



# STATE OF CONNECTICUT

## OFFICE OF POLICY AND MANAGEMENT

### Intergovernmental Policy and Planning Division

September 19, 2022

Fairfield

First Selectwoman Brenda Kupchick

bkupchick@fairfieldct.org

Dear First Selectwoman Brenda Kupchick:

The Office of Governor Lamont and the Office of Policy and Management congratulate the Town of Fairfield on a \$500,000.00 grant award through the 2022 Small Town Economic Assistance Program (STEAP) for the following project:

PROJECT NAME: Neighborhood Sidewalk Improvements

PROJECT DESCRIPTION: Sidewalk rehabilitation and extension

STEAP AWARD: \$500,000.00

MUNICIPAL MATCH: \$111,298.60

Other Comments (if applicable):

**This letter does not constitute a contract. Do not proceed with any anticipated STEAP-funded project work until you have a fully executed contract signed by both the municipality and the administering agency in place. Receipt of STEAP funds will be contingent upon your compliance with the rules, regulations and any contractual terms required by the administering agency.**

The Department of Transportation will administer your award and handle all aspects of your project. This award letter and your application documents will be provided to DOT.

Please contact your administering agency through Vitalij Staroverov, at Vitalij.Staroverov@ct.gov, as soon as possible to begin the grant contract process.

Congratulations and best of luck with your project.

Sincerely,

A handwritten signature in dark ink, appearing to read "Martin L. Heft".

Martin L. Heft  
Undersecretary

C: Municipality STEAP File  
Vitalij Staroverov

## Town of Fairfield Grant Application Request

Date: August 11, 2022

Requesting Department: Public Works

1. **Grant Name:** State of Connecticut Small Town Economic Assistance Program Guidelines (STEAP)
2. **Grant Request:** \$500,000 (maximum allowable request amount; aggregate amount of \$30,000,000 to be awarded; individual award amounts based on number of participating towns and qualified applications selected)
3. **Anticipated Town Share:** 20% of Grant Award
4. **Purpose of Grant:** The purpose of the grant is to construct, repair and rehabilitate sidewalks in Fairfield to enhance quality of life and promote economic development. Priorities include improving downtown access, in particular, with construction of sidewalks on Round Hill Road and repair of sidewalks on Reef Road. As funding permits, other Town sidewalks will be targeted.
5. **Town Interest:** The Town currently maintains 129 miles of sidewalk infrastructure. A grant award will allow the Town to complete significant capital improvements in the short term which will improve pedestrian experience and increase pedestrian traffic to, from, and within business districts, thereby stimulating economic development.
6. **Estimated Additional Long-Range Costs :** Sidewalk maintenance is an ongoing expense addressed in the annual budget process. A grant funded sidewalk rehabilitation process will improve the condition of the sidewalks addressed, allowing for more efficient use of budgeted maintenance funds going forward.

Print Name: JOHN MAYSILIO

Signature: [Signature]

CFO Recommendation:

Approve

Deny

Signature: [Signature]

First Selectman:

Approve

Deny

Signature: [Signature]

## FOURTEEN POINTS OF INFORMATION AND JUSTIFICATION FOR THE

### PROPOSED ROUND HILL ROAD AND REEF ROAD SIDEWALKS

**TOTAL REQUESTED EXPENDITURES \$611,298**

**(STEAP GRANT REIMBURSEMENT COVERS \$500,000)**

1. **Background:** Over the years, as part of a Downtown Revitalization and Economic Development Enhancement project, the town installed major streetscape along the Post Road (US 1) with spur sections extending out onto side streets. This request is to construct new sidewalk and repairs to provide connectivity to the Post Road and Fairfield Center. With support of the neighborhood, a new sidewalk is proposed for Round Hill Road. For Reef Road new sections of sidewalk will be replaced as needed. The Grant was requested to “catch up” on proposed requests and repairs by replacing larger sections at a time versus isolated and individual repair panels. The Town will go out to bid to perform large section of repairs and new sidewalks. Engineering and DPW will provide in house design and specifications. Project is covered by \$500k reimbursement STEAP Grant.
2. **Purpose and Justification:** The purpose of the project is to provide sidewalk connectivity to Fairfield Center and the Post Road. Property owners along Round Hill Road and Ermine Street have waited three years for sidewalk funding. Sidewalks will provide access to Ludlowe Schools, Fairfield Center, and US1-Post Road from Round Hill and Reef roads. There are several areas of existing sidewalks on Reef Road that are uneven and in poor condition. Replacing sidewalks will provide the traveling public safer access to commercial buildings and points of interest in the center of town. Repairs may reduce trip and falls, liability risks and may encourage more walking.
3. **Detailed Description of Project:** The project will consist of replacing and/or installing new sections of sidewalk and ADA ramps along Round Hill Road and Reef Road. Sections of existing sidewalk have degraded to the point of becoming unsafe for pedestrian use. Handicap ramps are either nonexistent or do not meet the minimum ADA requirements. The proposed funding of \$111,298 paired with the \$500,000 State Grant component (STEAP) gives the town a total of \$611,298 for the project.
4. **Reliability of Estimated Cost:** The \$111,298 cost to the Town represents the town share amount paired with the STEAP Grant. Cost estimates have been performed based on recent contracts and State DOT cost estimates.
5. **Efficiencies:** This project may increase alternate modes of transportation and make it safer for pedestrians by reducing or eliminating tripping hazards. The Town may realize better pricing by replacing large sections to achieve economies of scale.

- 6 Additional Long Range Costs:** The Town would continue to pay maintenance cost for the project: sidewalk, any streetscape amenities which it currently performs already. By repairing significant sections of sidewalks and brick pavers, the Town will reduce short term and medium term cost significantly.
- 7 Additional Use or Demands:** By performing new installation and replacements, pedestrian traffic is projected to increase slightly. The Town should encourage increased usage of alternate modes of transportation. Providing safer and more pedestrian friendly amenities should provide a beneficial impact to the local businesses. Demands will remain the same with short and medium term maintenance decreasing.
- 8 Alternates:** The only alternate is to do nothing or continue performing repairs on a site specific basis. This would continue to burden Fairfield DPW schedule and is not considered cost effective. The sidewalks and brick pavers would continue to deteriorate creating more safety risks and increasing the Towns liability.

Alternative funding is not available at this time. The majority of Transportation type grants cover new proposals and not the maintenance of existing infrastructure. Replacing in kind, repairing older sections of streetscape or sidewalk is not eligible, unless upgrades are preformed such as meeting ADA requirements including ramps and wider sidewalks.

- 9 Safety and Loss Control:** Repairs will increase pedestrian safety.
- 10 Environmental Considerations:** No significant environmental impacts are expected.
- 11 Insurance:** Town and State Contract procedures require the Contractor to have a license, if required, bonds and insurance.
- 12 Financing:** \$611,298 from Capital non-recurring account. Concrete Sidewalks have a service life of 30-40 years, Asphalt Sidewalks last about 20-25 years depending on utility cuts and surrounding factors- curbs, trees, etc. Note: STEAP Grant covers \$500,000 in eligible reimbursement costs.

**13 Other Considerations :** N/A

**14 Approvals:**

Committees/Commissions

Approval Dates

Board of Selectmen

Jan 2023

Board of Finance

Jan 2023

R.T.M.

Jan 2023

December 19, 2022

Brenda L. Kupchick, First Selectwoman  
Town of Fairfield  
Fairfield Town Hall  
725 Old Post Road  
Fairfield, CT 06824

**Re: Connecticut Communities Challenge Grant Round 2 Application – Town of Fairfield  
(Infrastructure Upgrade at Fairfield Metro Center; Grasmere Avenue, between Ardmore Street  
and the Post Road)**

Honorable Selectwoman Kupchick:

Congratulations! The Department of Economic and Community Development is please to award the **Town of Fairfield** (Town) a grant in the amount of **\$3,000,000** in response to your application for funding under the Connecticut Communities Challenge Grant Round 2 Application for the **Infrastructure Upgrade at Fairfield Metro Center**.

The grant will be used by the Town to support a sewer infrastructure project located in the public right of way, which will enable further development of the Fairfield Metro transit-oriented community. The project will replace a 2,800-foot section of sewer line, serving 60% of Fairfield. The resultant development following completion of the infrastructure will include 357 new housing units, of which 20% will be affordable at varying levels; a 118-key hotel; 70,000sf of commercial office space; and 40,000sf of retail space. The Town of Fairfield has committed to bonding for any gap funding needed to complete the infrastructure work.

This award represents Governor Lamont's continuing commitment to support Connecticut municipalities in their efforts to improve the livability, vibrancy, convenience, and equity of communities throughout the state.

As a next step, DECD will work with your staff to develop a Financial Assistance Proposal ("Proposal"). This Proposal will outline the key terms of the grant funding, as well as any conditions that the Town will need to meet in order to access this funding. We expect to deliver a draft document in February. Once the signed Proposal is delivered, you will then have fifteen (15) days to accept the terms and conditions and return the signed document to the project manager's attention. If you do not return the signed acceptance within the allocated time, this offer of assistance may be withdrawn.

Upon receipt of the executed Proposal, DECD will initiate the contracting process and have counsel appointed to draft the Assistance Agreement and other closing documents. The final execution of the Assistance Agreement (DECD Contract) typically takes 6-8 weeks.

The Assistance Agreement will not be executed until the full capital stack and the private leverage value of the redevelopment portion of the proposed project, as presented in the Application, can be confirmed to be committed (e.g., bank term sheets, offer letter from funding agency, etc.). The total redevelopment project budget and sources of funding, presented in the Application, are as below:

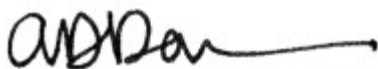
FUNDING SOURCES	AMOUNT	
DECD Connecticut Communities Challenge Grant (Round 2)	\$3,000,000	Equity
Town of Fairfield/ Town of Fairfield Water Pollution Control Authority	\$7,000,000	Will be bonded
<b>TOTAL PROJECT COST</b>	<b>\$10,000,000</b>	

DECD understands that there are many factors to project costing, financing, and budgeting and will allow a variance within 10% of these numbers as long as the eligible applicant grant match that is provided is not less than 50% of the grant award.

The proposed housing component of the project must be consistent with the requirements of DECD's Affordable Housing Policy (please refer to the Notice of Funding Availability for details). DECD will be requiring you and/or your development partner to provide a non-recourse mortgage lien (value of land) or limited personal/corporate guaranty (value of grant) as collateral for the grant funding. The mortgage or guaranty will be released until satisfactory completion of the Redevelopment Project as described in the Project Application. DECD will accept a subordinated position behind other funding sources. DECD may also hold a negative pledge and a restrictive use covenant, as applicable.

Our staff will continue to be available to you and your staff throughout the duration of the project. A DECD Project Manager will be assigned to your project shortly and will be contacting you with directions for the next steps in the process. If you have any questions regarding this award, please contact Kimberley Parsons-Whitaker at 860-500-2419 ([kimberley.parsons-whitaker@ct.gov](mailto:kimberley.parsons-whitaker@ct.gov)).

Sincerely,



Alexandra Daum  
Deputy Commissioner

cc: Kimberley Parsons-Whitaker, Community Development Specialist


## Town of Fairfield Grant Application Request

Date: October 6, 2022

Requesting Department: Public Works

1. **Grant Name:** Connecticut Communities Challenge
2. **Grant Request:** \$5,000,000
3. **Anticipated Town Share:** \$5,000,000
4. **Purpose of Grant:** Funding is requested toward the cost of completing a critical upgrade/replacement of an aged, undersized section of the East Trunk sanitary sewer line which serves approximately 60% of Fairfield.
5. **Town Interest:** This is a necessary upgrade which will enable further development at the Fairfield Metro Center. The grant represents an opportunity to reduce a cost burden which the Town will have to bear.
6. **Estimated Additional Long-Range Costs** : The grant project represents a capital improvement which will improve service, and reduce risk of failure and related repair and other expenses. Day to day cost of system usage is addressed in usage fees.


Print Name: John Marsilio

Signature: 

CFO Recommendation:

 Approve


Deny

Signature: 

First Selectman:

 Approve

Deny

Signature: 

**FOURTEEN POINTS OF INFORMATION AND JUSTIFICATION FOR THE  
EAST TRUNK SEWER LINE REPLACEMENT**

**TOTAL REQUESTED EXPENDITURES \$10,000,000**

**(CT COMMUNITIES CHALLENGE GRANT REIMBURSEMENT COVERS \$3,000,000)**

1. **Background** – East Trunk Sewer handles a 2/3rds of the Town’s sewer flow to the WPCF plant. The sewer was originally constructed in 1947 and follows the layout of Ash Creek. There is indications that the pipe has sagged and joints have opened up along this section. Construction of the new sewer line will significantly reduce inflow and infiltration and sanitary sewer overflows (SSOs), and provide easier maintenance access and better resiliency against Ash Creek flows and rising sea level. This project was originally approved in May 2017, but was halted due to lack of funding. Design was performed by Cardinal Engineering from 2017-2020 and a Peer Review was performed by Wright-Pierce in 2020.
2. **Purpose** - This project proposes to construct a new sewer line away from Ash Creek within the public roadway and Right-of-Way. The project will reduce Inflow and Infiltration, reduce SSOs, reduce some “bottlenecks” and increase capacity for potential future development. The project design is 90% complete, has been reviewed by DOT and all necessary permits have been obtained.
3. **Detailed Description of Proposal** -- The proposal is to install approximately 2500 feet of new 36 inch diameter sanitary sewer trunk line to replace the aged and undersized section of sewer main susceptible to Inflow and Infiltration, Sewer System Overflows and access issues. The existing line would be diverted and in limited use until abandoned upon completion of the project. The 36 inch trunk line would be conventionally installed along the local streets. The project is expected to take 14 to 18 months depending on notice to proceed and if winter work can be performed.

**Reliability of Cost Estimate** – Based on a scale of 0 to 10, this is a 6. The design engineer’s Opinion of Probably Cost has been revised based on construction plans, permits and updated 2022 costs. Current equipment/material pricing is inflated and ongoing issues with the supply chain, a solid number is difficult. Sheet piling, traffic control, sewer pipe, manhole ,bypass pumping 2/3 of the Town’s sewage flow, dewatering and construction administration represent the largest increases in the estimate. The Contract bid opening and field conditions will ultimately determine the price of the project. Estimated costs include the following: \$900K

Contingency; \$7.9 million Construction, \$850,000 Inspection, \$50K Remediation, and \$40-300K for updating engineering plans from 2019 and Testing.

4. **Increased Efficiency or Productivity** -- The existing sewer main will remain operational during construction. In some cases bypass pumping will be required when tying into the existing system manholes. The larger pipe diameter will increase flow capacity of the existing sewer trunk line.
5. **Additional Long Range Costs** - Typical maintenance of the line over the long term is expected, although there should be significantly less maintenance costs compared to the existing line.
6. **Additional Use or Demand on Existing Facilities** – According to the Wright Pierce Hydraulic Report, the increase in pipe size will allow for some reserve capacity for future development projects.
7. **Alternatives to this Request** - There are a few alternatives that were brought up in the past and more recently. Alternatives include constructing a pump station instead of sewer main project, creating a bypass/ overflow pipe, relining the existing pipe or do nothing alternative. Each alternative has been investigated conceptually- but are anticipated to be more costly or less feasible.
  - Pump Station is an engineering alternative but would be very costly. In generic terms, size of pump station would be approximately double the size of the Mill River Pump Station based on flows. The Town would have to acquire property, keep all mechanicals 3 ft above the flood plain, provide generators and have annual maintenance, labor and electrical costs. Typically, pump stations are only proposed when gravity fed systems are not available and are generally not desired by sewer authorities. Constructing a pump station would not alleviate the I/I problems or provide resiliency.
  - Bypass or overflow pipe would be constructed using a smaller diameter pipe, following the proposed layout. Slopes of pipe would increase, creating better flow. Savings would be attributed to less depth, and slightly less construction; however almost all items would still be constructed including roadwork, utilities, sheeting, manholes, etc.. Drawbacks listed are there would be two sewer lines, Inflow and infiltration would still occur in the existing line, no improvements on environmental issues, and condition of the old existing line would worsen over time.
  - Trenchless technologies has been ruled out as an alternative for a number of reasons, most specifically the shallow slope of the pipe and the high groundwater table in the project area.

- The Do nothing alternative will result in continued problems and most likely significant environmental violations and potential fines as pipe conditions worsen.
8. **Safety and Loss Control** - With the proposed project reducing Inflow and Infiltration, reducing sewer system overflows and providing easier access during storms, safety can be improved by providing improvement to water quality, hence better health/safety. Easier access to manholes should provide better safety for workers than manholes near the creek especially during storm events.
  9. **Environmental Considerations** – The proposed project should help reduce potential violations with DEEP for SSOs.
  10. **Insurance** – Contractor will be required to carry the necessary insurance as directed by the Town of Fairfield Purchasing Department.
  11. **Financing** – The \$10 million total cost of the project will be financed using a \$3 million Challenge Grant and \$1 million WPCA Fund Balance. The remaining \$6 million will be financed by Town General Obligation bonds. The debt service of the bonds will be split between the General Fund budget and the WPCA budget. Other sources of funding will be researched and applied for to try to lessen the financial impact on the Town. (The Town submitted the construction portion of the project for CT DECD Community Challenges Grant and was approved for \$3,000,000). It is anticipated that the new sewer line will have a 50-year service life.
  12. **Other Considerations** - None. Development of the Metro Center is dependent on this and another related sewer project.
  13. **Approvals** – WPCA/BOS/BOF/RTM- Spring 2023

## CT COMMUNITIES CHALLENGE GRANT PROGRAM ROUND 2

### MAIN APPLICATION FORM

*Please contact [CTCommunitiesChallenge@ct.gov](mailto:CTCommunitiesChallenge@ct.gov) by 3:00 PM on Monday, October 3, 2022 to request access to a unique sharepoint folder, where you will be able to upload your application and supporting files.*

#### **Program Summary**

The Department of Economic and Community Development ("DECD") is undertaking a competitive grant application process to fund multiple projects under the CT Communities Challenge Grant Program in an effort to improve livability, vibrancy, convenience and appeal of communities throughout the state. The Program is intended to potentially create approximately 3,000 new jobs. It is DECD's goal to allocate up to 50% of the funds to eligible and competitive projects in distressed municipalities.

#### **Note**

Please be sure to refer to the Notice of Funding Availability (available at the [CT Communities Challenge Grant Program Website](#)) and include all relevant attachments that support any information and statements being provided in this application.

This application may be reviewed by the CT Office of Policy and Management and other state or quasi-state agencies. Projects funded under this program are subject to the Connecticut Environmental Policy Act ("CEPA"), other environmental regulations, and DECD regulations related to procurement and bidding procedures.

**Please contact DECD at [CTCommunitiesChallenge@ct.gov](mailto:CTCommunitiesChallenge@ct.gov) for further information on program requirements.**

*PLEASE READ CAREFULLY: The response fields included within this application have been assigned character limit restrictions. Please be sure that all text is visible in the provided spaces prior to signing the form. Once the document has been signed, any text extending beyond the space provided WILL NOT BE VISIBLE. Please adjust your response lengths accordingly.*



## A. GENERAL SECTION

### SECTION I APPLICANT & PROJECT INFORMATION

1. Applicant Name: \_\_\_\_\_  
Federal Employer Identification Number (FEIN): \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
2. If Applicant is applying as an Economic Development Agency (EDA), provide supporting documentation including the Articles of Incorporation and justification (narrative) as by which statutory authority it qualifies to be an EDA.
3. Project Name: \_\_\_\_\_
4. Total Project Cost: \$ \_\_\_\_\_
5. Amount of DECD Financial Assistance requested: \$ \_\_\_\_\_
6. Total Grantee/Local Match (*Minimum of 25% for distressed municipalities and 50% for others*): \$ \_\_\_\_\_
  - a. Briefly describe the source of any proposed match funds



7. Project Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ # of Parcels: \_\_\_\_\_

Please list parcel-level detail in table below.

Parcel Address	ZIP Code	Parcel ID / Tax-Assessor ID	Acreage

8. Is the project in a Distressed Municipality? Yes ☐ No ☐

## SECTION II PUBLIC-PRIVATE PARTNERSHIP INFORMATION

1. Is the Applicant partnering with a private entity? Yes ☐ No ☐

If Applicant is partnering with a private entity,

Name of Private Partner: \_\_\_\_\_

*Enter the company's or organization's legal name above. IF a special-purpose entity (SPE), describe the SPE, the partners (list all 5% or more owners) and the parent company. Please attach the organization's articles of incorporation. SPE Description:*

Federal Employer Identification Number (FEIN): \_\_\_\_\_

State of Connecticut Tax ID: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe the nature of partnership (financial, access agreement etc.):

2. Business Status (for private development partner or a private/non-profit applicant entity)

- A. Is the private entity registered with the Connecticut Office of the Secretary of the State? Yes ☐ No ☐

Please attach a copy of the Certificate of Legal Existence.

Certificates can be obtained online by visiting <https://portal.ct.gov/SOTS/Business-Services/Legal-Existence>

- B. Are there any lawsuits pending against the private partner/organization, its affiliates who will be involved with the project, or the parent organization (describe)?

### SECTION III OWNERSHIP AND ACCESS DETAILS

1. **Please provide the current property owner name - Please attach the tax assessor's property card(s).**
2. **If Applicant or any Project Partner is not the property owner, describe how and when ownership and access to property (if needed), will be obtained. Please attach the Letter of Intent, Purchase and Sale Agreement, Access Agreement or other documentation from owner indicating willingness to provide access:**

### SECTION IV PROJECT SUMMARY

1. **Please provide a summary of the overall project – project description, purpose and need, goals and objectives.**

Please help us understand the project and include any relevant project details. Please make sure to specify the scope and use of the requested funds under the CT Community Challenge Grant. Please attach 1. A locational map that provides relevant regional or locational site information; 2. A site map that illustrates project boundaries and neighboring property information and 3. A conceptual project plan.

2. **Background/History of the Project Site** Brief summary of general site and property characteristics; previous use of property, whether it is an adaptive reuse project, contamination history and timeline, name of the "Potentially Responsible Party" for contamination present on site, any other relevant information.

3. **Development Team** Brief summary of the development team and role.

- Page 7 of 27 - CCC Grant August 1, 2022 Version

6. **Project Funding Sources:** Please use the table below to indicate the total estimated cost for the project, the targeted or identified funding sources, type of funding – debt, equity/cash, or tax credit, status of fund assembly, gaps in funding, status and timeline of funding sources that are being sought (such as federal or state historic tax- credits, low-income housing tax credits, bank financing etc.)

SOURCE	Amount	Debt, Equity/Cash, Tax Credits	Status
<b>TOTALS:</b>			

Note 1: DECD will require proof of commitment of full capital stack and private leverage value of the proposed project, as presented in the Application (e.g., bank term sheets, offer letter from funding agency, etc.) In order to be considered in the scoring of a CCC application, a project or project phase must have a complete capital stack assuming CCC funds are awarded.

**Additional Notes (if any):**

**7. Project Costs and Budget:** Please use the table below to provide the budget breakdown. Please read the notes at the bottom of the table and use space provided to include any comments or responses.

Project Activity (Use of Funds)	Source of Fund						
	DECD <sup>1</sup>	Other State	Federal	Local	Private	Developer	Total
Land purchase							
Pre-development							
Planning activities/ Studies							
Engineering							
Abatement							
Remediation							
Demolition							
Construction							
Administration soft costs							
Development fee							
DECD Legal costs <sup>2</sup>							
Other costs - specify							
Other costs - specify							
Other costs (specify)							
Total							

Note 1: If the project funds include programs other than the CT Community Challenge Grant, please indicate as such. Also, DECD prefers that majority (more than 95%) of program funds are used for hard costs. It is preferable that soft costs are funded from non-DECD sources.

Note 2: If the project funds include other state agency fundings sources, please indicate the status of those funds including the program from which they are requested and whether the funds have been approved by bond commission if applicable.

Note 3: DECD's legal expenses for the DECD contract work (Assistance Agreement) is usually in the range of \$5K to \$10K depending on how complicated the project is. DECD funds cannot be used for legal expenses of the client team for the Assistance Agreement work.

**8. Project Schedule and Timeline:** Brief summary of the timeline, anticipated project start date, completion of pre-development activities to date.

**9. Any other relevant information:**

Use additional space if needed for above responses or any other relevant information you would like to convey.

## SECTION V POTENTIAL ENVIRONMENTAL IMPACTS

1. Indicate the potential level of direct and/or indirect impacts to the environmental resources listed in the table below. Briefly describe any potential impacts in the comment box at the end.

Resources	Potentially significant with mitigation	Not significant with mitigation	No anticipated significant effects	Unknown at this time
Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface or Groundwater resources <i>*including quality, quantity, or impacts to public drinking water supply</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floodplains (100-year) or Floodways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stream channel encroachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fish and/or Wildlife Habitats <i>*including the presence of endangered, threatened, and special concerns species and habitats (NDDDB)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coastal resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural lands and/or soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic sites and districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Archeologically sensitive areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aesthetic / scenic resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated open space and recreational uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding land uses / neighborhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities and Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Briefly explain any potential impacts identified above, and provide additional comments as needed.

3. By signing this form, the applicant understands and acknowledges that the proposed project may warrant further review under the Connecticut Environmental Policy Act (CEPA), and agrees to comply with all requirements and costs associated with such review, and further acknowledges that the applicant is in a position to cover any and all additional costs associated with such review.

