# Town of Fairfield

# Credit Card Use and Best Practices

September 11, 2023

# Best practices for credit card programs

Center for Government Innovation



# **Best Practices Reviewed by External Auditor**

Joe Centofanti

This program of best practices "is very thorough and strict (fraud prevention and detection)"

"If the Town implemented those procedures and established the monitoring process (monthly), it would identify any issues in a timely manner."

Regularly review and update your policy to ensure it provides clear guidance. The policy should be specific about what is allowed and what is not, as well as the consequences of policy violations. For further assistance, use the MRSC credit card policy guidance, which provides various considerations for policy development.

# **Town of Fairfield:**

The Town updated the credit card policy in January and again in July. Together, Human Resources and Finance will continue to re-evaluate the policy on an annual basis, and update the policy as necessary in adherence to best practices.

Ensure cardholders have demonstrated an identifiable operational need to have a card. Employees should not be issued cards based on position or rank, or in any type of automatic process. A card should be issued based solely on operational need. A standardized application form might be best for documenting and evaluating a cardholder request.

# **Town of Fairfield:**

For the first time that we could ascertain, the HR Director sent out a formal survey of existing cardholders to determine the **need** for an employee to be a cardholder. **After evaluating results of the survey, 29 credit card users were removed. The Town has gone from 67 employees with Town credit cards to 38 today**. This does not include cardholders from the Board of Education. The Town does have a standardized application form for new cardholder requests.

Require a detailed cardholder agreement. Each agreement should be signed by the cardholder and their supervisor, as well as an authorizing official, before the card is used. The written agreement emphasizes the importance of key aspects of card use, card security, or employee responsibilities. It can also serve as documented evidence, should it become necessary, that the employee reviewed the policy, and understands and agrees to other key aspects of card use that are particularly important to that government.

# Town of Fairfield:

Upon issuance of the credit card, the Town requires cardholders to sign an agreement and acknowledgment that they have read the policy. Refresher policies have been distributed, including in 2021. In February 2023, the policy was strengthened to require an attestation from the cardholder. Cardholders must acknowledge that they understand the policy and that they understand the potential consequences for violating the policy.

**Establish appropriate credit limits.** Credit card limits should align with the cardholder's actual spending rather than an arbitrary amount. A limit can be temporarily increased, if needed. If a cardholder wants to request a higher limit, a standardized form will help provide a clear audit trail of the change, including its intended duration.

# **Town of Fairfield:**

Currently, the Town has varying limits on credit card amounts, both per transaction and monthly. We will continue to establish limits for each cardholder, based on their need. Any request for an increase must follow a process with justification that goes through the employee's Department Head, Purchasing Director, and CFO.

Design the card so its physical appearance clearly shows that it is for government use. The appearance of the card being similar to personal cards is a common reason given when personal purchases are charged to the government's account. The goal here is to make it very difficult for an employee to mistake the government's card for their personal card. Another alternative is to design a sleeve that the card must be kept in that clearly differentiates it from the appearance of personal cards.

# **Town of Fairfield:**

• Cards currently say Town of Fairfield on them to distinguish Town credit cards from personal cards. We are exploring other options to adhere to this best practice.

Require the cardholder to reconcile their spending activity. The cardholder is in the best position to review their own transactions and to identify charges that might not be appropriate. This should not be delegated to other persons. The cardholder should add any additional documentation or support for the expenditures before submitting for manager approval.

# Town of Fairfield:

The Town requires credit card holders to submit a reconciliation form that includes a rationale for each expenditure, along with supporting documentation, including an itemized receipt.

Require the cardholder's supervisor to approve the cardholder's activity. The supervisor is in the best position to question transactions and report violations of policy, when needed. Regardless of the employee's rank, the approver should not be a peer or subordinate. The internal control structure should designate a review process for the highest-level manager or executive as well as for board members. This review should be done in a timely manner and before payment is issued.

# **Town of Fairfield:**

The Town requires this practice, and will continue to do so.

Provide mandatory training on the applicable policies, program controls, security, and card use. Training should be required for cardholders and their approving supervisors. The training might cover other related policies that affect card use (such as for information technology, meals and refreshments, employee recognition, or travel). It should include an initial training, as well as periodic refresher trainings. The training might be held in-person or online, and ideally would require a documented review of the credit card policy.

# **Town of Fairfield:**

Previous audits have recommended training. Extensive training on purchasing rules, credit card policy, and conduct was conducted for department heads and cardholders in February, July, and September 2023. All cardholders have been trained.

**Provide central oversight over card use.** Central oversight over the program, the transactions, and compliance with policies is crucial for identifying issues promptly and taking disciplinary action against cardholders when warranted. The auditing officer should also review these expenditures as they would any other expenditure. An internal audit function is another layer of good control when resources are available. Many credit card programs provide rebates, which could finance additional monitoring costs.

# **Town of Fairfield:**

All credit card transactions are run through the Finance Department. Each transaction is integrated into MUNIS with all other transactions. The CFO has reviewed new policies and trained appropriate Finance Department employees regarding their responsibilities related to the keying of credit card transactions. In particular, these employees must verify that all required documentation is included with each reconciliation form.

In addition, the CFO will require an inspection of a random sample of credit card transactions on a monthly basis. This has never been done before in Fairfield.

**Actively enforce the policy.** The policy should specify disciplinary actions for cardholders who violate policy provisions. The ability to use a government credit card should be a privilege that is revoked if not handled responsibly. Consider use of a cardholder violation form to document and communicate problems.

# **Town of Fairfield:**

Current policy requires an attestation. Any violations of policy will be evaluated on a case-by-case basis for appropriate action.

Use credit card programs with additional controls and features. Some examples include the ability to block cash advances, block high-risk merchant categories, impose limits on transactions as well as daily and monthly spending, provide reporting capabilities, and allow online monitoring of transactions. Some provide for data downloads of card activity, which can be used for additional analysis.

# **Town of Fairfield:**

The Town places restrictions (such as air travel, hotel, meals, oil/gasoline, and car rental) on card use based on the necessity of cardholder. A review of these restrictions is in progress, and restrictions will be reviewed and updated each year.

Conduct a periodic inventory of the cards, at least annually. Evaluate whether credit limits are appropriate and in need of adjustment, considering actual charges. If a card has minimal or no actual activity, consider whether the card should be canceled.

# **Town of Fairfield:**

The Town previously conducted an inventory of cards in 2020 and conducted another inventory at the beginning of this year. The number of cards has been reduced to 38 and we will continue to evaluate the necessity of cards going forward.

Retain robust documentation to support charges. Documentation should stand alone to support every purchase. Documentation should include itemized detail, additional information about the purchase if the receipt is not clear, explanation regarding the purpose, and any other information necessary to support the charges. It is not efficient to continuously follow up with non-compliance in this area. Cardholders who cannot comply should have their privileges revoked.

# Town of Fairfield:

The Town has a longstanding policy provision that requires supporting documentation, including itemized receipts. This requirement was strengthened in January to require additional, more specific information, including a statement of the business purpose for the purchase. For meal purchases, cardholders must include backup that substantiates a legitimate Town function/meeting and identifies (by name) the Town employees involved.

Pay directly from original credit card statements. The finance office should receive the statements directly from the bank rather than from the cardholder to eliminate risk of alteration. Payment should be made after reviewing the submitted cardholder support but also in time to avoid late fees and finance charges.

# **Town of Fairfield:**

The Finance Department has access to original statements through the Purchasing Department, and verifying the authenticity of statements submitted by cardholders will be a function of the Finance Department, as part of its monthly reviews. This is a new control that is being added to the credit card process.

Have a working relationship with the credit card issuer (bank) and its fraud unit. A proactive fraud department at the bank can be invaluable to jurisdictions with limited resources. An open line of communication between the bank's fraud unit and the credit card program administrator can help the government more quickly identify and learn about questionable activity.

# **Town of Fairfield:**

The administration will go out to bid for credit card services this fall. This will allow us to evaluate all aspects of different credit card programs, especially cash-back programs and our ability to place specific purchase restrictions on each cardholder.

Cancel credit cards promptly for employees who are leaving the government. The government should review the credit card activity and ensure there are no concerns with charges up to the date the cardholder's employment ends. This should be completed before releasing final payroll payment to the employee in case funds need to be withheld.

# **Town of Fairfield:**

Our most recent inventory confirmed that there are no Town credit cards outstanding with employees who are no longer employees of the Town. The Town's Purchasing and HR Departments work together to assure that no inappropriate expenditures are awaiting payment and that credit cards are cancelled during the exit process.

# **Summary of Credit Card Process Improvements**

- A new Credit Card Usage Checklist/Reconciliation form with an attestation ensures accountability
- Justification is required for new credit card issuance
- IT approval is mandatory for tech purchases
- Meal-related rules were clarified to prevent misuse
- Conducted extensive training in purchasing rules, credit card policy, and conduct
- Instituting a single centralized Town account for Amazon and other frequent vendors
- Monthly audit of a random sample of credit card purchases
- Reduction of credit card holders from 67 to 39

# Executive Summary: Enhanced Internal Investigation and Procedural Revisions

**Objective:** Conduct an impartial and comprehensive administrative internal investigation into alleged misconduct or fraud regarding credit card usage, ensuring employees' due process rights are upheld.

**Methodology:** The investigation began by sampling credit card statements and reconciliation records from January 1, 2018, through December 2022 for the start and midpoint of each year. Records lacking business purpose indications were identified. Union leadership was informed of forthcoming interrogatory-style questionnaires for selected members, with Garrity warnings issued upon request by the Fire and Police Unions. A survey gathered insights on credit card holders' needs and practices.

Findings: The review found no evidence of fraudulent use but identified policy lapses:

- Some cardholders failed to specify business purposes.
- Meetings lacking agendas and attendee lists led to improper food purchases.
- Incorrect sales tax application on purchases.
- Failure to use approved vendors for certain purchases.

Though these lapses didn't warrant discipline, counseling and training were recommended.

The Employee Credit Card Expenditures Audit for the period of March, 2019 to October, 2019 was conducted in February 2020 by the Senior Internal Auditor/Project Manager. The Auditor's findings and recommendations were not shared with the First Selectwoman, her Chief of Staff, or the Chief Administrative Officer. Even hypothetically, if they had been communicated to individuals other than the CFO and the Purchasing Director, the audit did not pinpoint critical issues that could have been promptly addressed to mitigate potential ongoing liability. This includes cases like credit card spending violations at the WPCF, breaching policy.

**Revisions:** To enhance oversight and compliance:

- A new Credit Card Usage Checklist/Reconciliation form with an attestation ensures accountability.
- Justification is required for new credit card issuance.
- IT approval is mandatory for tech purchases.
- Meal-related rules were clarified to prevent misuse.
- Emphasis that violations may result in disciplinary and/or other legal actions.

**Training:** Extensive training in purchasing rules, credit card policy, and conduct was conducted for department heads and cardholders in February, July, and September 2023.

**Investigation Timeline:** The six-month investigation began in January 2023, comprising two parts: an investigation into an individual department head's credit card use at the WPCF and a wider town employee credit card review. Delays stemmed from concurrent actions, including a referral to the police department for the WPCF investigation and questionnaire distribution.

#### Additional Information:

# 1. Role Clarification: Role of Senior Internal Auditor Project Manager and Audit Capacity

The Board of Finance inquired about the limitations on the Senior Internal Auditor/Project Manager's ability to conduct annual internal audits.

- Human Resources reviewed the history and duties of the Internal Auditor position and found the following:
  - In August 2015, a Side Letter of Agreement was established with the PETA Union, following CFO Robert Mayer's recommendation, to compensate Connie Saxl (Internal Auditor) for responsibilities beyond her Internal Auditor role, such as Pension Plan Administration, Capital Projects, Debt Service Planning, and Special Projects like FEMA reimbursement.
  - In August 2019, Emmett Hibson, HR Director, and Connie Saxl, the PETA Union President and Senior Internal Auditor, entered into a Memorandum of Agreement, modifying her job description to Senior Internal Auditor Project Manager, encompassing project management tasks.

### Result:

- Jared Schmitt, CFO instructed the Senior Internal Auditor Project Manager to increase audit
  frequency. Her workload was lightened to support this directive, and she will focus more on
  internal audits moving forward. A newly hired analyst role will take on more of the project
  work.
- The Human Resources department is reviewing the current auditor position due to the shift in job responsibilities, necessitating a greater emphasis on internal audits. This review includes the potential conflict of interest arising from the auditor's role as Union President for PETA.

# 2. Differences Between the HR Investigation and the 2020 Audit:

- **Purpose and Scope:** The purpose of an internal audit is to verify organization compliance with policy and regulations. The purpose of a HR administrative investigation is to investigate alleged employee misconduct, including alleged violation (s) of policy.
- Specificity: The 2020 audit was broad; the HR investigations identified specific violations, their contexts, and individuals involved. Through this investigation, policy revisions and comprehensive training were initiated to ensure transparent and effective credit card usage practices.



# TOWN OF FAIRFIELD STANDARDS OF CONDUCT MUNICIPAL FRAUD POLICIES AND PROCEDURES

Public service is a public trust, and the proper operation of the Town of Fairfield requires that all Town officials and employees, whether elected or appointed, paid or unpaid, be impartial and responsible to the public. Public office and employment must not be used for unfair personal or financial advantage. The public needs and deserves to have confidence in the integrity of the municipal government of our Town.

Officers and employees of the Town of Fairfield must refrain from personal, business, and financial activities that adversely affect the individual's fidelity and impartiality, having regards for the nature and scope of their official responsibilities

# STANDARDS OF CONDUCT

The Town of Fairfield official STANDARDS OF CONDUCT is described in detail in the TOWN CHARTER -ARTICLE XI, sections 11.1 thru 11.5 (copy attached).

# MUNICIPAL FRAUD POLICIES AND PROCEDURES

The Town of Fairfield is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town of Fairfield to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, pursue legal remedies available under the law.

This Municipal Fraud Policy was created to:

- Establish policies and procedures for clarifying acts that are considered to be fraudulent, describing steps to be taken when fraud or other related dishonest activities are suspected.
- Providing procedures to follow in accounting for missing funds, restitution and recoveries.
- To strengthen the public's confidence in the integrity of Town employees by establishing a formal process for reporting, investigating, and resolving cases of fraud and abuse.
- To raise awareness of Town officials/employees to the integrity-related issues by initiating integrity-related programs and policies throughout Town Department's.

 To provide guidance and assistance to Town Department Heads concerning recommendations for specific integrity related issues that emphasize prevention, detection and correction of fraud, corruption and abuse within their departments.

# Definition of terms:

**FRAUD** is understood to mean a dishonest and deliberate course of action which results in the obtaining of money, property or an advantage to which the recipient would not normally be entitled to. This may include:

- Theft, misuse, or diversion of money, equipment and/or materials
  - Claim for reimbursement of expenses that are not job-related or authorized by the current bargaining agreement.
  - o Forgery or unauthorized alterations of documents (checks, purchase orders/requisitions, time sheets, independent contractor agreements, budgets, etc.
  - Misappropriation of Town assets (funds, securities, supplies, furniture, equipment, etc.).
  - o Improprieties in the handling or reporting of money transactions.
  - Authorizing or receiving payments for goods not received or services not performed.
  - Computer related activities involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
- Worker's Compensation Fraud
- Misrepresentation of information on documents
- Intentional failure to report damage
- Intentional failure to provide product or services that are part of your job
- Intentional misrepresentation of the Towns or governmental policies
- Payroll falsification (theft of time)
- Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud

**ABUSE** entails the exploitation of "loopholes: to the limits of the law, primarily for personal advantage.

**EMPLOYEE**- in this context, employee refers to any individual or group of individuals who receive compensation, either full or part time, from the Town of Fairfield. The term also includes any volunteer who provides services to the Town through an arrangement with the Town or a Town organization.

**MANAGEMENT-** In this context, management refers to any administrator, manager, direct, supervisor, or other individual who manages or supervises funds or other resources, including human resources.

**POLICE CHIEF AND DIRECTOR OF HUMAN RESOURCES** – in this context, Police Chief and Director of Human Resources refers to the persons who shall investigate credible claims of fraud.

**EXTERNAL AUDITOR** – in this context, External Auditor refers to independent audit professionals who perform annual audits of the Town's financial statements.

# GENERAL POLICY

- A. It is the Towns intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the Town of any party who might be or become involved in or becomes the subject of such investigation.
- B. Each department of the Town is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- C. The Director of Human Resources, in conjunction with the Town Attorney, the First Selectman, the Chief of Police and, if needed, the Chief Fiscal Officer, have the primary responsibility for the investigation of all activity as defined in this policy.
- **D.** Throughout the investigation, the Director of Human Resources will inform the Town Chief Fiscal Officer of pertinent investigative findings in relation to financial fraud or misconduct
- **E.** Employees will be granted whistle-blower protection when acting in accordance with this policy, When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
  - a. Dismiss or threaten to dismiss the employee
  - **b.** Discipline, suspend, or threaten to discipline or suspend the employee
  - c. Impose any penalty upon the employee
  - d. Intimidate or coerce the employee

Violations of the whistle-blower protection will result in discipline up to and including dismissal.

- **F.** Upon conclusion of the investigation, the results will be reported to the First Selectman and the Board of Selectmen.
- G. The Director of Human Resources, following review of investigation results, shall take the appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to the State's Attorney for possible prosecution.
- **H.** The Town will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Town losses from the offender, or other appropriate sources.

# **PROCEDURES**

# A. First Selectmen Responsibilities

- a. If the First Selectman has reason to suspect a fraud has occurred, he/she shall immediately contact the Town Attorney, Chief of Police, Director of Human Resources or the Town Chief Fiscal Officer.
- **b.** The alleged fraud or audit investigation shall not be discussed with the media by any person other than the First Selectman, Police Chief or his designee, the Town Attorney or Director of Human Resources.

# B. Management Responsibilities

- a. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in the area of responsibility.
- **b.** Each manager should be familiar with the types of improprieties that might occur in his/her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his/her area.
- **c.** When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- d. If management determines a suspected activity many involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Town Attorney, First Selectman or Director of human Resources if supervisor is involved).
- e. Department Heads should inform the First Selectman immediately upon learning of a credible allegation of fraud (or contact the Town Attorney, Chief of Police or Director of Human Resources if the First Selectman is implicated).
- f. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- g. Management should support the Town's responsibilities and cooperate fully with the Director of Human Resources, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- h. Management must give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computer, are open to inspection at any time. There is no assumption of privacy.
- i. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should not:
  - i. Make unfounded accusations

- ii. Alert suspected individuals that an investigation is underway
- iii. Treat employees unfairly
- iv. Make statements that could lead to claims of false accusations or other offenses
- **j.** In handling dishonest or fraudulent activities, management has the responsibility to:
  - i. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
  - ii. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
  - iii. Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the First Selectman, Town Chief Fiscal Officer, Director of Human Resources, Town Attorney or law enforcement personnel.
  - iv. Direct all inquiries from the suspected individual, or his/her representative, to the Town Attorney. All inquiries by any attorney of the suspected individual should be direct to the Town Attorney. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the First Selectman, Police Chief or his designee, the Town Attorney and the Director of Human Resources.
  - v. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Director of Human Resources and the Town Attorney, in conformance with the Town' Personnel Policies and Procedures or the appropriate bargaining document.

# C. Employee Responsibilities

- a. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- b. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management or contact the Town Attorney, the Town Chief Fiscal Officer or Director of Human Resources.
- c. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Director of Human Resources or law enforcement personnel.

