<u>0</u>	<u>-50,000</u>
TOTAL		4.00	416,008	4.00	462,253	6.00	616,099	153,846
TRANSITION EXPENSES								50,000
NET								203,846

Abstract:

Employing a full-time **Licensed Clinical Social Worker** (LCSW) under the Fairfield Police Department will provide numerous benefits to the agency, mental health consumer(s), and the community at large.

Such benefits include increasing services to the Town of Fairfield, specifically in the areas of mental health and addiction services. The main objective is to increase consumer access to timely mental health and/or addiction intervention, thus providing more complete and thorough responses and resolutions to behavioral health calls for service. The long-term, positive collateral effects include, but are not limited to:

- decrease the frequency and intensity of behavioral incidents
- decrease recidivism by repeat consumers
- minimize potential for injury to all involved or by-standing parties
- minimize Use of Force incidents and the inherent potential negative effects of such
- minimize potential for agency and town liability

History:

The Fairfield Police Department implemented its unique Crisis Intervention Team program (CIT) in 2011. The model was recognized as progressive and received national recognition when it was published in Police Chief Magazine, 2015 (Fairfield L.I.F.E., a Crisis Intervention Model). <https://www.policchiefmagazine.org/fairfield-l-i-f-e-a-crisis-intervention-model/>

The Connecticut Alliance to Benefit Law Enforcement (CABLE) often utilizes our CIT officers to present our model at CABLE CIT certification trainings.

In keeping with the progressive nature of the program, as early as 2012 we have discussed the benefits of employing a full-time social worker to enhance the CIT program. This was not a popular idea at the time, and it did not gain traction. However, we adapted by closely partnering with local mental health agencies and facilitating their ability to ride along with CIT officers in the field. This approach has laid the foundation and enabled us to be ready to receive a full-time, town-employed LCSW.

*House Bill No. 6004, Sec. 18 (An Act Concerning Police Accountability):

This act requires all Connecticut police jurisdictions to enter an evaluation period regarding the benefits of utilizing social workers in the field. The Fairfield Police Department has been engaged in this practice for several years, and has observed first-hand the overall positive benefits of these partnerships. However, with mental health calls for service rising dramatically, our past and current practice of intermittently “borrowing” a mobile crisis clinician from one of our community partners does not adequately fulfill our goals and obligations to the accountability bill and to the community. Further, several of our neighboring agencies have

employed at least one, sometimes two, full-time embedded LCSW's in their police departments. The Fairfield Police Department should never be perceived as being behind in our approach to mental health.

*Sec. 18. (Effective from passage) Not later than six months after the effective date of this section, the Department of Emergency Services and Public Protection and each municipal police department shall complete an evaluation of the feasibility and potential impact of the use of social workers by the department for the purpose of remotely responding to calls for assistance, responding in person to such calls or accompanying House Bill No. 6004 July Sp. Sess., Public Act No. 20-1 29 of 72 a police officer on calls where the experience and training of a social worker could provide assistance. Such evaluation shall consider whether responses to certain calls and community interactions could be managed entirely by a social worker or benefit from the assistance of a social worker. Municipal police departments shall additionally consider whether the municipality that the police department serves would benefit from employing, contracting with or otherwise engaging social workers to assist the municipal police department. Municipal police departments may consider the use of mobile crisis teams or implementing a regional approach with other municipalities as part of any process to engage or further engage social workers to assist municipal police departments. The Commissioner of Emergency Services and Public Protection and each municipal police department shall submit such evaluation immediately upon completion to the Police Officer Standards and Training Council established under section 7- 294b of the general statutes.

Fairfield Police Mental Health Calls for Service/CIT Engagements Comparison

2017- 45

2018- 65

2019- 22

2020- 62

2021- 96

January 2022 through current- **446***

*There are several reasons why this number has dramatically increased aside from the national spike in mental health incidents occurring in the general population. Since January of 2022, we have revitalized our CIT program in several ways, including training 6 new CIT officers, implementing a more detailed tracking system, and establishing the Fairfield Police Behavioral Health Network (The FPBHN is a “Think-Tank” made up of liaisons from a variety of local mental health agencies). These initiatives have helped us to better identify mental health issues co-occurring with criminal violations and incidents of public disruption. That said, there is likely a high percentage of underlying mental health conditions that have gone unidentified. While CIT officers are trained to recognize behaviors consistent with a variety of mental health disorders, they do not in any way possess the credentials to make a diagnosis. Thus, an undiagnosed individual, or, lack of disclosure of a diagnosis, results in our inability to track and address an issue as a mental health call. This is a major gap in the process that can be remedied by employing a full-time LCSW assigned to work with CIT officers.

Fairfield Police Behavioral Health Network (FPBHN) and Juvenile Review Board (JRB)

The FPBHN and JRB are tremendous resources for our mental health consumers and juvenile communities respectively, however, these programs would be far better leveraged if coordinated by an LCSW. Having LCSW coordination and oversight of these programs among their primary responsibilities would ensure we were maximizing program potential and efficiency. The level of investment in our community would be better achieved if the LCSW was employed by the Town of Fairfield.