## SECTION VI ELIGIBILITY FOR DISCRETIONARY STATE FUNDING

### *Applicable only for municipal applicants*

In accordance with [C.G.S. § 8-23](#), as amended by [Public Act 15-95](#), any municipality that has not adopted a plan of conservation and development (POCD) within the past ten years is ineligible for discretionary state funding unless they request and receive a waiver from the prohibition on a grant-by-grant basis from the OPM Secretary. In conjunction with this completed **Application Form**, municipalities are required to submit a signed copy of the **Municipal Certification of Eligibility for Discretionary State Funding** to verify their eligibility to receive discretionary state funding under this grant program. Please visit the following website for more information:

[Guidance for Maintaining Eligibility for Discretionary State Funding](#)

### **Notes:**

*Please note that if the project involves federal funding, the project will need to be in compliance with Section 106 of the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA). Separately, if this project is successful in receiving this grant and involves other state funding, it will have to be in compliance with several state laws including the CT Environmental Policy Act (CEPA). Please visit the State Historic Preservation Office's (SHPO) [webpage](#) for more info. Please answer the below questions and submit the Project Notification Form to assess the impacts to historic, cultural and archaeological resources and understand the federal and state obligations.*

- Page 13 of 27 - CCC Grant August 1, 2022 Version

## B. PROJECT MERITS SECTION

### SECTION I SUPPORT OF LIVABILITY AND VIBRANCY; ADAPTIVE REUSE

**1. The goal of the CT Communities Challenge Grant funding is to improve the livability and vibrancy of communities in Connecticut. Using the space provided below – describe how the proposed features and characteristics of the project will support the livability and vibrancy in the local community and region. Examples of features and characteristics are suggested below:**

- Downtown and major hub development
- Transit-oriented Development
- Optimal mix of uses to generate vibrancy of neighborhoods
- Connectivity options for pedestrians and non-pedestrians
- Optimal increase in residential density, supported by necessary infrastructure, that will enhance the vibrancy of community
- Improvement of infill, vacant, dilapidated and underutilized sites in the community
- Public space improvements including open spaces, active gathering spaces, public art etc.
- Other features and characteristics that will enhance livability, vibrancy, convenience, and appeal of communities

2. **The State Conservation & Development Policies: The Plan for Connecticut (2018-2023) requires state funded projects to focus on infill development and redevelopment opportunities in areas with existing infrastructure, such as in cities or town centers, which are at an appropriate scale and density for the particular area; and promote the continued use or adaptive reuse of existing facilities, particularly those with historical and/or cultural significance, and support the redevelopment of former brownfields and other underutilized or abandoned facilities at a scale and density appropriate for the surrounding area.**

**Please describe in the space provided how the proposed project will enable**

- Adaptive reuse;
- Brownfield redevelopment;
- Historic and/or cultural preservation; and/or
- Redevelopment of areas with available infrastructure

## **SECTION II COMMUNITY BENEFIT/ENGAGEMENT, INCLUSIVE GROWTH AND RESILIENCE**

1. **Provide a brief summary of how the community will benefit from this project. Why is this project a good fit and how do you know? What are the proactive efforts for proposed development to serve and benefit existing communities, their peoples and their cultures? Indicate how the community was, or will be, informed of the project and plans for community engagement throughout the project. How does the proposed project mitigate previous negative effects on historically disenfranchised communities, including people with disabilities and elder residents:**

2. If the project includes 10 or more new housing units, please describe the affordable housing plan for the units and confirm that it is in keeping with the CCC affordable housing requirements laid out in the Notice of Funding Availability.

3. Describe below how the proposed project impacts the community and provide a characteristic or feature that was otherwise absent from the community/region. Examples include:

- affordable/workforce housing,
- food access,
- open/recreational space,
- gathering space,
- public/regional facilities, and/or
- ADA Improvements

4. Explain how project features and characteristics will

- enhance resiliency in the community,
- support green energy,
- adopt climate change measures such as low impact development,
- minimize impacts to the flood plain and/or
- adopt sustainability and green building design.

**5. Is the project site within these categories:**

- Opportunity Zone – Yes ☐ No ☐ Details: (include confirmation – parcel ID etc.):

- Distressed Municipality – Yes ☐ No ☐ Details:

- Enterprise Zone – Yes ☐ No ☐ Details:

**6. Please indicate what Diversity Equity and Inclusion (DEI) practices are currently being adopted by the Applicant Team that demonstrate and reflect a culture and commitment to diversity, equity, and inclusion. Also, explain how the Applicant Team is seeking to further its DEI commitment through this project. What are the plans for community engagement and local hiring?**

7. Explain how the proposed project is aligned with Environmental Justice goals of 1. providing the same degree of protection from environmental and health hazards to all; and 2. To provide everyone equal access to the decision-making process to have a healthy environment in which to live, learn, and work.

### SECTION III ECONOMIC IMPACT

1. Return on Investment – For each of the below questions, please be as detailed as possible in outlining the figures used to calculate percentages.

- A. **Applicant (Local) funding commitment:** What percentage of the total project cost is being funded with applicant funds? %
- B. **DECD share:** What percentage of the total project cost is being requested in Communities Challenge funds? %
- C. **Total non-state leverage:** What percentage of the total project cost is being funded by non-state dollars (equity and debt)? %
- D. **Private partner funding:** What percentage of the total project cost is being funded by the Private Partner (equity)? %
- E. **Private Funding:** What percentage of the total project cost is being funded by the private sector (private partner equity, bank loans, equity investment from investors etc.)? %

- 2. Job creation:** Please provide the number and type of permanent full-time equivalent (only direct) jobs expected to be created by the proposed project.

**3. Increase in grand list**

- A. Current valuation of property \$
- B. Projected valuation post-project \$

**Additional Notes (if any):**

**SECTION IV SHOVEL READINESS**

*The CT Community Challenge Grant funds are intended to be gap financing to enable a transformative project idea to be implemented. The DECD funding should be the last funding in. Therefore, this Program would like to target shovel-ready projects that can be initiated immediately and completed within the next two to three years.*

- 1. Has the approval from Town Council/Board of Alderman/Board of Selectman/Applicant Board/COG Board etc. been obtained a. to request this funding from DECD; 2. to undertake this project; and 3. partner with the private entity and other on the development team on the proposed project? If yes, please attach Approval/Certified Resolution.**

\_\_\_ Yes

\_\_\_ No

- 2. Please describe status of discussions of local approvals and participation of community groups and other key stakeholders.**

- A. Briefly describe any local support/approvals, or pre-development activities that support this project. Does the project have site plan, other planning and zoning approvals, variances etc. from the host municipality to move ahead with the project? If no, describe the plan or path that is charted out to obtain the same? What is the status and timeline of obtaining the same?**

- B. Does the project require local inland wetland permits and if so, have they been obtained/applied for? What is the status?
- C. Please list any other local, state or federal approvals or permits which will be necessary for the project to proceed and the timetable and process to achieve them.
- D. Will the project be a major traffic generator (MTG) as defined by Section 14-312-1 of the [Office of the State Traffic Administration \(OSTA\) regulations](#)? *An MTG is defined as any development of 100,000 square feet or more of gross floor area or 200 or more parking spaces.* What steps have been taken to initiate the process and what is the expected timeline?

3. **Please provide the status level of the project plans and construction design drawings (whether conceptual, 10%, 30% 60%, 100%)? (DECD may request for the drawings as described prior to any award)**
4. **Please describe status of assembling funding sources to complete the project (please attach Project Budget/Proforma and commitment letters from other funders).**
5. **Does the project site have all necessary public utilities, roads and other infrastructure required for the redevelopment project? If no, what additional (or upgrade of) public infrastructure would be required and what is the expected cost? Is there a plan in place to address the need and is there a funding source identified?**

**6. Any other information that describes the shovel readiness of the project.**

**Additional Notes (if any):**

**SECTION V APPLICANT TEAM CAPABILITY**

- 1. Provide at least five examples of similar scale projects that the Applicant Team has undertaken including references:** For each project: Provide project name; address; project scope; total project costs; details of funding sources; if DECD/other state agency funding was involved; project period; indication if project was completed on time and on budget; project issues and how they were resolved, and project testimonials/references and contact information.



**Additional Notes (if any):**

- 2. Please list the project team members. Please summarize their experience and skillset to undertake such projects. Please include the percentage of team members' expected available time to work on this project if the project is selected. Development team members including municipalities must demonstrate sufficient time allocated to manage this funding if awarded.**

(Developer, environmental professionals, environmental attorneys, financial partners, development consultants, municipal officials, development companies, etc.).



3. Please describe new partnerships that offer creative and dynamic solutions to the project described in the application.

## SECTION VI CHECKLIST OF DOCUMENTS

**Please attach copies of the following documentation, as applicable.**

All documents with an asterisk\* are required documents.

*Please note: All documents should be numbered and named in accordance with the checklist items below PRIOR to submittal to DECD*

- ☐ 1. Tax Assessor Property Card(s)\*
- ☐ 2. Letter of Intent to Purchase Property/Purchase and Sales Agreement
- ☐ 3. Access Agreement or documentation from owner indicating willingness to provide access
- ☐ 4. Articles of Incorporation (if applicable, for EDAs and private entities)
- ☐ 5. Certificate of Legal Existence (for private entities)\*
- ☐ 6. Locational Maps, Site Plan, Conceptual Project Plan\*
- ☐ 7. Market Study, if available
- ☐ 8. Feasibility Study/Structural Analysis, if available
- ☐ 9. Town Council Approval/Certified Resolution
- ☐ 10. Site Plan/Zoning Approvals
- ☐ 11. Local Inland/Wetland Permits (if applicable)
- ☐ 12. Copies of Available Local, State and Federal Permits (if applicable)
- ☐ 13. SHPO Project Notification Form and Determination Letter (if available)\*
- ☐ 14. Supporting Environmental Documentation (that support the application)
- ☐ 15. Project Pro Forma Worksheet
- ☐ 16. Municipal Certification of Eligibility for Discretionary State Funding
- ☐ 17. Project Testimonials/Examples and References

## SECTION VII CERTIFICATION BY APPLICANT

It is hereby represented by the undersigned, that to the best of my knowledge and belief no information or data contained in the application and attachments are in any way false or incorrect and that no material information has been omitted. Your application and the contents of your application and our discussions with you are subject to public disclosure. We may communicate with the municipality, state agencies (including the CT Office of Policy and Management, DEEP, the CT Department of Transportation, the CT Department of Housing, the CT Department of Public Health), the EPA, and the general public. Projects **funded under this program may be subject to the Connecticut Environmental Policy Act ("CEPA"), as well** as other environmental regulations, and DECD regulations related to procurement and bidding procedures. State funding may require placement of a lien on project property. In addition, if the applicant is a private corporation, a personal guaranty may be also required from each owner of 10% or more. In addition, the undersigned agrees that any funds provided pursuant to this application will be utilized exclusively for the purposes represented in this application, as may be amended and agreed to by the DECD. DECD reserves the right to modify or waive any requirement, condition or other term set forth in this Application, to request additional information at any time from one or more applicants, to select any number of applications submitted to this program, or to reject any or all such applications, in **each case at DECD's sole discretion**. DECD may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party. Applications to this program shall be prepared at the sole expense of the applicant and shall not obligate DECD to procure any of the services described therein or herein from any applicant. DECD shall not be obligated to any applicant until a final written agreement has been executed by all necessary parties thereto and all applicable approvals have been obtained. As such, any funds expended by the applicant prior to these approvals will be done so entirely at the risk of the applicant.

<b>Signature:</b>	<b>Printed Name:</b>
<b>Date:</b>	<b>Title:</b>

**PLEASE READ CAREFULLY:** The response fields included within this application have been assigned character limit restrictions. Please be sure that all text is visible within the provided spaces. Once the document has been signed, any text extending beyond the space provided **WILL NOT BE VISIBLE**. Please adjust your response lengths accordingly.

In addition, the document cannot be edited once a signature is applied using the sign option on Adobe Acrobat. Please make sure the application is complete and all responses are visible (start and end of response) prior to applying your signature.

## SECTION VIII REMINDERS (BEFORE SUBMITTAL)

Before submitting a completed application package, please check the following:

- Ensure that all response fields have been completed/filled in. If fields are left blank, DECD may deem the application incomplete. If a particular field is not applicable, please state as such and state the reasons.
- Responses should be included in the allotted space provided in this application.
- Ensure that all required attachments (documents marked with an asterisk\* in **Section VI**) are submitted along with the completed application form. Ensure that items included with the application submittal are checked off in the boxes provided in Section VI.
- The attachments should be submitted as individual documents (named and numbered in accordance with **Section VI** above). Please do not submit attachments as a single combined PDF.
- Ensure that the Application form has been signed & dated.

11/14/2022

Revolving Fund  
October 1, 2021 - September 30, 2022

			REVENUES	EXPENSES	NET
Softball -Women's	10100	REC001	4,600.00	5,604.32	-1,004.32
Volleyball	10110	REC002	8,250.00	938.41	7,311.59
Softball - Tuesday	10120	REC003	13,800.00	15,042.79	-1,242.79
Softball - Wednesday	10130	REC004	11,600.00	13,206.91	-1,606.91
Softball - Thursday	10140	REC005	8,310.00	9,099.92	-789.92
Guitar Lessons	10160	REC006	7,560.00	6,048.00	1,512.00
Sew Fun	10200	REC007	1,748.34	1,306.67	441.67
Jr Tennis Clinics	10210	REC008	210,229.25	142,877.48	67,351.77
Baseball Camp	10240	REC009	4,000.00	2,800.00	1,200.00
Basketball - Men's	10300	REC010	4,025.00	4,687.42	-662.42
Basketball - Junior	10310	REC011	55,900.00	31,388.67	24,511.33
Uniforms	10330	REC013	26,790.00	4,945.50	21,844.50
Snowflake Dance	10340	REC012	3,427.50	1,869.26	1,558.24
Soccer - Pre-School	10390	REC022	33,350.00	8,816.86	24,533.14
Soccer - Youth	10400	REC014	129,900.00	55,395.68	74,504.32
Soccer - Referee Course	10430	REC015	1,435.00	340.00	1,095.00
Body Blast	10440	REC034	1,500.00	2,300.00	-800.00
Lacrosse Skills and Drills	10450	REC095	0.00	271.89	-271.89
Create a Comic	10460	REC103	4,104.17	2,483.34	1,620.83
Fencing	10470	REC105	11,948.00	8,711.50	3,236.50
Grit Ninja	10490	REC108	29,800.00	27,048.00	2,752.00
Playground - Camp Champs	10500	REC016	133,312.50	77,623.28	55,689.22
Playground - Playground	10510	REC017	624,645.00	493,421.30	131,223.70
Playground - Action Squad	10520	REC018	83,265.00	59,381.73	23,883.27
Playground - Adaptive Rec	10530	REC019	22,365.00	54,055.30	-31,690.30
Fitclub/ Boost	10600	REC020	83,674.80	52,311.64	31,363.16
Teen Adventure Trip Camp	10610	REC021	54,625.00	60,552.34	-5,927.34
Golf Lessons	10620	REC119	139,261.25	103,707.86	35,553.39
Yoga	10650	REC025	44,352.00	31,549.60	12,802.40
Sticker Book Publishing	10660	REC026	480.00	0.00	480.00
Chess Wizards	10700	REC029	16,532.00	13,111.34	3,420.66
Farmer's Market	10705	REC121	3,422.10	1,347.84	2,074.26
Flag Football	10710	REC030	0.00	407.72	-407.72
Food Explorers	10720	REC031	3,360.00	1,280.00	2,080.00
Concerts	10730	REC032	0.00	24,440.37	-24,440.37
Teen Theatre	10740	REC033	66,024.75	56,919.41	9,105.34
			REVENUES	EXPENSES	NET
Penfield Renovations	10760		0.00	1,000.00	-1,000.00
The Batting Cage	10770	REC106	3,781.00	2,646.70	1,134.30
Fitness Center	10800	REC037	137,029.63	103,889.83	33,139.80
Language Program	10820	REC039	1,470.00	1,176.00	294.00
Stroller Strides	10840	REC041	1,569.91	0.00	1,569.91
Film Making	10850	REC042	7,310.00	5,848.00	1,462.00
E-Sports	10860	REC043	6,270.00	4,940.00	1,330.00
Art Strokes	10890	REC102	16,270.68	9,069.33	7,201.35
Ultimate Frisbee	10900	REC050	4,928.00	3,449.60	1,478.40

Community Gardens	10902	REC112	800.00	0.00	800.00
Corn Hole	10907	REC117	5,150.00	678.05	4,471.95
Recreation Software	10910	REC052	975.00	22,922.79	-21,947.79
Seasonal Brochure	10940	REC094	0.00	54,718.21	-54,718.21
Field Improvements	10950	REC101		50,122.27	-50,122.27
Golf Memorial Benches	10960	REC096	14,025.00	25,164.44	-11,139.44
Super Tots	10970	REC098	9,882.83	10,334.40	-451.57
HSR Golf Special Events	10990	REC070	3,805.00	3,813.70	-8.70
Credit Card Fees	18020	REC055		208,383.45	-208,383.45
Non-Resident Fees	48511		850.00		850.00
Refund Fees	48502	REC045	6,305.12		6,305.12
Scholarships				14,157.50	-14,157.50
Misc. Exp	58800			17.40	-17.40
Covid	59997			2.32	-2.32
	<b>TOTALS</b>		<b>2,068,018.83</b>	<b>1,897,626.34</b>	<b>170,392.49</b>

**STARTING BALANCE: OCTOBER 1, 2021**

**Finance took**

**INCOME**

**EXPENSE**

**CLOSING BALANCE: SEPTEMBER 30, 2022**

**227,516.13**

**27,516.13**

**\$ 2,068,018.83**

**\$ 1,897,626.34**

**\$ 370,392.49**

**\$ 200,000.00**

**170,392.49** Due to General Fund

**Town of Fairfield**  
**Internal Audit Report for the Board of Finance**  
**January 10, 2023**

**Agenda:**

1. Review of Internal Audit Report Activities – January 1, 2022 through December 31, 2022.
2. Review of Internal Audit Reports issued during the calendar year 2022:
  - Building Department – Online Permit Revenue (April 2022)
  - Registrar of Voters – Review of Pink Postcard Mailing and Seasonal and Part-time Payroll Process (April 2022)
  - Greenway Property Services – Invoices Paid – July 2021 through February 2022 (May 2022)
  - Burr Mansion – Audit of Event Deposits and Expenses for Account Transfer to Town (May 2022)
  - WPCF – Waste Collection & Disposal Audit (June 2022)
  - Boat Wait List (June 2022)
  - Town-Owned Electric Vehicle Charging Stations (October 2022)
  - Town Department Vehicle Inventory Including Usage and Condition Assessment (October 2022)
  - Solid Waste & Recycling – Surprise Cash Count and Evaluation of Internal Controls at Transfer Station (November 2022)
3. Review of the status of the DPW Independent Audit Report dated May 19, 2020 - Findings and Recommendations.
4. Link to the DPW Independent Audit Report dated May 19, 2020:

[https://fairfieldct.org/filestorage/79/121/59883/87659/Town\\_of\\_Fairfield\\_CT\\_Public\\_Works\\_Dprt\\_Review - Report On Results of Procedures Performed.pdf](https://fairfieldct.org/filestorage/79/121/59883/87659/Town_of_Fairfield_CT_Public_Works_Dprt_Review_-_Report_On_Results_of_Procedures_Performed.pdf)

**Town of Fairfield  
Internal Audit Report  
Calendar 2022  
January 1 through December 31, 2022**

Submitted by: Connie M. Saxl, Internal Auditor

1/10/2023

**Internal Audits**

- Building Department – Online Permit Revenue (April 2022)
- Registrar of Voters – Review of Pink Postcard Mailing and Seasonal and Part-time Payroll Process (April 2022)
- Greenway Property Services – Invoices Paid – July 2021 through February 2022 (May 2022)
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- WPCF – Waste Collection & Disposal Audit (June 2022)
- Boat Wait List (June 2022)
- Town-Owned Electric Vehicle Charging Stations (October 2022)
- Town Department Vehicle Inventory Including Usage and Condition Assessment (October 2022)
- Solid Waste & Recycling – Surprise Cash Count and Evaluation of Internal Controls at Transfer Station (November 2022)
- DPW Independent Audit – Regular Monitoring and Tracking of Audit Recommendations and Status (Ongoing throughout calendar 2022)

**Draft Internal Audit Reports & Policies – In Management Review**

- Five-Year Cost Analysis – Hiring One Firefighter versus Paying Overtime to Existing Staff (Draft - January 2022)
- Police Department – Outside Jobs Fund - Regulations and Guidelines (Draft - March 2022)
- Town Department Vehicle Inventory Reorganization (Draft - October 2022)

**Policies & Procedures**

- Policies and Procedures Governing Refunds of Customer Online Credit Card Payments and Bounced Electronic Checks - Online Permitting Process (July 2022)
- Pink Voucher Policy – Updated and distributed to all Town Departments and posted on Town shared drive (August 2022)
- Policy and Procedure Governing Rec Trac Deposit Transmittals (August 2022)

**Financial/Accounting/Other**

- Quarterly Federal Reporting of Project Expenditures for American Relief Fund - Total ARPA Funds Received: \$28,830,565.88
- Confirmation and Update of Departmental Petty Cash and Change Fund Balances – All Town Departments (July 2022)

- Town General Fund - Monthly Bank reconciliations
- Recreation Department - Monthly Bank reconciliations
- Gather backup documentation for attorney related to fill pile case
- Calculated Employee Fringe Benefit Cost – FY22
- Capital Plan Working Group – Worked with Town departments and BOE: Prepared spreadsheets and documents for Town & BOE 5-year Capital Plan
- CARES Act – Submission of backup to State OPM for Town reimbursement of COVID expenses – Total Received: \$546,009
- ECC – Retro pay recalculation
- PETA – Retro pay recalculation
- Fill pile - Updated costs on a regular basis pertaining to the Berm & Remediation expenses
- Fire Training Center – Preparation of Statement of Revenue, Expenditures and Fund Balance for Grant and Fees accounts for FY22
- Fairfield Ludlowe High School Expansion State Audit – Worked with State auditor on school construction audit
- Fairfield Woods Middle School Roof Replacement State Audit – Worked with State auditor on school construction audit
- Roger Sherman Elementary School Renovation Project State Audit - Worked with State auditor on school construction audit
- Prepared Legal Analysis by Attorney and Category – FY22 and FY23 year-to-date reports
- Prepared Non- Recurring Capital and Associated Bond Issuance Spreadsheets for FY23
- Prepared monthly and quarterly pension and OPEB cash flow reports for Town Employees and Police and Fire
- Submitted monthly invoices for payment to People’s bank pertaining to the Town pension plans
- Gathered Town department expense data relating to Storm Ida in the amount of \$231,934.41 and submitted to FEMA for reimbursement: \$208,740.97 (90%)
- Review all Town lease agreements and ensure that all lease payments were properly received as of June 30, 2022 and FY23 year-to-date
- Prepared annual FY23 lease report for RTM
- Reconciled Library Trust Investments and Bank Accounts as of June 30, 2022
- Coordinated Disposal of Records retained in Finance storage area in accordance with State of Connecticut requirements
- CIRMA - Updated Town property and automobile schedules for insurance purposes.
- Assisted with preparation of Town Fiduciary Liability Insurance application form for Employee Benefit Plans
- Billed SHU for balance due to Town for upgrades to pump house per agreement dated 6-25-20 for \$500,000 (Payment Received October 13, 2022)

# Town of Fairfield

Fairfield, Connecticut 06824

INTERNAL AUDIT

(203) 256-3065 (Office)

(203) 256-3080 (Fax)

csaxl@fairfieldct.org

**To:** Sean Reed, Chief Building Official - Building Department  
**From:** Connie M. Saxl, Town Internal Auditor  
**Subject:** Audit: Building Department Online Permit Revenue  
**Date:** April 21, 2022  
**Cc:** Jared Schmitt, Fiscal Officer  
Dave Kelley, Director of Information Systems  
Jim Tubridy, Programmer/Analyst - Information Systems



## AUDIT SCOPE

Internal Audit has examined the revenue generated from customer payments received for online permits issued by the Building Department from January 8, 2022 (inception of the online program) through March 9, 2022 along with corresponding internal controls. Total permit fees per daily Value Payment System reports were recalculated and traced to ACH credits on the Town General Fund bank account. Bank deposits were traced to daily deposit transmittals as recorded in MUNIS, noting correct general ledger revenue account numbers.



## AUDIT PURPOSE

The purpose of the audit was to:

- Ensure that online customer payments are properly reflected in the Town bank account as ACH credits for the correct amount and that they are properly recorded in MUNIS by appropriate account number.

- Identify and disclose any weaknesses existing among departmental internal controls and to advise where improvements among daily operations can be made in order to increase the department's efficiency and effectiveness.



### **STATEMENT OF AUDITING STANDARDS**

The audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed in order to afford a reasonable basis for judgements and conclusions regarding the organization, program, activity, or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy audit objectives.



### **INTERNAL CONTROL DEFINED**

Internal control encompasses all the steps and actions developed by management to ensure efficient and effective organizational operations. It consists of all the methods used to safeguard assets, to promote accuracy and reliability of the organizations accounting data and records, to encourage compliance with all policies and procedures prescribed by management and to promote the operational efficiency of the organization. Management should understand its responsibilities to implement and maintain adequate internal control systems.



### **AUDIT FINDING #1**

It was noted that the total construction value pertaining to permits issued by the Building department each day are added manually from the "Building Daily Financial Reports" (both Online and Cash/Checks Reports) and the totals are manually recorded on the respective reports. Further, the totals manually recorded on individual reports are then manually added to arrive at a grand total construction cost.

### **AUDIT RECOMMENDATION #1**

It is recommended that the “Monthly Annual Report” be used to calculate the construction value for all permits issued over the required period rather than adding these values manually from individual reports on a daily basis. The total construction value figure from this report should be used for all reports submitted to Town Boards and to the State of Connecticut. Adherence to this procedure will eliminate manual tasks that can be easily and readily obtained through the Muncity software program.

Instructions on how to print the Monthly Annual Report (sample report attached):

1. Click: WordReports
2. Under Report, click down arrow and scroll down to “Monthly Annual Report”
3. Enter Start Date for period needed
4. Enter End Dates for period needed
5. Click: Run Report
6. Print

See screen shot from Muncity on following page:

Word Reporting

Reporting | Scheduling - Coming Soon | History


Entity: Entity Report: Monthly Annual Report Start Date: 01/01/2022 End Date: 03/31/2022 Run Report

Document Dataset 1 (1) Dataset 2 (47) Dataset 3 (4) Dataset 4 (4) Dataset 5 (1) Dataset 6 (2852) Raw

Download Google Microsoft

Word MonthlyAnnualReport004-21-22 104237

Accessibility Mode Download Save a copy to OneDrive. Print

 **Town of Fairfield  
Building Department**  
725 Old Post Road • Fairfield, CT 06824 • 203.256.3036

**Building Department**  
01/01/2022 to 03/31/2022

**Total Building Permits**

## **AUDIT FINDING #2**

A sample review of the permits issued by date revealed that a permit was issued by the Building Department, which contained a construction value, but no associated fee was properly collected by the department. Inquiries with the Building inspector revealed that he had issued the permit in error without collecting the proper fee from the contractor. The inspector stated that he would collect the fee due to the Town for \$344 from the contractor and the department head was notified.

The original audit scope was further expanded based on this finding to include a detailed review of revenue received from all permits issued each day from January 1 through March 15, 2022. 1,053 permits were issued for this time period totaling \$569,539.16 in fee revenue collected. The expanded audit review revealed 13 additional permits (14 in total) that were incorrectly issued for the reasons listed below. This equates to a 1.33% error rate of total population. The total financial impact totaled \$2,318.00 or a .4% error rate.

Summary of Findings:

<u>Error Description</u>	<u># of Errors</u>	<u>\$ Impact</u>
No Fee Charged	7	\$1,537.00
Incorrect Fee Charged	4	\$397.00
No Construction Value Entered but Fee Charged	3	\$0.00

### **AUDIT RECOMMENDATION #2**

It is recommended that the Department Head review the "M5 Permit Report" on a weekly basis to ensure that a construction value has been entered and the correct fee has been collected for all permits issued by the Building department. Permits issued without fees, permits issued with incorrect fees and those recorded in Municipality without construction values as detailed on the "M5 Permit Report" during the review should be researched by the Department Head and corrected. If they are found to be incorrect then the proper fee should be collected by the contractor or the permit voided. No building inspections should be performed or Certificates of Occupancy issued until proper payment is received by the Building Department for the permit. If no fee should be collected then it should be noted as such on the report. A copy of the reviewed and approved "M5 Permit Report" should be submitted to Finance and the original document should be maintained on file in the Building Department until audit. Adherence to this recommendation will strengthen internal controls over permits issued, fees collected and also reduce the potential for losses in revenue.