# D. Director of Human Resources responsibilities

- a. Upon request of any town employee, the Director of Human Resources will promptly investigate allegations of fraud and notify either the Town Attorney or Police Chief, and in case of financial fraud, the Chief Fiscal Officer.
- **b.** In all circumstance where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Director, in consultation with the Town Attorney, shall contact the Town of Fairfield Police Department.
- **c.** The Director shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- **d.** If evidence is uncovered showing possible dishonest or fraudulent activities, the Director of Human Resources will proceed as follows:
  - i. Discuss the finding with the appropriate management/supervisor and the Department Head.
  - ii. Advise management, if the case involves staff members, to meet with the Directors of Human Resources (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
  - iii. Report to the External Auditor such activities in order to assess the effect if the illegal activity on the Town's financial statements.
  - iv. Coordinate with the Town's Risk Management insurer regarding notification to insurers and filing of insurance claims.
  - v. Tale immediate action, in consultation with the Town Attorney and Chief Fiscal Officer, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but not limited to:
    - 1. Removing the record and placing them in a secure location, or limiting access to the location where the records currently exist.
    - 2. Preventing the individual suspected of committing the fraud from having access to the records.
- e. In consultation with the Town Attorney and the Town of Fairfield Police Department, the Director may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- f. If the Director is contacted by the media regarding an alleged fraud or audit investigation, the Director will consult with the First Selectman and the Town Attorney, as appropriate, before responding to a media request for information or interview.
- g. At the conclusion of the investigation, the Director will document the results in a confidential memorandum report to the First Selectman, the Town Attorney, and in cases of financial fraud to the Chief Fiscal Officer. If the report concludes that the allegations

are founded, the report will be forwarded to the Town of Fairfield Police Department.

- h. Unless exceptional circumstances exist, a person under investigation for fraud shall be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom the allegations are being made may submit a written explanation to the Director of Human Resources no later than seven (7) calendar days after notice is sent.
- i. The Director of Human Resources will be required to make recommendations to the appropriate department for assistant in the prevention of further similar occurrences.
- j. Upon completion of the investigation, including all legal and personnel actions, all records, document, and other evidentiary material, obtained from the department under investigation will be returned by the Director to that department.

# **EXCEPTIONS**

There are no exceptions to this policy unless provided and approved by the First Selectman and the Town Attorney.

Brenda Kupchick, First Selectman

November 25, 2019

# JOINT RECOMMENDATIONS FINANCE/HUMAN RESOURCES AUGUST 3, 2023

As a result of the Administrative Investigation regarding credit card usage by Town employees, Jared Schmitt, CFO, and Cathleen Simpson, HR Director, make the following recommendations:

### **Human Resources**

- In addition to training being conducted commencing the week of July 17, 2023, include purchasing and credit card policies as part of the Employee Handbook under construction.
- As part of onboarding, provide notice of purchasing rules, including the use of Town issued credit cards, for those who are issued credit cards or supervise credit card holders.
- Review and make a recommendation for the job classification of Senior Internal Auditor/Project Manager as the project manager duties will be or have been removed from this position; review and make a recommendation regarding the conflict of interest with the job functions of an auditor and role of Union President.

### Finance

- Audit who has credit card holders to determine whether the number of cards issued is necessary.
- Conduct a review and analysis of alternative means for purchasing goods and services outside of credit card use (short term/long term implementation of alternatives)
- Conduct quarterly or regular audits of reconciliation vouchers and back up to ensure compliance.
- Conduct a review and analysis of inventorying purchased equipment and goods.
- Expand review of all audit reports to Human Resources, Town Attorney, CAO and the First Selectwoman.

# HUMAN RESOURCES ADMINISTRATIVE INVESTIGATION TOWN ISSUED CREDIT CARD PURCHASES CONDUCTED BY CATHLEEN A. SIMPSON, HR DIRECTOR

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# HUMAN RESOURCES ADMINISTRATIVE INVESTIGATION TOWN ISSUED CREDIT CARD PURCHASES<sup>®</sup> CONDUCTED BY CATHLEEN A. SIMPSON, HR DIRECTOR

# I. AUTHORITY AND INVESTIGATION TEAM

# A. Authority/Responsibility of Human Resources Director for Investigation

Standard of Conduct Municipal Fraud Policies and Procedures

# B. HR Investigation Team:

- Cathleen Simpson, HR Director (Lead)
- Joanne Courtemanche (Labor Relations Specialist)
- Ivanna Vintonyak (HR Paralegal)

# II. EXHIBITS

- 1. Complaint from Dana Kery
- 2. Pertinent Policy/Code:
  - Town Mission
  - Code of Conduct (Charter)
  - Code of Conduct Municipal Fraud Policies and Procedures (2009, 2019)
  - Travel & Meeting Policy
  - Procurement Credit Card Program
  - Technology Policy
- 3. Senior Internal Auditor/Project Coordinator Job Description/History of Position
- 4. Email from Concetta Saxl, January 12, 2021, with attached policies and forms
- 5. Email from Concetta Saxl, January 6, 2023, with attached policies and forms.
- 6. 2023 Revised Reconciliation Voucher Form, Travel, and Meetings with Samples
- 7. 3/14/2000 Memorandum of Understanding Use of Town Credit Card
- 8. 4/27/2006 Town Travel and Meeting Policies and Procedures/Mileage Reimbursement
- 9. July 25, 2006/July 27, 2006 Memos re: Town Travel and Meeting Policy
- 10. 2010 Email re: Food at Meetings Policy
- 11. 4/4/20 Cardholder Memorandum of Agreement/Procurement (credit) Card Program ...
- 12. Agenda Internal Audit Report 6/1/20
- 13. Internal Audit of Credit Card Expenditures Covering 3/19-10/19
- 14. Status of Audit Recommendations 1/25/21
- 15. List of Card Holders
- 16. Justification for Issuing Credit Cards/Sample Responses
- 17. Email Between Board of Finance Members and Cathleen Simpson
- 18. Email Correspondence Union Leadership

- 19. Animal Control
- 20. Building
- 21. Conservation
- 22. Department of Public Works
- 23. Economic Development
- 24. Engineering
- 25. Fire Department
- 26. Police Department
- 27. Finance
- 28. First Selectwoman
- 29. Health
- 30. Library
- 31. Human Services
- 32. Job Description Payroll Clerk; Account Clerk, Finance Assistant
- 33. Financial Analyst/Manager
- 34. HR Administrative Investigation Report and Findings of Fact (John Bodie)
- 35. Email Joseph Centofanti, July 12, 2023

# III. BACKGROUND

On January 6, 2023, the undersigned and Joanne Courtemanche, Labor Relations Specialist, met with Dana Kery to follow up on a complaint she submitted concerning alleged fraudulent purchasing by Town employees, including credit card purchases. Ms. Kery's complaint was a result of a FOIA request she made for records associated with purchasing and spending by Town employees<sup>1</sup>. These records included Amex Statements of Town employee cardholders for June, July, and August 2022.

In addition to the concerns relayed about credit card purchases with the Town issued cards, Ms. Kery reported her concerns about undetected fraud and embezzlement with purchasing and payroll management. Although Ms. Kery did not have any evidence to corroborate her allegations, she shared with me and Ms. Courtemanche her knowledge via the media of other municipalities throughout the country where fraud and embezzlement incidents have occurred.<sup>2</sup>

<sup>&</sup>lt;sup>1</sup>Pursuant to the Town's Standards of Conduct Municipal Fraud Policies and Procedures, the First Selectwoman contacted the Town Attorney, Chief of Police, Director of Human Resources and the Town Chief Fiscal Officer on or about December 20, 2022.based on the Kery complaint alleging fraud. The Director of Human Resources was assigned to investigate alleged violations associated with procurement and purchasing in accordance with the Town's Standards of Conduct Municipal Fraud Policies and Procedures. Based on the review of an out of state travel request coupled with alleged serious misuse of the Town credit card by John Bodie, Superintendent of the WPCF, a separate administrative investigation was conducted by Human Resources. (Exhibit 34)

<sup>&</sup>lt;sup>2</sup> The allegations regarding misconduct with purchasing and payroll were not investigated by the undersigned due to lack of supporting evidence and as the HR Director, it would be a conflict of interest to audit payroll management. It would also be a conflict of interest for the Senior

While this investigation was pending, Ms. Kery made a FOIA request on June 20, 2023 (Exhibit 1) for Amex records for Town employees who are credit holders for the month of December, 2022 and the month of May, 2023. Information regarding the June, 2023 request has been incorporated as part of this investigation.

### IV. ACTION TAKEN

# A. Review of Policies, Notice and Audit Associated with Credit Card Use and Travel/Meetings

As part of a parallel administrative investigation involving the WPCF, Human Resources conducted a review of the history of the Town's credit card policy as well as policies associated with travel or meetings. That review has been incorporated below as part of this administrative investigation. The undersigned reviewed the history of policies associated with Town issued credit cards and travel/meetings.

The following is a time line of policies, notice and audit associated with credit card use and travel since 2000:

- 1. March 14, 2000: Connie Nolfi [Saxl] issued a memorandum of understanding for card holders (Exhibit 7) Policy prohibited use by any other person besides the card holder as well as prohibited use for personal purchases. It required substantiation of purchases for official Town business. For travel and meetings, justification with proper sales receipt was required as well as an expense report detailing the date, place(s) visited, participants at the meeting and purpose of the meeting.
- 2. April 27, 2006: Summarization Addendum to the "Memorandum of Understanding" created by Connie Nolfi [Saxl], Town Auditor, (Concetta Saxl, currently in the position of Senior Internal Auditor-PETA Union President) reiterating that the credit card must not be used for personal reasons for themselves or others, purchases must be validated and for legitimate Town business, as well as other requirements. (Exhibit 8)
- 3. July 25, 2006: Memo to all Department Heads from Connie Nolfi [Saxl] to please post for employee review a reminder of reimbursement requirements for Town travel and meeting expenses. (Exhibit 9)
- 4. July 27, 2006: Internal Audit from Connie Nolfi [Saxl] to all Department Heads to post for employee review the Town travel and meeting policies and procedures. (Exhibit 9)

Internal Auditor/Project Manager to do so as part of the review would inherently involve Finance (The undersigned did inquire if an external audit was ever conducted for payroll management and purchasing. According to Joseph Centofanti, the External Auditor for the Town, "[t]he only audit we perform is the Town financial statement audit. The Public works report is the only other relevant document that we prepared that has recommendations related to procurement and payroll."). (Exhibit 35)

- 5. October 26, 2010: Email between Twig Holland, Director of Purchasing, and First Selectman Ken Flatto re: Food at Meetings. This was a request from the Director of Purchasing for the First Selectman to clarify the policy on providing food for night meetings. First Selectman Flatto responded: If there is a special exception for a truly one shot very long meeting of a Board or Commission that requires them to work through a meal time or something that is well beyond the norm, it is ok for a manager to have the discretion to offer some small limited amount of food and get reimbursement, but we should not have food paid for by taxpayers for the meals of volunteers or employees at work meetings in general or any kind of basis except for those very unusual rare justified situations..." (Exhibit 10)
- February 5, 2020 (Exhibit 14): Internal Audit from Connie Saxl to Gerald Foley, Director of Purchasing, and copied to Caitlin Bosse, Interim Chief of Staff for the examination of employee credit card expenditures for the eight-month period covering March 2019 through October 2019.

The scope of the audit comprised of the examinations of monthly American express credit card statements and employee reconciliation voucher packages including receipts and other supporting documentation. The purpose of this was to study and evaluate internal controls for credit card purchases and to determine purchases are for legitimate business reasons and reviewed/approved by an independent authority in addition to other factors." (Exhibit 14)<sup>3</sup>

- June 1, 2020: Agenda for the Board of Finance regarding the Internal Audit Report for fiscal year 2020 which including a credit card survey for all Town Departments. (Exhibit 13)
- January 12, 2021, Ms. Saxl issued an email to Town Credit Card Holders with the policy, pertinent forms and a "Cardholder Memorandum of Agreement" for cardholders to sign and return to her. (Exhibit 4) There was no formal training in person or remote and no evidence of collaborating with Human Resources to ensure the policy was issued

<sup>&</sup>lt;sup>3</sup> One of the related findings of the investigation regarding the credit card use by John Bodie, Superintendent of the WPCF, Exhibit 34, was that "[t]he auditor's specific findings and recommendations were not directly shared with the First Selectwoman, her Chief of Staff, or Chief Administrative Officer." Jared Schmitt did not begin employment as CFO with the Town until October 1, 2020. There is no indication the audit was shared with Human Resources for risk management and/or potential corrective or disciplinary action.

to all new employees who will be issued credit cards or supervisors who will be required to authorize the purchases.

- **February 16, 2021:** Ms. Saxl issued a refresher notice with same information as issued on January 12, 2021 to Department Heads who did not receive the information in January, 2021. (Exhibit 4)
- June 23, 2021 Status of Audit Recommendations-Fiscal Year 2020 (Exhibit 15): the internal auditor responses to audit recommendations for the credit card audit for 2019 purchases indicates compliance
- 6. **January 6, 2023**: (Exhibit 5) Email notice to Town Credit Card Holders regarding an updated Town of Fairfield Credit Card Policy entitled *Cardholder Memorandum of Agreement*. (Exhibit 5) Ms. Saxl attached pertinent policy and forms, including the Travel & Meeting policy. Ms. Saxl noticed credit card holders to return the agreement acknowledging their responsibility to abide by policies, procedures, responsibilities and limitations associated with the cardholder policy and the use of the Town issued credit card by January 18, 2023. There was no training provided at the time this notice was issued to the credit card holders.

The new procedures under this policy include for any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then from the CFO prior to making the purchase. Listed as a new procedure is the requirement for Department Heads who are also cardholders to forward the monthly reconciliation vouchers to the CFO for approval.

Ms. Saxl listed 11 top reminders which include:

- Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason-the Town approved vendor for office supplies.
- Do not pay sales tax.
- Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- All information technology purchases must first be pre-approved by the Director of Information Technology.
- All food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.
- All out of State travel must first be pre-approved by the First Selectwoman using the "Request Form-Out of State Travel"

The updated policy included the daily meal reimbursement amounts when out of Town or when traveling on Town Business that are referenced in the Town's Travel & Meeting policy.

• February 18, 2023: based on HR's a review of credit card statements and backup provided by credit card holders for this investigation as well as the broader one for all other credit card holders, Human Resources in partnership with the CFO and Purchasing Director revised the reconciliation voucher to require more detailed information/justification as well as an attestation that the card holder did not make charges that violate purchasing rules. Also, the reconciliation voucher sheet added a reminder about potential consequences for not following the policy or committing fraud.

On February 16, 2023, Department Heads at the Department Head meeting were provided the updated reconciliation voucher sheet, request of out of state travel and meeting/meal backup. Samples of how to complete the forms were also distributed to the Department Heads. Pertinent policies, with links are also referenced in the updated reconciliation form. (Exhibit 6) At the meeting, many Department Heads reported that they were not aware of the Town Travel and Meeting policy, including dollar limits on purchases for meals with Town issued credit cards in addition to other relevant policies.

• July, 2023: a review of credit card records from January 2018 to December 2022 in addition to submissions for May, 2023 purchases revealed significant improvement with submissions of reconciliation packages by credit card holders since the February training. However, the review revealed that not all submissions were consistent with the changes made in February, 2023. It was therefore determined by the Administration that Human Resources, Finance and Purchasing would conduct a mandatory comprehensive training regarding the interplay between Risk Management, Finance and Purchasing, including required record submission and purchasing rules commencing the week of July 17, 2023 for Department Heads and then for all other credit card holders thereafter. (Exhibit 6)

# B. History/Role of Senior Internal Auditor/Project Coordinator Position

One of the queries made by the Board of Finance (Exhibit 17) is why the Senior Internal Auditor Project Coordinator is not able to conduct sufficient annual audits. In light of this query in addition to the important interplay between the Internal Auditor position in Finance, Risk Management/Human Resources and Purchasing, a review of the history and job functions of the Internal Auditor position was conducted by the undersigned:

- **September 21, 1991**: Ms. Saxl was appointed as the Internal Auditor (This position is a union position affiliated with the Fairfield Professional and Technical Employees Association. Local 12-3-366 of Council 4 AFSCME, AFL-CIO.
- July 29, 1996: Ms. Saxl was promoted to Senior Internal Auditor by John Leahy, Fiscal Officer. (Exhibit 3)

- August, 2013: the Town entered into a Side Letter of Agreement with PETA based on a recommendation by Robert Mayor, CFO (Exhibit 3) The Agreement states that Ms. Nolfi [Saxl] "...has taken on additional responsibilities not related to her position as Internal Auditor namely in the Pension Plan Administration, Capital Projects and Debt Service Planning, and Special Projects including but not limited to FEMA Reimbursement Activities..." (Exhibit 3) The Agreement was signed by First Selectman Michael Tetreau, Robert Mayor and HR Director Mary Carroll-Mirylees. (Exhibit 3)
- August, 2019: Emmett Hibson, HR Director, on behalf of the Town, and Connie Saxl, Union President and Senior Internal Auditor, on behalf of the PETA Union entered into a Memorandum of Agreement entitled "Concetta Saxl-Working out of Class." (Exhibit 3) At the time Ms. Saxl signed this agreement she was the Union President for PETA and has remained since that time as Union President for the PETA Union. The Agreement states in pertinent part "[i]n a May 24, 2019 letter to the Chief Fiscal Officer, Saxl requested a permanent upgrade to her position, which would provide compensation commensurate with the additional duties she is required to perform or that she no longer wanted to perform the additional work detailed in the September 3, 2013 Agreement [to which she was paid an annual stipend of \$5,500 from September 3, 2013 to August, 2019]." (Exhibit 3) Pursuant to the August 2019 MOA, the Town created a new position of Senior Internal Auditor/Project Coordinator at PETA Grade 10, Step 4. As part of the Agreement, when Ms. Saxl departs from the Senior Internal Auditor/Project Coordinator, the Town may choose not to fill the position of Senior Internal Auditor or Senior Internal Auditor/Project Coordinator. (Exhibit 3)

When Mr. Schmitt became CFO, he began taking over the capitol project work from Ms. Saxl. Currently, most if not all these functions fall under the CFO. Mr. Schmitt in consultation with the Controller and Human Resources implemented the job description for Fiscal Analyst Manager. (Exhibit 35) This position was created to work under the direction of the CFO and "... serves as the Finance Department's liaison to other Town departments, providing oversight and technical assistance on financial matters, with an emphasis on capital projects." The essential job functions include:

- Monitors and provides status reports on capital project budgets, expenditures, and grants to internal and external stakeholders.
- Coordinates and assists in reporting of additions and disposals of fixed assets with Associate Analyst.
- Coordinates compilation of all backup documentation for capital projects in preparation for board meetings.
- Assists in development of the Town's capital improvement plan.
- Provides expense and revenue reports relative to usage of Transfer Station.
- Provides reports of miscellaneous revenue collection.
- Assists in preparation of Requests for Proposals.
- Ensures department compliance with financial controls.
- Administers grants and assures adherence to terms and conditions of grant contracts.
- Performs reconciliations of financial records and transactions.

- Oversees purchasing process for DPW.
- Coordinates scheduling and preparation for capital project meetings.
- When requested, attends meetings of various commissions, and elected Town bodies.

The Fiscal Analyst/Manager was posted and filled recently by a qualified candidate who will commence employment in this role in September, 2023. This position will cover project management job functions as set forth in the Senior Internal Auditor/Project Manager job description, allowing for Ms. Saxl to be able to focus primarily on audits for this fiscal year.

## C. Interplay with Finance, Human Resources, and the Town Charter Code of Conduct

Under Article XI, Section 11.1 of the Town Charter, Exhibit 2, Town Officers which include the position of CFO, Director of Purchasing, Director of Human Resources and Internal Auditor shall "demonstrate by their example the highest standards of ethical conduct, to the end that the public may justifiably have trust and confidence in the integrity of government. As agents of public purpose, they shall hold their offices or positions for the benefit of the public, shall recognize that the public interest is their primary concern, and shall faithfully discharge the duties of their offices regardless of personal considerations."