Over the last few years juvenile crime has become decriminalized and more youth arrests are being rejected from the courts and sent back to the community for services. Juvenile crime originates from mental health issues or crisis in the family, and a social worker can be extremely helpful to making sure no one falls through the cracks of the system.

Fairfield Juvenile Review Board Flow Chart with Addition of LCSW



Arrest Made; Case Refused by the Courts

LCSW and P&R Administrator are the court contacts when a case is refused at court and diverted to the JRB.



JRB Hearing

LCSW will attend hearing and weigh in on consequence or referrals needed for the child and family



LCSW

LCSW will be facilitator of resources to affected youth/family and responsible for check-ins, follow up and referrals.



Follow Up

LCSW and Admin will work together to notify child and family when requirements have been fulfilled and case is closed.

Fairfield Juvenile Review Board

- Serves Fairfield youth under the age of 18
- Board is made up of 15 members from various community agencies including
 - Fairfield Youth Service Bureau
 - Fairfield School System
 - Fairfield Police Department
 - Local Businesses
 - Town Residents
- Referrals for juvenile offenders charged with a delinquent act or crime, truancy, etc (all are screened by the PD)
- Restitution can take different slants i.e. punitive or remedial

LICENSED CLINICAL SOCIAL WORKER
PETA 7 (\$70,841-\$98,403)

PURPOSE OF CLASSIFICATION

LCSW will be a Town of Fairfield employee assigned under the supervision of the Fairfield Police Department (Field Services Bureau Commander). This position will address the areas of mental health and addiction services. The main objective is to increase consumer access to timely mental health and/or addiction intervention, thus providing more complete and thorough responses and resolutions to behavioral health calls for service. The long-term, positive collateral effects include, but are not limited to a decrease in the frequency and intensity of behavioral incidents, decrease recidivism by repeat consumers, minimize potential for injury to all involved or by-standing parties, minimize Use of Force incidents and the inherent potential negative effects of such, and minimize potential for agency and town liability.

RESPONSIBILITIES

- Acts as the co-coordinator of the local Juvenile Review Board (JRB) with the Department of Parks and Recreation. Act as a liaison and facilitator between Juvenile Court and the community served.
- Provides support and act as a liaison to Law Enforcement Partners, including state agencies such as DCF and DMHAS, and ensures access to community based behavioral health services for the community they serve and assists in identifying and resolving barriers to care.
- Conducts and documents mental health evaluations in the field in collaboration with Law Enforcement Partners. Works collaboratively with Law Enforcement Partners when mental health crisis calls arise.
- Assess and records medical, psychological, and social factors contributing to the individuals unique circumstances, including an assessment of strengths, needs, abilities and preferences.
- Refers individuals to appropriate medical, psychiatric, housing and/or behavioral health services utilizing designated collaborating organizations whenever possible to ensure rapid entrance into programs without delay.
- Works closely with colleagues and community-based providers to ensure clients and their families receive access to timely, high quality care and services, including follow up to ensure connection. Serves as a client advocate in obtaining necessary services.
- Documents all contacts; works collaboratively with the clinical team to assist in identifying and placing clients in the appropriate aftercare services that offers interventions tailored to their diagnoses.
- Participates in interdisciplinary continuous quality improvement activities on an ongoing basis; participates in clinical meetings and individual supervision. Maintains detail records of program goals and objectives.
- Attends forums and meetings to advance the mission and goals of the program
- Adheres to all our Law Enforcement Partners guidelines and policies regarding behavior, staff interactions, boundaries and communicates through the proper chain of command within the Fairfield Police Department
- Adheres to all documentation and reporting requirements.
- Occasionally participate with ride-alongs with CIT's on different shifts for field responses. Must be able to work flexible hours, including evening shifts.

- May supervise administrative staff
- Assumes all other appropriate duties as deemed necessary by the supervisor.

CORE COMPETENCIES

- Ability to provide assessment and evaluation of adults and children experiencing behavioral health crisis.
- Must be able to complete extensive documentation.
- Experience in connecting clients to community services and resources required.
- Knowledge of the physical, psychological, social, and economic effects of substance abuse.
- Knowledge of mental health issues, homelessness, medical, and trauma.
- Knowledge of Opiate Use Disorder and Medically Assisted Treatment.
- Ability to gather, analyze and evaluate information pertinent to the provision of quality care.
- Considerable knowledge of federal and state laws and regulations regarding client confidentiality.
- Ability to establish and maintain cooperative professional relationships with excellent communication skills and the ability to project a professional image.

CERTIFICATES, LICENSES

MSW with LCSW, or LCSW within 60 days of hire (with two (2) years experience or equivalent combination of education and experience while working on LCSW)

OTHER

- Must be able to pass a background check to obtain clearance to enter Law Enforcement Agencies.