Note: The weekly review may be performed on a monthly basis if determined after several reviews that permit errors are no longer present on weekly reports.



### **AUDIT CONCLUSION**

All receipts generated per Daily Payment Reports for the period examined were reconciled daily by the department and properly reported to Finance. They were recorded correctly as to general ledger account, amount and period deposited. All online daily collections were traced to the Town bank account deposits without exception. All permit fees paid with the

exception of those noted in Finding #2 were recalculated based upon construction value without exception.



### CLOSING REMARKS

The assistance and cooperation received from the both the Information Systems and Building Department staff was greatly appreciated. I enjoyed working with the involved parties and look forward to working with you again in the near future. Thank you.



# Town of Fairfield Building Department

725 Old Post Road • Fairfield, CT 06824 • 203.256.3036

## Building Department

01/01/2022 to 03/31/2022

### Total Building Permits

Building	Number of Permits	Fees Collected	Construction Cost
Total	447	\$509,352.00	\$36,717,094.63

### Total Electrical Permits

Electrical	Number of Permits	Fees Collected	Construction Cost
Total	379	\$83,596.16	\$5,104,743.66

### Total Mechanical Permits

Mechanical	Number of Permits	Fees Collected	Construction Cost
Total	199	\$72,114.00	\$4,762,013.94

## Total Plumbing Permits

Plumbing	Number of Permits	Fees Collected	Construction Cost
Total	345	\$63,920.00	\$3,705,220.36

## Total Overall Permits

Total Overall	Number of Permits	Fees Collected	Construction Cost
Total	1370	\$728,982.16	\$50,289,072.59

# Town of Fairfield

Fairfield, Connecticut 06824

INTERNAL AUDIT

(203) 256-2919 (Office)

(203) 256-3080 (Fax)

csaxl@fairfieldct.org

**To:** Jared Schmitt, Chief Fiscal Officer  
**From:** Connie M. Saxl, Town Internal Auditor  
**Subject:** Registrars of Voters – Review of Pink Postcard Mailing and Seasonal and Part-time Payroll Process  
**Date:** April 13, 2022  
**Cc:** Matthew Waggoner, Registrar of Voters  
Steven Elworthy, Registrar of Voters  
James Baldwin, Town Attorney

\*\*\*\*\*

The Chief Fiscal Officer requested a review of the circumstances surrounding a mailing that occurred in November 2021 by the Registrars of Voters along with a review of the seasonal and part-time payroll process for the department.

\*\*\*\*\*

## AUDIT SCOPE

The scope of the audit included:

- Inquiries with Registrars of Voters personnel
- Examination of the Registrars of Voters pink postcard
- Examination of the Registrars of Voters Website
- Examinations of emails related to the Registrars of Voters pink postcard mailing
- Review of the Connecticut State Statutes
- Review of Registrars of Voters seasonal and part-time payroll

\*\*\*\*\*

### **AUDIT PURPOSE**

The purpose of the audit was to:

- Document the details surrounding the November 2021 Registrars of Voters pink postcard mailing
- Identify the types of mailings that the Registrars of Voters processes
- Document and review the payroll authorization process
- Identify and disclose any weaknesses existing among departmental internal controls and to advise where improvements among daily operations can be made in order to increase the department's efficiency and effectiveness.

\*\*\*\*\*

### **STATEMENT OF AUDITING STANDARDS**

The audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed in order to afford a reasonable basis for judgements and conclusions regarding the organization, program, activity, or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy audit objectives.

\*\*\*\*\*

### **INTERNAL CONTROL DEFINED**

Internal control encompasses all the steps and actions developed by management to ensure efficient and effective organizational operations. It consists of all the methods used to safeguard assets, to promote accuracy and reliability of the organizations accounting data and records, to encourage compliance with all policies and procedures prescribed by management and to promote the operational efficiency of the organization. Management should understand its responsibilities to implement and maintain adequate internal control systems.

\*\*\*\*\*

### SUMMARY OF REGISTRARS OF VOTERS PINK POSTCARD MAILING

In November 2021 Matthew Waggner, Registrar of Voters decided to prepare an in-office postcard mailing based on CT Public Act 21-2 (full Statute included on following pages) that allowed voters to request that their names and addresses not be disclosed in future public records requests and to be treated as confidential for public records for their safety. Per Mr. Waggner, he was conducting a sample mailing in order to determine how many voters would be interested in this program and whether it should be incorporated in a notice to all voters in the future.

He randomly selected 100 names from the Connecticut Voter Registration List to be included in the sample mailing.

Mr. Waggner designed and created a return address, postage paid, pink postcard (Attached). The postcards were printed on pink cardstock on the office printer and were then cut to size in the Registrars' office by him. Each postcard was then placed in a Registrars of Voters envelope and mailed to each of the 100 persons selected in the sample. (Note: The return address on the pink postcard was the Registrars of Voters office not the Secretary of State/State of Connecticut.)

A daily log was maintained on the Registrars of Voters' office white board, which visibly recorded the date and number of completed postcards returned to the office (Attached).

29 out of 100 pink postcards were returned to the Registrars of Voters' office containing thirty names. (One postcard had two names from the same address recorded on it.) The Connecticut Voter Registration List was updated based upon the names/addresses documented on the returned postcards by the Registrars of Voters' office.

The details surrounding the pink postcard mailing were posted in a letter archived on the Town of Fairfield website under the Registrar of Voters – Registrar of Voters News entitled Voter Nondisclosure Requests, November 15, 2021 (Attached).

Per Mr. Waggner, copies of the pink postcards that had been returned to the Registrars of Voters' office were sent to the Secretary of State, who subsequently

notified the Town of Fairfield that the pink postcard mailing activity was not within the purview of the Registrars of Voters office's statutory authority.

A review of two emails dated March 23 and 24, 2022 from Connecticut Secretary of State, Staff Attorney Aida Carini (Attached) revealed that she had instructed the Registrars' office on February 3, 2022 to send a corrective letter (Attached) to the 100 voters who had received the pink postcard mailing along with an official Secretary of the State (SOTS) form (Attached). This has not been done by the Registrars of Voters' office to date. Ms. Carini asked that there be no further mass mailing regarding this program. Additionally, she further stated that if Mr. Waggnar continued to disregard these instructions, she would have no choice but to begin examining, escalating this misconduct to the Connecticut State Elections Enforcement Commission (SEEC) for possible removal of Mr. Waggnar pursuant to CGS 9-190c.

Conversations with Town Attorney, James Baldwin also revealed that he had discussed the issue with Mr. Waggnar and that he told him to comply with Attorney Carini's instructions.

\*\*\*\*\*

**State of Connecticut - PA No. 21-2 (June Special Session:  
On or after July 1, 2021)**

Sec. 104. (NEW) (Effective from passage) (a) Whenever voter registration information maintained under title 9 of the general statutes by the Secretary of the State or any registrar of voters is provided pursuant to any provision of the general statutes, disclosure of a voter's date of birth shall be limited to only the month and year of birth, unless such voter registration information is requested and used for a governmental purpose, as determined by the Secretary, in which case the voter's complete date of birth shall be provided. As used in this Senate Bill No. 1202 June Sp. Sess., Public Act No. 21-2 135 of 790 section, a governmental purpose shall include, but not be limited to, jury administration.

(b) Notwithstanding any provision of the general statutes, any motor vehicle operator's license number, identity card number, Social Security number and any other unique identifier used for the purpose of generating a voter registration record, or added to such record for compliance with the requirements of the Help America Vote Act, P.L. 107-252, as amended from time to time, shall be confidential and shall not be disclosed to any person.

(c) Notwithstanding any provision of the general statutes, if a voter submits to the Secretary of the State a signed statement that nondisclosure of such voter's name from the official

registry list is necessary for the safety of such voter or the voter's family, the name and address of such voter on his or her voter registration record shall be confidential and shall not be disclosed, except that an election, primary or referendum official may view such information on the official registry list when such list is used by any such official at a polling place on the day of an election, primary or referendum. Such signed statement shall be sworn under penalty of false statement, as provided in section 53a157b of the general statutes.

\*\*\*\*\*

### **AUDIT RECOMMENDATIONS - PINK POSTCARD MAILING**

1. The Registrars of Voters should immediately send out the corrective letter and the SOTS form to the 100 voters as instructed by the Connecticut Secretary of State, Staff Attorney, Aida Carini and Town Attorney James Baldwin.
2. The Registrars of Voters should obtain prior approval from the State of Connecticut for any proposed future mailings which may be considered atypical or outside of the realm of typical standard acceptable department mailing. Only State approved/authorized forms and preformatted sample letters offered by the State should be used by the Registrars of Voters available for these types of mailings. Sample test-based mailings to a random group of individuals should not be conducted but rather should be made without bias to all individuals on the Connecticut Voter Registration List. All individuals on the Connecticut Voter Registration List should be treated equally and have the same opportunities available to each person.

\*\*\*\*\*

### **TYPES OF ACCEPTABLE MAILING**

**The Registrars of Voters under the State of Connecticut authorizes them to conduct mailings to the Public:**

1. Letters to Voters: Acceptance, Rejection, Moves
2. Responses to Voter Requests
3. Notices of Voter Registration
4. Notices of Political Party
5. Reminders of Polling Places
6. Notices of Redistricting

\*\*\*\*\*

## SEASONAL & PART-TIME PAYROLL

### The Registrars of Voters - Seasonal Employees:

Seasonal Employees Definition: The Town of Fairfield hires seasonal workers for temporary employment that recurs around the same time every year or during periods of increased business or where the department requires extra help for a few weeks or a few months.

1. To work at the polls: Ballot clerks, election checkers, election moderators and tabulators, for example.
  - a. Hiring: The Registrars uses a historic list of names that are divided between Democrats and Republicans. Each Registrar selects who shall work at specific polls and their tasks. Each polling location maintains an employee sign-in sheet, which records the location, date and hours worked per person.
  - b. Review, Approval & Payment: These employees are paid via submittal of a Pink Voucher by the Registrars of Voters to the Finance Department. The Pink Voucher designates the date and approval signatures of both Registrars of Voters, MUNIS account number, description of payment along with a copy of the polling sign-in sheet.
2. To work in the office:
  - a. Hiring:
    - Assistant Registrar – Allowed by State Statute and selected by the Registrars of Voters – Reports to each Registrar. (Pay Rate = \$16/hr.)
    - Deputy Registrar (Democrat) – Required by State Statute – one per party and selected by the Registrars of Voters– Reports to each Registrar. (Pay Rate = \$22/hr.)
    - Deputy Registrar (Republican) - Required by State Statute one per party and selected by the Registrars of Voters– Reports to each Registrar. (Pay Rate = \$22/hr.)
  - b. Review, Approval & Payment: These employees are paid through the MUNIS payroll system. Employee hours are entered on a time sheet, which is reviewed and approved by each Registrar. The hours are entered into MUNIS by the department secretary and approved by one

Registrar. Once approved, payroll is processed by the Finance department for payment.

### **The Registrars of Voters - Part-Time Employees:**

Part-time Employees Definition: The Town of Fairfield hires part-time employees to help with increased work demands and whose hours are 19.5 or less per week, up to 1,014 hours per year, compared to full-time employees who typically work 35 to 40 hours per week.

- a. Registrars of Voters: There are two Registrars of Voters who work part-time in the office of the Registrars. The Registrars are elected to a four-year term in Presidential election years. One Registrar is elected from each of the major parties.
- b. Review, Approval & Payment of Payroll: These employees are paid through the MUNIS payroll system. Their annual salaries are budgeted. Employee hours are entered on a time sheet, which is reviewed and approved by each Registrar. The hours are entered into MUNIS by the department secretary and approved by one of the Registrars. Once approved, payroll is processed by the Finance department for payment.

\*\*\*\*\*

### **AUDIT RECOMMENDATION - PAYROLL**

A review of the hours and type of work performed by the Assistant Registrar and the two Deputy Registrars fall more appropriately into the category of part-time employment rather than seasonal employment. These employees are not deemed temporary and are required to work part-time hours for the department throughout the year and they are paid via MUNIS payroll instead of pink internal voucher. It is recommended that the expense related to these employees be budgeted and charged to part-time employment rather than seasonal employment.

## **Attachments**

Pink Postcard Mailing

Dear Fairfield Voter:

Following the passage of CT Public Act 21-2 (June Special Session), voters are permitted to request that their name and address not be disclosed in future public records requests. Names and addresses will still appear on lists at the polling place, but not on voter lists provided to candidates, commercial entities, etc.

We are evaluating how many voters would request non-disclosure of their information if we promoted this process more widely, and if you would like to take advantage of this new law, please sign and return this card.

Sincerely yours,  
Fairfield Registrar of Voters Office

**Secretary of the State**  
**ATTN: LEAD**  
**PO Box 150470**  
**Hartford, CT 06115-0470**

To whom it may concern,

Pursuant to Public Act 21-2 (June Sp. Ses.), Sec. 104, please treat my voter registration as confidential for public records disclosures. I believe nondisclosure of my name from the official registry list is necessary for the safety of myself and/or my family. I am signing this statement under penalty of false statement as provided in section 53a-157b of the general statutes.

PRINTED NAME

ADDRESS

SIGNATURE

DATE

**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL

PERMIT NO. 33

FAIRFIELD CT

POSTAGE WILL BE PAID BY ADDRESSEE

REGISTRARS OF VOTERS  
611 OLD POST RD  
FAIRFIELD CT 06824-9671

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



Postcards: 11/29 - 15  
12/6 - 5  
12/10 - 2  
12/14 - 1  
1/4 - 3  
1/18 - 1  
1/24 - 1  
2/11 - 1

[Fairfield Covid19 Data Page](#)

[Departments & Services](#) > [Registrars of Voters](#) > Registrars of Voters News

### 11/15/2021 - Voter Nondisclosure Requests

The Registrar of Voters office occasionally receives requests from members of the public to conceal their name and/or address from the voter list. Voter lists are public information, and in addition to being a source of solicitations from political campaigns, these lists are sometimes published on the internet or obtained by commercial vendors for various purposes.

Normally, we advise people requesting to be hidden from the voter list of several options:

- Voters may apply for address confidentiality if they meet the [Safe at Home program's](#) eligibility requirements (generally victims of domestic abuse)
- Voters may request that their address be concealed if their position is listed among the [Freedom of Information Act's list of public safety positions eligible for non-disclosure](#)
- Voters may request that they be removed from the voter list entirely and take advantage of Election Day Registration (and simultaneously submit a removal application) so their name is not subject to disclosure during the rest of the year

In 2021, several changes were made to the CT General Statutes; first, specific dates of birth are no longer allowed to be disclosed for any voter in response to any public records request, which hopefully addresses some privacy concerns. But an additional change permits any voter (not just those meeting narrow criteria) to request that their name and address be withheld from disclosure by making a request in writing to the Secretary of the State's office. Voters must sign under penalty of false statement that they believe nondisclosure is necessary for the safety of themselves and / or their family.

Our office has sent a small number of forms to randomly chosen voters to measure interest in this newly created service; if you received a pink postcard in November you may return it by mail after signing it and we will submit your request to the state. If there appears to be widespread interest we will consider incorporating a notice to all voters in our 2022-23 budget.

If you are interested in this service and would like to request a postcard, please come to our office at 611 Old Post Road and we will supply you with one.

[Archives](#)

February 3, 2022 Letter From Attorney Carini

February 3, 2022

Mr. Steve Elworthy  
Mr. Matthew Waggner  
Fairfield Registrars of Voters  
611 Old Post Road  
Fairfield, CT 06824

Dear Mr. Elworthy & Mr. Waggner:

We are in receipt of pink postcards sent to us by your office from residents of Fairfield requesting that their name and address not be disclosed pursuant to PA No. 21-2 (June 2021) Sec. 104(c). Please be advised that while these post cards contain correct references to the statute, they are not the prescribed form created by the Office of The Secretary of the State. Please ensure that you provide the attached form when you receive a request from a resident to participate. If you would like this form electronically, it is available on our website at:

[https://portal.ct.gov/-/media/SOTS/Voter\\_Privacy\\_Program/VPPapp\\_20211104.pdf](https://portal.ct.gov/-/media/SOTS/Voter_Privacy_Program/VPPapp_20211104.pdf)

One could also make the argument that the post card appears to be an official document from the Secretary of the State which is misleading. Furthermore, it appears that these cards were part of a mailing from your office. I would appreciate if you would please provide us with a complete version of the mailing that you sent out with these cards.

The purpose of this new program is to protect the voter registry information of individuals who fear a threat of violence to them or their family as a result of disclosure of the voter registry when requested by a member of the public. It should not be taken lightly and used for any other purpose. Additionally, this office is statutorily required to keep the original form, but you are required to process the information at the local level and take the necessary steps to ensure you are in compliance with the statute. As you are aware, the voter registry lists are maintained at the local level and not through our office. You will need to reach out to all of the individuals who sent in the pink post cards and have them fill out an official form so their application can be correctly filed with our office.

Please let me know if you have any questions on this matter.  
Thank you,

Aida R. Carini  
Staff Attorney

## Emails

From: Carini, Aida <[Aida.Carini@ct.gov](mailto:Aida.Carini@ct.gov)>  
Sent: Thursday, March 24, 2022 11:21 AM  
To: James Baldwin <[jbaldwin@cbklaw.net](mailto:jbaldwin@cbklaw.net)>  
Subject: Fairfield Voter Registry Privacy Program issue

Hello Jim,

Attached please find the corrective letter the Registrars should send to the 100 voters who were contacted by the Registrars in November and who received the pink post card mailing. I would appreciate if a copy of the SOTS form would accompany this corrective letter. A copy can be found at [Please feel free to contact me to discuss if necessary and have a wonderful weekend!](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fportal.ct.gov%2f-%2fmedia%2fSOTS%2fVoter_Privacy_Program%2fVPPapp_20211104.pdf&c=E,1,7L2h9_Jls1maxShk75WD09wx1JavCO7St3TKeLB6IrCZnV8ej5QOBxlvO5V0ANUX5hK0f9cNBnGewcn4t0laVvXzM3RzGjHltniAtE&typo=1<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fportal.ct.gov%2f-%2fmedia%2fSOTS%2fVoter_Privacy_Program%2fVPPapp_20211104.pdf&c=E,1,n3eGIyLNcALLN8gNVD7iGCnyDI5G0P9qA6OeAyRAX7Dx1ZzLJDUz1ApFrtrl_5wl1qKiLdSIeIxJnp762zGBDqiO6HtOnMH3glgr5qXl8abpd655hw.,&typo=1> . I believe that I may have sent you the wrong file copy of the February 3, 2022 letter yesterday and accordingly, am including the version that was sent to Mrs. Wagner and Elworthy here.</p></div><div data-bbox=)

Aida R. Carini  
Staff Attorney  
Connecticut Secretary of the State  
165 Capitol Avenue, Hartford, CT 06106  
[Aida.Carini@ct.gov](mailto:Aida.Carini@ct.gov)<<mailto:Aida.Carini@ct.gov>>  
Phone: (860) 509-6123

From: Carini, Aida <[Aida.Carini@ct.gov](mailto:Aida.Carini@ct.gov)>  
Sent: Wednesday, March 23, 2022 1:28 PM  
To: James Baldwin <[jbaldwin@cbklaw.net](mailto:jbaldwin@cbklaw.net)>  
Subject: Fairfield Voter Registry Privacy Program

Hello Jim,

It was a pleasure to speak with you today regarding the Fairfield mailing issue. I've attached the file copy of the letter I sent to the Registrars on February 3, 2022 in which I instructed the registrars to provide the SOTS Voter Registry Privacy Program form to the 29 individuals who had returned the pink postcards and enclosed the official form. My understanding is that none of the 100 voters who received the Voter Registry Privacy mailing composed by the Fairfield registrars have been contacted/provided with clarification of the program to date.

I am hopeful that we can reach a quick resolution in this matter as we appear to be in agreement that corrective action is warranted. Our office would consider this matter resolved if the registrars(1) agree to send a corrective letter authored by me to the 100 individuals who received the misleading mailing which includes the SOTS Voter Registry Privacy Program form and (2) affirm that no further mass mailing regarding this program will occur. As we discussed, gauging public interest and informing the electorate of statutory changes exceeds the authority of the registrars and we do not wish to have to revisit this issue as a result of their overreach. I shall draft that letter this week and provide you with it by Friday. It is my sincere hope that no further action would be necessary, however, should Mr. Waggner continue to disregard these instructions as well as your recommendations, we will have no choice but to begin examining escalating this misconduct to SEEC for possible removal of Mr. Waggner pursuant to CGS 9-190c. I believe that Mr. Waggner is open to this resolution though and do hope that we can wrap this up without necessitating an in person meeting of all the parties.

Again, I am very thankful that you reached out and that we are on the same page here. Wishing you the best this week and may the verdant part of spring arrive sooner than later!

Aida R. Carini  
Staff Attorney  
Connecticut Secretary of the State  
165 Capitol Avenue, Hartford, CT 06106  
[Aida.Carini@ct.gov](mailto:Aida.Carini@ct.gov)<<mailto:Aida.Carini@ct.gov>>  
Phone: (860) 509-6123

## Corrective Letter Supplied by State Attorney

Fairfield Voter  
611 Old Post Road  
Fairfield, CT 06824

DATE

Dear VOTER:

Our office contacted you by mail in November 2021 to inform you about the Voter Registry Privacy program established by the Office of the Secretary of the State pursuant to Public Act 21-2 (June Special Session). This mailing included a pink pre-paid return postcard with an attached note and was accompanied by a letter of enclosure.

It has come to our attention that information provided in that mailing was incomplete. The Voter Registry Privacy Program is available to voters who fear they or their family would be subject to bodily harm, threats of violence, intimidation, harassment or doxxing resulting from disclosure of their voter registry information. This expanded application is **not a general request for privacy from data disclosure and should not be treated as such**. The program is intended to protect individuals who have a reasonable fear of bodily harm, threats of violence, intimidation, harassment, or doxxing as result of their registry information being disclosed. This fear may arise as a result of employment, relation to a victim of domestic violence, community activism or political involvement, or any similar situation that may reasonably make the voter more vulnerable to bodily harm, threats of violence, intimidation, harassment or doxxing if their CVRS information were disclosed. The voter does not need to move residences or prove they were a victim of domestic violence to be eligible for this program, however the voter **must affirm under penalty of false statement that such non-disclosure is necessary for the safety of the voter or the voter's family**.

Additional information regarding the program is available on the Secretary of the State's website and the application may be found at this address:

[https://portal.ct.gov/-/media/SOTS/Voter\\_Privacy\\_Program/VPPapp\\_20211104.pdf](https://portal.ct.gov/-/media/SOTS/Voter_Privacy_Program/VPPapp_20211104.pdf)

A copy of this form is enclosed for you. **If you previously filled out and returned a pink post card and affirm that such non-disclosure is necessary for you or your family's safety, you will need to fill out the Secretary's form and return it to the address listed on the bottom of the form to be enrolled in the program.**

If you have any questions regarding this program, please contact Aida Carini at the Office of the Secretary of the State at (860) 509-6123.

Thank you,

Fairfield Registrars of Voters



## **Request for Non-Disclosure of Voter Information from Registry**

I, \_\_\_\_\_, request non-disclosure of my name and address from the official registry list.  
(PRINT NAME)

Such non-disclosure is **necessary for my and/or my family's safety**. I make this request pursuant to PA No. 21-2 (June 2021) Sec. 104(c) and sworn under penalty of false statement, as provided in section 53a-157b\* of the general statutes.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE OF BIRTH OF APPLICANT

\_\_\_\_\_  
ADDRESS OF APPLICANT

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\*GIVING A FALSE STATEMENT IS A CLASS A MISDEMEANOR, PUNISHABLE BY UP TO ONE YEAR IN PRISON, UP TO A \$2,000 FINE, OR BOTH.

PA No. 21-2 Sec 104(c): Notwithstanding any provision of the general statutes, if a voter submits to the Secretary of the State a signed statement that nondisclosure of such voter's name from the official registry list is necessary for the safety of such voter or the voter's family, the name and address of such voter on his or her voter registration record shall be confidential and shall not be disclosed, except that an election, primary or referendum official may view such information on the official registry list when such list is used by any such official at a polling place on the day of an election, primary or referendum. Such signed statement shall be sworn under penalty of false statement, as provided in section 53a-157b of the general statutes.

Return form to:  
Office of the Secretary of the State  
State of Connecticut  
P.O. Box 150470  
165 Capitol Ave., Suite 1000  
Hartford, CT 06115-0470  
Attn: Aida R. Carini

**Response from Matthew R. Waggner, Registrars of Voters**  
**(Received by C. Saxl via Town email April 13, 2022)**



**Town of Fairfield, Registrar of Voters Office  
611 Old Post Road • Fairfield, Connecticut • (203) 256-3115**

**MATTHEW R. WAGGNER — REGISTRARS OF VOTERS  
RESPONSE TO DRAFT AUDIT REPORT**

Dear Ms. Saxl,

Thank you for taking the time to meet with us concerning the CFO's request concerning the newly enacted Voter Privacy Program, also known as the "pink postcard mailing" conducted in November. I have some comments and additional information for your audit report and am glad to be able to provide this for your final version.

### **Universal Mailing**

The report concludes that mailings of this nature should go to all voters, and I agree. You can see from our FY23 budget request that our office proposed sending this information to all Fairfield voters prior to the next election; the sample mailing was conducted to produce a cost estimate for implementing this program. I welcome suggestions and recommendations for how town departments should create budget estimates for new programs where costs will vary depending on the rate of public interest or participation.

### **Current Request from Secretary of the State's Office**

In our meeting with Attorney Baldwin he indicated that while he was the Town Attorney, we did not have an attorney-client relationship with him and as such he would not be willing to serve as the intermediary for any negotiations between our office and the Secretary of the State's office. Attorney Baldwin indicated that we should engage Attorney Carini directly for any discussion or proposals.

The most recent request we have received from Attorney Carini is that we develop a letter ourselves to send to voters and submit it to their office for approval. She had subsequent discussions with Attorney Baldwin and made further suggestions to him but my requests to Attorney Carini – including for the specific documents that she has apparently provided to Attorney Baldwin, so that we can engage with her directly on this matter – have not received any response. The statement on page 4 of your report that we had previously been instructed by Attorney Carini to send the letter she furnished to Attorney Baldwin is not accurate.

While I am awaiting a response from Attorney Carini both for the specifics of her request and answers to the questions I have asked her, I have consistently indicated my willingness to furnish voters with the new form and relevant descriptive or eligibility text supplied by the Secretary of the State's office.