On December 15, 2009, the Town of Fairfield Municipal Fraud Policies and Procedures<sup>4</sup> went into effect stating in pertinent part "[t]he Town is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town of Fairfield to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the town and, when appropriate, to pursue legal remedies available under the law." Under the 2009 policy the definition of fraud includes:

- Claim for reimbursement of expenses that are not job-related or authorized y the current bargaining agreement
- Misappropriate of Town assets (funds, securities, supplies, furniture, budgets, etc.)
- Improprieties in the handling or reporting of money transactions
- Any apparent violation of Federal, State or Local laws related to dishonest activities or fraud.

Management "refers to any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including human resources." Under this policy, Human Resources in conjunction with the town Attorney, the First Selectman, the Chief of police and, if needed the Chief Fiscal Officer has the primary responsibility for the investigation of alleged fraud.

In November, 2019, the 2009 Code of Conduct policy was revised and incorporates the Code of Conduct, Article XI, of the Charter. It expands the definition of fraud. Under the 2019 policy,

<sup>&</sup>lt;sup>4</sup> The undersigned located a copy of the 2009 Code of Conduct policy in Finance's shared drive. Lori Charlton, Chair for the Board of Finance, sent a copy in an email to me on March 2, 2023. (Exhibit 17)

HR is primarily responsible for investigating allegations of fraud. Both policies refer to the External Auditor but not the Internal Auditor.

Under the section 11. 2 D of the Town Charter (conflict of interest), Town employees, including appointed officials, are prohibited from "[e]ngag[ing] in any business transaction or activity or have a financial interest, direct or indirect, which is incompatible with the proper discharge of the official duties or which may tend to impair the independence of judgment in the performance of the Town officer's, employee's, or member's official duties." In her position of Senior Internal Auditor/Project Manager, Ms. Saxl is required to "[c] onduct...[independent] investigations on potential fraudulent activities, which includes identifying abuse; waste, and/or fraud and preparing related reports; interviewing personnel; providing support to law enforcement agencies..."

In addition to being in a position that requires the ability to conduct independent investigations and/or audits, Ms. Saxl is the Union President of PETA-the supervisor union- and has been for several years. In her role as Union President, she is responsible for advocating and supporting PETA members, including when they are under investigation for alleged violation of policy, rules or regulations. The Union President is filled by election with voting by PETA union members. Many of the departments or operations audited by Ms. Saxl are led by PETA members.

# D. Review of Credit Cardholder Expense Reporting

# 1. Submission of Reports

Currently, cardholders are required to submit to Finance reconciliation vouchers monthly attesting to compliance with proper purchasing rules and policy along with back up receipts as well as completion of the meeting/travel forms as appropriate. Department Heads are required to sign the reconciliation forms for the card holders they supervise to the Finance Assistant, Kiva Barry. Credit card holders who are Department Heads are required to submit their reconciliation vouchers with back-up to the CFO for sign off.

#### Background of Finance Assistant Position

In 2019, the Payroll Clerk, Kiva Barry, assigned to Finance was responsible for reviewing the reconciliation records, including receipts to substantiate the purchase. The Payroll Clerk reports directly to the Controller and "processes all of the Payroll functions for the Town. "(Job Description, Exhibit 32) In addition to many payroll functions, including weekly and biweekly payroll warrants and accounts payable disbursements and taxes, the Payroll Clerk "is also responsible for helping the Controller with any financial issues as needed." (Exhibit 32)

Effective July 1, 2022, Ms. Barry was reclassified to the position of Finance Assistant reporting directly to the Controller. Ms. Barry has and continues to review reconciliation packages from credit card holders. In addition to the many payroll functions, the Finance Assistant "also tracks,

monitors, and process general Accounts Payable transactions... This position also requires financial analysis and the ability to efficiently and accurately calculate various financial projects." (Exhibit 32) The Finance Assistant is also responsible for training employees and assisting employees with payroll records, forms and files. This position "is also responsible for helping the Controller with any financial issues as needed." (Exhibit 32) One of the minimum qualifications and abilities includes "[s]trong financial skills and abilities" and "[s]trong analytical and data gathering skills." (Exhibit 32)

#### 2. Justification

In March, 2023, Joanne Courtemanche, Labor Relations Specialist, created a survey from a list of the 90 credit card holders (Exhibit 15).<sup>5</sup> The survey was issued to Department Heads who are cardholders and/or supervise cardholders obtain the rationale/justification for having a credit card. (Exhibit 16). In response to the question of whether the cardholder should retain the card, all answered affirmatively.

The results of the survey further revealed that even after the January 2023 refresher email (Exhibit 5) and February, 2023 Department Head meeting regarding proper expense reporting (Exhibit 6), credit card holders were unclear about best purchasing practices and rules as well as the credit card policy. The survey also showed that not all credit card holders or Department Heads have an inventory audit process for purchased items.

#### 3. Audit of Records

#### a. Credit Card Holder Records from 2018-2022

The undersigned completed a parallel investigation and finding of fact concerning John Bodie, Superintendent of the WPCF in (Exhibit 34) on April 5, 2023. A copy of the report and/or findings of fact were provided to members of the WPCA and the Board of Finance in April, 2023. (Exhibit 17) The scope of that investigation was a thorough review of credit card statements and back up from January 1, 2018 to December 31, 2022 by Mr. Bodie and William Norton, former Superintendent. A review of each statement and reconciliation records was done for each month during that time period.

For this investigation, the undersigned took samples of all the credit card statements and reconciliation records from January 1, 2018 through December 2022 for the beginning of the calendar year (January/February) and mid-year (July/August). From that review, I culled out those reconciliation records of card holders that did not specify the business purpose for the purchase. (Exhibit 35) I gave notice to Union leadership that I would be issuing questionnaires to some of their members about specific purchases in the event a union member requested union

<sup>&</sup>lt;sup>5</sup> As of June 15, 2023, there were ninety open accounts of which 86 had activity in last twelve months. (Exhibit 15)

representation. (Exhibit 18) I also upon the request of the Fire and Police Unions issued a *Garrity* warning<sup>6</sup> for members who were required to respond to the questionnaire. (Exhibit 18)

Questionnaires were issued to employees the week of June 12, 2023 and the week of June 19, 2023 to employees in the following departments:

- Animal Control (Exhibit 19)
- Conservation (Exhibit 21)
- Department of Public Works (Exhibit 22)
- Engineering (Exhibit 24)
- Fire (Exhibit 25)
- Police (Exhibit 26)
- Finance (Exhibit 27)
- First Selectwoman (Exhibit 28)
- Human Services (Exhibit 31)

Responses to the questionnaires were received up to June 30, 2023. (Exhibits 19, 21, 22, 24, 25, 26, 27, 28, 31). All employees who received the questionnaires were cooperative and provided the rationale for the purchases. With the exception of a purchase of Zicam and other over the counter medication with a Town issued credit card in the Engineering Department, Exhibit 24, the rationale for purchases as reported were for legitimate Town business. There was no evidence of intent to defraud the public.

As Ms. Saxl reported in her audit of credit card use from 3/19 to 10/19, Exhibit 13, there were instances of cardholders paying state sales tax on purchases, purchasing meals for meetings without an agenda/list of participants, and not using pre-approved vendors, such as W.B. Mason for office supplies. Since Ms. Saxl issue the January 2023 refresher (Exhibit 5) and Human Resources with the CFO issued revised reconciliation and other back up forms in February, 2023 (Exhibit 6), there has been some improvement with compliance with the credit card policy; however, there are some areas that need improvement as demonstrated by the survey, Exhibit 16, which is being addressed by Finance in partnership with Human Resources. (Exhibit 6)

#### Building Department (Exhibit 20)

On June 20, 2023, a letter was sent to Shawn Reed's home address as Mr. Reed, the former Building Official, is no longer employed with the Town. (Exhibit 20) The inquiry concerned his purchase of an Apple pen purchased in June, 2022 sent to his home address. Mr. Reed indicated that the purchase was for legitimate work in the field related to job duties or the Building Department personnel. (Exhibit 20).

<sup>&</sup>lt;sup>6</sup> A *Garrity* warning protect public employees from being compelled to incriminate themselves during investigatory interviews conducted by their employers. This protection stems from the Fifth Amendment to the United States Constitution, which declares that the government cannot compel a person to be a witness against him/herself.

Mr. Reed reported that the rationale for having the pen shipped to his home address was for security reasons as there was an occasion in which he arrived to work and found a package containing a package IPADs/IPAD pens sitting on the front steps of Sullivan Independence Hall. (Exhibit 20) He further reported that although no one had taken the box overnight, he recognized the risk going forward so he subsequently had these types of purchases sent to his home address; once they arrived, he brought them to work. (Exhibit 20)

#### b. Other Review

On June 22, 2023, Human Resources received a FOIA request from Dana Kery to inspect credit card records for December, 2022 and May 2023. As part of this investigation, I learned from Mr. Schmitt that Department Heads for Fire (Exhibit 25), Economic Development (Exhibit 23), Library (Exhibit 30), and Health (Exhibit 29) were asked to provide additional information in support of purchases made with their credit cards to which they complied in full.

A comparison of credit card reconciliation reports submitted in December 2022 as compared to those submitted in May, 2023 demonstrates significant improvement with the amount of spending and justification for purchases made (Exhibit 36). However, the review demonstrated that there was still room for improvement with the justification and review by Department Heads and/or credit card holders (such as sales tac). The undersigned with Jared Schmitt, CFO, Adam Tulin, Purchasing Director, and Peter Ritchey, Assistant HR Director, revised forms to include samples and attestation as well as the credit card policy to enforce accountability.

#### V. FINDINGS

- There is no evidence that the credit card holders under review from 2018-2022 were purchasing items with the Town issued card to defraud the public.
- The Employee Credit Card Expenditures Audit for the period of March, 2019 to October, 2019 was conducted in February 2020 by the Senior Internal Auditor/Project Manager. This information was shared with the Interim CFO, Caitlin Bosse, and the Director of Purchasing at the time, Gerald Foley. The auditor's findings and recommendations were not directly shared with the First Selectman, her Chief of Staff, or the Chief Administrative Officer.
- The February 2020 Audit did not include specific findings. Rather, it contained general and broad conclusions and recommendations. The report did not identify serious problem areas that could have been immediately addressed to prevent potential ongoing liability, such as the credit card spending in violation of policy at the WPCF.
- The Senior Internal Auditor/Project Manager is not sustainable for one person. The duties associated with project management are being removed and will no longer be required of Ms. Saxl so that she can focus primarily on internal audits.

- Ms. Saxl as the elected PETA Union President is required to represent union members that she may be auditing or investigating for violations of Town policy, procedures and protocol in her role as auditor. This creates a conflict of interest and may compromise her ability to conduct a thorough and/or unbiased audit or investigation.
- Credit card policies and procedures have been in place since March, 2000; however, notice of policies and procedures have not been clearly communicated to card holders.
   The April 2023 survey of credit card holders demonstrates credit card holders need additional training with respect to purchasing rules and the credit card policy.
- Since the commencement of this investigation, the credit card policy and back up requirements have been revised to ensure more oversight. Training by Finance, HR and Purchasing commenced the week of July 17, 2023 for department heads and credit card holders on purchasing rules, the credit card policy and the code of conduct.

August 3, 2023

Cathleen A. Simpson

From:

Simpson, Cathleen

Sent:

Wednesday, January 4, 2023 4:37 PM

To:

'Dana Kery'

Cc:

Courtemanche, Joanne

Subject:

Time to Meet

### Good Afternoon,

I am following up on the purchasing/auditing protocol issues and related matters you recently brought to the Town's attention. As a result, HR is conducting an administrative investigation. As part of that investigation, I would like to schedule a meeting to thoroughly go over the information with you at a mutually convenient time. I looped in Joanne Courtemanche, Labor Relations Specialist, who is assisting me with this highly sensitive and confidential administrative investigation. Once we obtain some dates/times, we will coordinate a private space at the Fairfield Public Library if that is convenient for you.

I greatly appreciate your willingness to assist us.

Best,

#### Cathleen

Cathleen II. Gimpson Human Resources Director Town of Fairfield Gullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

From: Simpson, Cathleen

Sent: Thursday, January 5, 2023 11:09 AM

To: 'Dana Kery'

**Cc:** Courtemanche, Joanne

**Subject:** RE: Time to Meet

Hi Dana,

Let's shoot for Monday, 1/9/23, at 2:00 pm. I will follow up with the room at the Library and confirm.

Again, I so appreciate your time and assistance.

Best,

Cathleen

From: Dana Kery <danakery@gmail.com> Sent: Wednesday, January 4, 2023 5:12 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: Courtemanche, Joanne < JCourtemanche@fairfieldct.org>

Subject: Re: Time to Meet

Hello Cathleen,

My schedule is flexible, I can likely be available for anytime that is convenient for you.

This week:

Thursday 1/5 - anytime

Friday 1/6 - after 3:30

Monday 1/7 - after 1:00

Tuesday 1/8 - anytime

Wednesday 1/9 - after 3:30

Thank you for reviewing this.

Dana

Sent from my iPhone

On Jan 4, 2023, at 4:36 PM, Simpson, Cathleen < CSimpson@fairfieldct.org > wrote:

Good Afternoon,

I am following up on the purchasing/auditing protocol issues and related matters you recently brought to the Town's attention. As a result, HR is conducting an administrative investigation. As part of that investigation, I would like to schedule a meeting to thoroughly go over the information

with you at a mutually convenient time. I looped in Joanne Courtemanche, Labor Relations Specialist, who is assisting me with this highly sensitive and confidential administrative investigation. Once we obtain some dates/times, we will coordinate a private space at the Fairfield Public Library if that is convenient for you.

I greatly appreciate your willingness to assist us.

Best,

Cathleen

Cathleen H. Gimpson
Suman Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

From: Simpson, Cathleen

Sent: Thursday, January 19, 2023 5:44 PM

**To:** 'Dana Kery'; Baldwin, James

**Subject:** RE: FOIA request Richard White Way, Fairfield, CT (F-23-35)

Hi Dana,

I have been meaning to contact you. Joanne and I are progressing with our investigation slowly but we really appreciate the information you provided. It is so helpful. I will defer to Jim regarding the litigation status.

Best,

Cathleen

From: Dana Kery <danakery@gmail.com> Sent: Thursday, January 19, 2023 3:06 PM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>; Baldwin, James <jbaldwin@cbklaw.net>

Subject: Fwd: FOIA request Richard White Way, Fairfield, CT (F-23-35)

Hi Cathleen and Jim,

This is a denied request from DEEP for copies of NOV's associated with Solid Waste and Recycling Transfer Station - not the fill pile or Penfield.

Prior to the Fill Pile 2018, an NOV was given to the previous operator of the transfer station; I do not have a copy. Are you aware of litigation concerning the Town Transfer Station?

Thanks. Dana

Sent from my iPhone

Begin forwarded message:

From: "Kramer, MaryLou" < MaryLou.Kramer@ct.gov>

**Date:** January 19, 2023 at 2:28:09 PM EST **To:** Dana Kery <danakery@gmail.com>

Subject: RE: FOIA request Richard White Way, Fairfield, CT (F-23-35)

Unfortunately, I cannot provide any further information, or are any other records being released.

Thank you for your understanding.

# Mary Lou Kramer

Paralegal
Office of Legal Counsel
Office of the Commissioner
Connecticut Department of Free

Connecticut Department of Energy and Environmental Protection

79 Elm Street, Hartford, CT 06106-5127

Tel: 860.424.3058 Fax: 860.424.4053

Email: Marylou.kramer@ct.gov



From: Dana Kery < danakery@gmail.com > Sent: Wednesday, January 18, 2023 8:06 PM

To: DEEP FOIA < Deep.FOIA@ct.gov>; Kramer, MaryLou < MaryLou.Kramer@ct.gov>

Subject: Re: FOIA request Richard White Way, Fairfield, CT (F-23-35)

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thank you for the reply.

For clarification, is the litigation concerning the Town of Fairfield Solid Waste and Recycling Transfer Station, for household waste?

I am aware of litigation concerning the Construction Materials Processing Facility, aka The Fill Pile; as well as Penfield, and Owen Fish.

Is Solid Waste sealed in conjunction with the CMPF?

Thank you. Dana Kery

On Jan 18, 2023, at 4:05 PM, DEEP FOIA < Deep.FOIA@ct.gov > wrote:

Please be advised that records responsive to your request are not being released at this time due to pending litigation.

Thank you,

# Mary Low Kramer

Paralegal
Office of Legal Counsel
Office of the Commissioner
Connecticut Department of Energy and Environmental Protection
79 Elm Street, Hartford, CT 06106-5127

Tel: 860.424.3058 Fax: 860.424.4053

Email: Marylou.kramer@ct.gov



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This email, including attachments, contains information that is confidential and may be protected by the attorney/client or other privileges. This e-mail, including attachments, constitutes non-public information intended to be conveyed only to the designated recipient(s). If you are not an intended recipient, please delete this e-mail, including attachments, and notify me. The unauthorized use, dissemination, distribution or reproduction of this e-mail, including attachments, is prohibited and may be unlawful.
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From:

Simpson, Cathleen

Sent:

Thursday, January 19, 2023 5:48 PM

To:

'Dana Kery'; Courtemanche, Joanne

Subject:

RE: Time to Meet

Hi Dana,

I want to reiterate how helpful it was to meet with you and so appreciate the information and huge effort that went into your review. Our progress is slow but we are plodding along. I will definitely reach out if we need assistance or additional information.

It was a pleasure meeting with you and I am sure will be meeting again in the near future.

Best,

Cathleen

From: Dana Kery <danakery@gmail.com>
Sent: Wednesday, January 18, 2023 4:39 PM

To: Courtemanche, Joanne < JCourtemanche@fairfieldct.org>

Cc: Simpson, Cathleen < CSimpson@fairfieldct.org>

Subject: Re: Time to Meet

Hello Cathleen and Joanne,

Touching base to see how you are progressing and if I can assist with anything?

Thank you.

Dana

Sent from my iPhone

On Jan 6, 2023, at 4:48 PM, Courtemanche, Joanne < <a href="mailto:ICourtemanche@fairfieldct.org">ICourtemanche@fairfieldct.org</a> wrote:

Hello Dana:

Cathleen asked me to confirm with you that we will meet at 2:00 pm in the Memorial Room in the downtown Fairfield library. Have a nice weekend.

From: Dana Kery < <a href="mailto:danakery@gmail.com">danakery@gmail.com</a>>
Sent: Thursday, January 5, 2023 3:28 PM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>

Cc: Courtemanche, Joanne < JCourtemanche@fairfieldct.org>

Subject: Re: Time to Meet

#### Good Afternoon,

I am following up on the purchasing/auditing protocol issues and related matters you recently brought to the Town's attention. As a result, HR is conducting an administrative investigation. As part of that investigation, I would like to schedule a meeting to thoroughly go over the information with you at a mutually convenient time. I looped in Joanne Courtemanche, Labor Relations Specialist, who is assisting me with this highly sensitive and confidential administrative investigation. Once we obtain some dates/times, we will coordinate a private space at the Fairfield Public Library if that is convenient for you.

I greatly appreciate your willingness to assist us.

Best,

Cathleen

Cathleen A. Gimpson Human Resources Director Town of Fairfield Gullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

From: Sent: To: Cc: Subject:	Dana Kery <danakery@gmail.com> Tuesday, June 27, 2023 6:49 PM Simpson, Cathleen FOIA; Vintonyak, Ivanna; Ritchey, Peter Re: FOIA request - ToF American Express Statements</danakery@gmail.com>				
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To: FOIA < FOIA@fairfieldct.org>

Cc: Vintonyak, Ivanna < IVintonyak@fairfieldct.org >; Simpson, Cathleen < CSimpson@fairfieldct.org >;

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Subject: Re: FOIA request - ToF American Express Statements

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Best regards,

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Town of Fairfield Human Resources Paralegal Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 Work: 203-256-3005

Cell: 475-450-4600 www.fairfieldct.org



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7 Green Acres Lane
Fairfield, CT 06824

Sent from my iPad

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To:		Simpson, Cathleen			
Cc:		FOIA; Vintonyak, Ivanna; Ritchey, Peter			
Subjec	t:	Re: FOIA request - ToF American Express Statements			
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Cell: 475-450-4600 www.fairfieldct.org



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Thank you.
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7 Green Acres Lane
Fairfield, CT 06824

Sent from my iPad

From:

Simpson, Cathleen

Sent:

Wednesday, June 28, 2023 6:40 PM

To:

'Dana Kery'

Cc:

FOIA; Vintonyak, Ivanna; Ritchey, Peter

Subject:

RE: FOIA request - ToF American Express Statements

# Good Evening,

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Fairfield, CT 06824

Sent from my iPad

From: Dana Kery < danakery@gmail.com > Sent: Tuesday, January 17, 2023 4:23 PM
To: DEEP FOIA < Deep.FOIA@ct.gov >

**Subject:** FOIA request

You don't often get email from danakery@gmail.com. Learn why this is important

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hello,

Attached is a request to view NOV's associated with the Solid Waste and Recycling Facility, Richard White Way, Fairfield CT, 2012 to present.

Thank you, Dana Kery 7 Green Acres Lane Fairfield, CT 06824 203-362-7797

#### June 2022

Home Depot

Milwaukee Hammer drill

Scotts Multi Use Sprayer - 2 gal

4 Knock Out Roses

Home Depot Apple Store Don Hayes Shawn Reed AC Unit - \$459 - 5/18/22

Apple Pencil and accessories Shipped to home address with Tax

415 Milford Point Road, Milford

Rite Aid CVS

John Chizmadia John Chizmadia

Zicam \$17.49 Viva and Puffs Plus

Amazon

John Bodie

Core Trainer wobble

Amazon

John Bodie

Defender case - 1phone SE/817 Black 29.99

Bassets Auto Glass John Bodie

Invoice 5057 \$250

Fairfield Rotary Club \$160 American Red Cross - 6/2/22 - Scott Bisson

Restaurant expenses John Bodie 4 transactions 5/23-5/25

\$650

Tax paid at Village Bagels - August YTD \$7,700 Tax paid at Village Bagels - Panalatis Gas Station - tax paid, and why local station Tax paid at Staples Tax paid at Michaels

Monthly expense of Sirius XM — 2020 Ford Explorer Monthly expense of Apple Storage Monthly expense of iTunes Annual expense Go To Meeting - \$792 - June 22 through May 2023 Annual expense Constant Contact - \$335 - 6/29 - Galen Brown Monthly expense - Time4Cena.com - \$30 - Shawn Reed

BJ's Membership \$55 annual membership — 03150687160 - Parks and Rec Followed by a purchase - parks and rec June 8 BJ's Membership \$55 annual membership — 19341676974 - John Chizmadia

Razors Edge Tree Services - Lake Mohegan - \$225

Parks and Rec -

CT zoological society, nutmeg bowl, rockn jump, sports center, adventure park Expenses align with summer camps. The large expenses seem excessive for the Amex surcharge.

Review of ToF American Express Statement June 2022

Transactions within the statement violate Credit Card Internal Audit items # 4, 5, 6, 7, 8, 9, 10

Questions created by this review:

Is there a list of Pre-Approved Vendors?

What is the system?

Pressure

Rationalization

Opportunity

Who are the signatories on bank accounts?

Has the signature card been verified at the bank?

Who receives the bank statements? (Are bank statements mailed or emailed?

Who writes the checks?

Who reconciles the bank statements?

Who charges expenses to an account?

How is the appropriate account determined?

Who tracks expenses associated with a bid?

How are bid expenses reported and reconciled?

Theft of fuel?

What is the system?

Inventory?

Electronic Vendor Payments?

What is the driver behind Brenda saying a system is not necessary, the system will be circumvented?

how are audits selected?

How are audit findings reviewed for longevity?

Who manages billing and payments?

Water

Sewer

Tax

Parks and Rec

Sewer compost - Wpca

Bank deposits

adjusts customer accounts

Who reconciles the cash drawers

payments in excess of bid award Who reviews new vendors What is the current list?

### Who controls paper checks?

Payroll
Who hires
Who enters payroll rates
How is payroll time captured
Who reviews payroll prior to authorization
Who reviews and removes terminated employees
Who manages the account numbers for direct deposit?
Who inputs?
Who makes changes and corrections?
Who reviews payroll budget to actual?

outsourced Vendors
List of Outsourced Vendors and annual payment
Expense vs bid award
analyze outsourced expense vs salary and benefits
Materials and Equipment
Existing Staff Resources
Within Bid guidelines — how is this verified?

Asset inventory - should be done

From:

Simpson, Cathleen

Sent:

Tuesday, June 27, 2023 4:22 PM

To:

'Dana Kery'; FOIA

Cc:

Vintonyak, Ivanna; Ritchey, Peter

Subject:

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If there are any fees for searching for these records, please inform me if the cost will exceed \$20.00. I do request a waiver of all fees, as the disclosure is in the public interest. I am a resident of Fairfield and a member of the Town of Fairfield Ethics Commission. This information is not sought for commercial purposes.

Thank you. Dana Kery 7 Green Acres Lane Fairfield, CT 06824

Sent from my iPad

From:

Dana Kery <danakery@gmail.com>

Sent:

Thursday, July 13, 2023 10:50 AM

To:

Vintonyak, Ivanna

Cc:

FOIA; Ritchey, Peter; Simpson, Cathleen

Subject:

Re: FOIA request - ToF American Express Statements

Thank you, Ivanna.
Tomorrow, July 14, 1:30 is good.
See you then.
Dana

Sent from my iPhone

On Jul 13, 2023, at 9:52 AM, Vintonyak, Ivanna < IVintonyak@fairfieldct.org > wrote:

Good Morning Dana,

Sending quick recovery for your father in law.

I am available tomorrow Friday  $14^{th}$  from 1:30 pm - 4 pm. **OR** Monday, July  $17^{th}$  from 10 am - 12 pm.

Please let me know if any of these dates and times work for you.

Thank you

Best regards,

#### Ivanna Vintonyak

Town of Fairfield Human Resources Paralegal Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 Work: 203-256-3005

Work: 203-256-3003 Cell: 475-450-4600 www.fairfieldct.org



From: Dana Kery <danakery@gmail.com> Sent: Wednesday, July 12, 2023 9:35 AM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: FOIA <FOIA@fairfieldct.org>; Vintonyak, Ivanna <IVintonyak@fairfieldct.org>; Ritchey, Peter

<PRitchey@fairfieldct.org>

**Subject:** Re: FOIA request - ToF American Express Statements

Hello all,

Apologies for my delay... my father in law was in the hospital with heart problems, then Covid. Is there a time that would be convenient for me to come in to view the Amex statements?

Thank you.

Dana

Sent from my iPhone

On Jun 29, 2023, at 9:38 AM, Simpson, Cathleen < <a href="mailto:CSimpson@fairfieldct.org">CSimpson@fairfieldct.org</a>> wrote:

Thank you Dana for your consideration. July 6<sup>th</sup> would be better and again, appreciate the consideration.

Happy 4th of July!

Best,

Cathleen

From: Dana Kery < danakery@gmail.com > Sent: Wednesday, June 28, 2023 10:28 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: FOIA < FOIA@fairfieldct.org>; Vintonyak, Ivanna < IVintonyak@fairfieldct.org>;

Ritchey, Peter < PRitchey@fairfieldct.org>

Subject: Re: FOIA request - ToF American Express Statements

Hi Cathleen,

I don't want to add complexity to your day. Happy to bump until after end of year and the holiday. Would Thursday, July 6 be better?

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Best,

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<!Vintonyak@fairfieldct.org>; Ritchey, Peter <PRitchey@fairfieldct.org>

Subject: Re: FOIA request - ToF American Express Statements

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Thursday afternoon is good. I appreciate the reply, Cathleen.

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See you on Thursday.

#### Cathleen

From: Simpson, Cathleen

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<FOIA@fairfieldct.org>

Cc: Vintonyak, Ivanna < IVintonyak@fairfieldct.org>;

Ritchey, Peter < PRitchey@fairfieldct.org>

Subject: RE: FOIA request - ToF American Express

**Statements** 

Hi Dana,

Ivanna is out today but returning tomorrow. I presume you are seeking the statements and backup? I have December 2022 ready, but waiting for Finance to complete its review of May 2023. I was told that they should be available by Thursday so perhaps the afternoon is better to ensure the review is complete.

Best,

Cathleen

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To: FOIA < FOIA@fairfieldct.org>

Cc: Vintonyak, Ivanna < IVintonyak@fairfieldct.org >;
Simpson, Cathleen < CSimpson@fairfieldct.org >;
Bitchey Botor < BBitchey @fairfieldct.org >;

Ritchey, Peter < PRitchey@fairfieldct.org>

Subject: Re: FOIA request - ToF American Express

Statements

Dear Ivanna,

Thank you for the reply. May I view the statements on Thursday, June 29 and if needed Friday, June 30?

Best regards, Dana

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On Jun 22, 2023, at 4:20 PM, FOIA <FOIA@fairfieldct.org> wrote:

#### Dear Dana Kery,

We are in receipt of your FOIA request. Please note, per FOIA statute (Conn. Gen. Stat. §§ 1-200 et seq), we are obligated to only provide public documents/records that currently exist are subject to the law and not a request for answers to questions.

Let us know your preferred windows of time to come in and inspect American Express credit card statements for the months of December 2022 and May 2023.

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#### Ivanna Vintonyak

Town of Fairfield Human Resources Paralegal Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 Work: 203-256-3005

Cell: 475-450-4600 www.fairfieldct.org



From: Dana Kery

<danakery@gmail.com>

Sent: Tuesday, June 20, 2023 5:23 PM

To: FOIA < FOIA@fairfieldct.org>

**Subject:** FOIA request - ToF American

**Express Statements** 

Hello! FOIA form is attached.

I would like to view the Town of Fairfield American Express credit card statements, including usage by all card holding Town employees for the months of December 2022 and May 2023.

Has there been an update to the ToF Credit Card policy since 4/4/2020?

If there are any fees for searching for these records, please inform me if the cost will exceed \$20.00. I do request a waiver of all fees, as the disclosure is in the public interest. I am a resident of Fairfield and a member of the Town of Fairfield Ethics Commission. This information is not sought for commercial purposes.

Thank you.

Dana Kery
7 Green Acres Lane
Fairfield, CT 06824

Sent from my iPad

From:

Dana Kery <danakery@gmail.com>

Sent:

Saturday, July 15, 2023 11:21 AM

To:

Vintonyak, Ivanna

Cc:

FOIA; Ritchey, Peter; Simpson, Cathleen

Subject:

Re: FOIA request - ToF American Express Statements

Hello Ivanna and Cathleen,

Thank you for meeting with me yesterday to view the December 2022 and May 2023 Amex statements. A copy of the statements and supporting documents would be appreciated.

Please let me know when it would be convenient for me to pick them up.

I will also be sending another request under separate cover to view the signed credit card memorandum of understanding for each card holder. It appears there are 92 cardholders.

Thank you! Dana

Sent from my iPhone

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Thank you, Ivanna.
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See you then.
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Cathleen <CSimpson@fairfieldct.org>;

Ritchey, Peter

<<u>PRitchey@fairfieldct.org</u>> **Subject:** Re: FOIA request - ToF
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Ivanna Vintonyak
Town of Fairfield
Human Resources
Paralegal
Sullivan
Independence Hall
725 Old Post Road
Fairfield, CT
06824
Work: 203-2563005
Cell: 475-4504600



From: Dana Kery <<u>danakery@gmail.com</u>

Sent: Tuesday, June 20,

2023 5:23 PM

To: FOIA

<FOIA@fairfieldct.org> Subject: FOIA request -**ToF American Express** 

Statements

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If there are any fees for searching for these records, please inform me if the cost will exceed \$20.00. I do request a waiver of all fees, as the disclosure is in the public interest. I am a resident of Fairfield and a member of the Town of Fairfield **Ethics Commission. This** information is not sought for commercial purposes.

Thank you. Dana Kery

7 Green Acres Lane Fairfield, CT 06824

Sent from my iPad

From:

Simpson, Cathleen

Sent:

Monday, July 17, 2023 4:24 PM

To:

FOIA; Dana Kery

Cc:

Ritchey, Peter; Vintonyak, Ivanna

Subject:

RE: FOIA request to view Credit Card MOU

**Attachments:** 

2023 credit card MOU policy.pdf

HI Dana,

Here is the latest version issued in January, 2023. We will let you know when we have your copies ready of the AMEX records. It should complete over the next few days.

Best,

Cathleen

From: FOIA <FOIA@fairfieldct.org>
Sent: Monday, July 17, 2023 3:53 PM

To: Dana Kery <danakery@gmail.com>; FOIA <FOIA@fairfieldct.org>

Cc: Simpson, Cathleen <CSimpson@fairfieldct.org>; Ritchey, Peter <PRitchey@fairfieldct.org>; Vintonyak, Ivanna

<IVintonyak@fairfieldct.org>

Subject: RE: FOIA request to view Credit Card MOU

Dear Dana Kery,

We are in receipt of your FOIA request. Your request below has been referred to our Department for review and appropriate response. You will be apprised of any costs associated with your request once we complete our review.

Best regards,

### Ivanna Vintonyak

Town of Fairfield Human Resources Paralegal Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 Work: 203-256-3005

Cell: 475-450-4600 www.fairfieldct.org



From: Dana Kery < danakery@gmail.com > Sent: Monday, July 17, 2023 3:20 PM

To: FOIA < FOIA@fairfieldct.org>

Subject: FOIA request to view Credit Card MOU

Hello!

FOIA form is attached.

I would like to view the Credit Card Memorandum of Understanding for all Town of Fairfield employees authorized to have and use an American Express credit card.

If there are any fees for searching for these records, please inform me if the cost will exceed \$20.00. I do request a waiver of all fees, as the disclosure is in the public interest. I am a resident of Fairfield. This information is not sought for commercial purposes.

Thank you.
Dana Kery
7 Green Acres Lane
Fairfield, CT 06824

Subject:

Information and Training - Credit Card and Purchasing Policies and Procedures

Location:

Conference Room #2

Start:

Thu 7/20/2023 11:00 AM

End:

Thu 7/20/2023 12:00 PM

**Show Time As:** 

Tentative

**Recurrence:** 

(none)

**Meeting Status:** 

Not yet responded

Organizer:

Courtemanche, Joanne

**Required Attendees:** 

Simpson, Cathleen; Tulin, Adam; Schmitt, Jared

This is one of two trainings being provided. HR will send out notice to the Department Heads on Monday. Thank you both!

Subject: Location: Information and Training - Credit Card and Purchasing Policies and Procedures

Conference Room #1

Start:

Tue 7/25/2023 10:00 AM

End: Show Time As: Tue 7/25/2023 11:00 AM Tentative

Recurrence:

(none)

Meeting Status:

Not yet responded

Organizer:

Courtemanche, Joanne

**Required Attendees:** 

Simpson, Cathleen; Tulin, Adam; Schmitt, Jared

This is session #2 of 2

**Subject:** Information and Training - Credit Card and Purchasing Policies and Procedures

**Location:** Conference Room #2

 Start:
 Thu 7/20/2023 11:00 AM

 End:
 Thu 7/20/2023 12:00 PM

Show Time As: Tentative

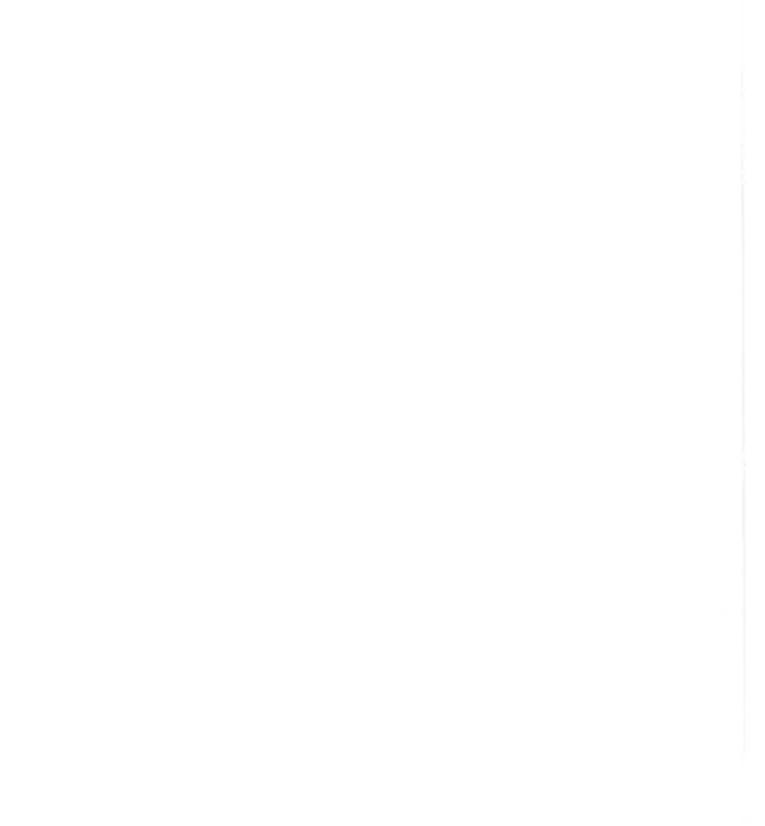
**Recurrence:** (none)

Meeting Status: Not yet responded

**Organizer:** Courtemanche, Joanne

**Required Attendees:** Simpson, Cathleen; Tulin, Adam; Schmitt, Jared

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# Fairfield Town Employees

We will exemplify the Town's mission, vision, and values:

# Be an ambassador

- Maintain a positive attitude
- · Greet everyone courteously
- Always be professional

# Treat every customer with importance

- Be respectful
- Treat residents and colleagues with an equal sense of urgency
- Keep your promises and commitments

# Provide prompt, accurate service

- Take ownership/be accountable
- Be knowledgeable and helpful
- Follow up with customers

We pledge to do our part to make our departments and our Town the model for excellent customer service; to treat all customers (colleagues and residents) with respect and friendliness.

We will take ownership of any problem that is within our power to solve and will do so with a positive and professional attitude.

February 2021

## Town of Fairfield Credit Card Policy

# Memorandum of Understanding

Between:	
	Employee Name (Cardholder)
And:	
2	Director of Purchasing (Credit Card Administrator)

The purpose of this memorandum of understanding is to summarize the policies and procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.

The card is issued to you as a delegation of authority to make purchases on behalf of the Town, as a tool to consolidate payables, shorten lead-time and reduce administrative costs.

#### I. General Policies:

• The unique credit card that you will receive has your name embossed on it. No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.

# THE CREDIT CARD IS NOT BE USED FOR PERSONAL PURCHASES:

• The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This

includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.