### **Directives and statutory authority**

It is also the position of the Secretary of the State office that while they issue advice to local officials, they lack authority to issue directions or supervisory authority of any kind.<sup>1</sup> Legal opinions issued by the office pursuant to their authority under CGS Sec. 9-3 must include reference to the relevant statutory authority – and may be

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<sup>1</sup> [https://ctnewsjunkie.com/2018/11/08/20181108\\_connecticut\\_continues\\_to\\_lag\\_in\\_election\\_results\\_reporting/](https://ctnewsjunkie.com/2018/11/08/20181108_connecticut_continues_to_lag_in_election_results_reporting/)

appealed under the state agency rulemaking process – and to date we have received no written opinions of this nature. I am eager to see the statutory basis for the theory that Registrars lack the authority to communicate with voters concerning election procedures and programs; neither Attorney Baldwin nor Attorney Carini have been able to furnish any information in this regard.

It is possible that Sec. 9-3 legal opinions, reference to a legal prohibition on notifying voters about election laws that we do not know about, or a new request from the Secretary of the State's office will be supplied to us after the agency reviews this matter carefully. I assume that the attorney in question is aware of their obligation to furnish documents upon written request, and am currently awaiting a direct communication from their office that outlines their legal opinion, the statutory basis for that opinion, and the final request for action from our office based on that opinion.

## **Conclusions**

I would conclude by noting that the debate or dispute in this matter is a question of whether Registrars may communicate with the public generally about elections, procedures, programs, and changes that may be of public interest. The program being referenced here has been requested by our constituents dozens of times over the years, and when it became available I knew it would be of general interest to voters.

In practice, normal voters do not have any way of learning about voting procedures, changes in voting methods or procedures, the availability of new programs, or issues they may personally have to resolve before voting unless we advise them of these things. It has been our practice, and I believe our responsibility in the orderly administration of elections, to advise our constituents of relevant voting information at the time and in a manner most conducive to informing their actions as they prepare to vote in each election.

The argument that notifying voters of a new program in statute and supplying them with a form containing the information necessary to participate in that program constitutes misconduct that would result in removal from office is an extreme and bizarre threat that frankly should be of interest to all public officials who communicate with constituents. This view is contradicted by our historical experience, the conduct of other departments, and the information conveyed to us in the Registrar certification program produced by the state that states that public relations, outreach, and voter education are within the purview of our office (despite no specific statutory language which mandates it.)

I believe and hope that the comments made by the attorney responsible for this program have not been shared with us in the form of an authoritative and appealable legal opinion because they are not consistent with the statutes and that the agency is revisiting its approach to issue general purpose advice concerning the Voter Privacy Program that would assist Registrars in implementing it in a uniform manner.

I do recognize that certain aspects of the program (specifically, the statute's non-disclosure of names and inclusion of participating voters on official checklists through the Connecticut Voter Registration System software) have not been implemented by the state in the ten months since the program became law. Questions around these implementation details, and the time and manner in which voters can best be advised of how to access the program, can be resolved in a professional manner, and my communications regarding this program and mailing have been consistent in attempting to reach this outcome.

# Town of Fairfield

Fairfield, Connecticut 06824

INTERNAL AUDIT

(203) 256-2919 (Office)

(203) 256-3080 (Fax)

csaxl@fairfieldct.org

**To:** Anthony Calabrese, Director of Parks & Recreation  
**From:** Connie M. Saxl, Town Internal Auditor  
**Subject:** Audit: Greenway Property Services - Invoices Paid -  
July 2021 through February 2022  
**Date:** May 2, 2022  
**Cc:** Jared Schmitt, Fiscal Officer



## AUDIT SCOPE

The Internal Audit Division examined invoices paid by the Town to Greenway Property Services for the eight-month period from July 1 through February 28, 2022. The scope of the audit consisted of a 100 percent audit sample of invoices submitted and paid to the vendor. The audit sample consisted of 47 invoices totaling \$1,035,951.11.



## AUDIT PURPOSE

The purpose of the audit was to:

- Ensure that proper payment was made to the vendor for the correct fees/rates as documented per bid awards 2020-42 and 2021-84.
- Identify and disclose any weaknesses existing among departmental internal controls and to advise where improvements among daily operations can be made in order to increase the department's efficiency and effectiveness.



### **STATEMENT OF AUDITING STANDARDS**

The audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed in order to afford a reasonable basis for judgements and conclusions regarding the organization, program, activity, or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy audit objectives.



### **INTERNAL CONTROL DEFINED**

Internal control encompasses all the steps and actions developed by management to ensure efficient and effective organizational operations. It consists of all the methods used to safeguard assets, to promote accuracy and reliability of the organizations accounting data and records, to encourage compliance with all policies and procedures prescribed by management and to promote the operational efficiency of the organization. Management should understand its responsibilities to implement and maintain adequate internal control systems.



### **BREAKDOWN OF SERVICES BILLED**

Fall Cleanup	\$12,993.00
Fertilization	\$46,536.00
Field Aeration	\$5,594.00
Field Grooming	\$156,002.00
Field Lining	\$29,516.00
Field Mowing	\$49,589.00
Garbage Can Service	\$9,288.00
Irrigation Repairs	\$13,637.69
Jobs Outside of Bid	\$535,825.00
Overseeding	\$87,750.42
Town Island Mowing	\$78,680.00
Turf	\$10,540.00
<b>Total:</b>	<b>\$1,035,951.11</b>



### RESULTS OF AUDIT SAMPLE

Number Invoices	Audit Finding	Amount Paid To Vendor
22	Rates differing from bid award - COLA	\$374,987.42
3	Rates differing from bid award - Irrigation Repairs	\$13,637.69
2	Rates differing from bid award - Turface	\$10,540.00
6	Outside of bid award	\$535,825.00
14	Correct rates(s) charged by vendor	\$100,961.00
<b>Total: 47</b>		<b>Total: \$1,035,951.11</b>



### AUDIT FINDING #1

The rates/fees charged on 27 out of 47 invoices did not conform to bid award 2020-42 for Field Maintenance Combined Services.

24 invoices revealed rates billed that were higher than the bid award. Three invoices pertained to irrigation repairs, whereby the vendor charged a lump sum for work performed instead of the hourly rate as documented per bid award. The total dollar difference on these three invoices could not be determined since no detail was provided on them.

Inquiries with the Director of Purchasing regarding the invoices with the higher rates revealed that the Town had not authorized an agreed upon cost of living adjustment with the vendor and he did not know why the billing rates had increased. Town Purchasing practice is to authorize cost of living adjustments on bid awards through written letters originating from the Town Purchasing Department to the vendor authorizing the approved cost of living percent increase.

Discussions with the Parks Supervisor revealed that Greenway had unilaterally increased the invoice pricing for a cost of living adjustment (COLA) even though a written agreement between the Town and the vendor authorizing the adjustment increase as stated in bid 2020-42 was not executed.

Internal Audit recalculated invoices based upon a February 2021 COLA of 1.7% as posted on the Connecticut Department of Labor website. It was noted that the

vendor had used a 1.7% COLA and rounded rates billed on 22 out of 24 of their invoices to the nearest dollar. These rounding adjustments resulted in small net overpayments on each invoice (approximately \$50 in overpayment per invoice). Two invoices for Turface (moisture management clay for fields) showed that the vendor had charged 27% more than the bid awarded price resulting in \$2,241.28 in overpayment or .22% of total invoices paid.

### **AUDIT RECOMMENDATION #1**

The Parks Department should cross-reference invoices submitted by the vendor to the bid award-pricing sheet in order to ensure accuracy. All increases in vendor rates noted must comply with the written terms documented in bid award 2020-42 as well as future bid awards, which include: advance written notice of an agreed upon cost of living allowance between the Town and vendor.

#### **Bid 2020-42:**

##### **TERM / RENEWAL OF CONTRACT**

The contract shall commence upon award of bid for a twelve month term. The Town on (60) days advance written notice, may renew the 2020 contract for one (1), two (2), three (3) or four (4) successive annual terms, based on the same terms and conditions as the 2020 contract, including an agreed upon cost of living allowance (COLA) as posted on the State of Connecticut, Labor Market Information page: <http://www1.ctdol.state.ct.us/lmi/cpi.asp>

The Parks Department should request that the vendor submit irrigation repair invoices that are itemized to reflect the price per bid award multiplied by labor hours to ensure proper billing to the Town on these jobs.



### **AUDIT FINDING #2**

Six out of 47 invoices examined were found to be paid to the vendor that were outside of the bid award. These were described in MUNIS as emergency purchases or sole source purchases. It should be noted that these six invoices were discussed with the Purchasing Director and he found them to be within the guidelines of the Town Purchasing Policy.

6	Outside of bid award	\$535,825.00
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## **AUDIT RECOMMENDATION #2**

Future bids should include language to incorporate a set hourly labor and machinery rate for occasions where field maintenance or repair services are required from the awarded vendor and where proper quotes or bidding is not feasible due to sole source/time constraints or other emergencies circumstances. These awarded rates per the bid should be used for billing on all future jobs that fall into this category.



## **AUDIT FINDING #3**

The bid award includes overseeding of Town fields based upon a flat rate per square foot. The bid document contained an incomplete list of fields and associated square footage serviced by the vendor. It was noted that the square footage charged by the vendor for overseeding on some fields was more than the square footage recorded in the bid document. Some fields that were overseeded by the vendor were not listed at all in the bid document.

## **AUDIT RECOMMENDATION #3**

It is recommended that a complete and comprehensive list of Town fields (including Board of Education) and associated square footage be included on future bids. Invoices billed for fertilization and overseeding should not exceed the square footage documented on the field list per bid. The square footage sheet should be cross-referenced to invoices submitted for rate/fee accuracy.



## **AUDIT CONCLUSION**

Internal Audit attached one of the bid pricing sheets from bid award 2020-42 to this report in order to illustrate its complexity. It was extremely cumbersome for the Town to cross-reference invoices to bid award rates due to the vast number of Town areas serviced by the vendor along with the wide variety of services performed by them at different billing rates. The Purchasing and the Parks Departments have created a new way of bidding Field Maintenance Combined Services this year to establish one flat fee for all services performed by the vendor

per site. This will allow for easier cross-referencing and monitoring of invoices by site.

The adherence to the aforementioned recommendations will increase internal controls over expenditures governing field maintenance services. The assistance and cooperation received from the Purchasing and Parks and Recreation Departments is greatly appreciated and I enjoyed working with the involved parties.

**ATTACHMENT**

**Greenway Pricing Sheet**

Final

NOTE: All tasks at each location are per Occurrence. Do not enter lump sum amounts. Irrigated fields require two cuts per week.	PER CUT MOWING	FERTILIZER Per Application	BUSH/HEDGE TRIMMING	GROOM CLAY BALLFIELDS	LINE SOCCER OR FOOTBALL FIELDS	SPRAY & EDGE WARNING TRACK	EDGING		AERATING	PLAYGROUND MULCH		IRRIGATION STARTUP	IRRIGATION SHUTDOWN	FALL LEAF CLEANUP (HEAVY) includes disposal	FALL LEAF CLEANUP (LIGHT) includes disposal	SPRING CLEANUP includes disposal	HOURLY LABOR RATE FOR MISC. WORK/REPAIRS	TRASH & RECYCLING PER BARRELL		ARTIFICIAL TURF SWEEPING	GRASS SEED Per Square Foot	CLEAN TENNIS COURTS					
							BEDS	WALKS		ADD MULCH	REMOVE MULCH							TRASH	RECYCLING								
SECTION 1																											
DOUGIELLO CLAY FIELD, 520 HOYDENS LANE -- IRRIGATED (2x week)	\$54.00	\$310.00		\$68.50					\$60.00			See Irrigation Tab below	See Irrigation Tab below	\$375.00	\$320.00	\$175.00	\$45.00	\$3.00	\$3.00		\$0.03						
BURR SCHOOL SOCCER FIELD -- IRRIGATED (2x week)	\$30.00	\$585.00			\$59.00	\$0.00			\$72.00			See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
DWIGHT SCHOOL FIELDS -- IRRIGATED	\$60.00	\$624.00		\$59.00	\$59.00 per soccer field	\$0.00			\$175.00			See Irrigation Tab below	See Irrigation Tab below	\$375.00	\$320.00	\$175.00	\$45.00	\$3.00	\$3.00		\$0.03						
SECTION 2																											
NORTH STRATFIELD SCHOOL SOCCER FIELD -- IRRIGATED (2x week)	\$30.00	\$618.25			\$59.00				\$55.00			See Irrigation Tab below	See Irrigation Tab below	\$325.00	\$270.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
OWEN FISH PARK, 1401 STRATFIELD ROAD	\$34.00	\$408.00					\$90.00	\$90.00	\$88.00	\$45.00/hr	\$45.00/hr	See Irrigation Tab below	See Irrigation Tab below	\$404.00	\$270.00	\$270.00	\$45.00	\$3.00	\$3.00		\$0.03	\$15.00					
OWEN FISH CLAY FIELDS	\$30.00	\$1,225.00		\$81.50 baseball \$68.50 softball					\$175.00			See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
DOVER PARK, 140 STEVENSON ROAD	\$34.00	\$93.00		\$45.00			\$90.00	\$45.00	\$88.00	\$45.00/hr	\$45.00/hr	See Irrigation Tab below	See Irrigation Tab below	\$325.00	\$270.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
DOVER PARK CLAY FIELD	\$34.00	\$200.00			\$68.50				\$65.00			See Irrigation Tab below	See Irrigation Tab below	\$100.00	\$75.00	\$75.00	\$45.00	\$3.00	\$3.00		\$0.03						
MELVILLE PARK, 180 MELVILLE DRIVE	\$34.00	\$725.00					\$22.00	\$45.00	\$70.00	\$45.00/hr	\$45.00/hr	See Irrigation Tab below	See Irrigation Tab below	\$100.00	\$75.00	\$75.00	\$45.00	\$3.00	\$3.00		\$0.03						
MELVILLE PARK CLAY FIELDS -- IRRIGATED (2x week)	\$40.00	\$100.00			\$81.50 baseball \$68.50 softball				\$101.00			See Irrigation Tab below	See Irrigation Tab below	\$375.00	\$320.00	\$175.00	\$45.00	\$3.00	\$3.00		\$0.03						
MCKINLEY SCHOOL SOCCER FIELD -- IRRIGATED (2x week)	\$30.00	\$600.00					\$59.00			\$72.00			See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00		\$3.00	\$0.03					
TUNXIS HILL PARK COMPLEX, 199 MELVILLE AVENUE	\$50.00	\$265.00						\$22.00	\$22.00	\$72.00	\$45.00/hr	\$45.00/hr	See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00		\$3.00	\$0.03	\$30.00				
TUNXIS HILL LOWER FIELDS -- IRRIGATED (2x week)	\$80.00	\$1,000.00			\$81.50		\$59.00 per soccer field			\$207.00			See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00		\$3.00	\$0.03					
TUNXIS HILL UPPER CLAY FIELD -- IRRIGATED (2x week)	\$30.00	\$375.00		\$59.00	NA	\$135.00			\$48.00			See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00	\$0.03							
SECTION 3																											
OLD DAM ROAD RECREATION AREA	\$44.00		\$270.00				\$45.00	\$22.00	\$45.00			See Irrigation Tab below	See Irrigation Tab below	\$300.00	\$240.00	\$200.00	\$45.00	\$3.00	\$3.00		\$0.03						
TOM HAYDON CLAY FIELD -- IRRIGATED (2x week)	\$30.00	\$684.00		\$68.50					\$136.00			See Irrigation Tab below	See Irrigation Tab below	\$200.00	\$100.00	\$100.00	\$45.00	\$3.00	\$3.00		\$0.03						
POP WARNER -- FOOTBALL FIELD (FALL) -- IRRIGATED (2x week)	\$40.00	\$1,034.00			\$110.00				\$120.00			See Irrigation Tab below	See Irrigation Tab below	\$200.00	\$100.00	\$100.00	\$45.00	\$3.00	\$3.00		\$0.03						
POP WARNER -- SOCCER FIELDS (SPRING) -- IRRIGATED (2x week)	\$40.00	\$950.00			\$59.00				\$45.00			See Irrigation Tab below	See Irrigation Tab below	\$200.00	\$100.00	\$100.00	\$45.00	\$3.00	\$3.00		\$0.03						
SOUTH PINE CREEK SOCCER FIELD -- IRRIGATED (2x week)	\$40.00	\$648.00			\$59.00				\$110.00			See Irrigation Tab below	See Irrigation Tab below	\$200.00	\$100.00	\$100.00	\$45.00	\$3.00	\$3.00		\$0.03						
KIWANIS CLAY FIELD -- IRRIGATED (2x week)	\$40.00	\$1,144.00		\$81.50			\$135.00					\$185.00	See Irrigation Tab below	See Irrigation Tab below	\$200.00	\$100.00	\$100.00	\$45.00	\$3.00		\$3.00		\$0.03				
OLDFIELD SENIOR CENTER COMPLEX, 100 MONA TERRACE	\$44.00	\$265.00	\$270.00				\$22.00	\$22.00	\$78.00			See Irrigation Tab below	See Irrigation Tab below	\$325.00	\$270.00	\$134.00	\$45.00	\$3.00	\$3.00	\$0.03							
OLDFIELD SENIOR CENTER SOCCER FIELD -- IRRIGATED (2x week)	\$44.00	\$1,147.00	\$100.00		\$59.00				\$122.00			See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00	\$0.03							
SECTION 4																											
VERES STREET PARK, 275 VERES STREET	\$44.00	\$370.00	\$0.00				\$0.00	\$0.00	\$65.00	\$45.00/hr	\$45.00/hr			\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
VERES STREET PARK CLAY FIELD	\$30.00	\$370.00		\$68.50					\$65.00					\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
VERES STREET OUTSIDE D.P.W. GARAGE	\$44.00		\$135.00											\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
VETERANS PARK, 909 REEF ROAD	\$44.00	\$310.00					\$22.00	\$22.00	\$85.00	\$45.00/hr	\$45.00/hr			\$270.00	\$202.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03		\$15.00				
VETERANS PARK CLAY FIELD	\$30.00	\$500.00		\$68.50					\$135.00					\$200.00	\$100.00	\$100.00	\$45.00	\$3.00	\$3.00		\$0.03						
ROGER SHERMAN SCHOOL SOCCER & CLAY FIELDS	\$44.00	\$889.00		\$68.50					\$150.00					\$404.00	\$270.00	\$270.00	\$45.00	\$3.00	\$3.00		\$0.03						
RIVERFIELD SCHOOL CLAY FIELDS	\$44.00	\$795.00		\$68.50 per softball field					\$92.00					\$404.00	\$270.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
MILL HILL SCHOOL CLAY FIELD -- IRRIGATED (2x week)	\$30.00			\$59.00			\$135.00				\$45.00/hr			\$45.00/hr	See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00		\$45.00		\$3.00	\$3.00	\$0.03		
SECTION 5																											
GOULD MANOR PARK, 655 HOLLAND HILL ROAD	\$88.00							\$90.00	\$45.00		\$45.00/hr			\$45.00/hr	See Irrigation Tab below	See Irrigation Tab below	\$404.00	\$270.00	\$134.00		\$45.00		\$3.00	\$3.00		\$0.03	\$15.00
GOULD MANOR CLAY FIELDS -- IRRIGATED	\$60.00	\$971.00		\$59.50 per baseball field					\$85.00			See Irrigation Tab below	See Irrigation Tab below	\$404.00	\$270.00	\$134.00	\$45.00	\$3.00	\$3.00	\$0.03							
HOLLAND HILL SCHOOL SOCCER FIELD -- IRRIGATED (2x week)	\$44.00	\$648.00			\$59.00				\$72.00			See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00	\$0.03							
PILOT HOUSE, 240 COLONY STREET	\$22.00		\$45.00			\$45.00		\$22.00		\$45.00/hr	\$45.00/hr	See Irrigation Tab below	See Irrigation Tab below	\$100.00	\$75.00	\$75.00	\$45.00	\$3.00	\$3.00	\$0.03							
PILOT HOUSE CLAY FIELD	\$30.00	\$327.00		\$68.50					\$35.00			See Irrigation Tab below	See Irrigation Tab below	\$45.00	\$45.00	\$45.00	\$45.00	\$3.00	\$3.00	\$0.03							
SECTION 6																											
JENNINGS SCHOOL SOCCER FIELD -- IRRIGATED (2x week)	\$30.00	\$608.00	\$0.00		\$59.00				\$50.00			See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
FFLD. WOODS M. S. SOCCER & CLAY FIELDS -- IRRIGATED (2x week)	\$118.00	\$1,417.00	\$680.00	\$59.00	\$59.00				\$135.00	\$45.00/hr	\$45.00/hr	See Irrigation Tab below	See Irrigation Tab below	\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
HIGH RIDGE PARK, 330 PALAMAR DRIVE	\$44.00	\$159.00					\$68.00	\$68.00	\$60.00	\$45.00/hr	\$45.00/hr			\$270.00	\$134.00	\$134.00	\$45.00	\$3.00	\$3.00		\$0.03						
HIGH RIDGE PARK CLAY FIELD	\$30.00	\$613.00		\$68.50					\$35.00					\$100.00	\$50.00	\$50.00	\$45.00	\$3.00	\$3.00		\$0.03						
BURROUGHS PARK, 940 BURROUGHS ROAD	\$22.00		\$270.00				\$0.00																				

# Town of Fairfield

Fairfield, Connecticut 06430  
INTERNAL AUDIT DIVISION  
(203) 256-2919 (Office)  
(203) 255-7380 (Fax)  
csaxl@fairfieldct.us

**To:** John Marsilio, Director of Public Works  
**From:** Connie M. Saxl, Town Internal Auditor  
**Subject:** Audit - WPCF Septage Waste Collection and Disposal  
**Date:** June 1, 2022  
**Cc:** Jared Schmitt, Chief Fiscal Officer  
John Bodie, Superintendent, W.P.C.F.

\*\*\*\*\*

## **AUDIT PURPOSE AND SCOPE**

The Internal Audit Division has completed its examination of Waste Collection and Disposal Revenue.

The *purpose* of the audit was to:

- Evaluate whether or not sufficient internal controls exist within the invoicing and cash receipts processes;
- Evaluate whether or not revenues are properly received, recorded and deposited on a timely basis;
- Evaluate whether or not proper internal controls exist over the revenue collection and billing process and to report any weaknesses to management.

The *scope* of the audit covered all transactions from July 1, 2019 through May 31, 2021.

The scope of the audit included:

- Examination of WPCF pre-numbered, three-part Waste Slips
- Examinations of monthly WPCF Septage Hauler Sheets
- Examinations of WPCF Hauler Data Slips
- Examination of WPCF Detail Monthly and Daily Reports by Septage Hauler
- Examination of Sewer Department invoices
- Examination of Sewer Department Deposit Transmittals
- Examination of Munis revenue account number 01005 42310
- Interviews with Sewer Department and WPCF personnel

\*\*\*\*\*

### **STATEMENT OF AUDITING STANDARDS**

The audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed in order to afford a reasonable basis for judgments and conclusions regarding the organization, program, activity, or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy audit objectives.

\*\*\*\*\*

### **INTERNAL CONTROL DEFINED**

Internal control encompasses all the steps and actions developed by management to ensure efficient and effective organizational operations. It consists of all the methods used to safeguard assets, to promote accuracy and reliability of the organizations accounting data and records, to encourage compliance with all policies and procedures prescribed by management and to promote the operational efficiency of the organization. Management should understand its responsibilities to implement and maintain adequate internal control systems.

\*\*\*\*\*

## **OVERVIEW**

Internal Audit performed an analytical review of Waste Collection and Disposal revenue over the last five fiscal years. The chart below illustrates how revenue fluctuated significantly over the five-year period. Fiscal year 2021 saw a decrease in overall revenue collections by 69%.

	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>FY19</u></b>	<b><u>FY20</u></b>	<b><u>FY21</u></b>
FY Actuals	\$ 11,841.99	\$11,995.44	\$ 15,743.20	\$38,319.58	\$12,069.15
\$ Change		\$ 153.45	\$ 3,747.76	\$ 23,176.38	\$ (26,850.43)
% Change		1.30%	31.24%	147.22%	-68.99%
					*as of 6/9/2021

Discussions with management revealed that the fluctuation in revenue might have been due to the closure of other facilities in the area, which prompted contractors to dump septage waste in Fairfield during FY20. This prompted further review by Internal Audit of the manner of billing, collecting, depositing and recording accounts receivable.

\*\*\*\*\*

## **AUDIT FINDING #1**

The WPCF operator prints a two-part computerized septage receipt after haulers dump septage waste. It records the date, time and gallons pumped from hauler tanks by the WPCF. A review of septage receipts revealed that the date and time was incorrectly printed on them. As a result, it could not be determined how many gallons were actually pumped by the WPCF on a particular date.

## **AUDIT RECOMMENDATION #1**

It is recommended that the date and time be updated on the septage receipt so it properly reflects the correct information. In addition, the ink cartridge needs to be immediately replaced so the WPCF Administrative Assistant can easily read it for preparing monthly billing. (It is currently very faded and almost illegible.)

**NOTE:** CORRECTED: Internal Audit brought the state of the septage receipt to WPCF management's attention and the date and time was immediately corrected.



## **AUDIT FINDING #2**

It was noted at the time of audit that checks received as payment from septage haulers by the WPCF Administrative Assistant were forwarded via interoffice mail to the Sewer Department for bank deposit and deposit transmittal preparation. There was no secondary verification by the WPCF Administrative Assistant to ensure that the checks sent in this manner were properly received by the Sewer Department or even deposited in the bank for the correct amount. Further, the WPCF Administrative Assistant did not have access to MUNIS revenue accounts to monitor and verify whether the total checks submitted to the Sewer Department for deposit were recorded in the accounting system.

## **AUDIT RECOMMENDATION #2**

It is recommended that the WPCF Administrative Assistant immediately be granted MUNIS access to view the department's revenue accounts. She should verify each month that the total dollar amount of checks sent to the Sewer Department for deposit were properly recorded in MUNIS. If she does not see the revenue recorded in MUNIS within a reasonable period, then the Finance Department and Internal Audit should be immediately notified.

**NOTE:** CORRECTED: Internal Audit notified the Controller that the WPCF Administrative Assistant needed access to MUNIS. She was immediately granted access to MUNIS revenue accounts and was trained in how to access account information.



### **AUDIT FINDING #3**

It was noted that the septage fee charged to haulers has not been updated since 2011. It has remained static at \$.08 per gallon over the last ten years. A review of septage fees charged by thirteen other municipalities was conducted. It revealed that Fairfield fell within the median when compared to other Towns. See chart on the following page:

#### **Septic Fees 2021**

<b><u>Facility</u></b>	<b><u>Fee per Gallon</u></b>
Greenwich	\$ 0.07
Mattabassett	\$ 0.07
Glastonbury	\$ 0.08
Suffield	\$ 0.08
Torrington	\$ 0.08
Winsted	\$ 0.08
Fairfield	\$ 0.08
Norwich	\$ 0.09
Stafford CT	\$ 0.09
Westport/Weston	\$ 0.10
New Canaan	\$ 0.10
Norwalk/Wilton	\$ 0.10
Stamford/Darien	\$ 0.10

### **AUDIT RECOMMENDATION #3**

Although the Town of Fairfield falls within the median range for septic fees charged in comparison to other Towns, it should reevaluate and consider increasing the current septic fee charged per gallon for the disposal of septage waste in order to ensure that it sufficiently covers processing and administrative expenses associated with it.



#### **AUDIT FINDING #4**

There is a duplication of work efforts surrounding spreadsheet preparation between the WPCF operator and the WPCF Administrative Assistant. The WPCF operator manually records data from the customer ticket and septage receipt onto a spreadsheet, which is submitted to the WPCF Administrative Assistant at the close of each month. The WPCF Administrative Assistant in turn takes the data recorded on the manual spreadsheet and enters it into an excel spreadsheet from which monthly billing is prepared.

#### **AUDIT RECOMMENDATION #4**

It is recommended that the WPCF operator cease the preparation of the manual septage spreadsheet. Instead, he should staple a copy of the monthly septage receipt to the prenumbered ticket and forward this to the WPCF Administrative Assistant who can prepare the excel spreadsheet for billing purposes. At the close of each month, the monthly detail septage receipt printout should be forwarded to the WPCF Administrative Assistant for comparison purposes. The WPCF operator must ensure that the septage hauler's name and date is correctly documented on the pre-numbered ticket and he must ensure that the correct corresponding septage receipt is attached to it before submitting them to the WPCF Administrative Assistant.



#### **AUDIT FINDING #5**

A review of monthly billing and associated cash receipts as of June 9<sup>th</sup> revealed that there were customer invoices that were past due, i.e., uncollected as follows:

November 2020 Billing – Due January 1<sup>st</sup> - 6 months past due  
January 2021 Billing – Due March 1<sup>st</sup> - 4 months past due  
April 2021 Billing – Due June 1<sup>st</sup> – less than 1 month past due

Further, it was also noted that the November and December 2019 billing sent to customers was not paid on time but was paid in March 2020.

A review of the monthly invoice mailed to customers was conducted. It revealed that it includes language relating to failure to pay fees owed to the Town as follows:

*All bills are due and payable within 30 days after the postmarked date of invoice. NO EXCEPTIONS. Failure to pay within 30 days of the postmarked date will result in automatic suspension of dumping privileges at the Town Water Pollution Control Facility. After 60 days unpaid bills, or any portion thereof, will accrue interest of 1.5% per month. Failure to pay within 90 days may result in such legal action as the Town warrants necessary against owner liable under the Town's license.*

This language is not adhered to by the WPCF.

#### **AUDIT RECOMMENDATION #5**

If the WPCF does not wish to adhere to the documented invoice language for customers who fail to pay then they should incorporate best invoice practices in order to avoid late customer payments as follows:

1. Invoice customers by email and request a return "read receipt" notification.
2. Keep better track of invoice payments received by marking each invoice with the date and amount received. All billing should be reviewed ten business days after due date and all open invoices should be followed up on.
3. Follow-up with customers via email or phone call within ten business days after due date as a reminder of payment should be performed, including reminder email and phone call to customers.
4. Include contact information on the invoice.
5. Include a defined payment due date in bold on the invoice. (Currently, the invoice says payable in 30 days of the postmarked date).

**NOTE:** CORRECTED: Open invoices were brought to the WPCF Administrative Assistant's attention at time of audit and the customers were promptly contacted and the payments were received.



### **AUDIT FINDING #6**

It was noted on occasion that there were discrepancies between the gallons recorded onto the excel spreadsheet used for the monthly customer billing. This resulted from the reliance on manually recorded data on the WPCF operator's spreadsheet and prenumbered tickets.

### **AUDIT RECOMMENDATION #6**

It is recommended that the monthly billing be prepared from the computer generated septage receipts and not from manual recordings documented on the prenumbered tickets or spreadsheets. At times, the incorrect number is recorded on the prenumbered ticket or the manually recorded numbers are illegible on both documents.

The total gallons pumped per the monthly septage report should be reconciled to the total number of gallons billed to customers for accuracy.



### **AUDIT FINDING #7**

It was noted during the audit that Recreational Vehicles (RV's) are not charged a fee for dumping septic waste at the WPCF. (Note: this is infrequent.)

### **AUDIT RECOMMENDATION #7**

It is recommended that RV's be charged the same rate as septic haulers based on the number of gallons dumped. Rather than being billed, they may pay the Administrative Assistant at the time of dumping and they should be provided with a receipt upon payment. This will cover the processing and administrative expenses associated with it.

♣♣♣♣♣♣

### **AUDIT CONCLUSIONS**

Based upon audit examinations and testwork performed over the period examined, it is concluded that:

- Revenues have been properly collected, reconciled and deposited intact (with the exception of the findings noted and corrected by the department).
- Revenues have been properly recorded and reported in the correct general ledger accounts on a consistent basis.

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### **CLOSING REMARKS**

The cooperation received by the employees at the Water Pollution Control Facility is greatly appreciated and I enjoyed working with all involved parties. I look forward to working with you and your staff again soon. Thank you.

# Town of Fairfield

Fairfield, Connecticut 06824

INTERNAL AUDIT

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csaxl@fairfieldct.org

**To:** Anthony Calabrese, Director of Recreation  
**From:** Connie M. Saxl, Town Internal Auditor  
**Subject:** Boat Wait List 2021  
**Date:** June 1, 2022  
**Cc:** Jared Schmitt, Chief Fiscal Officer  
Justin Cathcart, Marina Manager



## **AUDIT SCOPE, PURPOSE & FINDINGS**

The Internal Audit Division recalculated the Wait List liability as of June 30, 2021. The liability is based upon the number of persons who have applied and paid to be on the Wait List by slip size and have not been assigned slips. Internal Audit received an excel spreadsheet (derived from a Town IT program called "Mariner Search") which contained the names and dates paid by persons on each Wait List as of June 30, 2021. During the recalculation process, the following was noted:

- Twenty-eight people were assigned boat slips in FY21 who were not listed on the Wait List provided to Finance in FY20
- Thirteen people were shown as assigned boat slips in FY21 but were still listed on the FY21 Wait List provided to Finance

Because of these findings, Internal Audit requested a Wait List report by slip size printed directly from the Recreation Department Rec Trac system that detailed the name and date paid of all persons on each Wait List. This report was reconciled to the excel Mainer Search Wait List as of June 30, 2021 provided by the Marina Manager. This reconciliation revealed:

- Persons listed on the Rec Trac Wait List which were not listed on the excel Mariner Search Wait List and vice versa.
- On a few occasions, Recreation cashiers recorded patrons as paid but inadvertently posted the payments to the incorrect slip sizes in Rec Trac.
- On one occasion, it was noted that a patron paid in Rec Trac but was not on the Mariner Search Wait List.

Internal Audit met with the Marina Manager on July 23<sup>rd</sup> in order to research the discrepancies and to assist in obtaining a correct and up-to-date Wait List as of June 30, 2021. Further, Internal Audit wished to identify and disclose any weaknesses existing among departmental internal controls and to advise where improvements among daily operations could be made in order to increase the department's efficiency and effectiveness.



### **RESULT OF MEETING**

Discrepancies found during the reconciliation process between the two sources (Rec Trac and Mariner Search) were traced to patron Boat Wait list applications and corrected. Other open items were reported to the Marina manager so he could further research and correct them.



### **STATEMENT OF AUDITING STANDARDS**

The audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed in order to afford a reasonable basis for judgements and conclusions regarding the organization, program, activity, or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy audit objectives.



### **INTERNAL CONTROL DEFINED**

Internal control encompasses all the steps and actions developed by management to ensure efficient and effective organizational operations. It consists of all the methods used to safeguard assets, to promote accuracy and reliability of the organizations accounting data and records, to encourage compliance with all policies and procedures prescribed by management and to promote the operational efficiency of the organization. Management should understand its responsibilities to implement and maintain adequate internal control systems.



### **AUDIT RECOMMENDATIONS FOR INCREASING DEPARTMENTAL EFFICIENCY AND EFFECTIVENESS**

The Internal Audit Division offers the following recommendations for consideration. The recommendations are offered for the purpose of improving daily operations and increasing departmental efficiency and effectiveness:

1. The Recreation Department maintains two separate databases for boat Wait Slips: Rec Trac and Mariner Search.

Rec Trac lists person's name, address, date paid, amount paid and receipt number by slip size. Mariner Search contains the same information but also documents the date slips are offered, declined and accepted by patrons along with marina notes and slip assignments.

The Marina Manager uses the Mariner Search as his main source for producing a Wait List. However, there is no reconciliation between the Mariner Search and Rec Trac performed. The Rec Trac Wait List by slip size should be printed at the close of each fiscal year and reconciled with the Mariner Search Wait List. Discrepancies between the two reports should be investigated and corrected.

2. The Boat Wait List Application should be updated to include a space on the bottom of the document entitled: "For Office Use Only". The

Marina Manager should record the type of documentation reviewed when verifying an applicant's required Fairfield residency, such as Voter Registration, etc. prior to placing the person on the Wait List. In addition, the Rec Trac receipt number and date paid should be recorded here as well. If a secondary name is used by the applicant, this should be documented here as well for ease of reference.

3. **Perform a thorough cross-reference from patron Wait List applications maintained in the file to the actual Wait List derived from Mariner Search to verify accuracy. All discrepancies discovered at that time should be researched and corrected. This can be done during slow season. (Highly recommended by Internal Audit)**
4. Update the Master Wait List posted on the Town website at the close of each fiscal year after the Wait List reconciliation has been made. The Wait List currently posted is as of December 2020.



#### **CLOSING REMARKS**

The assistance and cooperation received from the department staff was greatly appreciated and I enjoyed working with the involved parties. Internal Audit is more than happy to assist with Wait List reconciliation process. Thank you.

# Town of Fairfield

Fairfield, Connecticut 06824

INTERNAL AUDIT DIVISION

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**To:** Jared Schmitt, Fiscal Officer  
**From:** Connie M. Saxl, Town Internal Auditor  
**Subject:** Audit: Town-Owned Electric Charging Stations  
**Date:** October 14, 2022  
**Cc:** Tom Bremer, Chief Administrative Officer  
James Ryan, Building Maintenance Supervisor

Internal Audit performed a review of electric charging stations owned by both the Town and Board of Education at the request of the Fiscal Officer.

The results of the audit are on the following pages.

Page 1: Town-owned Electric Vehicle Charging Stations

Page 2: Board of Education-owned Electric Vehicle Charging stations

Page 3: Definition of J1772 Charging Plug

Page 4: Cost Analysis - Purchasing one new dual EV Charging Station and Charging Customers a Usage Fee

Page 5: Audit Recommendations

Page 6: Privately-owned Electric Vehicle Charging Stations located in Fairfield

Page 7: Sample of Privately-owned Electric Vehicle Charging Rates in other neighboring Towns

Pages 8 & up: Quotes for Replacement of 10 dual (2 plugs each) or 10 single (1 plug each) EV Charging Stations, which can accept payment from customers.

# **ELECTRIC VEHICLE CHARGING STATIONS IN FAIRFIELD AS OF SEPTEMBER 28, 2022**

## **TOWN-OWNED CHARGING STATIONS**

**Note: The EV charging stations listed below are non-networked. They need to be upgraded in order to accept payment from customers.**

	<u>LOCATION</u>	<u>COST TO PUBLIC</u>	<u>HOURS</u>	<u># OF STATIONS</u>	<u>PLUG TYPE (1)</u>	<u>METER #</u>	<u>FY22 - COST TO TOWN</u>	<u>OTHER</u>
1	75 MILL PLAIN ROAD (PARKS & REC PARKING LOT)	FREE	OPEN 24/7	2 STATIONS, 2 PLUGS	J-1772, 7.2kW	NO SEPARATE METER	UNKNOWN - INCORPORATED IN PARKS AND REC SOLAR/ELEC BILL	
2	140 MILL PLAIN ROAD (METRO NORTH LOT ACROSS FROM CEMETERY)	FREE, \$6/DAY TO PARK. FREE ON WEEKDAYS & HOLIDAYS.	OPEN 24/7 (SIGN POSTED - CHG STATION TEMPORARILY CLOSED DUE TO COVID TESTING SITE BUT STILL ACCESSIBLE TO PUBLIC)	1 STATION, 1 PLUG	J-1772	011093262	FY19 (PRE-COVID WITH LOWER ELECTRIC RATE) = \$1,546, FY22 = \$2,202	INSTALLATION & ELECTRICITY PAID BY GRANT IN 2015
3	65 REEF ROAD (SHERMAN TOWN GREEN LOT- BEHIND GAZEBO)	FREE	OPEN 24/7	1 STATION, 1 PLUG	J-1772	011085888	FY22 = \$4,482	INSTALLATION & ELECTRICITY PAID BY GRANT IN 2015
4	210 OLD DAM ROAD (ACROSS FROM TENNIS CENTER/BUBBLE)	FREE	OPEN 24/7	2 STATIONS, 2 PLUGS	J-1772	012003775	NO COST TO TOWN - PAID BY TENNIS CENTER LESSEE	INSTALLATION & ELECTRICITY PAID BY GRANT IN 2015
5	1147 FAIRFIELD WOODS ROAD (FFLD WOODS LIBRARY)	FREE	OPEN 24/7	1 STATION, 1 PLUG	J-1772	NO SEPARATE METER	UNKNOWN - INCORPORATED IN LIBRARY SOLAR/ELECTRIC BILL	
<b><u>OTHER TOWN OWNED - ELECTRICAL OUTLET ONLY - NO CHARGING CABLE</u></b>								
1	100 MONA TERRACE (SENIOR CENTER LOT)	FREE	OPEN 24/7	1 OUTLET	120V	NO SEPARATE METER	UNKNOWN - INCORPORATED IN SENIOR CENTER SOLAR/ELEC BILL	
2	725 OLD POST ROAD (SULLIVAN IND. HALL REAR LEFT CORNER OF BLDG.) FORMERLY USED FOR DPW 2016 NISSAN LEAF WHICH THE TOWN NO LONGER OWNS.	TOWN VEHICLE USE ONLY	OPEN 24/7	1 OUTLET	120V	NO SEPARATE METER	UNKNOWN - INCORPORATED IN TOWN HALL ELECTRIC BILL	

**BOARD OF EDUCATION-OWNED CHARGING STATIONS**

	<b><u>LOCATION</u></b>	<b><u>COST TO PUBLIC</u></b>	<b><u>HOURS</u></b>	<b><u># OF STATIONS</u></b>	<b><u>PLUG TYPE (1)</u></b>	<b><u>OTHER</u></b>
1	Fairfield Ludlowe High School (78 UNQUOWA ROAD)	Free, Students Only	School Hours Only	16	Level 1 – 120 V	INSTALLATION PAID BY GRANT
2	Fairfield Warde High School (755 MELVILLE ROAD)	Free, Students Only	School Hours Only	10	Level 1 – 120 V	INSTALLATION PAID BY GRANT
3	Riverfield Elementary School (1625 MILL PLAIN ROAD)	Free, non-school staff would be trespassing during school hours	24/7 but non-school staff would be trespassing during school hours	2	Level 1 – 120 V	

## (1) DEFINITION OF J1772 CHARGING PLUG

**In North America, all-electric vehicles use the J1772 plug for Level 2 charging.**

The standard connector for AC charging in the United States is the SAE J1772. It can be used for both Level 2 charging stations and from a regular home outlet. The J1772 connector is easily identifiable by three large pins – similar to the power outlet layout at home – and two smaller pins for the car connection. If you live in the US and Canada and whether you drive a BMW i3, Chevy Volt, Nissan LEAF or Tesla Model S, you can use the J1772 standard to connect and charge. Tesla even includes an adapter with their cars. Most electric vehicles and plug-in hybrids comes with some form of portable J1772 that can plug into the wall. That's the case with the BMW i3 as well.

COST ANALYSIS - PURCHASING 1 NEW DUAL EV CHARGING STATION AND CHARGING CUSTOMERS A USAGE FEE  
ASSUMING A USEFUL LIFE OF 15 YEARS FOR AN EV CHARGING STATION  
~ Using Data from Sherman Green: 1 EV Charging Station with 1 plug: FY22 total utility usage (19,349 kWh) and electric expense (\$4,482) ~  
NOTE: This analysis is not intended to be a recommendation; rather, it is a baseline, and rates charged could be adjusted to reflect desired savings/loss.

Estimated kWh Usage per annum for 2 plugs:																			Total
38,698		Rate Chgd:	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15		
			\$0.274	\$0.279	\$0.285	\$0.291	\$0.297	\$0.303	\$0.309	\$0.315	\$0.321	\$0.327	\$0.334	\$0.341	\$0.347	\$0.354	\$0.362		
REVENUE:																			
Customer Fee Revenue for 1 dual EV station: 2 plugs @ 19,349 kWh each:			\$ 10,603.25	\$ 10,815.32	\$ 11,031.62	\$ 11,252.26	\$ 11,477.30	\$ 11,706.85	\$ 11,940.98	\$ 12,179.80	\$ 12,423.40	\$ 12,671.87	\$ 12,925.31	\$ 13,183.81	\$ 13,447.49	\$ 13,716.44	\$ 13,990.77	\$ 183,366.46	
EXPENSES:																			
Charging Station:		INITIAL COST																	
One time purchase cost of 1 dual EV station with 3 year warranty for parts:		\$ 6,325.00	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 421.67	\$ 6,325.00
Wall Bracket		\$ 100.00	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 100.00
Pedestal		\$ 250.00	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 250.00
Network Fee (Covers 5-year's worth of fees)		\$ 1,125.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 3,375.00
AmpUp Activation		\$ 50.00	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 3.33	\$ 50.00
Shipping		\$ 325.00	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 21.67	\$ 325.00
Subtotal:		\$ 8,175.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 695.00	\$ 10,425.00
Admin/Repairs/Electricity:																			
PT Accounting/Administrative Expense: Assuming 5 hours per month at \$15 per hour in year 1 increased by 2% per year for years 2 and up:		\$ 900.00	\$ 918.00	\$ 936.36	\$ 955.09	\$ 974.19	\$ 993.67	\$ 1,013.55	\$ 1,033.82	\$ 1,054.49	\$ 1,075.58	\$ 1,097.09	\$ 1,119.04	\$ 1,141.42	\$ 1,164.25	\$ 1,187.53	\$ 15,564.08		
Estimated annual cost of labor for repairs performed in-house by DPW electrician (Estimated 2 hours per annum @ \$28.96 in year 1 with wage increased by 2% per year for years 2 and up):		\$ 57.92	\$ 59.08	\$ 60.26	\$ 61.47	\$ 62.69	\$ 63.95	\$ 65.23	\$ 66.53	\$ 67.86	\$ 69.22	\$ 70.60	\$ 72.02	\$ 73.46	\$ 74.93	\$ 76.42	\$ 1,001.63		
Estimated annual electric expense assuming 2% increase in UI rate (1 dual EV station @ \$4,482 per plug per annum increased by 2% per year for years 2 and up):		\$ 8,964.00	\$ 9,143.28	\$ 9,326.15	\$ 9,512.67	\$ 9,702.92	\$ 9,896.98	\$ 10,094.92	\$ 10,296.82	\$ 10,502.75	\$ 10,712.81	\$ 10,927.07	\$ 11,145.61	\$ 11,368.52	\$ 11,595.89	\$ 11,827.81	\$ 155,018.19		
Subtotal:		\$ 9,921.92	\$ 10,120.36	\$ 10,322.77	\$ 10,529.22	\$ 10,739.81	\$ 10,954.60	\$ 11,173.69	\$ 11,397.17	\$ 11,625.11	\$ 11,857.61	\$ 12,094.77	\$ 12,336.66	\$ 12,583.39	\$ 12,835.06	\$ 13,091.76	\$ 171,583.90		
Grand Total Expenses:		\$ 10,616.92	\$ 10,815.36	\$ 11,017.77	\$ 11,224.22	\$ 11,434.81	\$ 11,649.60	\$ 11,868.69	\$ 12,092.17	\$ 12,320.11	\$ 12,552.61	\$ 12,789.77	\$ 13,031.66	\$ 13,278.39	\$ 13,530.06	\$ 13,786.76	\$ 182,008.90		
Net Savings/(Loss) to Town:		\$ (13.67)	\$ (0.04)	\$ 13.86	\$ 28.03	\$ 42.50	\$ 57.25	\$ 72.29	\$ 87.64	\$ 103.29	\$ 119.25	\$ 135.54	\$ 152.15	\$ 169.09	\$ 186.38	\$ 204.00	\$ 1,357.56		
Cumulative:		\$ (13.67)	\$ (13.71)	\$ 0.15	\$ 28.18	\$ 70.68	\$ 127.92	\$ 200.22	\$ 287.85	\$ 391.14	\$ 510.40	\$ 645.94	\$ 798.09	\$ 967.18	\$ 1,153.56	\$ 1,357.56			

Other Notes:

1.) There may be other costs incurred such as liability expense to Town for potential accidents caused by EV charging stations.

2.) Does not take into account replacement cost of EV charging station if damaged beyond repair due to vandalism or accident.

3.) Repair & maintenance hours based on past experience by DPW.

4.) All parts are covered under warranty for 5 years. This analysis does not take into account future parts needed after 5 years. Typical parts which may be needed in the future are new charging cables - today's cost is approx \$200 each.

5.) Some stations in Town will need to upgrade to new wire at an additional cost not reflected here - work to be done in-houe by DPW electrician.

### **Audit Recommendations:**

#### **Purchase new EV Charging Stations that allow customers to pay for usage:**

1. Replace and upgrade the current Town-owned EV charging stations that are approximately 7 years old with ones that allow the Town to charge customers for their usage in order to cover the costs of electricity, repairs & maintenance and software costs. See Cost Analysis on Page 4.
2. Research possible outsourcing opportunities with private vendors who will handle all aspects of billing and maintenance of EV charging stations while requiring the vendor to pay a portion of the revenue generated back to the Town.
3. Monitor costs and usage for each EV charging station to determine cost savings or loss and adjust user rates accordingly in order to reap a savings or at a minimum breakeven. This should be done on an annual basis.
4. Purchase new EV charging stations with the retractable cord feature to prevent trip and fall hazards and other potential liability.
5. Utilize better public signage for posting rates while applying a maximum hourly time limit on customer EV charging station usage.
6. Apply monetary penalties to customers who abuse the maximum hourly time limit at EV charging stations. (Similar to parking violations or through user billing.)
7. Install a separate electric meter at each EV charging station that currently does not have one dedicated to it rather than including this usage in the overall usage of electricity for the entire location. (Additional cost required for this.)

#### **Other - Keep current charging stations and pay all associated costs:**

1. Install visible signage to inform the public that the EV charging stations are complimentary from the Town of Fairfield. (Some already have this.)
2. Install a separate electric meter at each EV charging station that currently does not have one dedicated to it rather than including this usage in the overall usage of electricity for the entire location. (Additional cost required for this.)
3. Apply monetary penalties to customers who abuse the maximum hourly time limit at EV charging stations. (Similar to parking violations or through user billing.)

## ELECTRIC VEHICLE CHARGING STATIONS IN FAIRFIELD

### PRIVATELY/BUSINESS - OWNED

	<u>LOCATION</u>	<u>COST TO PUBLIC</u>	<u>HOURS</u>	<u># OF STATIONS</u>	<u>PLUG TYPE</u>
1	95 REEF ROAD (CT CHILDREN'S MEDICAL CENTER PARKING LOT)	\$.15/kWh	OPEN 24/7	3 STATIONS, 4 PLUGS	J-1772
2	1215 POST ROAD (BRICK WALK PARKING LOT BEHIND SHEARWATER COFFEE)	UNKNOWN	OPEN 24/7	1 STATION, 1 PLUG	J-1772
3	165 ROUND HILL ROAD (FAIRFIELD I-95 NORTHBOUND SERVICE PLAZA)	\$.36/kWh	OPEN 24/7	12 STATIONS, 12 PLUGS	TESLA (FAST), 250 Kw
4	267 ROUND HILL ROAD (FAIRFIELD I-95 SOUTHBOUND SERVICE PLAZA)	\$.36/kWh	OPEN 24/7	8 STATIONS, 8 PLUGS	TESLA (FAST), 250 Kw
5	275 OLD POST ROAD (DELAMAR SOUTHPORT)	UNKNOWN - GUEST USE ONLY	OPEN 24/7	3 STATIONS, 3 PLUGS	J-1772 & TESLA, 16kw
6	350 GRASMERIE AVENUE (WHOLE FOODS)	FREE	OPEN 24/7	1 STATION, 1 PLUG	J-1772, 6.6kW
7	1401 KINGS HIGHWAY (ALTO FAIRFIELD METRO)	\$.20/kWh	OPEN 24/7	4 STATIONS, 4 PLUGS	J-1772, 7.2kW
8	1073 NORTH BENSON ROAD (FFLD UNIVERSITY - KELLEY CENTER GARAGE)	\$.15/kWh	OPEN 24/7	2 STATIONS, 2 PLUGS	J-1772
9	386 COMMERCE DRIVE (BALISE HYUNDAI)	FREE	OPEN 24/7	2 STATIONS, 3 PLUGS	J-1772
10	1 COMMERCE DRIVE (JAGUAR OF FFLD)	UNKNOWN	OPEN DURING BUSINESS HOURS	1 STATION, 2 PLUGS	J-1772
11	165 COMMERCE DRIVE (MERCEDES BENZ OF FFLD)	UNKNOWN	UNKNOWN	1 STATION, 1 PLUG	J-1772
12	435 COMMERCE DRIVE (AUDI OF FFLD)	UNKNOWN	UNKNOWN	1 STATION, 1 PLUG	J-1772
13	4180 BLACK ROCK TURNPIKE (HOTEL HI-HO)	UNKNOWN	UNKNOWN	3 STATIONS, 3 PLUGS	TESLA, 17kW
14	417 POST ROAD (FAIRFIELD CIRCLE INN)	FREE	UNKNOWN	3 PLUGS	TESLA, L2
15	421 TUNXIS HILL ROAD (FAIRFIELD MITSUBISHI)	UNKNOWN	M - F 9AM - 11PM, SAT 9AM - 5PM	1 STATION, WITH 1 PLUG	J-1772
16	2181-2233 BLACK ROCK TPKE (BLACK ROCK SHOPPING CENTER)	FREE - 2 HOUR LIMIT	6AM - 12AM	2 STATIONS, 2 PLUGS	J-1772
17	930 KINGS HIGHWAY EAST (PAUL MILLER NISSAN)	FREE, NISSAN CUSTOMERS ONLY	CHG CABLE IS REMOVED AT NIGHT	1 STATION, 1 PLUG	J-1772
18	475 COMMERCE DRIVE (PORSCH OF FAIRFIELD)	UNKNOWN	UNKNOWN	4 STATIONS, 7 PLUGS	J-1772, CCS/SAE
19	3135 EASTON TURNPIKE (SACRED HEART WEST CAMPUS GARAGE)	NEED GATE CARD TO ACCESS GARAGE	UNKNOWN	2 STATIONS, 2 PLUGS	J-1772
20	665 COMMERCE DRIVE (TRADEMARK FAIRFIELD)	\$.12 kWh	UNKNOWN	1 STATION, 2 PORTS	J-1772

**SAMPLE OF EV CHARGING RATES IN OTHER TOWNS**

WESTPORT TOWN HALL	1 STATION, 2 PLUGS	FREE
WESTPORT LIBRARY	1 STATION, 2 PLUGS	FREE
GREENSFARMS RAILROAD STATION, WESTPORT	1 STAION, 1 PLUG	FREE
WESTFIELD MALL, TRUMBULL	2 STATIONS, 2 PLUGS	\$0.30 PER kWh
STEELPOINT HARBOR, BRIDGEPORT	4 STATIONS, 4 PLUGS	FREE
SIKORSKY, BRIDGEPORT	2 STATIONS, 4 PLUGS	\$0.20 PER kWh
EAST NORWALK LIBRARY	2 STATIONS, 4 PLUGS	FREE
YANKEE DOODLE GARAGE, NORWALK	1 STATION, 1 PLUG	\$0.69 PER kWh
GRIDIRON CAPITAL, NEW CANAAN	2 STATIONS, 4 PLUGS	\$0.25 PER kWh
WILTON PUBLIC LIBRARY	1 STATION, 1 PLUG	FREE
THE CROSSING, NEW CANAAN	1 STATION, 2 PLUGS	\$0.22 PER kWh
EASTON PUBLIC LIBRARY	2 STATIONS, 2 PLUGS	FREE



## Town of Fairfield - Dual JuiceBar Chargers

### Town of Fairfield

611 Old Post Rd  
Fairfield, CT 06824  
United States

### James Ryan

james.ryan@fairfieldct.org  
2037672129

Reference: 20220928-200730443  
Quote created: September 28, 2022  
Quote expires: December 27, 2022



### JuiceBar

10-12 South Main Street

Norwalk, CT 06854  
United States

### Prepared by: Paul Young

VP Sales  
paul@juicebarev.com

**Total** **\$110,600.00**

## Products & Services

PRODUCTS & SERVICES	DESCRIPTION	QUANTITY	UNIT PRICE	PRICE
JB3.0 32A Dual Networked Charger - Energy Star	Commercial Grade 32A Network-Ready* OCCP 1.6J Electric Vehicle Charger with two (2) Level 2 J1772 connectors and cellular 4G LTE connectivity, ENERGY STAR CERTIFIED	10	\$6,325.00	\$63,250.00
Wall Bracket	JB Wall Bracket	4	\$100.00	\$400.00
Pedestal	Pedestal - 4-Bolt Mount, Painted (fits pre-cast base)	4	\$250.00	\$1,000.00

PRODUCTS & SERVICES	DESCRIPTION	QUANTITY	UNIT PRICE	PRICE
AmpUp 5 Year - Lite - Level 2 With SIM Card	5 Year Network Fee - AmpUp Lite - per L2 port With SIM	20	\$1,125.00	\$22,500.00 for 5 years
Extended Warranty - 5 Year	<p>“Factory labor” only – i.e. for parts shipped to JuiceBar and work performed in JuiceBar facility.</p> <p>Does NOT include labor for services performed at customer site. Does NOT include costs of travel to customer site for JuiceBar personnel. Customer bears cost of shipping and insuring shipment of defective parts back to JuiceBar. JuiceBar bears cost of shipping replacement parts or station to customer.</p>	10	\$1,920.00	\$19,200.00 for 5 years
AmpUp Activation Per Port Level 2	Activation Per Port Level 2	20	\$50.00	\$1,000.00
JB Shipping	Shipping and Handling	10	\$325.00	\$3,250.00
<b>SUBTOTALS</b>				
One-time subtotal				\$110,600.00

Total	\$110,600.00
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Comments
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## **Purchase terms**

Please note that certain taxes and fees may not be included in the above quoted purchase price. Applicable taxes and fees associated with the sale of the above quoted products and/or services will be calculated in accordance with state and federal guidelines and added to the quoted purchase price in the final sales order and invoice. Any taxes listed on this quote are an estimate and subject to change.