- You must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
- Purchases must not be split to avoid Town bidding requirements.
- Capital items must not be purchased on the credit card. This includes computers, machinery, equipment and other items with individual costs greater than \$1,000.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate whether the purchase was necessary and for official Town use, disciplinary action may occur.
- Consequences of misuse of the credit card may include any one or combination of the following remedial actions:
  - Verbal notification of infraction;
  - Written notification of infraction with copies sent to the Chief Elected Official;
  - Card suspension with permanent loss of privileges;
  - Disciplinary action up to and including personal liability and repayment.
- Questions concerning procurement regulations should be directed to the Director of Purchasing.

### II. Prudent Judgement for Purchases

Employees must use prudent judgement whenever using the Town credit card for department purchases. Department Heads must do their best to limit the use of their credit card and have

department required purchases initiated by the person most knowledgeable about the expenditure.

# III. <u>Purchasing Procedures at Merchant's Site, Telephone Order or Internet:</u>

- You may use your credit card at any merchant that accepts American Express credit cards for payment of purchases.
- Notify the merchant that the purchase is for the Town of Fairfield and that it is <u>exempt from state sales tax</u>. The vendor may ask you to provide a Cert 134 form (for commodities) and Department of Revenue Services - Statement of Tax Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Obtain a sales receipt for all purchases.
- Obtain and retain your sales receipts for verification and reconciliation to your monthly Statement of Account from American Express.
- Whenever possible <u>use the free shipping option</u> if it is available to you.
- Consult with Purchasing to ensure that you are using preapproved local order vendors when making purchases.

#### IV. <u>Procedures After Purchase</u>:

• At the close of each billing cycle, you will receive a Statement of Account from American Express. The statement will itemize each transaction charged to your credit card account.

Upon receipt of the Statement, complete each of the actions listed below:

- 1. Compare your receipts to the monthly Statement of Account from American Express for accuracy.
- 2. Obtain a blank copy of a Reconciliation Voucher sheet from the Finance Department. (Attached)
- 3. Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher.
- 4. Attach copies of the sales receipts and monthly Statement of Account from American Express to the Reconciliation Voucher. Attach all credit vouchers (if applicable) to the Reconciliation Voucher.
- 5. The total expenses recorded per the Reconciliation Voucher must agree to the total expenditures per the monthly Statement of Account from American Express.
- 6. A minimum of the following two signatures are required on the Reconciliation Voucher:

You - The Cardholder

Immediate Supervisor (if applicable)

Department Head

The Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If the cardholder is the Department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval.

7. Forward the Reconciliation Voucher and receipts to the Finance Department <u>within five working days</u> of receipt of the monthly Statement of Account from American Express.

### V. <u>Travel and Meeting Documentation</u>:

- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and <u>be fully documented on a Travel and Meeting expense report</u>.
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card.
- It is imperative that all Travel and Meeting charges be for <u>Town</u> <u>business related purposes only.</u>

#### Meals Charged on the Credit Card:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates.
- Business Meals During Meetings: The meeting should be have a clear, reasonable, specific business purpose and agenda.
- Be a direct expense that is necessary in order to conduct Town business.
- All meals purchased shall be reported on the Travel and Meeting expense report and shall detail the date, name of food establishment, business purpose for the meal and the total amount charged to the credit card.

#### VII. Disputed Items:

- The cardholder is responsible for reporting/returning unsatisfactory goods or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of the item(s) will be considered to be in dispute.
- If charges on your statement are deemed incorrect then your statement is considered to be in dispute. A disputed item must be noted on the cardholder's Statement of Account and American Express must be notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement.

### VIII. Lost or Stolen Credit Cards:

• If your credit card is lost or stolen, notify the Director of Purchasing immediately. If appropriate, the Police Department will be notified depending on the situation (i.e., burglary, etc.).

5

- Provide the following information to the Director of Purchasing: your complete name, department, credit card number, the date reported to the police (if applicable), and any purchase(s) you made on the day the card was lost or stolen.
- American Express will issue a new card and account number.
   You will not be responsible for paying any fraudulent charges on your account.

# IX. <u>Changes to Cardholder Information</u>:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you must return your credit card to the Director of Purchasing prior to leaving.
- If you move to job position in another department, you must notify the Director of Purchasing prior to the change.

# Town of Fairfield Procurement (Credit) Card Program

\*\*4

# **CARDHOLDER MEMORANDUM OF AGREEMENT**

I have read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card. I acknowledge that I have received a credit card to be used for the purpose of making purchases on behalf of the Town of Fairfield. I understand my responsibilities as a cardholder, which include punitive sanctions for misuse of my credit card.

Cardnolder Name (Please Print):	
Cardholder Signature:	
Department:	
Credit Card Number Issued – Last Four Digits:	
Date:	

~ A COPY OF THIS SIGNED LAST PAGE WILL BE RETAINED IN THE TOWN PURCHASING DEPARTMENT AS CREDIT CARD ADMINISTRATOR ~

Updated: 4/4/20

		2.

## Town of Fairfield Procurement (Credit) Card Program

### Memorandum of Understanding

Between:	
	Employee Name (Cardholder)
And:	
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- The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.

# Town of Fairfield Procurement (Credit) Card Program

444

# CARDHOLDER MEMORANDUM OF AGREEMENT

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The Town reserves the right to review and inspect goods purchased by you on your credit card at any time.

7

~ A COPY OF THIS SIGNED LAST PAGE WILL BE RETAINED IN THE TOWN PURCHASING DEPARTMENT AS CREDIT CARD ADMINISTRATOR AND YOUR PERSONNEL FILE ~

Updated 1-4-2023

- Any fraudulent activity occurring on your credit card must be immediately reported to the Director of Purchasing.
- American Express will issue a new card and account number.
   You will not be responsible for paying any fraudulent charges on your account.

## VIII. Changes to Cardholder Information:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you must return your credit card to the Director of Purchasing prior to leaving.
- If you move to a new job/position in another department, you must notify the Director of Purchasing prior to the change.

PLEASE SIGN AND RETURN CARDHOLDER MEMORANDUM OF AGREEMENT ON THE FOLLOWING PAGE.

- You must comply with Fed Charter provisions, regulations
  Purchases must not be split approval requirements.
  Use of the credit card is procurement planning which end of the procurement planning wh
  - You must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
  - Purchases must not be split to avoid Town bidding and/or approval requirements.
  - Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
  - The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate whether the purchase was necessary and for official Town use, disciplinary action may occur.
  - Consequences of misuse of the credit card may include any one or combination of the following remedial actions:
    - Verbal notification of infraction;
    - Written notification of infraction with copies sent to the Chief Elected Official;
    - Card suspension with permanent loss of privileges;
    - Disciplinary action up to and including personal liability, repayment and/or termination of employment.
  - Questions concerning procurement regulations should be directed to the Director of Purchasing.

#### II. Prudent Judgement for Purchases

Employees must use prudent judgement whenever using the Town credit card for department purchases. Department Heads must do their best to limit the use of their credit card and have department required purchases initiated by the person most knowledgeable about the expenditure.

# III. <u>Purchasing Procedures at Merchant's Site, Telephone Order or Internet:</u>

- You may use your credit card at any merchant that accepts American Express credit cards for payment of purchases.
- If possible, capital items should not be purchased on the credit card. This includes computers, printers, machinery, equipment and other capital items with individual costs greater than \$1,000.
- Any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then from the CFO prior to making the purchase. The email approval from the Department Head/CFO must be attached to your monthly Reconciliation Voucher submitted to Finance.
- Notify the merchant that the purchase is for the Town of Fairfield and that it is exempt from state sales tax. The vendor may ask you to provide a Cert-134 form (for commodities) and Department of Revenue Services Statement of Tax Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Obtain a sales receipt for all purchases.
- Obtain and retain your sales receipts for verification and reconciliation to your monthly Statement of Account from American Express.
- Whenever possible <u>use the free shipping option</u> if it is available to you.
- Consult with Purchasing to ensure that you are using preapproved local order vendors when making purchases.

#### IV. Procedures After Purchase:

• At the close of each billing cycle, you will receive a Statement of Account from American Express. The statement will itemize each transaction charged to your credit card account.

Upon receipt of the Statement, complete each of the actions listed below:

- 1. Compare your receipts to the monthly Statement of Account from American Express for accuracy.
- 2. Obtain a blank copy of a Reconciliation Voucher sheet from the Finance Department. (Attached)
- 3. Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher.
- 4. Attach copies of the sales receipts and monthly Statement of Account from American Express to the Reconciliation Voucher. Attach all credit vouchers (if applicable) to the Reconciliation Voucher.
- 5. The total expenses recorded per the Reconciliation Voucher must agree to the total expenditures per the monthly Statement of Account from American Express.
- 6. A minimum of the following two signatures are required on the Reconciliation Voucher:

You - The Cardholder Immediate Supervisor (if applicable) Department Head

The Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If the cardholder is the Department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval.

7. Forward the Reconciliation Voucher and receipts to the Finance Department <u>within five working days</u> of receipt of the monthly Statement of Account from American Express.

#### V. Travel and Meeting Documentation:

# All credit card purchases for Travel and Meeting must comply with the Town Travel and Meeting Policy.

- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and <u>be fully documented on a Travel and Meeting expense report.</u> (Attached)
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card.
- It is imperative that all Travel and Meeting charges be for <u>Town</u> <u>business related purposes only and are necessary expenses</u> <u>required to conduct Town business</u>.

## Meals Charged on the Credit Card:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates. (Meals may be purchased for other Town employees but you must designate the name of each employee and the purpose of the meeting on your Travel and Meeting expense report.)
- Meals during Town Business and Town Meetings: The meeting should have a clear, reasonable, specific business purpose and agenda.

 Gratuities must not exceed 18% and alcoholic beverages are not to be purchased on the Town credit card.

Daily Meal Reimbursement Amounts: When out of Town or when traveling on Town Business:

Breakfast	S11	Town has a
Lunch		Town business falls between 7:00 a.m. and 9:00 a.m.
Dinner	\$12	Town business falls between 12-00
Diuliel	\$23	Town business falls between 12:00 p.m. and 2:00 p.m.  Town business falls between 5:00 p.m. and 7:00 p.m.

 Dinner pertaining to Night Meetings after work will be reimbursed at a maximum of \$12 if the employee has worked eight hours (normal working day including lunch) prior to the meeting and it is mandatory that the employee attend the meeting as a requirement of his/her job after working hours.

## VI. <u>Disputed Items</u>:

- The cardholder is responsible for reporting/returning unsatisfactory goods or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of the item(s) will be considered to be in dispute.
- If charges on your statement are deemed incorrect then your statement is considered to be in dispute. A disputed item must be noted on the cardholder's Statement of Account and American Express must be notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement.

# VII. Lost or Stolen Credit Cards:

- If your credit card is lost or stolen, notify the Director of Purchasing immediately. If appropriate, the Police Department will be notified depending on the situation (i.e., burglary, etc.).
- Provide the following information to the Director of Purchasing: your complete name, department, credit card number, the date reported to the police (if applicable), and any purchase(s) you made on the day the card was lost or stolen.

- Any fraudulent activity occurring on your credit card must be immediately reported to the Director of Purchasing.
- American Express will issue a new card and account number.
   You will not be responsible for paying any fraudulent charges on your account.

## VIII. Changes to Cardholder Information:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you must return your credit card to the Director of Purchasing prior to leaving.
- If you move to a new job/position in another department, you must notify the Director of Purchasing prior to the change.

PLEASE SIGN AND RETURN CARDHOLDER MEMORANDUM OF AGREEMENT ON THE FOLLOWING PAGE.

## Town of Fairfield Procurement (Credit) Card Program

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## CARDHOLDER MEMORANDUM OF AGREEMENT

I have read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card. I acknowledge that I have received a credit card to be used for the purpose of making purchases on behalf of the Town of Fairfield. I understand my responsibilities as a cardholder, which include punitive sanctions for misuse of my credit card.

The Town reserves the right to review and inspect goods purchased by you on your credit card at any time.

~ A COPY OF THIS SIGNED LAST PAGE WILL BE RETAINED IN THE TOWN PURCHASING DEPARTMENT AS CREDIT CARD ADMINISTRATOR AND YOUR PERSONNEL FILE ~

Updated 1-4-2023



## **TOWN TRAVEL AND MEETING POLICY**

#### **PURPOSE**

Town-wide travel and meeting policies and procedures have been designed to:

- Ensure that employee Travel and Meeting Reports submitted to the Finance Department are properly completed and include proper supporting documentation.
- Increase internal accounting controls over employee requests for reimbursement.
- Ensure that reimbursements are made for valid and approved businessrelated expenses.
- Establish consistency among employee Travel and Meeting Reports submitted for reimbursement.

#### **POLICIES**

Town employees shall be reimbursed for expenses incurred in the performance of their work duties.

All travel and meetings shall be approved by the department head and shall be in accordance with the rates and criteria set forth in this policy.

Reimbursable Travel and Meeting Expenses: Expenses incurred that are essential to transacting official Town business, including, but not limited to the following will be reimbursed:

- Use of privately owned vehicles for Town business:
  - Privately owned vehicles may be used for Town meetings, conventions and seminars. Mileage reimbursement shall be in

- Parking charges and toll charges incurred in the use of a privately owned vehicle are reimbursable and must be substantiated by proper receipts.
- Charges for road service, repairs, towage and other similar expenses are not reimbursable.

#### Conventions and Seminars:

 Enrollment fees for convention and seminar attendance are reimbursable and must be substantiated by event itinerary and a proper receipt or canceled check.

#### Meals: All Meals and other Food Purchases Must be related to Town Business purposes only:

- In-state meals will be reimbursed if Town business requires an employee to be 15 or more miles away from his/her normal work location and Town business falls during hours per the schedule below. The reimbursement of business meals is set at a maximum of \$51 per day (unless designated otherwise per union contract).
- Out-of-state meals will be reimbursed according to the same schedule below. The reimbursement of business meals is set at a maximum of \$51 per day (unless designated otherwise per union contract).

Breakfast	\$11	Town business falls between 7:00 a.m. and 9:00 a.m.
Lunch	\$12	Town business falls between 12:00 p.m. and 2:00 p.m.
Dinner	\$23	Town business falls between 5:00 p.m. and 7:00 p.m.
Incidentals	\$5	Town business exceeds eight hours worked

- Dinner pertaining to Night Meetings after work will be reimbursed at a maximum of \$12 if the employee has worked eight hours (normal working day including lunch) prior to the meeting and it is mandatory that the employee attend the meeting as a requirement of his/her job after working hours.
- Gratuities/tips should not exceed a maximum of 18% of the total restaurant bill before tax.

- Dinner pertaining to Night Meetings after work will be reimbursed at a maximum of \$12 if the employee has worked eight hours (normal working day including lunch) prior to the meeting and it is mandatory that the employee attend the meeting as a requirement of his/her job after working hours.
- Gratuities/tips should not exceed a maximum of 18% of the total restaurant bill before tax.
- Meals must be substantiated by proper restaurant cash register receipt and/or credit card receipt. Alcoholic beverages purchased will not be reimbursed.

All air travel, lodging and car rental shall only be authorized at the <u>lowest available rate</u>. No upgraded first class lodging, airfare or car rental will be paid for by the Town. Employees are expected to travel using the most economical means possible.

#### Lodging:

 Must be substantiated by proper receipt and credit card receipt. In-room movie rentals will not be reimbursed.
 Personal long-distance telephone calls will not be reimbursed.

## Bus, Taxi, Airfare, Parking Fees, and Highway Tolls:

 Must be substantiated by proper receipts and credit card receipt if applicable.

Important! All expenditures which encompass Town related travel or meeting expenses must be documented on a Travel and Meeting Report along with Department Head signature and receipts.

 Travel and Meeting Reports can be obtained from the Finance Department and must contain the following information:

Payee name
Department
Dates of travel and/or meetings
Explanation of the expense
Amount of each expense
Total amount due
Signature of Department Head

combine group employee retirement celebrations into one party. Actual expenses for a group retirement party (for three or more retirees) shall not to exceed \$300. A voluntary employee collection/contribution amongst departments may be instituted to supplement the retirement celebration expense.

Funds can be used for any expense related to the retirement party such as cake, food, non-alcoholic drinks, decorations, flowers, etc. The funds shall not be used towards a gift to the retiree.

It should be noted that the Town of Fairfield does not pay sales tax when purchasing cake, food, etc. and the State sales tax exemption certificate should be used at time of purchase. A State of Connecticut sales tax exemption certificate form is attached.

<u>Note</u>: These funds may not be used for occasions such as employee birthdays, weddings, anniversaries or other celebrations of a personal nature, which should be paid for by employee contributions.

#### REQUEST FOR NON-LOCAL TRAVEL

- All out of state travel must be approved in advance by the First Selectman. Prior approval is obtained by submitting a completed Request for Non-local Travel Form to the First Selectman. Forms can be obtained from the Accounting Department.
- All Travel and Meeting Reports submitted to the Finance Department will be reviewed by the Budget Director and are subject to budget approval prior to payment.

#### **MONETARY ADVANCES**

- Monetary advances for Town travel/meeting may be obtained by submitting a completed Employee Cash Advance Request Form to the Accounting Department. Forms can be obtained from the Accounting Department.
- A cash advance may not to be used to pay for personal services of any nature.
- An advance request will not be granted to an employee with an outstanding cash advance balance.
- An advance check will be available within ten days of receipt in the Accounts Payable Office.

- A cash advance may not to be used to pay for personal services of any nature.
- An advance request will not be granted to an employee with an outstanding cash advance balance.
- An advance check will be available within ten days of receipt in the Accounts Payable Office.
- If monies are given in advance for Town travel and meeting expenses, then all receipts plus any left over cash comprising the total advance allotted should be handed in to the Finance Department along with the completed Travel and Meeting Report.
- Cash advances must be accounted for within ten working days of the projected dates as defined in the preceding section, either with adequate receipts, cash or a check for the balance made payable to the Town of Fairfield.
- Failure to account for advanced funds in full within sixty days will result in an employee payroll deduction for the balance due.

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, March 6, 2023 3:15 PM

To: Subject:

'Lori Charlton' RE: Fraud Policy

Hi Lori,

Hope you had a nice weekend. I meant to get back to you sooner. Thank you for providing me with this. It is helpful as part of the review of the history and how best to go forward. I appreciate your help.

Best,

Cathleen

From: Lori Charlton < ltcharlton@optimum.net> Sent: Thursday, March 2, 2023 2:29 PM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>

Subject: Fraud Policy

Hi Cathleen,

Passing this along in case you have not seen it. It is a copy of the Town's fraud policy and was apparently implemented in response to independent auditor recommendations a number of years ago. Auditors look for this type of policy to ensure that entities provide clarity about what constitutes fraud and to outline management's responsibilities. The absence of a policy like this might constitute a "material weakness" in internal controls (as defined in professional auditing standards) that requires disclosure and reporting.

I honestly never saw this or knew of its existence before someone sent it to me yesterday. I confirmed with our auditor that it is consistent with what he has on file and which is represented to him to be the policy we have in place. I have no idea whether this is incorporated into other Town policies, but passing along because you mentioned you were in the process of updating policies (and perhaps a code of conduct & employee handbook?).

Thanks,

Lori

Begin forwarded message:

From: Lori Charlton < <a href="https://ltcharlton@optimum.net">ltcharlton@optimum.net</a>>

**Subject: Fraud Policy** 

Date: March 2, 2023 at 12:39:20 PM EST

To: Joseph Centofanti < jcentofanti@pkfod.com>

Joe, please let me know if this is consistent with what you have in your files. Thanks.

## Town of Fairfield Municipal Fraud Policies and Procedures

#### PURPOSE AND SCOPE:

## This Municipal Fraud Policy was created:

To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries;

To strengthen the public's confidence in the integrity of municipal government employees by establishing a formal process for reporting investigating, and resolving cases of <u>fraud</u> and abuse.;

To raise the awareness of municipal officials/employees to integrity-related issues by initiating integrity-related programs and policies throughout Town Departments; and

To provide guidance and assistance to Town Department heads concerning recommendations for specific integrity related issues that emphasize prevention, detection and correction of fraud, corruption, and abuse within their organizations.

## **Definition of Terms:**

**Fraud** is understood to mean a dishonest and deliberate course of action which results in the obtaining of money, property or an advantage to which the recipient would not normally be entitled. This would include:

- · Theft, misuse, or diversion of money, equipment and/or materials;
- Worker's compensation fraud;
- Intentional failure to report damage;
- Intentional failure to provide product or services that are a part of your job;
- Intentional misrepresentation of Town's or governmental policies;
- Payroll falsification (theft of time)

Abuse entails the exploitation of "loopholes" to the limits of the law, primarily for personal advantage. For example, an employee abuses a system of travel allowances by intentionally and unnecessarily scheduling meetings in another Town on a Friday afternoon and on the following Monday morning in order to claim per diem over a weekend.

#### I. GENERAL

A. The Town of Fairfield is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town of Fairfield to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, to pursue legal remedies available under the law.

#### B. DEFINITIONS

- Fraud Fraud includes, but is not limited to:
  - a. Claim for reimbursement of expenses that are not job-related or authorized by the current bargaining agreement.
  - b. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
  - c. Misappropriation of Town assets (funds, securities, supplies; furniture, equipment, etc.).
  - d. Improprieties in the handling or reporting of money transactions.
  - c. Authorizing or receiving payment for goods not received or services not performed.
  - f. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
  - g. Misrepresentation of information on documents.
  - h. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.
- 2. <u>Employee</u> In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, from the Town of Fairfield. The term also includes any volunteer who provides services to the Town through an arrangement with the Town or a Town organization.
- 3. <u>Management</u> In this context, management refers to any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including human resources.
- 4. <u>Police Chief</u> and <u>Department of Human Resources</u> In this context, Police Chief and Department of Human Resources refers to the persons who shall investigate credible claims of fraud.

- 5. External Auditor In this context, External Auditor refers to independent audit professionals who perform annual audits of the Town's financial statements.
- C. It is the Town's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the Town of any party who might be or become involved in or becomes the subject of such investigation.
- D. Each department of the Town is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- E. The Department of Human Resources, in conjunction with the Town Attorney, the First Selectman, the Chief of Police and, if needed, the Chief Fiscal Officer, have the primary responsibility for the investigation of all activity as defined in this policy.
- F. Throughout the investigation, the Department of Human Resources will inform the Town Chief Fiscal Officer of pertinent investigative findings.
- G. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
- 1. Dismiss or threaten to dismiss the employee,
- 2. Discipline, suspend, or threaten to discipline or suspend the employee,
- 3. Impose any penalty upon the employee, or
- 4. Intimidate or coerce the employee.

Violations of the whistle-blower protection will result in discipline up to and including dismissal.

- **H.** Upon conclusion of the investigation, the results will be reported to the First Selectman and the Board of Selectmen.
- I. The Town Director of Human Resources, following review of investigation results, shall take appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to the State's Attorney for possible prosecution.
- J. The Town will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Town losses from the offender, or other appropriate sources.

#### III. PROCEDURES

#### A. First Selectman Responsibilities

- 1. If the First Selectman has reason to suspect that a fraud has occurred, he or she shall immediately contact the Town Attorney, Chief of Police, Director of Human Resources or the Town Chief Fiscal Officer.
- The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Town Attorney and the Department of Human Resources.

#### B. Management Responsibilities

- 1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- 2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.
- 3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- 4. If management determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Town Attorney, First Selectman or Director of Human Resources if the supervisor is involved).
- 5. Department Heads should inform the First Selectman immediately upon learning of a credible allegation of fraud (or contact the Town Attorney, Chief of Police or Director of Human Resources if the First Selectman is implicated).
- 6. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- 7. Management should support the Town's responsibilities and cooperate fully with the Department of Human Resources, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- 8. Management must give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.
- 9. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should not:
  - Make unfounded accusations.
  - b. Alert suspected individuals that an investigation is underway.
  - c. Treat employees unfairly.

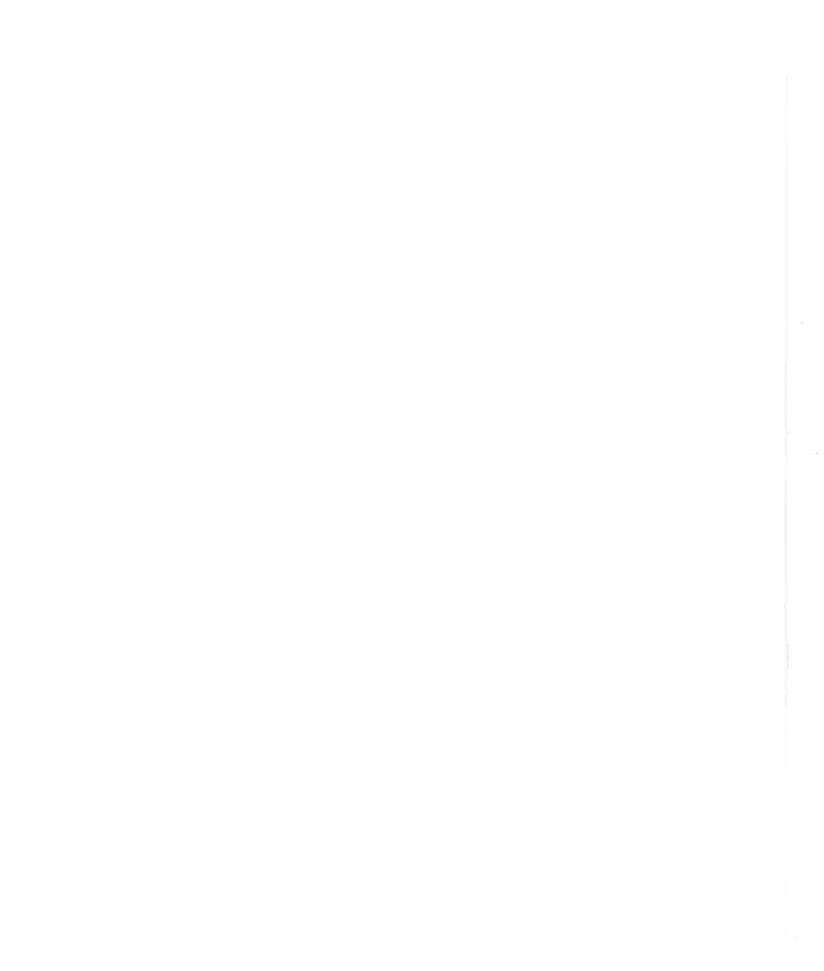
- Make statements that could lead to claims of false accusations or other offenses.
- 10. In handling dishonest or fraudulent activities, management has the responsibility to:
  - a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
  - b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
  - c. Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the First Selectman, Town Chief Fiscal Officer, Department of Human Resources, Town Attorney or law enforcement personnel.
  - d. Direct all inquiries from the suspected individual, or his or her representative, to the Town Attorney. All inquiries by an attorney of the suspected individual should be directed to the Town Attorney. All inquiries from the media should be directed to the First Selectman or Police Chief.
  - e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Director of Human Resources and the Town Attorney, in conformance with the Town's Personnel Policies and Procedures or the appropriate bargaining document.

## C. Employee Responsibilities

- 1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- When the employee believes the supervisor may be involved in the inappropriate
  activity, the employee shall make the report directly to the next higher level of
  management or contact the Town Attorney, the Town Chief Fiscal Officer or Director of
  Human Resources.
- 3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Department of Human Resources or law enforcement personnel.

## D. Department of Human Resources Responsibilities

1. Upon request of any town employee, the Department of Human Resources will promptly investigate allegations of fraud and notify either the Town Attorney or Police Chief, and in the case of financial fraud, the Chief Fiscal Officer.



- 2. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Department of Human Resources, in consultation with the Town Attorney, shall contact the Town of Fairfield Police Department.
- 3. The Department of Human Resources shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- 4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Department of Human Resources will proceed as follows:
  - a. Discuss the findings with the appropriate management/supervisor and the Department Head.
  - b. Advise management, if the case involves staff members, to meet with the Department of Human Resources (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
  - c. Report to the External Auditor such activities in order to assess the effect of the illegal activity on the Town's financial statements.
  - d. Coordinate with the Town's Risk Management insurer regarding notification to insurers and filing of insurance claims.
  - e. Take immediate action, in consultation with the Town Attorney and Chief Fiscal Officer, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
    - 1) Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
    - 2) Preventing the individual suspected of committing the fraud from having access to the records.
- 5. In consultation with the Town Attorney and the Town of Fairfield Police Department, the Department of Human Resources may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- 6. If the Department of Human Resources is contacted by the media regarding an alleged fraud or audit investigation, the Department of Human Resources will consult with the First Selectman and the Town Attorney, as appropriate, before responding to a media request for information or interview.
- 7. At the conclusion of the investigation, the Department of Human Resources will document the results in a confidential memorandum report to the First Selectman, the Town Attorney, and in cases of financial fraud to the Chief Fiscal Officer. If the report concludes that the allegations are founded, the report will be forwarded to the Town of Fairfield Police Department.
- 8. Unless exceptional circumstances exist, a person under investigation for fraud shall be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are

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being made may submit a written explanation to the Department of Human Resources no later than seven calendar days after notice is sent.

- 9. The Department of Human Resources will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
- 10. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Department of Human Resources to that department.

#### IV. EXCEPTIONS

There are no exceptions to this policy unless provided and approved by the First Selectman and the Town Attorney.



# TOWN OF FAIRFIELD STANDARDS OF CONDUCT MUNICIPAL FRAUD POLICIES AND PROCEDURES

Public service is a public trust, and the proper operation of the Town of Fairfield requires that all Town officials and employees, whether elected or appointed, paid or unpaid, be impartial and responsible to the public. Public office and employment must not be used for unfair personal or financial advantage. The public needs and deserves to have confidence in the integrity of the municipal government of our Town.

Officers and employees of the Town of Fairfield must refrain from personal, business, and financial activities that adversely affect the individual's fidelity and impartiality, having regards for the nature and scope of their official responsibilities

#### STANDARDS OF CONDUCT

The Town of Fairfield official STANDARDS OF CONDUCT is described in detail in the TOWN CHARTER -ARTICLE XI, sections 11.1 thru 11.5 (copy attached).

## MUNICIPAL FRAUD POLICIES AND PROCEDURES

The Town of Fairfield is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town of Fairfield to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, pursue legal remedies available under the law.

This Municipal Fraud Policy was created to:

- Establish policies and procedures for clarifying acts that are considered to be fraudulent, describing steps to be taken when fraud or other related dishonest activities are suspected.
- Providing procedures to follow in accounting for missing funds, restitution and recoveries.
- To strengthen the public's confidence in the integrity of Town employees by establishing a formal process for reporting, investigating, and resolving cases of fraud and abuse.
- To raise awareness of Town officials/employees to the integrity-related issues by initiating integrity-related programs and policies throughout Town Department's.

• To provide guidance and assistance to Town Department Heads concerning recommendations for specific integrity related issues that emphasize prevention, detection and correction of fraud, corruption and abuse within their departments.

#### Definition of terms:

FRAUD is understood to mean a dishonest and deliberate course of action which results in the obtaining of money, property or an advantage to which the recipient would not normally be entitled to. This may include:

- Theft, misuse, or diversion of money, equipment and/or materials
  - o Claim for reimbursement of expenses that are not job-related or authorized by the current bargaining agreement.
  - o Forgery or unauthorized alterations of documents (checks, purchase orders/requisitions, time sheets, independent contractor agreements, budgets, etc.
  - o Misappropriation of Town assets (funds, securities, supplies, furniture, equipment, etc.).
  - o Improprieties in the handling or reporting of money transactions.
  - o Authorizing or receiving payments for goods not received or services not performed.
  - o Computer related activities involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
- Worker's Compensation Fraud
- Misrepresentation of information on documents
- Intentional failure to report damage
- Intentional failure to provide product or services that are part of your job
- Intentional misrepresentation of the Towns or governmental policies
- Payroll falsification (theft of time)
- Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud

ABUSE entails the exploitation of "loopholes: to the limits of the law, primarily for personal advantage.

EMPLOYEE- in this context, employee refers to any individual or group of individuals who receive compensation, either full or part time, from the Town of Fairfield. The term also includes any volunteer who provides services to the Town through an arrangement with the Town or a Town organization.

MANAGEMENT- In this context, management refers to any administrator, manager, direct, supervisor, or other individual who manages or supervises funds or other resources, including human resources.

**POLICE CHIEF AND DIRECTOR OF HUMAN RESOURCES** – in this context, Police Chief and Director of Human Resources refers to the persons who shall investigate credible claims of fraud.

**EXTERNAL AUDITOR** – in this context, External Auditor refers to independent audit professionals who perform annual audits of the Town's financial statements.

#### GENERAL POLICY

- A. It is the Towns intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the Town of any party who might be or become involved in or becomes the subject of such investigation.
- **B.** Each department of the Town is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- C. The Director of Human Resources, in conjunction with the Town Attorney, the First Selectman, the Chief of Police and, if needed, the Chief Fiscal Officer, have the primary responsibility for the investigation of all activity as defined in this policy.
- **D.** Throughout the investigation, the Director of Human Resources will inform the Town Chief Fiscal Officer of pertinent investigative findings in relation to financial fraud or misconduct
- **E.** Employees will be granted whistle-blower protection when acting in accordance with this policy, When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
  - a. Dismiss or threaten to dismiss the employee
  - **b.** Discipline, suspend, or threaten to discipline or suspend the employee
  - c. Impose any penalty upon the employee
  - d. Intimidate or coerce the employee

Violations of the whistle-blower protection will result in discipline up to and including dismissal.

- **F.** Upon conclusion of the investigation, the results will be reported to the First Selectman and the Board of Selectmen.
- G. The Director of Human Resources, following review of investigation results, shall take the appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to the State's Attorney for possible prosecution.
- **H.** The Town will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Town losses from the offender, or other appropriate sources.

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#### **PROCEDURES**

A. First Selectmen Responsibilities

- a. If the First Selectman has reason to suspect a fraud has occurred, he/she shall immediately contact the Town Attorney, Chief of Police, Director of Human Resources or the Town Chief Fiscal Officer.
- **b.** The alleged fraud or audit investigation shall not be discussed with the media by any person other than the First Selectman, Police Chief or his designee, the Town Attorney or Director of Human Resources.

B. Management Responsibilities

- a. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in the area of responsibility.
- **b.** Each manager should be familiar with the types of improprieties that might occur in his/her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his/her area.
- **c.** When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- d. If management determines a suspected activity many involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Town Attorney, First Selectman or Director of human Resources if supervisor is involved).
- e. Department Heads should inform the First Selectman immediately upon learning of a credible allegation of fraud (or contact the Town Attorney, Chief of Police or Director of Human Resources if the First Selectman is implicated).
- f. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- g. Management should support the Town's responsibilities and cooperate fully with the Director of Human Resources, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- h. Management must give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computer, are open to inspection at any time. There is no assumption of privacy.
- i. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should not:
  - i. Make unfounded accusations

- ii. Alert suspected individuals that an investigation is underway
- iii. Treat employees unfairly
- iv. Make statements that could lead to claims of false accusations or other offenses
- **j.** In handling dishonest or fraudulent activities, management has the responsibility to:
  - i. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
  - ii. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
  - iii. Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the First Selectman, Town Chief Fiscal Officer, Director of Human Resources, Town Attorney or law enforcement personnel.
  - iv. Direct all inquiries from the suspected individual, or his/her representative, to the Town Attorney. All inquiries by any attorney of the suspected individual should be direct to the Town Attorney. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the First Selectman, Police Chief or his designee, the Town Attorney and the Director of Human Resources.
  - v. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Director of Human Resources and the Town Attorney, in conformance with the Town' Personnel Policies and Procedures or the appropriate bargaining document.

#### C. Employee Responsibilities

- a. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- b. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management or contact the Town Attorney, the Town Chief Fiscal Officer or Director of Human Resources.
- c. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Director of Human Resources or law enforcement personnel.

#### D. Director of Human Resources responsibilities

- **a.** Upon request of any town employee, the Director of Human Resources will promptly investigate allegations of fraud and notify either the Town Attorney or Police Chief, and in case of financial fraud, the Chief Fiscal Officer.
- **b.** In all circumstance where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Director, in consultation with the Town Attorney, shall contact the Town of Fairfield Police Department.
- **c.** The Director shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- **d.** If evidence is uncovered showing possible dishonest or fraudulent activities, the Director of Human Resources will proceed as follows:
  - i. Discuss the finding with the appropriate management/supervisor and the Department Head.
  - ii. Advise management, if the case involves staff members, to meet with the Directors of Human Resources (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
  - iii. Report to the External Auditor such activities in order to assess the effect if the illegal activity on the Town's financial statements.
  - iv. Coordinate with the Town's Risk Management insurer regarding notification to insurers and filing of insurance claims.
  - v. Tale immediate action, in consultation with the Town Attorney and Chief Fiscal Officer, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but not limited to:
    - 1. Removing the record and placing them in a secure location, or limiting access to the location where the records currently exist.
    - **2.** Preventing the individual suspected of committing the fraud from having access to the records.
- e. In consultation with the Town Attorney and the Town of Fairfield Police Department, the Director may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- f. If the Director is contacted by the media regarding an alleged fraud or audit investigation, the Director will consult with the First Selectman and the Town Attorney, as appropriate, before responding to a media request for information or interview.
- g. At the conclusion of the investigation, the Director will document the results in a confidential memorandum report to the First Selectman, the Town Attorney, and in cases of financial fraud to the Chief Fiscal Officer. If the report concludes that the allegations

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are founded, the report will be forwarded to the Town of Fairfield Police Department.

- h. Unless exceptional circumstances exist, a person under investigation for fraud shall be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom the allegations are being made may submit a written explanation to the Director of Human Resources no later than seven (7) calendar days after notice is sent.
- i. The Director of Human Resources will be required to make recommendations to the appropriate department for assistant in the prevention of further similar occurrences.
- j. Upon completion of the investigation, including all legal and personnel actions, all records, document, and other evidentiary material, obtained from the department under investigation will be returned by the Director to that department.

#### **EXCEPTIONS**

There are no exceptions to this policy unless provided and approved by the First Selectman and the Town Attorney.

Brenda Kupchick, First Selectman

November 25, 2019

# TOWN CHARTER ARTICLE XI Standards of Conduct

#### § 11.1. Declaration of policy.

Elected and appointed Town officers, RTM members, members of boards, commissions, authorities, and committees, and all employees of the Town shall demonstrate by their example the highest standards of ethical conduct, to the end that the public may justifiably have trust and confidence in the integrity of government. As agents of public purpose, they shall hold their offices or positions for the benefit of the public, shall recognize that the public interest is their primary concern, and shall faithfully discharge the duties of their offices regardless of personal considerations.

#### § 11.2. Conflicts of interest.

No elected or appointed Town officer or employee or RTM member or any member of any authority, board, commission, or committee shall:

- A. Solicit or accept any gift, directly or indirectly, whether in the form of money, loan, gratuity, favor, service, thing or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the Town officer, employee, or member in the performance of official duties; (Nothing in this paragraph shall preclude the solicitation or acceptance of lawful contributions for election campaigns.
- B. Disclose confidential information gained by reason of the office or position or us such information for the personal gain of anyone.
- C. Knowingly have or acquire any financial interest or any personal beneficial interest, direct or indirect, in any contract or purchase order for any supplies, materials, equipment or contractual services furnished to or used by the Town in connection with any project, matter or thing which comes within the Town officer's, employee's, or member's jurisdiction or the jurisdiction of the board, commission, authority, committee or body of which the person is a member (unless such interest is acquired through being the lowest responsible bidder after public advertisement); or
- D. Engage in any business transaction or activity or have a financial interest, direct or indirect, which is incompatible with the proper discharge of the official duties or

which may tend to impair the independence of judgment in the performance of the Town officer's, employee's, or member's official duties.