Oasis Charger Corporation, dba JuiceBar



## Town of Fairfield - Single Juicebar EV Chargers

### Town of Fairfield

611 Old Post Rd  
Fairfield, CT 06824  
United States

### Connie Saxl

csaxl@fairfieldct.org  
203-256-3179

### James Ryan

james.ryan@fairfieldct.org  
2037672129



### JuiceBar

10-12 South Main Street

Norwalk, CT 06854  
United States

### Prepared by: Paul Young

VP Sales  
paul@juicebarev.com

Reference: 20220928-195730543

Quote created: September 28, 2022

Quote expires: December 27, 2022

**Total** **\$86,600.00**

## Products & Services

PRODUCTS & SERVICES	DESCRIPTION	QUANTITY	UNIT PRICE	PRICE
JB3.0 32A Single Networked Charger - Energy Star	Commercial Grade 32A Network-Ready* OCCP 1.6J Electric Vehicle Charger with one (1) Level 2 J1772 connector and cellular 4G LTE connectivity, ENERGY STAR CERTIFIED	10	\$5,100.00	\$51,000.00

PRODUCTS & SERVICES		DESCRIPTION	QUANTITY	UNIT PRICE	PRICE
Pedestal		Pedestal - 4-Bolt Mount, Painted (fits pre-cast base)	4	\$250.00	\$1,000.00
Wall Bracket		JB Wall Bracket	4	\$100.00	\$400.00
JB Shipping		Shipping and Handling	10	\$325.00	\$3,250.00
AmpUp 5 Year - Lite - Level 2 With SIM Card		5 Year Network Fee - AmpUp Lite - per L2 port With SIM	10	\$1,125.00	\$11,250.00 for 5 years
AmpUp Activation Per Port Level 2		Activation Per Port Level 2	10	\$50.00	\$500.00
Extended Warranty - 5 Year		<p>“Factory labor” only – i.e. for parts shipped to JuiceBar and work performed in JuiceBar facility.</p> <p>Does NOT include labor for services performed at customer site. Does NOT include costs of travel to customer site for JuiceBar personnel. Customer bears cost of shipping and insuring shipment of defective parts back to JuiceBar. JuiceBar bears cost of shipping replacement parts or station to customer.</p>	10	\$1,920.00	\$19,200.00 for 5 years
SUBTOTALS					
One-time subtotal					\$86,600.00

Total	\$86,600.00
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## Comments

## Purchase terms

Please note that certain taxes and fees may not be included in the above quoted purchase price. Applicable taxes and fees associated with the sale of the above quoted products and/or services will be calculated in accordance with state and federal guidelines and added to the quoted purchase price in the final sales order and invoice. Any taxes listed on this quote are an estimate and subject to change.

Oasis Charger Corporation, dba JuiceBar

**TOWN OF FAIRFIELD: DEPARTMENT VEHICLE INVENTORY INCLUDING USAGE & CONDITION ASSESSMENT**

**(PASSENGER VEHICLES, SUV'S, MOTORCYCLES, PICKUP TRUCKS, VANS ONLY - EXCLUDING HEAVY DUTY MACHINERY, BOATS, TRAILERS)**

**AS OF OCTOBER 12, 2022**

<u>DEPT.</u>	<u># VEHICLES</u>	<u>VEHICLE USAGE</u>				<u>VEHICLE OVERALL CONDITION ASSESSMENT</u>			
		<u>DAILY</u>	<u>MODERATE</u>	<u>INFREQUENT</u>	<u>NOT IN USE</u>	<u>EXCELLENT</u>	<u>FAIR/GOOD</u>	<u>POOR</u>	<u>JUNK</u>
TOWN FLEET	28	21	3	4	0	2	5	21	0
DPW OPS & ADMIN	20	14	0	2	4	7	8	4	1
PARK OPERATIONS	2	2	0	0	0	2	0	0	0
WPCF	9	9	0	0	0	7	2	0	0
FIRE	19	11	6	0	2	4	7	6	2
POLICE	110	86	11	3	10	10	71	29	0
<b>TOTALS</b>	<b>188</b>	<b>143</b>	<b>20</b>	<b>9</b>	<b>16</b>	<b>32</b>	<b>93</b>	<b>60</b>	<b>3</b>

**DEFINTION OF USAGE:**

DAILY = USED EVERY BUSINESS DAY.

MODERATE = USED AS BUSINESS NEED ARISES, TYPICALLY TWO OR MORE TIMES A WEEK BUT LESS THAN 5 DAYS PER WEEK.

INFREQUENT = RARELY USED. TYPICALLY A FEW TIMES PER MONTH AS BUSINESS NEED ARISES.

NOT IN USE = NO EMPLOYEE OR DEPARTMENT ASSIGNED TO THIS VEHICLE OR NOT USED DUE TO POOR OR JUNK CONDITION.

**DEFINITION OF OVERALL CONDITION AND ASSESSMENT:**

EXCELLENT = VEHICLE LOOKS CLEAN, NEW AND IS IN VERY GOOD WORKING CONDITION AND HAS OVERALL GOOD EXTERIOR APPEARANCE.

FAIR/GOOD = VEHICLE HAS SOME MINOR MECHANICAL DEFECTS WITH THE ENGINE AND VEHICLE BODY SHOWS VISIBLE WEAR BUT IT IS STILL IN REASONABLE WORKING CONDITION.

POOR = VEHICLE IN NEED OF FREQUENT MECHANICAL AND COSMETIC REPAIRS AND NOT IN OVERALL GOOD WORKING CONDITION.

JUNK = VEHICLE IRREPARABLE, NOT IN WORKING CONDITION OR IT IS COST PROHIBITIVE TO REPAIR BASED ON BOOK VALUE.

**TOWN FLEET - (EXCLUDING DPW OPERATIONS, WPCA, POLICE & FIRE)**  
**OCTOBER 12, 2022**

**Building**

	<b><u>PLATE #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ODOMETER</u></b>	<b><u>ANNUAL MILEAGE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>USE</u></b>	<b><u>CONDITION</u></b>	<b><u>COMMENTS</u></b>
1	105FA	2010 Ford Crown Vic	116,611	5,724	JIM GIRARDI	DAILY	POOR	
2	106FA	2005 Ford Crown Vic	112,227	8,118	HARRY PEDLOW	DAILY	POOR	
3	145FA	2011 Ford crown Vic	106,395	8,045	PAT MAHONEY	DAILY	POOR	
4	175FA	2009 Ford Crown Vic	136,735	8,782	MIKE CLEMENTE	DAILY	POOR	
5	141FA	2011 Ford Crown Vic	90,998	7,702	VACANT/DEPT. SPARE	DAILY	POOR	CURRENTLY IN FOR SERVICE

**Conservation\***

	<b><u>PLATE #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ODOMETER</u></b>	<b><u>ANNUAL MILEAGE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>USE</u></b>	<b><u>CONDITION</u></b>	<b><u>COMMENTS</u></b>
6	154FA	2004 Chevy Express Van	90,482	5,000	FIELD CREW	DAILY	POOR	BODY DAMAGED - NOT FIXED
7	168FA	2009 GMC Sierra	79,157	5,000	FIELD CREW	DAILY	FAIR	
8	135FA	2009 Chevy Tahoe	93,260	5,000	TIM BISHOP	DAILY	FAIR	
9	95FA	2007 Ford Crown Vic	OVER 93,918	750	SARAH NEAFESY	INFREQUENT	POOR	ACTUAL MILEAGE UNKNOWN - DASHBOARD BROKEN
10	244FA	2015 Chevy Silverado	44,306	5,000	FIELD CREW	DAILY	GOOD	

*\*NOTE: CONSERVATION DEPT. CURRENTLY AWAITING DELIVERY OF A NEW 2022 FORD ESCAPE - HYBRID.*

**Engineering**

	<b><u>PLATE #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ODOMETER</u></b>	<b><u>ANNUAL MILEAGE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>USE</u></b>	<b><u>CONDITION</u></b>	<b><u>COMMENTS</u></b>
11	138FA	2011 Ford Crown Vic	75,578	6,274	ELI GHAZAL	DAILY	POOR	
12	225FA	2012 Chev Express G250C	59,210	5,637	CHIZMADIA/LEAMON	DAILY	EXCELLENT	
13	182FA	2010 Honda Civic Hybrid	65,410	1,434	SHARED W/ DPW ADM	INFREQUENT	EXCELLENT	PARKED IN TOWN HALL LOT - SHARED WITH DPW ADMIN.
14	239FA	2009 Chevy Tahoe	102,987	2,776	SHARED W/ J MARSILIO	DAILY	FAIR	PARKED IN TOWN HALL LOT - SHARED WITH DPW ADMIN.

**Health**

	<b><u>PLATE #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ODOMETER</u></b>	<b><u>ANNUAL MILEAGE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>USE</u></b>	<b><u>CONDITION</u></b>	<b><u>COMMENTS</u></b>
15	97FA	2011 Ford Crown Vic	97,577	1,083	MELISSA SORICELLI	DAILY	POOR	
16	117FA	2010 Ford Crown Vic	112,139	8,349	JON OLDHAM	DAILY	POOR	
17	130FA	2009 Ford Crown Vic	75,588	2,750	DEBRINA HUDSON	DAILY	POOR	
18	256FA	2011 Ford Crown Vic	57,758	2,020	SANDS CLEARY	MODERATE	POOR	
19	212FA	2011 Ford Crown Vic	87,887	1,533	ROB GUERRERA	DAILY	POOR	

**Library**

	<b><u>PLATE #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ODOMETER</u></b>	<b><u>ANNUAL MILEAGE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>USE</u></b>	<b><u>CONDITION</u></b>	<b><u>COMMENTS</u></b>
20	258FA	2000 Ford Crown Vic	119,048	3,441	STEVEN RUSSO	DAILY	POOR	

**Human Resources - Pool Cars**

	<b><u>PLATE #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ODOMETER</u></b>	<b><u>ANNUAL MILEAGE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>USE</u></b>	<b><u>CONDITION</u></b>	<b><u>COMMENTS</u></b>
21	85FA	2005 Ford Crown Vic	106,418	352	TOWN POOL CAR	INFREQUENT	POOR	

**Information Technology**

22	111FA	2006 Ford Crown Vic	108,982	1,397	IT DEPT POOL CAR	MODERATE	POOR	
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**Sewer**

	<b><u>PLATE #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ODOMETER</u></b>	<b><u>ANNUAL MILEAGE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>USE</u></b>	<b><u>CONDITION</u></b>	<b><u>COMMENTS</u></b>
23	142FA	2008 Ford Explorer	88,691	9,522	JOHN CLANCY	DAILY	FAIR	

**Tax Assessor**

	<b><u>PLATE #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ODOMETER</u></b>	<b><u>ANNUAL MILEAGE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>USE</u></b>	<b><u>CONDITION</u></b>	<b><u>COMMENTS</u></b>
24	116FA	2006 Ford Crown Vic	76,620	1,497	K. CARVELL/K. CAISSE	DAILY	POOR	
25	115FA	2011 Ford Crown Vic	43,765	413	POOL/PAULA JENSEN	INFREQUENT	POOR	

**Town Plan & Zoning**

	<b><u>PLATE #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ODOMETER</u></b>	<b><u>ANNUAL MILEAGE</u></b>	<b><u>EMPLOYEE</u></b>	<b><u>USE</u></b>	<b><u>CONDITION</u></b>	<b><u>COMMENTS</u></b>
26	139FA	2007 Ford Crown Vic	78,878	1,290	CHRIS ROGERS	DAILY	POOR	
27	243FA	2006 Ford Crown Vic	75,322	3,141	MATT DECKER	DAILY	POOR	DASHBOARD NOT FULLY OPERATIONAL
28	65FA	2006 Ford Crown Vic	97,311	789	JIM WENDT	MODERATE	POOR	

**DEPARTMENT OF PUBLIC WORKS  
OCTOBER 12, 2022**

**DPW Operations**

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>ODOMETER</u>	<u>ANNUAL MILEAGE</u>	<u>EMPLOYEE</u>	<u>USE</u>	<u>CONDITION</u>	<u>COMMENTS</u>
1	158FA	2021 Chevrolet Silverado	14,076	11,826	GEO. KACZEGOWICZ*	DAILY	EXCELLENT	
2	140FA	2021 Chevrolet Silverado	23,660	22,806	CARLOS MONTEIRO*	DAILY	EXCELLENT	
3	151FA	2013 Chevrolet Silverado	138,003	23,657	MARC MERLONGHI*	DAILY	EXCELLENT	
4	127FA	2016 Chevrolet Silverado	32,824	5,386	JAMES RYAN*	DAILY	EXCELLENT	
5	132FA	2016 Chevrolet Silverado	119,994	19,820	JEFF MINDER*	DAILY	EXCELLENT	

**\*NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEES**

**DPW Building Maintenance Work Vans**

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>ODOMETER</u>	<u>ANNUAL MILEAGE</u>	<u>EMPLOYEE</u>	<u>USE</u>	<u>CONDITION</u>	<u>COMMENTS</u>
6	147FA	2020 Ford Transit 250	10,000	5,000	GARY	DAILY	EXCELLENT	
7	149FA	2020 Ford Transit 250	11,000	5,000	JOE C.	DAILY	EXCELLENT	
8	176FA	2013 Ford E-250	40,000	5,000	VALIS	DAILY	FAIR	
9	257FA	2014 Ford E-250	15,000	5,000	CHARLEY	DAILY	FAIR	
10	267FA	2015 Ford E-250	36,000	5,000	HANSER	DAILY	FAIR	
11	281FA	2016 Ford E-250	21,000	5,000	RYAN	DAILY	FAIR	
12	307FA	2017 Ford E-250	20,000	5,000	DAN	DAILY	FAIR	
13	308FA	2015 CHEVY G-2500	25,000	5,000	VINNIE	DAILY	FAIR	

**Other DPW - Spare/Retired Cars: Located in DPW Operations Parking Lot**

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>ODOMETER</u>	<u>ANNUAL MILEAGE</u>	<u>EMPLOYEE</u>	<u>USE</u>	<u>CONDITION</u>	<u>COMMENTS</u>
14	319FA	2010 Ford Crown Victoria	60,325			NOT IN USE	POOR	FROM PARKS & REC.
15	320FA	2005 Ford Crown Victoria	113,580			NOT IN USE	POOR	FROM HEALTH DEPT.
16	961-XUW	2010 Ford Crown Victoria	125,000			NOT IN USE	POOR	FROM POLICE DEPT.
17	131FA	2003 Ford Crown Victoria	128,000	2,000		INFREQUENT	POOR	DPW LOANER
18	94FA	2008 CHEVY IMPALA	89,000	2,000		INFREQUENT	FAIR	DPW LOANER
19		2010 Crown Vic	73,429		2FABP7BV5BX110932	NOT IN USE	JUNK	SCRAP

**DPW Administration \*\***

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>ODOMETER</u>	<u>ANNUAL MILEAGE</u>	<u>EMPLOYEE</u>	<u>USE</u>	<u>CONDITION</u>	<u>COMMENTS</u>
20	124FA	2013 FORD TAURUS	91,000	5,000	JOHN COTTELL	DAILY	FAIR/GOOD	

**\*\*NOTE: J MARSILIO SHARES A 2009 CHEVY TAHOE WITH THE ENGINEERING DEPARTMENT AS SHOWN ON THE TOWN FLEET VEHICLES LIST.**

**PARK OPERATIONS  
OCTOBER 12, 2022**

	<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>ODOMETER</u>	<u>ANNUAL MILEAGE</u>	<u>EMPLOYEE</u>	<u>USE</u>	<u>CONDITION</u>	<u>COMMENTS</u>
1	159FA	2021 Chevrolet Silverado	21,307	17,275	KEVIN FOX*	DAILY	EXCELLENT	
2	88FA	2020 Ford Explorer	34,157	12,143	DOUG NOVAK*	DAILY	EXCELLENT	

**\*NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEES**

**WPCF  
OCTOBER 12, 2022**

<u>PLATE #</u>	<u>DESCRIPTION</u>	<u>ODOMETER</u>	<u>ANNUAL MILEAGE</u>	<u>EMPLOYEE</u>	<u>USE</u>	<u>CONDITION</u>	<u>COMMENTS</u>
1 237FA	2019 Chev Colorado	32,825	12,000	Ron Wallace*	Daily	Excellent	Assistant Superintendent
2 235FA	2021 Chev Colorado	19,200	12,000	John Bodie *	Daily	Excellent	Superintendent
3 76FA	2016 Chev 3500	61,847	8,000	Mark Ostrofsky	Daily	Excellent	Road Foreman & Snow plowing
4 84FA	2019 Ford Transit Van	21,089	6,000	Anthony Johnson	Daily	Excellent	Electrician's Van
5 118FA	2015 Honda CR-V	73,475	4,000	Christine Pacelli	Daily	Fair	
6 152FA	2016 Chevy 2500	54,754	6,000	Plant staff	Daily	Excellent	Maintenance vehicle & Snow Plowing
7 153FA	2022 Ford Transit Van	225	6,000	Road Crew	Daily	Excellent	Camera truck
8 80FA	2016 Chevy 3500	9,784	4,000	Laborers	Daily	Excellent	Used for daily grounds maintenace and snow plowing
9 79FA	2007 GMC 3500	100,448	6,700	Road/Pump station staff	Daily	Fair	Pump Station Maintenance

**\*NOTE: THESE VEHICLES ARE 24 HOUR USE/TAKE HOME VEHICLES BY EMPLOYEES**

**Fairfield Fire Department - Staff Support Vehicles**  
**OCTOBER 12, 2022**

	<u>PLATE#</u>	<u>DESCRIPTION</u>	<u>ODOMETER</u>	<u>ANNUAL MILEAGE</u>	<u>ASSIGNMENT</u>	<u>USE</u>	<u>CONDITION</u>	<u>COMMENTS</u>
1	128-FA	2022 FORD F-150	100	No current data	Training / Safety	Daily	Excellent	NEW - Vehicle / not in service
2	BF00810	2021 FORD Explorer	10,000	10,000-15,000	Chief McCarthy	Daily	Excellent	NEW - Car-1 / In service 12/01/2021
3	806-ZYW	2013 Ford Explorer	110,000	8,000	Fire Marshal	Daily	Fair	FM-1
4	842-XKW	2020 Ford Explorer	54,206	19,000	Deput Chief Dunn	Daily	Excellent	Car-2
5	100-FA	2019 Ford F-250 PU	52,921	16,000	Platoon Commander	Daily	Excellent	Car-3 / Platoon Commander
6	99-FA	2013 Chevrolet Suburban	87,904	400-1,000	Reserve/Call Back	Moderate	Good	Car-33 / Reserve Platoon Commander
7	80-FA	2008 Chevrolet Suburban	99,000	Varies on usage	Logistics/Dive Team	Weekly (1)	Fair	Car-4 Dive Team / Emergency Logistics
8	302-FA	2013 Ford Utility	134,537	6,000-8,000	Safety Officer	Daily	Fair	Car-5 training/Safety **Former Police Pursuit Vehicle**
9	67-FA	2008Ford Explorer	98,000	10,000-13,000	Fire Inspector	Daily	Poor	14 years in service.
10	96-FA	2010 Ford Crown Victoria	135,000	7,000	Fire Inspector	Daily	Poor	**Former Police Pursuit Vehicle** 12 years in service
11	102-FA	2008 Ford Crown Victoria	118,000	Varies on usage	Spare-Maint.	Moderate	Poor	**Former Police Pursuit Vehicle** 14 years in service
12	101-FA	2012 Chevrolet 3500	82,840	9,000	Maintenance Div.	Daily	Fair	Utility Body/ Mechanics truck
13	128-FA	2001 GMC Yukon SUV (2)	144,000	Out of Service	Out of Service	NOT IN USE	Junk	**Due for surplus sale 11/2022**
14	302-FA	2011 Ford Crown Victoria	115,337	Varies on usage	Training	Moderate	Poor	**Former Police Pursuit Vehicle** 11 years in service
15	103-FA	2002 GMC Yukon SUV (2)	123,117	2,500	Maintenance Div.	NOT IN USE	Junk	**Due for surplus 11/2022**
16	204-FA	2010 Ford F-350 PU	36,000	2,500	Training	Daily	Good	Training/Haz-Mat
17	80-FA	2015 Ford Utility	144,000	6,000	D-Fire Marshal	Daily	Fair	**Former Police Pursuit Vehicle**
18	122-FA	2009 Ford Crown Victoria	123,109	Varies on usage	Spare-Maint.	Moderate	Poor	**Former Police Pursuit Vehicle**
19	56-FA	2011 Ford Crown Victoria	106,000	8,000	Fire Inspector	Moderate	Poor	

(1) RATED MODERATE USAGE

2022												
Assignment	Car #	Vehicle Year	Vehicle Make / Model	Current Mileage	Years in Service	Planned Replacement Mileage	Vin	Annual Average Mileage	Plate	Reassignment	Use	Condition
<b>Administrative</b>												
1 Chief	1	2021	Ford Explorer	16,318	1	100,000	6049	16,318	AV02281	Chief Kalamaras	Daily	Excellent
2 D/C	2	2021	GMC	17,746	1	100,000	8949	17,746	BE32278	DC Broderick	Daily	Excellent
3 Captain	3	2019	Ford Explorer	41,841	3	100,000	4920	13,947	AR94104	Captain Weihe	Daily	Excellent
4 Captain	4	2021	GMC	16,801	1	100,000	5378	16,801	BE32277	Captain Koval	Daily	Excellent
5 Captain	5	2019	Explorer	72,597	3	100,000	1076	24,199	AS89265	Captain Granata	Daily	Excellent
6 Prof. Stand. Lieutenant	6	2020	Ford Explorer	35,058	2	100,000	8001	14,615	AY12770	LT. Esposito	Daily	Excellent
7 Special Services Lieutenant	7	2021	Ford Utility	7,983	1	100,000	3553	7,983	25FA	Lt. Irizarry	Daily	Good
8 Training Sergeant	8	2018	Ford Utility	19,785	4	100,000	5832	4,946	AR93307	Sgt. Stahl	Daily	Excellent
9 Admin Services Lieutenant	9	2019	Ford Expedition	55,592	3	100,000	9162	18,531	AR93308	LT. Paris	Daily	Good
10 Maintenance Unit	10	1999	Chevy Blazer	117,118	23	125,000	3683	5,092	AP70224	Matt P.	Daily	Poor
11 Records Unit	11	2013	Ford Sedan	111,058	9	125,000	861	12,340	6AXND5	Jenkins/Medvegy	Daily	Poor