#### § 11.3. Disclosure of interest.

Any elected or appointed Town officer or employee, RTM member, or member of any board, commission, authority, or committee who possesses or who acquires such private interest as might reasonably tend to create a conflict with the public interest shall make disclosure thereof to such board, commission, authority, committee, or body and such person shall be disqualified from action on any matter involving the private interest.

#### § 11.4. Fair and equal treatment.

No elected or appointed Town officer or employee, RTM member, or member of any board, commission, authority or committee shall use an official position to secure or grant special consideration, treatment, advantage, privilege, or exemption to himself or herself or to any person beyond that which is available to every other person. This provision is not intended to prevent an RTM member from properly representing the people of the member's district.

#### § 11.5. Penalties and disciplinary action for violations.

The failure to comply with, or any violation of, the standards of conduct established by this Charter shall be grounds for the removal from office or discharge from employment of the offending Town officer, employee, RTM member, or member of any board, commission, authority, or committee and the Board of Selectmen in its discretion may void any contract entered into or adopted in violation of this Charter. The Board of Selectmen or the Ethics Commission may recommend disciplinary measures for RTM members who fail to comply with, or who violate, these standards, but the RTM retains the final authority to discipline its members.

## HISTORY OF POSITION SENIOR INTERNAL AUDITOR PROJECT MANAGER

#### 1. Appointment of Internal Auditor, September 21, 1991

Under the Town Charter, Article IX, Section 9.1, Internal Auditor(s) is considered an appointed officer position. Pursuant to Article XI, section 9/15:

A. Number. The Board of Selectmen shall appoint at least one Internal Auditor and shall determine from time to time the number of Internal Auditors necessary to carry out the duties of the office and shall accordingly increase or decrease the number of Internal Auditors appointed.

#### B. Duties. The Internal Auditor or Auditors shall:

- (1) Monitor the departments, officers, employees, boards, and commissions of the Town for fiscal policy compliance;
- (2) Report on a regular basis to the Fiscal Officer; and
- (3) Make reports to the Board of Selectmen and the Board of Finance semi-annually and at any other times requested by either Board.

On September 23, 1991, the Board of Selectmen appointed Connie Spinelli (currently Connie Saxl) as an Internal Auditor<sup>1</sup> replacing Kevin Cave with an effective date of employment of September 23, 1991 (Exhibit 3)

#### 2. Promotion to Senior Internal Auditor July 29, 1996

Ms. Saxl remained in the position of Internal Auditor with regular salary increases until July 29, 1996 when she was promoted to Senior Internal Auditor by John Leahy, Fiscal Officer. (Exhibit 3) The position of Senior Internal Auditor is a union position affiliated with the Fairfield Professional and Technical Employees Association. Local 12-3-366 of Council 4 AFSCME, AFL-CIO.

#### 3. Side Letter for Stipend August, 2013

In August, 2013, the Town entered into a Side Letter of Agreement with PETA based on a recommendation by Robert Mayor, CFO (Exhibit 3) The Agreement states that Ms. Nolfi [Saxl]

<sup>&</sup>lt;sup>1</sup> When Ms. Saxl was hired in 1991, he Internal Auditor and Senior Internal Auditor positions were part of the Fairfield Municipal Management Association (MMA) which since July 1, 1995 is known as PETA. The job descriptions located in Human Resources for both of these positions are not dated but obsolete; however, they have been vacant for some time. (Exhibit 3) If these vacant positions were to be filled in the future, HR would need to revise these job descriptions.

"...has taken on additional responsibilities not related to her position as Internal Auditor namely in the Pension Plan Administration, Capital Projects and Debt Service Planning, and Special Projects including but not limited to FEMA Reimbursement Activities..." (Exhibit 3) The Agreement was signed by First Selectman Michael Tetreau, Robert Mayor and HR Director Mary Carroll-Mirylees. (Exhibit 3)

In an email dated August 15, 2013 (Exhibit 3), Robert Mayor, CFO stated "[s]ince assuming the position of Chief Fiscal Officer on September 15, 2012, I have requested Ms. Nolfi perform several job functions which do not fall within her job description and have required additional training and skills outside of her current job description." As justification for recommending a \$5,500 annual stipend for the Senior Internal Auditor, Mr. Mayer listed the following as additional responsibilities and functions that include but not limited to:

#### 1. Pension Plan Administration

In this capacity Ms. Nolfi had to learn SEC and government regulations governing pension plan investments and management. Specific functions include:

- Completing subscription agreements
- Completing partnership agreements
- Developing accounting systems for the Pension and OPEM Plans and Trusts
- Producing monthly, quarterly and annual revenue and expense statements
- Producing cash flow projections for Pension Plans and OPEB Trusts

#### 2. Capital Project and Debt Service Planning

For this function, Ms. Nolfi coordinates all capital and non-recurring planning projects for Town departments and Board of Education to determine future cash flow needs. Specific functions include:

- Scheduling planning sessions with Department Heads and capturing all capital and non-recurring project information by dollar and time estimates
- Working closely with Phoenix Advisors to develop debt service projections on a fiscal year basis according to current debt outstanding and future cash requirements based on the capital planning projections.
- Preparing comparative analysis and schedules which administration uses to make final capital project decisions, including project selection and timing.

Mr. Mayer states that" [p]rior to Ms. Nolfi [Saxl] fulfilling this function the Town did not prepare project and time specific capital planning and debt service documentation, this documentation is requisite to prudent budgeting, cash flow planning, and debt structuring efforts.

3. Special Projects-Coordinator of FEMA Reimbursement Activities

In this capacity, Ms. Nolfi coordinates and compiles data from all Town departments including Board of Education relating to expenditures incurred as a result of Storm Sandy for Town reimbursement from FEMA. Specific functions include:

- Working closely with Department Heads and independent outside consultants to assist in answering questions and gathering data to facilitate submission of documents to FEMA for Town reimbursement
- Gathering all backup documents from Town accounts payable files and payroll records to support disaster-related expenditures by department and expected reimbursement accounts for Town budgeting purposes
- Attending weekly meetings with upper management to review the status of FEMA submissions and expected reimbursements.

# 4. MOA Reclassifying Senior Internal Auditor to New Position of Senior Internal Auditor/Project Manager August, 2019

In August, 2019, the Emmett Hibson, on behalf of the Town, and Connie Saxl, on behalf of the PETA Union entered into a Memorandum of Agreement entitled "Concetta Saxl-Working out of Class." (Exhibit 3) At the time Ms. Saxl signed this agreement she was the Union President for PETA and has remained since that time as Union President for the PETA Union. The Agreement states in pertinent part "[i]n a May 24, 2019 letter to the Chief Fiscal Officer, Saxl requested a permanent upgrade to her position, which would provide compensation commensurate with the additional duties she is required to perform or that she no longer wanted to perform the additional work detailed in the September 3, 2013 Agreement [to which she was paid an annual stipend of \$5,500 from September 3, 2013 to August, 2019]." (Exhibit 3) Pursuant to the August 2019 MOA, the Town created a new position of Senior Internal Auditor/Project Coordinator at PETA Grade 10, Step 4. As part of the Agreement, when Ms. Saxl departs from the Senior Internal Auditor/Project Coordinator, the Town may choose not to fill the position of Senior Internal Auditor or Senior Internal Auditor/Project Coordinator. (Exhibit 3)

#### 5. Job Functions for Senior Internal Auditor/Project Manager

The Senior Internal Auditor/Project Coordinator is responsible "...for the internal audits of Town departments and activities. The Senior Internal Auditor/Project Coordinator reviews and analyzes transactions, including bank and credit card transactions, documents, records, reports, and accounts relating to Town operations and functions and prepares acceptable work papers and audit reports or findings." (Job Description, Exhibit 3) Additionally, "...special reviews and projects will be assigned as requested by the Chief Fiscal Officer. Such projects many include, but are not limited to, the Town pension plans and statements, leases, Capital Planning, Bond issuance, project coordination/management functions in regards to projects managed or overseen by the Finance Department." (Job Description, Exhibit 3)

Illustrative duties for this position include:

• Conducts independent protective and constructive audits for management to review the effectiveness of controls

- Monitor the departments, officers, employees, boards, and commissions of the Town for fiscal policy compliance
- Assess complex activities to identify potential operational, financial, or compliance risks or potential fraud that warrant attention
- Prepares and implements audit plans, which includes: preparing research of departments and/or areas to be audited; conducting preliminary surveys to identify internal controls; conducing preliminary interviews; collecting and reviewing relevant policies, procedures, reports, job descriptions, and related information; conducting observations of work environments and processes; setting scope, objectives, time budgets, and related items; preparing audit program guides...
- Conducts internal audits, which includes: identifying data to be audited; setting and performing sampling methods for data and controls; performing analysis on information gathered; conducting interviews; summarizing test work to identify exceptions...
- Conducts post audit reviews to determine the status of coercive actions o audit findings and recommendations
- Conducts investigations on potential fraudulent activities, which includes identifying abuse; waste, and/or fraud and preparing related reports; interviewing personnel; providing support to law enforcement agencies...

#### 6. Current Status of Senior Internal Auditor/Project Manager Position

A review of Ms. Saxl's current duties with Jared Schmitt, CFO, revealed the following:

- When Mr. Schmitt became CFO, he began taking over the capitol project work from Ms. Saxl. Currently, most if not all these functions fall under the CFO.
- The job description for Fiscal Analyst Manager was created to work under the direction of the CFO. (Exhibit 33) This "...position serves as the Finance Department's liaison to other Town departments, providing oversight and technical assistance on financial matters, with an emphasis on capital projects." The essential job functions include:
  - o Monitors and provides status reports on capital project budgets, expenditures, and grants to internal and external stakeholders.
  - Coordinates and assists in reporting of additions and disposals of fixed assets with Associate Analyst.
  - Coordinates compilation of all backup documentation for capital projects in preparation for board meetings.
  - O Assists in development of the Town's capital improvement plan.
  - o Provides expense and revenue reports relative to usage of Transfer Station.
  - o Provides reports of miscellaneous revenue collection.
  - o Assists in preparation of Requests for Proposals.
  - o Ensures department compliance with financial controls.
  - o Administers grants and assures adherence to terms and conditions of grant contracts.
  - o Performs reconciliations of financial records and transactions.
  - o Oversees purchasing process for DPW.
  - o Coordinates scheduling and preparation for capital project meetings.

- When requested, attends meetings of various commissions, and elected Town bodies.
- The Fiscal Analyst/Manager was posted and filled recently by a qualified candidate who will commence employment in this role in September, 2023. This position will cover project management job functions as set forth in the Senior Internal Auditor/Project Manager job description, allowing for Ms. Saxl to be able to focus primarily on audits for this fiscal year.

## SENIOR INTERNAL AUDITOR / PROJECT COORDINATOR

Bargaining Unit:

PTEA

Revision Date:

09 2019

Grade:

10

#### NATURE OF WORK:

Incumbents in this classification are responsible for the internal audits of Town departments and activities under the supervision of the Chief Fiscal Officer. Assignments vary in complexity and are carried out with minimal supervision. The Senior Internal Auditor Project Coordinator reviews and analyzes transactions, including bank and credit card transactions, documents, records, reports, and accounts relating to Town operations and functions and prepares acceptable working papers and audit reports of findings.

In addition, special reviews and projects will be assigned as requested by the Chief Fiscal Officer. Such projects may include, but are not limited to, the Town pension plans and statements, leases, Capital Planning. Bond issuance, project coordination management functions in regards to projects managed or overseen by the Finance Department.

#### ILLUSTRATIVE DUTIES:

- Conducts independent protective and constructive audits for management to review the effectiveness of controls.
- Monitor the departments, officers, employees, boards, and commissions of the Town for fiscal policy compliance.
- Writes complex working papers and audit reports.
- Assess complex activities to identify potential operational, financial, or compliance risks or potential fraud that warrant audit attention.
- Performs accounting and/or operational performance appraisals for Town departments and agencies.
- Prepares and implements audit plans, which includes: preparing research of departments and/or
  areas to be audited; conducting preliminary surveys to identify internal controls; conducting
  preliminary interviews; collecting and reviewing relevant policies, procedures, reports, job
  descriptions, and related information; conducting observations of work environments and
  processes; setting scope, objectives, time budgets, and related items; preparing audit program
  guides; and, performing other related items.
- Conducts internal audits, which includes: identifying data to be audited; setting and performing sampling methods for data and controls; performing analysis on information gathered; conducting interviews; summarizing test work to identify exceptions; and, performing other related activities.

- Prepares audit work papers, notes, and final reports related to internal audits.
- Conducts post audit reviews to determine the status of corrective actions on audit findings and recommendations.
- Performs a variety of miscellaneous auditing activities, which includes: performing inventory counts; verifying petty cash balances; and, performing other related activities.
- \* Conducts investigations on potential fraudulent activities, which includes: identifying abuse, waste, and or fraud and preparing related reports; interviewing personnel; providing support to law enforcement agencies; and, performing related activities.
- Prepares bank and credit card reconciliations as assigned.
- Prepares annual Capital Plan and related supporting documents.
- Prepares various GASB and other related financial statements as requested for the Pension and OPEB accounts.
- Pay invoices, complete investment subscription agreements and other related documents pertaining to pension investments as directed by the Chief Fiscal Officer.
- Prepare all necessary tracking calculations and accounting entries for new GASB 87 accounting requirements for CAFR.
- Prepares annual Lease Report for the RTM and tracks and lease payments to ensure all payments are received in accordance with the lease agreement.
- Performs all other accounting/auditing duties and tasks as assigned.
- The duties listed above are intended only as general illustrations of the various types of work that
  may be performed. Specific statements of duties not included does not exclude them from the
  position.
- Prepares accounting internal controls and other accounting policies and procedures as identified.

## KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting appraisal techniques; internal auditing principles and practices; governmental accounting standards and principles; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, resolutions, and guidelines; internal control and financial systems; sampling techniques, including stratification of samples; analytical methods; public relations principles; chain of custody practices; Governmental Auditing Standards; and municipal operational practices and procedures.

Skill in prioritizing and assigning work; performing accounting appraisals; conducting internal audits; using a computer and related software applications: interpreting and applying applicable laws, ordinances, codes, rules, regulations, resolutions, and guidelines; utilizing auditing and accounting procedures and programs; reviewing and analyzing internal controls and financial systems:

researching, reviewing, and analyzing public financial records: preparing and maintaining reports and records: providing customer service and public relations: responding to inquiries and complaints: and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

## MINIMUM EDUCATION, EXPERIENCE, AND TRAINING:

Bachelor's Degree in Accounting, Finance, or a related field and five years of experience in internal or public accounting auditing or in a closely related field.

## PREFERRED QUALIFICATIONS:

CPA or CIA certification is preferred.



## POSITION EVALUATION SPECIFICATIONS

CLERICAL, TECHNICAL, ADMINISTRATIVE, SUPERVISORY, SALES AND MANAGEMENT POSITIONS

Points	260	

CODE NO.

POSITION TITLE: Internal Auditor	Points 260
POSITION TITLE:Internal Auditor	
	FLSA
POSITION DESCRIPTION:	GRADE7

## GENERAL DEPARTMENT DUTIES AND RESPONSIBILITIES

Perform a variety of activities to review all Town operations by measuring and evaluating the effectiveness of other controls. Audit all departments handling cash on an irregular unannounced basis; audit such areas as lock-box collections and receipts; pension funds; concessionaire's receipts; athletic receipts, etc; update inventory of capital items; reconcile bank statements, bonds and coupons; maintain records retention area; conduct site reviews with businesses for personal property tax and for testing building permits; recommend changes, improvements and new innovations to assure effectiveness; conduct special studies to establish proper controls; keep up-to-date on laws, ordinances, statutes and regulations governing controls of municipal funds; attend meetings as required and perform other related duties as requested.

ORIGINAL EVALUATION		REVISED/ REVIEWED		REVISED / REVIEWED		REVISED/ REVIEWED _	
BY	DATE	BY	DATE	BY	DATE	BY	DATE
			1				(20)

The description above represents the most significant duties of this position but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the factor degrees assigned.

UNIT II/III OF IV-(NMTA ASSOCIATE PLAN)

AIMM-CT-8 (8/84)

## POSITION EVALUATION SPECIFICATIONS

CLERICAL, TECHNICAL, ADMINISTRATIVE, SUPERVISORY, SALES AND MANAGEMENT POSITIONS

CODE NO	o	
DEPT.	Finance	
GRADE	7	
TOTAL P	260	

POSITION TITLE:

Internal Auditor

FACTORS	SUBSTANTIATING DATA	DEG	PTS.
KNOWLEDGE	Broad knowledge of a discipline such as accounting or finance equivalent to a complete college or university education.	4	60
EXPERIENCE	Over 1 year up to and including 3 years.	3	60
COMPLEXITY OF DUTIES	Diversified duties involving an intensive knowledge of a restricted field, and the use of a wide range of procedures. Requires the use of judgement in the analysis of facts and circumstances surrounding individual problems or transactions and in the determination of actions to be taken within the limits of standard or accepted practice.	3	45
SUPERVISION RECEIVED	Under direction where definite objectives are established; plans and arranges own work, referring only unusual cases to supervisor or others.	3	20
EFFECT OF ERRORS	Probable errors could be serious and involve losses due to shortages in accounts and in record keeping etc. Most work not directly verified or checked.	3	20
CONTACTS WITH OTHERS	Regular contacts with persons in and outside the department where improper handling may affect results but the primary responsibility rests with the next level supervisor.	3	20
CONFIDENTIAL DATA	Works with such confidential data where the effect of any disclosure would be negligible.	2	10
MENTAL AND/OR VISUAL DEMAND	Flow of work and character of duties involves part-time normal and part-time concentrated attention and coordination.	3	15
WORKING CONDITIONS	Good working conditions. Occasional exposure to heat, cold, noise, etc. when doing field reviews and traveling to various locations.	2	10

FOR SUPERVISORY / MANAGEMENT / STAFF ADVISORY POSITIONS ONLY

CHARACTER OF SUPERVISION	F 232	
SCOPE OF SUPERVISION		
REMARKS		· · · · · · · · · · · · · · · · · · ·



#### THE MANAGEMENT ASSOCIATION

## POSITION EVALUATION SPECIFICATIONS

CLERICAL, TECHNICAL. ADMINISTRATIVE, SUPERVISORY, SALES
AND MANAGEMENT POSITIONS

	AND MANAGEMENT POSITIONS		Finance		
OSITION TITLE:	Senior Internal Auditor	Points	335		
		FLSA			
OSITION DESCRI	PTION:	GRADE	9		

## GENERAL DEPARTMENT DUTIES AND RESPONSIBILITIES

Conduct independent protective and constructive audits for management to review the effectiveness of controls, financial records and overall operations: examine records of all departments to insure proper recording of transactions and compliance with applicable laws; inspect accounting system to determine efficiency and protective value; maintain records pertaining to material assets such as equipment and buildings; analyze data for evidence of deficiencies in controls, duplication of effort, fraud or lack of compliance with management's policies or procedures; conduct special studies as requested; prepare reports of findings and recommendations to management; attend meetings of boards and commissions as required and perform other related duties as requested.