**Field Units**

12 Shift Com- Car	14	2017	Ford Utility	37,495	5	75,000	4991	7,499	8FA	Premise Vehicle	Daily	Good
13 Shift Com	15	2020	Ford Explorer	18,322	2	100,000	3463	9,161	34FA	Zdru	Daily	Good
14 Shift Com	16	2020	Ford Utility	17,008	2	75,000	3465	8,504	32FA	Nook	Daily	Good
15 Shift Com	17	2020	Ford Utility	5,419	2	75,000	3464	2,710	35FA	Kline	Daily	Good
16 Shift Com	18	2019	Ford Taurus	41,164	3	75,000	5832	13,721	AR93307	Mastronardi	Daily	Fair
17 B1	19	2020	Chevy Tahoe	37,028	2	50,000	6333	18,514	29FA		Daily	Good
18 B2	20	2021	Ford Utility	8,826	1	50,000	3668	8,826	23FA		Daily	Good
19 B3	21	2018	Ford Utility	64,902	4	50,000	3182	16,226	13FA		Daily	Fair
20 B4	22	2018	Ford Utility	67,551	4	50,000	5025	16,888	5FA		Daily	Fair
21 B5	23	2021	Ford Utility	19,403	1	50,000	7916	19,403	24FA		Daily	Good
22 R1	24	2020	Chevy Tahoe	35,726	2	50,000	6594	17,863	14FA		Daily	Good
23 R2	25	2021	Ford Utility	19,500	1	50,000	1668	19,500	15FA		Daily	Good
24 R3	26	2021	Ford Utility	24,140	1	50,000	1669	24,140	18FA		Daily	Good
25 R4	27	2021	Ford Utility	10,671	1	50,000	3025	10,671	22FA		Daily	Good
26 R5	28	2018	Ford Utility	80,539	4	50,000	4111	20,135	17FA		Daily	Good
27 OOO	29	2018	Ford Utility	35,844	4	75,000	4544	8,961	AV02279	New OOO	Daily	Good
28 Patrol Build	30	2021	Ford Utility	30	1	100,000	3676				Daily	Excellent
29 Patrol Build	31	2021	Ford Utility	35	1	100,000	3730				Daily	Excellent

2022												
Assignment	Car #	Vehicle Year	Vehicle Make / Model	Current Mileage	Years in Service	Planned Replacement Mileage	Vin	Annual Average Mileage	Plate	Reassignment	Use	Condition

**Traffic Unit**

30	Traffic Unit Sergeant	32	2018	Ford Utility	48,987	4	75,000	5022	12,247	AW39383	Kaesmann	Daily	Fair
31	Crash Investigator	33	2018	Ford Utility	52,195	4	75,000	4542	13,049	AR93309	Letsch	Daily	Fair
32	Crash Investigator	34	2018	Ford F-150	70,502	4	75,000	7803	17,626	BG43729	Wells	Daily	Fair
33	T2 Deangelis	35	2017	Ford Utility	69,429	5	75,000	508	13,886	AY12769	Bok	Daily	Fair
34	T3 Dias	36	2016	Ford Utility	93,042	6	75,000	4001	15,507	AC62402	Salato	Daily	Fair
35	T4 Galaske	37	2017	Ford Utility	68,815	5	75,000	4989	13,763	AY12768	Jenkins	Daily	Fair
36	T5 Gonzalez	38	2018	Ford Utility	48,532	4	75,000	4992	12,133	AV02280	Mac	Daily	Fair
37	Traffic Spare	39	2014	Ford Utility	73,703	8	100,000	505	9,213	AN35661	Spare	Daily	Poor
38	Marine Unit	40	2014	Ford Utility	69,278	8	100,000	4985	8,660	AN35662	Marine	Daily	Poor
39	Animal Control	41	2015	Chevy Van	90,115	7	100,000	3279	12,874	50FA	AC	Daily	Poor
40	Animal Control	42	2019	Chevy Van	26,981	3	100,000	8126	8,994	38FA	AC	Daily	Fair
41	K9-Spare	43	2014	Ford Utility	156,770	8	100,000	7804	19,596	37FA	DeAngelis	Daily	Poor
42	K9-Spare	44	2014	Ford Utility	123,416	8	100,000	701	15,427	AL01283	Spare k9	Daily	Poor

**School Unit**

43	School Unit Sergeant	45	2019	Ford Explorer	52,600	3	100,000	4615	17,533	AV02281	Wiltsie	Daily	Good
44	S2	46	2013	Ford Taurus	98,807	9	100,000	863	10,979	6AXND3	McPadden	Daily	Poor
45	S3	47	2016	Ford Utility	86,129	6	100,000	5869	14,355	60FA	Chlebowski	Daily	Fair
46	S4	48	2017	Ford Utility	75,595	5	100,000	4990	15,119	27FA	Kovac	Daily	Fair
47	S5	49	2017	Ford Utility	63,650	5	100,000	4987	12,730	26FA	F. Clark	Daily	Fair
48	FH1	50	2016	Ford Utility	78,664	6	100,000	4392	13,111	2FA	Wilkie	Daily	Fair
49	FH2	51	2016	Ford Utility	84,719	6	100,000	5870	14,120	9FA	Quiles	Daily	Fair

**Investigative Units**

50	Detective Lieutenant	52	2019	Ford F150	27,500	3	100,000	6125	9,167	AU70022	Riendeau	Daily	Good
51	Detective Sergeant	53	2018	Ford Utility	51,987	4	100,000	1925	12,997	AR93308	Vanderheyden	Daily	Fair
52	Detective Sergeant	54	2018	Ford Utility	53,690	4	100,000	7854	13,423	AY77210	Ioli	Daily	Fair
53	Detective	55	2014	Ford Utility	80,253	8	100,000	497	10,032	931NZR	Colwell	Daily	Fair
54	Detective	56	2014	Ford Utility	113,312	8	100,000	7801	14,164	OAFAX6	Griffin	Daily	Fair
55	Detective	57	2016	Ford Utility	103,808	6	100,000	3986	17,301	AR92738	Vaspas	Daily	Fair
56	Detective	58	2020	Ford Explorer	32,890	2	100,000	5021	16,445	AY12767	Fucci	Daily	Good
57	Detective	59	2013	Ford Sedan	113,315	9	100,000	4628	12,591	OADRX2	Young	Daily	Fair
58	Detective	60	2014	Ford Utility	107,767	8	100,000	7806	13,471	6AXND4	Clarke	Daily	Fair
59	Detective	61	2017	Ford Utility	38,755	5	100,000	6229	7,751	AJ81995	Mckeon	Daily	Good

	2022												
	Assignment	Car #	Vehicle Year	Vehicle Make / Model	Current Mileage	Years in Service	Planned Replacement Mileage	Vin	Annual Average Mileage	Plate	Reassignment	Use	Condition
60	Detective	62	2012	Ford Explorer	165,980	10	100,000	4197	16,598	133ZAJ	Takacs	Daily	Poor
61	Detective	63	2017	Ford Utility	83,303	5	100,000	4988	16,661	28FA	Mazzocchi	Daily	Poor
62	Detective	64	2016	Ford Expedition	102,683	6	75,000	6318	17,114	AC06204	Zerella	Daily	Poor
63	Detective	65	2014	Ford Utility	111,058	8	100,000	7802	13,882	6AXND6	Proc	Daily	Poor
64	Detective	66	2016	Ford Utility	101,880	6	100,000	3987	16,980	AR92739	Leetch	Daily	Fair
65	Detective	67	2017	Ford Utility	95,722	5	100,000	4988	19,144	28FA	Bok	Daily	Poor
66	Detective	68	2013	Ford Explorer	176,845	9	100000	1039	19,649	611ZNT	Buckmir	Daily	Poor
67	Detective	69	2013	Ford Sedan	89,657	9	100,000	5881	9,962	134ZLI	Mazzocchi	Daily	Fair
68	Detective	70	2009	Ford Taures	72,479	13	100,000	706	5,575	527XEZ	Papa	Daily	Poor
69	Detective QOL Unit	71	2013	Ford Sedan	153,514	9	100,000	4091	17,057	AC06205	Nadeau	Daily	Fair
70	Detective QOL Unit	72	2018	Ford Utility	91,811	4	100,000	507	22,953	8AJXV6	Burbige	Daily	Fair
71	Under Cover	73	1998		9,141	24	100,000	2529	381			Mod	Fair
72	Under Cover	74	2005		83,531	17	100,000	3284	4,914			Mod	Fair
73	Under Cover	75	2004		96,005	18	100,000	5426	5,334			Mod	Fair
74	Under Cover Lincoln	76	2005		49,586	17	100,000	4892	2,917			Mod	Good
75	Under Cover Chevy	77	2011		100,246	11	100,000	1012	9,113			Mod	Good

**Patrol Ready Spare Vehicles- With Rifle and Equipment**

76	3	78	2017	Ford Utility	67,854	5	100,000	4984	13,571	3FA		Daily	Poor
77	5	79	2018	Ford Utility	67,551	4	100,000	5025	16,888	5FA		Daily	Poor
78	20	80	2018	Ford Utility	78,394	4	100,000	3183	19,599	20FA		Daily	Poor

**Road Job Vehicles**

79	SP02	81	2015	Ford Utility	104,022	7	125,000	705	14,860	66FA		Daily	Poor
80	SP11	82	2014	Ford Utility	86,221	8	125,000	7805	10,778	51FA		Daily	Poor
81	4	83	2018	Ford Utility	75,083	4	100,000	4545	18,771	4FA		Daily	Poor
82	10	84	2015	Ford Utility	89,991	7	100,000	703	12,856	10FA		Daily	Poor
83	17	85	2018	Ford Utility	88,050	4	100,000	4111	22,013	17FA		Daily	Poor
84	19	86	2018	Ford Utility	76,950	4	100,000	5024	19,238	19FA		Daily	Poor
85	21	87	2017	Ford Utility	86,810	5	100,000	4986	17,362	21FA		Daily	Poor
86	6	88	2016	Ford Utility	86,236	6	100,000	3990	14,373	6FA		Daily	Poor
87	12	89	2018	Ford Utility	68,293	4	100,000	4543	17,073	12FA		Daily	Poor
88	30	90	2017	Ford Utility	87,950	5			17,590	30FA		Daily	Poor

2022												
Assignment	Car #	Vehicle Year	Vehicle Make / Model	Current Mileage	Years in Service	Planned Replacement Mileage	Vin	Annual Average Mileage	Plate	Reassignment	Use	Condition

**Specialty Vehicles**

89	Passenger Van	91	2009	Ford E350 Van	40,123	13		1119	3,086	288FA		MOD	Good
90	Command Center	92	2003	Sterling	5,150	19		4205		186FA		INF	Good
91	Parking Authority	93	2013	Ford Utility	123,363	9		6030	13,707	AC62403		Daily	Poor
92	Garage	94	2020	2020 F550	35,055	2		3146	17,528	222FA		Daily	Excellent
93	Rapid Deployment Vehicle	95	2008	Chevy Express 350	10,867	14		1722	776	286FA		INF	Good
94	Sacred Heart University Car	96	2016	Ford Utility	16,700	6		3989	2,783	45FA		Daily	Good
95	Quad	97	2014	CanAM	155	8		282	19	N/A		INF	Good
96	MotorCycle	98	2007			15		6219		336FA		MOD	Good
97	MotorCycle	99	2007			15		8909		331FA		MOD	Good
98	MotorCycle	100	2007			15		4484		332FA		MOD	Good
99	MotorCycle	101	2007			15		6023		333FA		MOD	Good
100	MotorCycle	102	2007			15		7516		334FA		MOD	Good

**Retire****Rated: To be sent to DPW Garage after stripped of police equipment, etc.**

101	41		2017	Ford Utility						41FA		Not in Use	Good
102	32		2014	Ford Utility						6AXND6		Not in Use	Good
103	33		2009	Ford Taurus						527XEZ		Not in Use	Good
104	36		2016	Ford Utility						AR92739		Not in Use	Good
105	56		2012	Ford Explorer						133ZLJ		Not in Use	Good
106	59		2013	Ford Taurus						AC06205		Not in Use	Good
107	62		2013	Ford Explorer						611ZNT		Not in Use	Good
108	9		2013	Ford Taurus						6AXND3		Not in Use	Good
109	11		2011	Chevy Caprice						496ZHS		Not in Use	Good
110	63		2013	Ford Taurus						OADRX2		Not in Use	Good

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**To:** John Marsilio, Director of Public Works  
**From:** Connie M. Saxl, Senior Internal Auditor  
**Subject:** Town Transfer Station – Surprise Cash Count and Evaluation of Internal Controls  
**Date:** November 22, 2022  
**Cc:** Jared Schmitt, Chief Fiscal Officer  
John Cottell, Assistant Director of Public Works  
Lisa Gndt, Lead Scale House Operator



**BACKGROUND & PURPOSE**

Internal Audit conducted a surprise cash count on Thursday, September 1, 2022 at 2:55pm at the Scale House located at the Town Transfer Station on 530 Richard White Way. (Transfer Station closing hour is 3:00pm that day.)

**Definition:**

A surprise cash count is the unscheduled counting of funds collected by cashiers on a particular day and reconciling them to end of day reports and cash register tapes. Further, the surprise cash count allows the auditor the opportunity to closely examine the internal control procedures used in collecting, closing out, reconciling, balancing and depositing daily collections. The aim is to identify any weaknesses that could make assets (revenue collections) vulnerable and to identify areas where internal controls may be strengthened.



### STATEMENT OF AUDITING STANDARDS

The audit was conducted in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed in order to afford a reasonable basis for judgements and conclusions regarding the organization, program, activity, or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy audit objectives.



### INTERNAL CONTROL DEFINED

Internal control encompasses all the steps and actions developed by management to ensure efficient and effective organizational operations. It consists of all the methods used to safeguard assets, to promote accuracy and reliability of the organizations accounting data and records, to encourage compliance with all policies and procedures prescribed by management and to promote the operational efficiency of the organization.

**Management should understand its responsibilities to implement and maintain adequate internal control systems.**



### **FINDING # 1**

The door to the Scale House where the cashier, cash register and daily cash collections is located is not locked during business hours. It is a small, approximately 150 square foot facility where the cashier's back faces the rear door when working. Unauthorized persons could easily walk into this location and thus make cashiers vulnerable to robbery, theft or other wrongdoing.

### **RECOMMENDATION # 1**

It is recommended that the door to the Scale House be locked at all times during business hours for security reasons. The cashier should have a key to the door of the facility during the business day for reentry if he/she needs to leave for any reason.



### **FINDING # 2**

Internal Audit met with the Lead Scale House Operator during the surprise cash count and requested the yellow copies of the tickets maintained by the Guard House Attendant (Guard) at the secondary checkpoint for that day to ensure that this internal control was in place and properly functioning. Internal Audit was told that the Guard at the secondary checkpoint was being "phased-out" and that he does not work on Thursdays. Internal Audit then requested the work schedule of the Guard at the secondary checkpoint. Based on this schedule, it was determined that there is no secondary checkpoint for a total of 25.5 business hours per week. The schedule is as follows:

<b>Business Day</b>	<b>Hours of Business Operation</b>	<b>Hours Where Secondary Checkpoint Operational</b>	<b>Business Hours With an Unmanned Secondary Checkpoint</b>
Monday	7am – 3pm	7am – 12pm	3 Hours
Tuesday	7am – 3pm	7am – 12pm	3 Hours
Wednesday	7am – 3pm	7am – 11:30am	3.5 Hours
Thursday	7am – 3pm	---	8 Hours
Friday	7am – 3pm	---	8 Hours

Saturday	7am – 12pm	7am – 12pm	0 Hours
<b>Total Hours</b>	<b>45 Hours</b>	<b>19.5 Hours</b>	<b>25.5 Hours</b>

It was further noted that the Lead Scale Operator, who is also the head supervisor of the Transfer Station does not work on Wednesday's, which is the same day that the Guard at the secondary checkpoint works from 7am to 11:30am and is unmanned for 3.5 hours although a part-time cashier is present that day.

The phasing-out of the Guard House Attendant at the secondary checkpoint and the accompanying failure to replace this internal control with a compensating one results in an overall decrease in internal controls governing revenue collections and associated dumping of waste at the Town Transfer Station.

## **RECOMMENDATION # 2**

It is recommended that management review the importance of the role of the Guard House Attendant as outlined below in relation to the total dollar value of revenue collected by the Town Transfer Station. Management should either reestablish the position to cover all business hours of operation or implement other internal control measures to ensure that revenue collections are properly collected and safeguarded.

### **I. Roles and Responsibilities of the Guard House Attendant**

1. Serves as a vital internal control to ensure that each customer has properly paid the required fee (regardless of payment type – cash, check, debit hauler) and if applicable, has properly weighed their vehicle with the Scale House Operator prior to entry into the facility.

**Cash Register Side of Scale House:** All customers receive a two-part cash register receipt designating that they have paid their required fee. The yellow copy of the receipt is handed to the Guard House Attendant prior to entry into the facility.

**Scale Weighing Side of Scale House:** All customers must weigh the gross tare weight of their vehicle on the scale. Once weighed, they receive a two-part reweigh ticket printed from the cash register. The white copy is handed to the Guard House Attendant prior to entry into the facility.

Customers without a cash register receipt or reweigh ticket from the Scale House are **not allowed access** to dump in the Facility.

2. Checks each customer's cash register receipt to ensure that the correct date, waste type and dollar amount is charged prior to entry into the facility. A cursory review of the contents of the vehicle is also conducted to ensure that the two agree.
3. Checks each reweigh ticket to ensure that the correct date and description is designated on it to ensure that they have properly weighed-in at the Scale House (scale side) prior to customer entry into the Facility.
4. Serves as patrol and prevents unauthorized entry to customers who bypass the Scale House.
5. Monitors the waste, oil and antifreeze disposal container located at the site and reports dumping issues.
6. Monitors the recycling area and instructs residents to pay the scale house cashier the proper fee if found also dumping garbage.
7. Answers customer questions and directs them to the correct location within the Facility for proper dumping of waste.
8. Relieves the Scale House Operator for lunch and bathroom breaks.
9. Grants or denies vehicle access to persons who wish to enter the Department of Public Works Garage and their accompanying offices and parking lot, which houses heavy machinery and equipment.

## **II. Cost of Part-Time Payroll for the Guard House Attendant over the Last 3 Fiscal Years**

Each part-time position serves interchangeably as both Guard House Attendant and Scale House Operator/Cashier.

The total cost of part-time payroll for five positions during last 3 fiscal years when all hours of operation were covered by the Guard House Attendant:

<u>PT PAYROLL EXPENSE</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
PART-TIME PAYROLL	\$63,358.24	\$62,931.79	\$67,428.60
SOCIAL SECURITY	\$918.69	\$912.51	\$977.71
<b>GRAND TOTAL PT PAYROLL:</b>	<b>\$64,276.93</b>	<b>\$63,844.30</b>	<b>\$68,406.31</b>

PERCENT CHANGE FROM PRIOR YEAR:           0.68%           -6.67%

### III. Total Revenue Collected at the Solid Waste & Recycling Facility over the Last 3 Fiscal Years:

<u>A/C #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
42143	TOWN DUMP - PERMITS	\$ 48,141.52	\$ 25,055.00	\$ 39,090.00
42338	TOWN DUMP - SCALE WEIGHING	\$ 2,561,287.40	\$ 2,528,773.91	\$ 2,572,472.68
42339	TOWN DUMP - ELECTRONICS	\$ 4,892.40	\$ 11,206.80	\$ 10,322.15
42340	TOWN DUMP - BULKY WASTE	\$ 62,796.13	\$ 55,566.00	\$ 42,155.00
42341	TOWN DUMP - METAL	\$ 117,944.85	\$ 100,430.36	\$ 66,638.97
42342	TOWN DUMP - TIRES	\$ 1,755.00	\$ 2,005.00	\$ 1,790.00
42343	TOWN DUMP - FUEL OIL	\$ -	\$ 20.00	\$ 45.00
42345	TOWN DUMP - RECYCLABLES REBATE	\$ 2,957.28	\$ -	\$ -
42346	TOWN DUMP - FIXED INCOME	\$ 4,118.00	\$ 4,900.00	\$ 4,696.00
42347	TOWN DUMP - TEXTILES	\$ 817.50	\$ 1,524.75	\$ 1,455.00
42348	TOWN DUMP - FACILITY USE CHARGE	\$ 312,628.00	\$ 357,105.52	\$ 327,387.00
<b>GRAND TOTAL REVENUE:</b>		<b>\$ 3,117,338.08</b>	<b>\$ 3,086,587.34</b>	<b>\$ 3,066,051.80</b>

PERCENT CHANGE FROM PRIOR YEAR:           1.00%           0.67%

### IV. Cost of part-time payroll expense as a percent of revenue over the last 3 fiscal years:

	<u>2022</u>	<u>2021</u>	<u>2020</u>
PT PAYROLL EXPENSE AS A % OF REVENUE:	2.06%	2.07%	2.23%

As shown in the cost-expense analyses provided, the part-time payroll expense incurred by the utilizing the Guard House Attendant during all

hours of business operation represents a little over 2% of total revenue collected.

If the Guard House Attendant is not re-established to be on duty during all business hours, then DPW management should, at a minimum, implement quarterly analyses of total tonnage entering the facility (based on revenue generated) compared to total tonnage of waste exiting the facility for disposal. If more tonnage is being disposed than the recorded as collected then this signals a problem, which should be investigated.



### **FINDING # 3**

Discussions with the Lead Scale House Operator revealed that the two-part (white and yellow) cash register tape is currently obsolete and can no longer be purchased. A small supply remains on-hand at the scale house, which will last until the end of the calendar year. Furthermore, the cash register is approximately 15 years old and is approaching the end of its useful life.

### **RECOMMENDATION # 3**

The Town should purchase a new cash register as soon as possible. The printed white cash register receipt should be given to customers at time of payment and can be handed to the Guard House Attendant for entry into the facility (as long as the second checkpoint continues to be used). Furthermore, the new cash register should allow for direct customer credit card payment/swipe thus eliminating the need for the hand-held credit card reader.

It should be noted that PC Scale also has an add-on for collecting credit card payments and should be explored as an option to accept customer credit card payments.



## **AUDIT FINDINGS REPRESENTING STRONG INTERNAL CONTROLS**

1. Strong Internal Control - Detailed written cash register/PC Scale close-out instructions were available for cashiers to follow.
2. Strong Internal Control - The cash register/PC Scale computer program is closed-out at the end of each business day. Detailed cash register tapes along with the end of day cash register reconciliation, close out cash register tape & PC Scale report are sent to DPW Administration office for daily bank deposit. No discrepancies were noted between cash and checks collected compared to the close-out cash register tape and PC Scale report during the surprise cash count.
3. Strong Internal Control - Hand held credit card readers are properly locked in a tamper-proof safe at the close of each business day.
4. Strong Internal Control - The Scale House is properly alarmed with a security system and security cameras.



## **CLOSING REMARKS**

The Internal Audit Division appreciates the cooperation received and enjoyed working with the involved parties at the Town Transfer Station. I am available to assist with the implementation of any of the audit recommendations made within the report in order to strengthen internal controls at the Town Transfer Station. I look forward to working with you again in the future. Thank you.

**Town of Fairfield**  
**Solid Waste and Recycling**

**DT:** November 18, 2022  
**TO:** Connie M. Saxl, Senior Internal Auditor  
**CC:** John Marsilio, Director of Public Works  
Jared Schmitt, Chief Fiscal Officer  
Lisa Gndt, Lead Scale House Operator  
**FR:** John F. Cottell Jr, Assistant Director Public Facilities

**RE: Fairfield Transfer Station Surprise Audit**

The following is a response to the surprise audit that occurred on Thursday, September 1, 2022 at 2:55

**Finding # 1** - Rear door to the scale house that is located to the back of the cashier was not locked.

This door is normally maintained locked. Training of the newly hired scale operator was in process with two people in the scale house at the time of the audit. Security controls of maintaining the door locked have been emphasized to the scale operators.

**Finding # 2**- Guard House Attendant located at the street entrance phased out.

To improve the overall safety operations at the transfer station, a new traffic pattern has been instituted. See attached layout. This new pattern separates the traffic flow of the heavy commercial trucks and the residential non hauler licensed vehicles. A new entrance located near the scale house was constructed to facilitate the separation while maintaining proper monitoring controls. The attendant that was originally located in the guard house along the street has been relocated next to transfer station building where he can provide better inspection of recycling and waste deposits. In addition this enables increased interaction with the residents for guidance and compliance along with spot checking of scale house issued receipts. The traffic flow has also been designed to provide one way direction which reduces confusion and fender benders. We have received positive feedback from both residents and staff regarding the new traffic pattern.

The below is our Lead Scale House Operator's experienced response to the auditor's list of Roles and Responsibilities of the Guard House Attendant of which I concur. Her responses are in blue type.

## RECOMMENDATION # 2

It is recommended that management review the importance of the role of the Guard House Attendant as outlined below in relation to the total dollar value of revenue collected by the Town Transfer Station. Management should either reestablish the position to cover all business hours of operation or implement other internal control measures to ensure that revenue collections are properly collected and safeguarded.

### I. Roles and Responsibilities of the Guard House Attendant

1. Serves as a vital internal control to ensure that each customer has properly paid the required fee (regardless of payment type – cash, check, debit hauler) and if applicable, has properly weighed their vehicle with the Scale

House Operator prior to entry into the facility. *Not true, as anyone working at the scale house can give the person a ticket for a non-paid item, the person sitting in the guard shack does not have an adequate view to police where and what the person is dumping.*

Cash Register Side of Scale House: All customers receive a two-part cash register receipt designating that they have paid their required fee. The yellow copy of the receipt is handed to the Guard House Attendant prior to entry into the facility. *With the new configuration of transfer station, we have better traffic flow, people have to enter behind the scale house, the guard shack up top gives a better view of who is entering the facility and whether they stopped at the scale house, plus we have a better control of what is being dumped. As everyone who enters the transfer station is given a receipt, of which we reserve the right to double check them, people who ask to dump something that has an extra charge, we direct them back to the scale house for payment.*

Scale Weighing Side of Scale House: All customers must weigh the gross tare weight of their vehicle on the scale. Once weighed, they receive a two part reweigh ticket printed from the cash register. The white copy is handed to the Guard House Attendant prior to entry into the facility. *Never has the white copy been turned in to the guard shack, always the yellow copy. As it was stressed, if they didn't turn in the yellow receipt the resident might reuse it.*

Customers without a cash register receipt or reweigh ticket from the Scale House are not allowed access to dump in the Facility.

2. Checks each customer's cash register receipt to ensure that the correct date, waste type and dollar amount is charged prior to entry into the facility. A cursory review of the contents of the vehicle is also conducted to ensure that

the two agree. *Doubtful, this job was always considered the brainless job. Person sitting inside did not have enough of view of the vehicle to see inside. As for the first year I was here it was mostly manned by older special cops, who barely payed attention, previous to this it was the oldest person's job to sit in the booth and collect tickets.*

3. Checks each reweigh ticket to ensure that the correct date and description is designated on it to ensure that they have properly weighed-in at the Scale

House (scale side) prior to customer entry into the Facility. *Doubtful, with a lot of trucks reweighing at the same time and a lot of trucks that look the same, no one working that far away can keep track of who needs to reweigh or not.*

4. Serves as patrol and prevents unauthorized entry to customers who bypass

the Scale House. *With the new configuration anyone bypassing the scale house will not be able to enter the area to dump household garbage, plus they become real visible to those working up top and are directed back to the scale house.*

5. Monitors the waste, oil and antifreeze disposal container located at the site

and reports dumping issues. *Moved up top, monitored by the person there who also gives out stickers. In old location many times hazardous waste was dumped in disposal container after hours.*

6. Monitors the recycling area and instructs residents to pay the scale house

cashier the proper fee if found also dumping garbage. *False, no clear view of the recycling which has been highly contaminated with garbage.*

7. Answers customer questions and directs them to the correct location within

the Facility for proper dumping of waste. *Having the person up top, actually works better on helping and directing people.*

8. Relieves the Scale House Operator for lunch and bathroom breaks. *It is nice when there are people here to cover breaks.*

9. Grants or denies vehicle access to persons who wish to enter the Department

of Public Works Garage and their accompanying offices and parking

lot, which houses heavy machinery and equipment. Even with the booth manned, people entering Public Works and or the bus company, rarely stopped but blew through the stop sign, actually making the bottleneck of that area more dangerous.

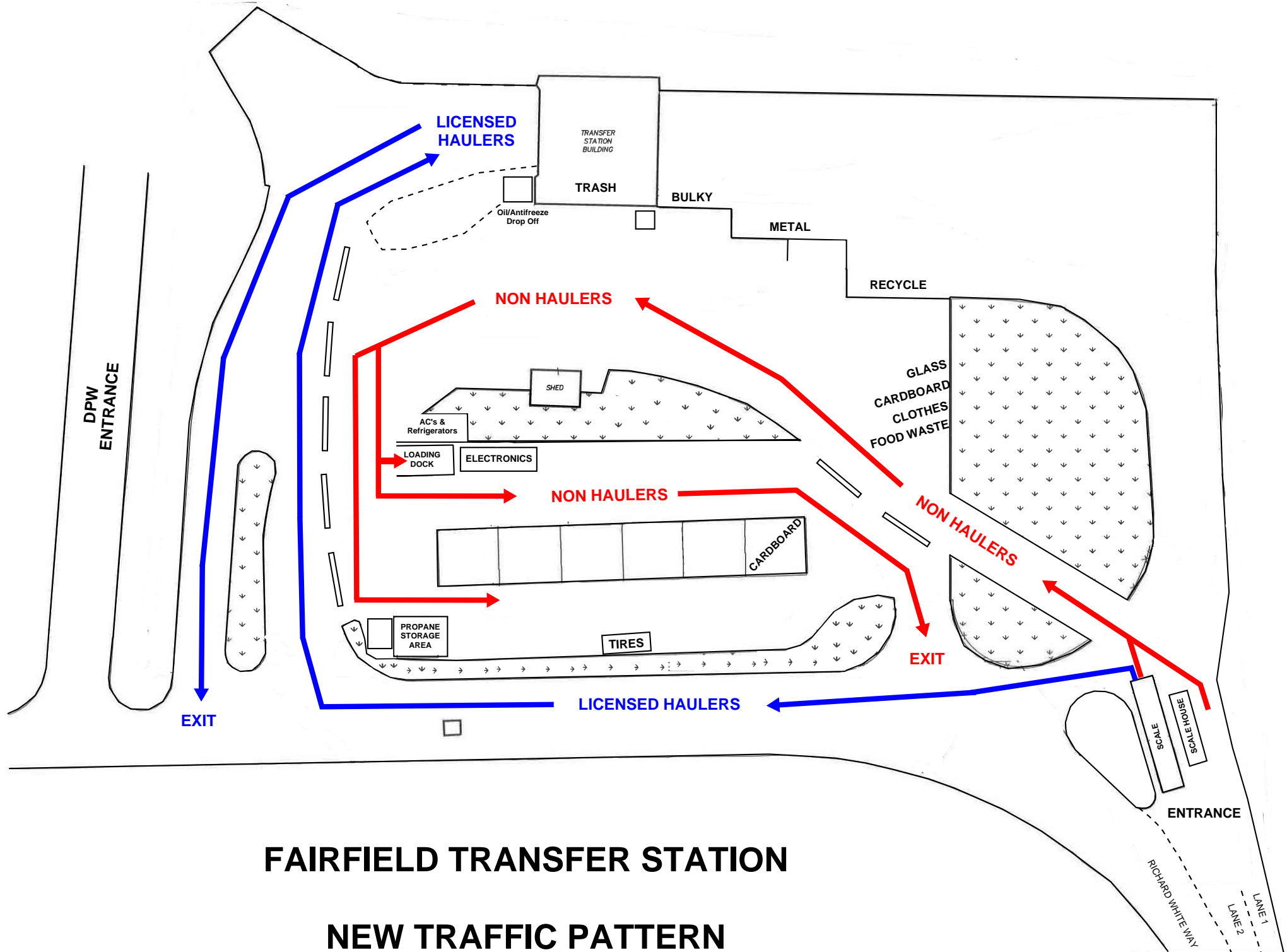
Improvements with traffic flow and operations are still ongoing which consists of additional striping and signage and the elimination of the lower level single stream containers to be replaced with the trailer located at the top as indicated on the traffic flow pattern.

Funding for additional coverage was requested and added into the budget. A search for additional part time employees has been ongoing.

**Finding # 3** - Purchase a new cash register.

As noted in the Auditor's remarks it was the Lead Scale Operator's input that a new cash register is needed. Research and surveys of other municipalities has been ongoing for a register and software that best accomplishes the collection tasks and interfaces with PC Scale.

I welcome any follow up questions that you may have.



**FAIRFIELD TRANSFER STATION**  
**NEW TRAFFIC PATTERN**

[illegible]

											<u>IN-PROGRESS</u>	<u>N/A</u>		<u>IN-PROGRESS</u>	<u>N/A</u>
	Town of Fairfield, CT										DPW	5		5	
	Public Works Department Review										IT	1		2	
											HR	2		2	
	Status of Audit Recommendations as of 12/31/2022										MARINA		1		1
											P. POLICY	17		17	
											TREE W.		1		1
											SW&R		1		1
											WPCA		1		1
											BUDGET		1		1
											CASH D.		1		1
	Condition	Priority										25	6	26	6
	Reference	1-5	Division/Department	Fully Implemented	Partially Implemented/ In-Progress	IN-PROGRESS NOTES	Not Applicable	N/A NOTES							
16	<a href="#">PR-1</a>	3	Parks	X											
17	<a href="#">MAR-1</a>	5	Marina	X											
18	<a href="#">MAR-2</a>	1	Marina	X											
19	<a href="#">MAR-3</a>	3	Marina				X	IT IS NOT VIABLE TO REGISTER ONLINE DUE TO TYPES OF DOCUMENTS REQUIRED TO BE SUBMITTED IN ORDER TO PROVE RESIDENCY. ALL OTHER FEES HAVE THE CAPABILITY TO BE PAID THROUGH THE REC TRC SYSTEM.							
20	<a href="#">MAR-4</a>	2	Marina	X											
21	<a href="#">MAR-5</a>	1	Marina	X											
22	<a href="#">TG-1</a>	2	Town Garage	X											
23	<a href="#">BM-1</a>	3	Building Maintenance	X											
24	<a href="#">SH-1</a>	3	Street and Highways	X											
25	<a href="#">SH-2</a>	4	Street and Highways	X											

											<u>IN-PROGRESS</u>	<u>N/A</u>		<u>IN-PROGRESS</u>	<u>N/A</u>
	Town of Fairfield, CT										DPW	5		5	
	Public Works Department Review										IT	1		2	
											HR	2		2	
	Status of Audit Recommendations as of 12/31/2022										MARINA		1		1
											P. POLICY	17		17	
											TREE W.		1		1
											SW&R		1		1
											WPCA		1		1
											BUDGET		1		1
											CASH D.		1		1
	Condition	Priority										25	6	26	6
	Reference	1-5	Division/Department	Fully Implemented	Partially Implemented/ In-Progress	IN-PROGRESS NOTES	Not Applicable	N/A NOTES							
26	<u>SH-3</u>	4	Street and Highways	X											
27	<u>ENG-1</u>	3	Engineering	X											
28	<u>ENG-2</u>	3	Engineering	X											
29	<u>ENG-3</u>	4	Engineering	X											
30	<u>TW-1</u>	5	Tree Warden				X	TOWN MGMT DOES NOT FEEL THAT IT IS PRACTICAL TO BUDGET FOR TREES SEPARATELY DUE TO THE UNPREDICTABLE & FLUCTUATING NATURE OF EXPENSES FROM YEAR TO YEAR. EXPENSES ARE TRACKED INTERNALLY BY DIVISION.							
31	<u>SWR-1</u>	3	Solid Waste and Recycling	X											
32	<u>SWR-2</u>	3	Solid Waste and Recycling	X											
33	<u>SWR-3</u>	3	Solid Waste and Recycling	X											
34	<u>SWR-4</u>	3	Solid Waste and Recycling	X											
35	<u>SWR-5</u>	3	Solid Waste and Recycling	X											
36	<u>SWR-6</u>	2	Solid Waste and Recycling				X	2ND CHECKPOINT FOR REVIEW OF CUSTOMER RECEIPTS ELIMINATED. CURRENTLY NOT COLLECTING YELLOW TICKETS/RECEIPTS.							
37	<u>SWR-7</u>	3	Solid Waste and Recycling	X											

											<u>IN-PROGRESS</u>	<u>N/A</u>		<u>IN-PROGRESS</u>	<u>N/A</u>
	Town of Fairfield, CT										DPW	5		5	
	Public Works Department Review										IT	1		2	
											HR	2		2	
	Status of Audit Recommendations as of 12/31/2022										MARINA		1		1
											P. POLICY	17		17	
											TREE W.		1		1
											SW&R		1		1
											WPCA		1		1
											BUDGET		1		1
											CASH D.		1		1
	Condition	Priority										25	6	26	6
	Reference	1-5	Division/Department	Fully Implemented	Partially Implemented/ In-Progress	IN-PROGRESS NOTES	Not Applicable	N/A NOTES							
38	<u>SWR-8</u>	5	Solid Waste and Recycling	X											
39	<u>WPCA-1</u>	3	Water Pollution Control Authority				X	SLUDGE NO LONGER SOLD - NO DIRECT SELLING FROM WPCF							
40	<u>APP-1</u>	1	Administrative Policies and Procedures	X											
41	<u>APP-2</u>	2	Administrative Policies and Procedures	X											
42	<u>APP-3</u>	1	Administrative Policies and Procedures	X											
43	<u>APP-4</u>	1	Administrative Policies and Procedures	X											
44	<u>APP-5</u>	1	Administrative Policies and Procedures		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
45	<u>APP-6</u>	1	Administrative Policies and Procedures		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									

											<u>IN-PROGRESS</u>	<u>N/A</u>		<u>IN-PROGRESS</u>	<u>N/A</u>
	Town of Fairfield, CT										DPW	5		5	
	Public Works Department Review										IT	1		2	
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	Status of Audit Recommendations as of 12/31/2022										MARINA		1		1
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											BUDGET		1		1
											CASH D.		1		1
	Condition	Priority										25	6	26	6
	Reference	1-5	Division/Department	Fully Implemented	Partially Implemented/ In-Progress	IN-PROGRESS NOTES	Not Applicable	N/A NOTES							
	<u>BAR-1</u>														
46	A.	1	Billing/Accounts Receivable	X											
47	B.	3	Billing/Accounts Receivable	X											
48	C.	1	Billing/Accounts Receivable	X											
49	D.	3	Billing/Accounts Receivable	X											
50	<u>FIN-1</u>	2	Finance Department	X											
51	<u>FIN-2</u>	3	Finance Department	X											
52	<u>FIN-3</u>	3	Finance Department	X											
53	<u>FIN-4</u>	1/4	Finance Department	X											
54	<u>BUD-1</u>	4	Public Works Budget				X	IT IS NOT PRACTICAL SINCE THE TOWN NEEDS FLEXIBILITY BETWEEN DIVISIONS BASED ON UNPREDICTABLE AND FLUCTUATING NEED OF EACH DIVISION FROM YEAR TO YEAR. EXPENSES ARE TRACKED INTERNALLY BY EACH DPW DIVISION. (PER DPW MGMT)							
	<u>Disbursement Testing</u>														
55	<u>CD-1</u>	2	Policies	X											
56	<u>CD-2</u>	5	Budgeting				X	IT IS NOT PRACTICAL SINCE THE TOWN NEEDS FLEXIBILITY BETWEEN DIVISIONS BASED ON UNPREDICTABLE AND FLUCTUATING NEED OF EACH DIVISION FROM YEAR TO YEAR. EXPENSES ARE TRACKED INTERNALLY BY EACH DPW DIVISION. (PER DPW MGMT)							
57	<u>CD-3</u>	4	Finance Department	X											
58	<u>CD-4</u>	5	Policies	X											

											<u>IN-PROGRESS</u>	<u>N/A</u>		<u>IN-PROGRESS</u>	<u>N/A</u>
	Town of Fairfield, CT										DPW	5		5	
	Public Works Department Review										IT	1		2	
											HR	2		2	
	Status of Audit Recommendations as of 12/31/2022										MARINA		1		1
											P. POLICY	17		17	
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											SW&R		1		1
											WPCA		1		1
											BUDGET		1		1
											CASH D.		1		1
	Condition	Priority										25	6		26
	Reference	1-5	Division/Department	Fully Implemented	Partially Implemented/ In-Progress	IN-PROGRESS NOTES	Not Applicable	N/A NOTES							
59	CD-5	5	Policies	X											
	Procurement Testing														
60	PP-1	1	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
61	PP-2	3	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
62	PP-3	5	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
63	PP-4	5	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
64	PP-5	5	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
65	PP-6	2	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
66	PP-7	2	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
67	PP-8	3	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
68	PP-9	2	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
69	PP-10	3	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									
70	PP-11	4	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY									

											IN-PROGRESS	N/A		IN-PROGRESS	N/A	
	Town of Fairfield, CT										DPW	5			5	
	Public Works Department Review										IT	1			2	
											HR	2			2	
	Status of Audit Recommendations as of 12/31/2022										MARINA		1			1
											P. POLICY	17			17	
											TREE W.		1		1	
											SW&R		1		1	
											WPCA		1		1	
											BUDGET		1		1	
											CASH D.		1		1	
	Condition	Priority										25	6		26	6
	Reference	1-5	Division/Department	Fully Implemented	Partially Implemented/ In-Progress	IN-PROGRESS NOTES	Not Applicable	N/A NOTES								
71	PP-12	2	Purchasing department	X												
72	PP-13	3	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY										
73	PP-14	4	Purchasing department		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY										
74	PP-15	4	Purchasing department	X												
75	O-1	Not Rated	Other Observations		X	THE NEW FINANCIAL ANALYST WILL HANDLE ACCOUNTING RELATED FUNCTIONS										
76	General	Not Rated	Potential Process Improvements		X	WILL BE ADDRESSED WITH THE IMPLEMENTATION OF THE NEW PURCH POLICY										
			TOTALS - 76 RECOMMEN	45	25	6										
	Priority															
	Ratings Scale															
	1		Significant internal control deficiency													
	2		Internal control deficiency													
	3		Internal control deficiency, not significant area													
	4		Significant Best practice/efficiency/policy related													
	5		Best practice/Efficiency/Policy													

**Board of Finance Organizational Meeting**  
**Tuesday, December 6, 2022, 7:30 pm**  
**Via Webex**  
**And**  
**In Person in the BOE Conference Room, #295A/B**  
**501 Kings Hwy E., Fairfield, CT**

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=5Bum-l20Txg&t>

**DRAFT MINUTES**

MEMBERS PRESENT: Chairwoman Lori Charlton, Vice Chair John Mitola, Secretary Sheila Marmion, Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, Jack Testani, James Walsh

OTHERS PRESENT: First Selectwoman Brenda Kupchick, Joint Retirement Investment Board Member Tom Collimore, CFO Jared Schmitt, WPCA Superintendent John Bodie, WPCA Project Manager Christine Pacelli, WPCA Vice Chair Joe D'Avanzo, FairTV

- 1) Call to Order  
First Selectwoman Brenda Kupchick called the meeting to order at 7:45pm.
- 2) Pledge of Allegiance  
First Selectwoman Kupchick led the Pledge of Allegiance.
- 3) To hear, consider and approve 2023 Officers  
Sheila Marmion made a motion to bring Item 3 before the board. Jack Testani seconded the motion.  
Sheila Marmion nominated Lori Charlton to be the Chair of the BOF for 2023. John Mitola seconded the nomination. Ms. Marmion said the Board had benefited from Ms. Charlton's leadership over the past year and Ms. Charlton ruled with integrity. Jack Testani said he echoed Ms. Marmion's comments and his goal in future meetings is to continue with camaraderie and respect. James Walsh agreed with all the comments.  
The nomination carried unanimously.  
  
Lori Charlton nominated John Mitola to be the Vice Chair of the BOF for 2023. Christopher DeWitt seconded the nomination.  
Craig Curley said Mr. Mitola is one of the most level-headed individuals and is very important for this board. Sheila Marmion said it has been a pleasure serving with Mr. Mitola. James Walsh said Mr. Mitola was a great person and they always stay friendly even though they are on opposite sides of the aisle. Ms. Charlton said she has really enjoyed working with Mr. Mitola and she would be happy to serve with him again.  
The nomination carried unanimously.  
  
John Mitola nominated Sheila Marmion to be the Secretary of the BOF. Kevin Starke seconded the nomination.  
Mr. Mitola said he has served with Ms. Marmion and appreciates her commitment to the Town of Fairfield.  
The nomination carried unanimously.

Chairwoman Charlton thanked everyone and spoke about the challenges ahead with the upcoming budget. Ms. Charlton looks forward to working with the BOF and the elected officials.

### **BOF Officers 2023**

Chair-Lori Charlton

Vice Chair-John Mitola

Secretary- Sheila Marmion

- 4) To hear, consider and approve members of the BOF subcommittees (Audit, Budget, Fund Balance and Debt Policy Committee, Purchasing Policy, Senior and Disabled Tax Relief Committee)

Chairwoman Lori Charlton asked the Board to reach out to her as to what committees they would like to be assigned and she will put them together.

- 5) To hear, consider and approve 2023 Schedule

Sheila Marmion made a motion to put Item 5 before the board. Christopher DeWitt seconded the motion.

Sheila Marmion asked to go over the Budget Sessions. Chairwoman Charlton said they were consistent with prior years but they omitted the snow day option because even with a snow day, the Board can meet remotely. She added that CFO Jared Schmitt and Budget Director Frank Magneri are committed to working with the BOF to make the meetings efficient. Christopher DeWitt was confident they will be able to reduce the number of meetings or make the scheduled meetings shorter. There was a discussion about budget meetings and start times. James Walsh made a motion to add one more evening budget meeting. Jack Testani seconded the motion.

Ms. Marmion said there was a discussion about asking questions to department heads prior to meetings to help limit time. Mr. DeWitt said he agreed with Mr. Walsh and doesn't want time constraints on the meetings already scheduled. They all agreed there would be no need to see departments if there is no problem with their budget request.

Jack Testani made a motion to amend Mr. Walsh's motion to move meetings to 7:30pm and add one more night. Craig Curley seconded the motion.

The discussion continued. Chairwoman Charlton suggested adding March 9.

Mr. Walsh then amended Mr. Testani's motion to include adding March 9, 2023 to schedule and change all meeting start times to 7:30pm. Mr. Testani seconded the motion which carried unanimously.

Craig Curley made a motion to add a meeting September 26, 2023 for a Capital Planning workshop. John Mitola seconded the motion which carried unanimously.

### **2023 BOF Meeting Schedule (Locations will be confirmed and posted online)**

January 10	Tuesday	7:30 pm	Regular Meeting
January 31	Tuesday	7:30 pm	Capital Plan Workshop
February 07	Tuesday	7:30 pm	Regular Meeting
February 21	Tuesday	7:30 pm	Quarterly Review Mtg
March 01	Wednesday	7:30 pm	Regular Meeting
March 8	Wednesday	7:30 pm	Public Budget Session #1
March 9	Thursday	7:30pm	Public Budget Session#2

March 14	Tuesday	7:30 pm	Public Budget Session #3
March 15	Wednesday	7:30 pm	Public Budget Session #4
March 22	Wednesday	7:30 pm	Public Budget Session #5
March 23	Thursday	7:30 pm	Public Budget Session #6
March 25	Saturday	9:30 am	Public Budget Comment Session
March 27	Monday	7:30 pm	Follow-Up If needed
March 30	Thursday	7:30 pm	Budget Vote-Public Executive Session
April 04	Tuesday	7:30 pm	Regular Meeting
May 04	Thursday	7:30 pm	Regular Meeting – Set Mill Rate
May 23	Tuesday	7:30 pm	Quarterly Review Meeting
June 06	Tuesday	7:30 pm	Regular Meeting
September 05	Tuesday	7:30 pm	Regular Meeting
September 19	Tuesday	7:30 pm	Quarterly Review Meeting
September 26	Tuesday	7:30pm	Capital Planning Workshop
October 03	Tuesday	7:30 pm	Regular Meeting
November 1	Wednesday	7:30 pm	Regular Meeting (Election Day is 11/7)
November 21	Tuesday	7:30 pm	Quarterly Review Meeting
December 05	Tuesday	7:30 pm	Organizational/Regular Meeting

- 6) To review the current status of the Town’s Pension and OPEB Funds  
John Mitola made a motion to put Item 6 before the Board. Mary LeClerc seconded the motion. Chairwoman Lori Charlton directed everyone to page 2 of the posted backup. Tom Collimore presented this item and went over all the slides on the printed presentation which is included in the backup documents. Mr. Collimore reviewed current allocations for the Town Pension and OPEB. There was a discussion about the recession and returns. The full discussion can be heard by accessing the link at the top of this document.
- 7) To hear, consider and act upon a request from the Board of Selectmen\* to appropriate \$1,750,000 from the WPCA Fund Balance to finance the repair of the primary digester.  
*(\*pending BOS approval on 12/05/22; requires RTM approval)*  
John Mitola made a motion to put Item 7 before the Board. Jack Testani seconded the motion.  
WPCA Vice Chair Joe D’Avanzo explained the current situation with the Digester Tank. It has been down since March 2022. Mr. D’Avanzo explained that the cleaning and repair work went out to bid last April; the resulting bid was deemed too high. The WPCA then went out with a bid for the cleaning portion only, with an accepted bid. The tank was cleaned as of November 23 for a cost of \$531,000. The Digester repair bid encompasses four items: lining will be removed; pressure valves and gauges will be replaced and the 45-ton cover will need to be lifted and bolts will be replaced. Mr. D’Avanzo noted there is a time constraint to get the repair work done, as neighbors are complaining about the significant odor resulting from this Digester Tank being broken and cleaned. The BOS approved this item at their meeting on December 5<sup>th</sup>. Mr. D’Avanzo is asking for the money prior to the bids (due on 12/15/22) being opened so they can proceed immediately with the repairs. Mr. D’Avanzo noted there was an insurance claim that settled for \$1million and after fees were taken out, the WPCA received \$948,000. There was a discussion about the funding and from where the money will be disbursed. Mr. D’Avanzo noted that the secondary digester will be cleaned as soon as the primary digester is fixed to avoid any issues in the future. Cleaning the Digesters will also be added to a WPCA list for required maintenance/cleaning every ten years. Mr. Dewitt asked for clarification on the person

responsible for ensuring this occurs; Mr. D'Avanzo stated it is the Plant Manager's responsibility.

Public Comment: Christine Brown, RTM D-9 said the plant is in her district and the raw sewage odor reaches as far as Sherman School. Kids cannot play outside and some have reported headaches from the odor. Ms. Brown would like the Board to approve this item as it is urgent.

The motion carried unanimously.

- 8) To hear an update on capital projects (ARPA and regular)  
*(postponed from 11/22/22 meeting)*  
CFO Jared Schmitt presented this item. The backup is on pages 31 and 35. There are 70 different projects. There is an online system application for department heads to fill out with updates on the cost amounts of the projects and the status and next steps if needed. The Board went through the lists of projects and they discussed some items. The Duck Farm Road Bridge has had delays caused by the utility companies. The Town is in constant contact with the state and has been given an extension so there would be no loss of grant funding. It is estimated to be complete by Fall 2023. Chairwoman Charlton would like the report to include open Capital Projects and their status in the next quarter. The discussion continued for the ARPA projects. ARPA has two years to fund the projects and Mr. Schmitt noted that money that is not used on specific projects because of timing and supply issues will be re-allocated. Chairwoman Charlton thanked Mr. Schmitt for his report and asked that there be a column added to show re-allocation of funds as well as de-authorized projects and where funds were transferred.
- 9) To hear, consider and act upon the draft minutes of November 1, 2022 and November 22, 2022  
Mary LeClerc made a motion to put Item 9 before the Board. James Walsh seconded the motion.  
November 1, 2022 - approved unanimously.  
November 22, 2022 - Christopher DeWitt made a motion to add "pending Waterfall documents" to Mr. Walsh's comments in the last paragraph of Item 3. John Mitola seconded the motion which carried unanimously.  
Chairwoman Charlton made a motion to strike the last sentence in Item 8, "this item will be on the agenda for the next meeting in January." As well as add, "Town Controller Caitlin Bosse presented this item. The balance in the Internal Service Fund is approximately \$6 million as of June 30<sup>th</sup>, 2022, which is consistent with the estimate discussed with the BOF during the budget hearings." Christopher DeWitt seconded the motion which carried unanimously.  
The amended minutes of 11/22/22 carried 8-1-0 (Testani opposed)
- 10) To hear, consider and act upon any communications  
CFO Jared Schmitt said the auditor ask for and received an extension on the Annual Financial Report to January 31, 2023. In October, there was a vote to allocate the surplus at that time and the number could be different when the audit is complete. Mr. Schmitt will let the Board know if numbers are different before the audit is finalized.  
There was also a discussion on the WPCA Waterfall and project plan, which will be presented on January 31, 2023. Various Board members also discussed the capitol plan working group, and the desire to have a presentation on the Capitol Plan overall that includes an updated Waterfall.

### Public Comment

Dana Kery- 7 Green Acre Lane – Ms. Kery wanted to know if there was a Townwide inventory of all assets, by department, that would tie into Capital Planning. If so is it updated on a regular basis?

Jared Schmitt said there is an inventory record, but it is not centralized. He will speak with his staff about putting it into one document.

Craig Curley mentioned a letter the BOF received from the Flood and Erosion Control Board that was also copied to Tom Bremer and Mr. Curley wanted it noted for the record. Mr. Bremer said there is a presentation ready to take to the Boards regarding the issues at Penfield. Mr. Bremer is waiting for approvals from EPA and FEMA. DEEP approved the plans already but the First Selectwoman would like to wait until all the approvals come in. Mr. Bremer is also waiting to hear from FEMA whether or not they will give the Town the \$4 million if all the requirements are met. The Notice of Violation has to be responded to and the administration has looked at many different options. The administration has had meetings with the FECB and their concerns will be part of the presentation to the Boards.

Chairwoman Charlton said this will be a sizeable expense that deserves public input and wants to have adequate time for public input. Ms. Charlton does not want the BOF to be rushed into a vote before any public hearing feedback. The discussion about FEMA and Penfield continued, including costs and the timing related to fix the existing building, potential FEMA requirements and reimbursement, and flooding concerns.

### 11) Adjourn

Craig Curley made a motion to adjourn. James Walsh seconded the motion which carried unanimously.

The meeting adjourned at 10:20pm.

Respectfully submitted,

Pru O'Brien  
Recording Secretary