ORIGINAL EVALUATION		REVISED / REVIEWED		REVISED/ REVIEWED		REVISED/ REVIEWED	
BY	DATE	ву	DATE	BY	DATE	BY	DATE
			1				1

The description above represents the most significant duties of this position but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the factor degrees assigned.

UNIT II/III OF IV-(NMTA ASSOCIATE PLAN)

AIMM--CT-8 (8/84)

# POSITION EVALUATION SPECIFICATIONS

CLERICAL, TECHNICAL, ADMINISTRATIVE, SUPERVISORY, SALES AND MANAGEMENT POSITIONS

COSE NO.	Fina	nce	
	a		
GRADE			
TOTAL PO	PTAIN	335	

15 MG-5

5107000	SUBSTANTIATING DATA	DEG	PTS.
FACTORS	Rroad knowledge of a discipline such as accounting or finance equivalent to a complete college or university education.	4	60
	Over 3 years up to and including 5 years.	4	80
EXPERIENCE	over 3 years up to and including 3 years		
COMPLEXITY OF DUTIES	A wide variety of duties involving a general knowlege of related organization policies and procedures and their application to cases not previously covered. Duties require considerable judgement to work independently toward general results, to devise new or modify and adapt existing methods, techniques and procedures to meet new or unusual requirements and to make related decisions guided by precedent and within limits of established policies.	4	60
SUPERVISION RECEIVED	Under general direction, works from policies and general objectives with little functional guidance. Rarely refers specific cases to superior unless clarification of policies is involved.	4	
EFFECT OF ERRORS	Probable errors could be serious and involve major losses from failure to discover fraud. Work involves considerable accuracy and responsibility.	4	4
CONTACTS WITH OTHERS	Regular contacts with persons in and outside the department where improper handling may affect results but the primary responsibili rests with next level supervisor.	t y 3	2
CONFIDENTIAL	Works with some confidential data where the effect of any disclosure would be negligible.	2	
MENTAL AND/OR VISUAL DEMAND	Flow of work and character of duties involve part-time normal and part-time concentrated attention and coordination.		
WORKING CONDITIONS	Good working conditions. Occasional exposure to heat, cold, nois etc. when traveling between buildings.	se,	2-

FOR SUPERVISORY / MANAGEMENT / STAFF ADVISORY POSITIONS ONLY

CHARACTER OF SUPERVISION	
SCOPE OF SUPERVISION	
REMARKS	

### TOWN OF FAIRFIELD

# INTER-OFFICE CORRESPONDENCE

TO:

Edward T. Patterson, Personnel Director

FROM:

John P. Leahy, Fiscal Officer

SUBJECT:

Hiring Of New Internal Auditor

DATE:

September 23, 1991

The Board of Selectmen on Thursday, September 19, 1991, appointed Connie M. Spinelli as an Internal Auditor replacing Ken Cave.

I have hired her at Grade 7, Step 1, \$35,500 in accordance with the Mid-Management contract. Would you please take care of the necessary paperwork and fringe benefit enrollment to place her on the payroll.

Effective date of employment is September 23, 1991.

Res Houlle

RECEIVED

SEP 2 3 1991

PERSONNEL DEPT.

# TOWN OF FAIRFIELD FAIRFIELD, CONNECTICUT

# PERSONNEL OFFICE

# AUTHORIZATION OF SALARY PAYMENT

Department Accounting	Division	
Name of Employee SPINELLI	I, CONCETTA	
New Appointment XXXX	Request for Salary Increase	••••••
Reclassification	Dismissal	***
Temporary	Resignation	
Part-Time	Retirement	
Effective Date September 23, 1991	Grade	374 7 7
Position Internal Auditor	Hourly Rate Annu	MA-7-1 \$35,500
New Employee Filling Vacancy Created by:  Name of Employee Formerly in Vacancy:	Promotion Retirement XXXX Resignation Dismissal K. Cave	•••••••••••
Appointment Requested by:		· · · · · · · · · · · · · · · · · · ·
AUTHORIZED:	AUTHORIZED:	
9-23	9/23	91
First Selectman JACQUELYN DURRELL	Personnel Director E. T. PATTERSON	-

# TOWN OF FAIRFIELD

# INTER-OFFICE CORRESPONDENCE

TO:

Donald Agard, Director of Human Resources

FROM:

John Leahy, Fiscal Officer

SUBJECT:

Step Increase For Connie Spinelli

DATE:

April 8, 1992

Connie Spinelli has been with the Accounting Department for approximately seven months as an Internal Auditor.

During this period, both Bob Tait and I have monitored her performance very closely. We have both been very impressed with the quality of her work and her willingness to expand the scope of the work of the Internal Auditor. In particular, she accomplished the task of conducting the personal property audits for the Assessor which saved the Town approximately \$28,000 in outside auditing contracts. She has also expanded the Internal Audit Program to the Board of Education, improved the financial audits of other Town departments and has recently instituted an operational audit of the Recreation Department.

In view of her excellent work, I am recommending that she be moved from Step 1 of Grade 7 to Step 2 of Grade 7 or a new salary of \$38,300.

I would ask that you process the necessary paperwork with the effective date being April 6, 1992.

# TOWN OF FAIRFIELD

# FAIRFIELD, CONNECTICUT

# PERSONNEL OFFICE

# AUTHORIZATION OF SALARY PAYMENT

Department Accounting	Division
Name of Employee	
New Appointment	Request for Salary Increase XXXX
Reclassification	Merit Increase  Dismissal
Тепрогату	Resignation
Part-Time	Retirement
Effective Date April 6, 1992	Grade MA-7-2
Position Internal Auditor	Hourly Rate
New Employee Filling Vacancy Created by:	Transfer Promotion Retirement Resignation Dismissal
Name of Employee Formerly in Vacano	cy:
Appointment Requested by:	Mr. John Leahy, Director of Finance
AUTHORIZED:	AUTHORIZED:
4-9	4/8 19
First Selection JACQUELYN C. DURRELL	Director of Human Resources DONALD W. AGARD

Triplicate



# Town of Fairfield

# FAIRFIELD, CONNECTICUT 06430

Golf Commission

March 29; 1993

Connie M. Spinelli Town Auditor Town of Fairfield

Dear Connie:

On behalf of the Golf Commission and myself I wish to express our thanks and appreciation for the numerous activities you have performed for us over an extended period of time.

The financial success of the Golf Commission's activities requires a close coordination with the town's fiscal operations. That coordination has been enhanced by your willingness to accomplish whatever needs to be done in a timely and most professional manner.

Thanks and thanks again.

Sincerely,

Charles O'Leary

Chairman, Golf Commission

cc: John P. Leahy Robert Tait Jacky Durrell

> MAR 3 0 1993 HUMAN RESCURCES

# TOWN OF FAIRFIELD FAIRFIELD, CONNECTICUT

DEPARTMENT OF HUMAN RESOURCES

# AUTHORIZATION OF SALARY PAYMENT

Department Accounting	Division	••••
Name of Employee	. CONCETTA	
New Appointment	Request for Salary Increase	XXXX
Reclassification	Anniversary Step Increase  Dismissal	
Temporary	Resignation	
Part-Time	Retirement	
Effective Date April 5, 1993	Grade	MA-7-3
Position Auditor	Hourly Rate Annu	nal \$41,500
New Employee Filling Vacancy Created by:	Promotion Retirement Resignation	
Name of Employee Formerly in Vacancy:  Appointment Requested by: Mr. John	Leahy, Director of Finance	
AUTHORIZED:	AUTHORIZED:	
19.93	3/22	93
augustu write	1 mid In your	
First Selectmani JACQUELYN DURRELL	Director of Human Resources DONALD W. AGARD	

# TOWN OF FAIRFIELD

# FAIRFIELD, CONNECTICUT

#### DEPARTMENT OF HUMAN RESOURCES

## AUTHORIZATION OF SALARY PAYMENT

Accounting		
Department	Division	
Name of Employee	CONCETTA	
New Appointment	Request for Salary Increase	XXXX
Reclassification	Anniversary Step Increase Dismissal	
Temporary	Resignation	
Part-Time	Retirement	9
Effective Date April 4, 1994	Grade	MA-7-4
Position Internal Auditor	Hourly Rate Annu	ual\$47,400
New Employee Filling Vacancy Created By:		
Name of Employee Formerly in Vacancy Mr. John I Appointment Requested by:	Leahy	
AUTHORIZED:	AUTHORIZED:	
3/24/9° 19	3/23	1994
First Selectman PAUL A. AUDLEY	Director of Human Resources DONALD W. AGARD	S

Triplicate

### TOWN OF FA!RFIELD

### FAIRFIELD, CONNECTICUT

### DEPARTMENT OF HUMAN RESOURCES

### **AUTHORIZATION OF SALARY PAYMENT**

Accounting Department	Division	
Name of EmployeeNOLT	I, CONCETTA	_
New Appointment	Request for Salary Increase	<del></del> 0
ReclassificationXXXX	Dismissal	
Temporary	Resignation	
Part-Time	Retirement	
Effective Date April 1, 1995	Grade MA-7-4 Red Circled	Rate
Position Internal Auditor	Hourly Rate Annual Rate \$52,300	
New Employee Filling Vacancy Created By:	Transfer Promotion Retirement Resignation Dismissal Other	
Name of Employee Formerly in Vacancy		_
Appointment Requested ByMr.	ohn Leahy	
AUTHORIZED:  12   12   45   19    First Selectman  PAUL AUDLEY	Director of Human Resources  DONALD W. AGARD	<u>.</u>

# TOWN OF FAIRFIELD

# FAIRFIELD, CONNECTICUT

# DEPARTMENT OF HUMAN RESOURCES

# AUTHORIZATION OF SALARY PAYMENT

ETTA	
Request for Salary Increase	
Dismissal	
Resignation	· · · · · · · · · · · · · · · · · · ·
Retirement	
Grade	MA-9-4
Annual Rate	\$56 500
omotion XXX tirement signation smissal	
ait	
2	
· ·	
7/31	19
	J.
	signation smissal ner ait



#### ACCOUNTING DEPARTMENT

#### MEMORANDUM

DATE:

July 31, 1996

TO:

Don Agard, Human Resources Director

FROM:

John Leahy, Fiscal Officer

RE:

Promotion of Connie Nolfi to Senior Internal Auditor

With the promotion of Bob Tait to Controller, I am promoting Connie Nolfi to Senior Internal Auditor effective July 29, 1996.

She will be placed in Grade 9, Step 4, effective July 29, 1996.

Would you please process the necessary paperwork.

JL/sg

# **TOWN OF FAIRFIELD**

# FAIRFIELD, CONNECTICUT

### **DEPARTMENT OF HUMAN RESOURCES**

### **AUTHORIZATION OF SALARY PAYMENT**

Department: Finan	ce	2		Division:		
Name of Employee	Nolfi, Connie			- 10	TO:	
New Appointment:				Request for S	alary Increase:	XXX
Reclassification:				Dismissal:		(10 Year Longevity)
Temporary:	_5			Resignation:		
Part-Time:				Retirement:	U	1
Effective Date:	Septemb	per 24, 2001	T	Grade:		MA-9-5
Position: Sr	ır. Int'l. Auditor	_ Hourly Rate		A	Annual Rate:	\$69,939.00
	oloyee Filling Vacancy	Created by:	Transfer Promotic Retireme Resigna Dismissa Other	ent tion		
Name of Employee Fo						
Appointment Request	ed by:	-:				1, -
AUTHORIZED:	*,					
Sep	tember 12, 2001				September 12, 20	001
Fysi Selectman	A Hopoul		Dire	Amals -	A Casel	2
JOHN G METSOPOL	II OS /			NALD W. ACA	BD.	

# Side Letter of Agreement Between Town of Fairfield

#### The Fairfield Professional and Technical Employees Association Local 1303-366 of Council 4 AFSCME, AFLO-CIO August 21, 2013

The Town of Fairfield and the Fairfield Professional and Technical Employees Association agree that no union member is entitled to any payment for work outside those positions and functions established in the Collective Bargaining Agreement as "union work".

The Town has determined that Connie Nolfi is making a significant contribution to the functioning of Finance Department. She has taken on additional responsibilities not related to her position as Internal Auditor namely in Pension Plan Administration, Capital Projects and Debt Service Planning, and Special Projects including but not limited to Coordinator of FEMA Reimbursement Activities as referenced by Robert Mayer's attached email. The Town shall pay Ms. Nolfi an annual stipend of five thousand five hundred dollars (\$5,500) per year for this additional work. Ms. Nolfi's title, grade and longevity in the union will not be affected by the stipend. This agreement will be reviewed in fifteen to eighteen months to determine if it is continued, ceases or is modified.

The Union agrees that this agreement is for one time and does not set any precedent for future situations or obligations on the part of the Town. The Union also agrees that they will not present any request from any other bargaining unit member to secure similar treatment because they have no right under their Collective Bargaining Agreement to bargain for work that is not specifically designated as "union work".

Agreed to:	Edward Boman	9/3/13
	Ed Boman	Date
	Consie m. Nolfi	8/26/2013
92	Connie Nolfi	Date
	Muchal sette	8/22/13
	Michael Tetreau	Date
	Robert Mayer	Date Date
	May Cerrall- Mexico	9/3/13
	Mary Carroll-Mirylees	Date

#### Carroll-Mirylees, Mary

To: Cc: Mayer, Robert Nolfi, Concetta

Subject:

RE: Position evaluation

Mary Carroll-Mirylees
Director of Human Resources
Town of Fairfield
725 Old Post Road
Fairfield, CT 06824
(203) 256-3057
mmirylees@town.fairfield.ct.us

From: Mayer, Robert

Sent: Friday, August 16, 2013 4:25 PM

**To:** Carroll-Mirylees, Mary **Cc:** Nolfi, Concetta

Subject: Position evaluation

Ms. Connie Nolfi serves as the Town's Internal Auditor. Since assuming the position of Chief Fiscal Officer on September 15, 2012, I have requested Ms. Nolfi perform several job functions which do not fall within her job description and have required additional training and skills outside that of her current job description. Additional responsibilities and functions include but have not been limited to:

## Pension Plan Administration

In this capacity, Ms. Nolfi has had to learn SEC and government regulations governing pension plan investments and management. Specific functions include:

- Completing subscription agreements
- Completing partnership agreements
- Developing accounting systems for the Pension and OPEB Plans and Trusts
- Producing monthly, quarterly and annual revenue and expense statements
- Producing cash flow projections for Pension Plans and OPEB Trusts

Prior to Ms. Nolfi taking on these responsibilities, the Town was not producing the above-mentioned schedules and reports and there was a ten-month backlog of subscription and partnership agreements.

# 2. Capital Project and Debt Service Planning

For this function, Ms. Nolfi coordinates all capital and non-recurring planning projects for Town departments and Board of Education to determine future cash flow needs. Specific functions include:

 Scheduling planning sessions with Department Heads and capturing all capital and non-recurring project information by dollar and time estimates

 Working closely with Phoenix Advisors to develop debt service projections on a fiscal year basis according to current debt outstanding and future cash requirements based on the capital planning projections

 Preparing comparative analysis and schedules which administration uses to make final capital project decisions, including project selection and timing

Prior to Ms. Nolfi fulfilling this function the Town did not prepare project and time specific capital planning and debt service documentation. This

documentation is requisite to prudent budgeting, cash flow planning and debt structuring efforts.

- 3. <u>Special Projects Coordinator of FEMA Reimbursement Activities</u> In this capacity, Ms. Nolfi coordinates and compiles data from all Town departments, including Board of Education relating to expenditures incurred as a result of Storm Sandy for Town reimbursement from FEMA. Specific functions include:
  - Working closely with Department Heads and independent outside consultants to assist in answering questions and gathering data to facilitate submission of documents to FEMA for Town reimbursement
  - Gathering all backup documents from Town accounts payable files and payroll records to support disaster-related expenditures for future State audit
  - Preparing spreadsheets detailing actual expenditures by department and expected reimbursement amounts for Town budgeting purposes
  - Attending weekly meetings with upper management to review the status of FEMA submissions and expected reimbursements

This work is essential to optimizing our FEMA reimbursements

Based on the above and other work Ms. Nolfi is performing I recommend Ms. Nolfi receive a \$5500.00 annual stipend.

Respectfully,

Robert Mayer, CFO

Town of Fairfield

And-

The Fairfield Professional and Technical Employees Union Local 1303-366 (PTEA)

RE: Concetta Saxl - Working out of Class

August 19, 2019

#### MEMORANDUM OF AGREEMENT

WHEREAS, the Town of Fairfield (Town) and the Fairfield Professional and Technical Employees Local 1303-366, Council 4, AFSCME (PTEA) are parties to a Collective Bargaining Agreement (CBA) which defines the wages, hours of work and other conditions of employment for those employees who occupy recognized bargaining unit classifications within said Union;

WHEREAS. Article V. of the CBA provides for wages and Appendix A provides for a job classification rating:

**WHEREAS**, Concetta Saxl (Saxl) currently holds the position of Senior Internal Auditor, labor grade 9, step 4 (\$106,855 base salary FY 20);

**WHEREAS**, On September 3, 2013, the Town entered into an Agreement with PTEA providing Saxl with an annual stipend of \$5,500 due to her taking on additional duties;

WHEREAS, The Stipend has not been increased or decreased since September 3, 2013;

WHEREAS, The September 3, 2013 Agreement called for a review of the terms of the Agreement to be undertaken during the period of December 2014 to March 2015, and neither party initiated that review.

WHEREAS, In a May 24, 2019 letter to the Chief Fiscal Officer, Saxl requested a permanent upgrade to her position, which would provide compensation commensurate with the additional duties she is required to perform or that she no longer wanted to perform the additional work detailed in the September 3, 2013 Agreement; and

WHEREAS, The Town has reviewed the Senior Internal Auditor job description and the current needs of Finance relative to that position.

**NOW, THEREFORE**, It is hereby stipulated to and agreed by the Town of Fairfield and PTEA as follows:

- 1) The Town will create the position of Senior Internal Auditor / Project Coordinator;
- 2) The position will be placed in PETA Labor Grade 10, Saxl will be placed at PETA Labor Grade 10, Step 4;

- 3) The Town will eliminate Saxl's stipend and place her in the Senior Internal Auditor / Project Coordinator position effective upon the start of the payroll immediately after the signing of this MOU:
- 4) The Town may choose not to fill the position of Senior Auditor, or Senior Auditor / Project Coordinator upon Saxl's departure from the position:
- 5) This Stipulation represents a mutually complete, final and binding resolution. in its entirety, of any and all issues relating to this instant matter and shall act as a complete and total bar from any further proceedings, pending or implied, in any other forum; provided the terms set forth herein are met; and
- 6) It is further agreed that this Stipulation shall not set a precedent nor shall it constitute any form of a past practice on either party due to the unique circumstances as described above.

In witness whereof, the parties have caused their names to be signed on August\_\_\_\_\_, 2019.

Sept. 11, 2019

Town of Fairfield

PTEA

Bv:

Emmet P. Hibson, Jr.
Director of Human Resources

consotta M.

President, PTEA

#### Simpson, Cathleen

From:

Saxl, Concetta

Sent:

Tuesday, January 12, 2021 9:59 AM

To:

Bahr, Philip; Barnhart, Mark; Bisson, Scott; Bodie, John; Bosse, Caitlin; Broderick, Keith; Brown, Gaylen; Bucherati, John; Caisse, Roger; Cathcart, Justin; Chizmadia, John; Cleary, Sands; Coarse, Thomas; Delmhorst, Robert; DeMarco, Julie; Demko, Rich; DiTullio, John; Dunn, Kyran; Esposito, Felix; Fisher, Jan; Fox, Kevin; Jaronko, Santina; Gomola, George; Grace, Peter; Granata, Antonio; Guerrera, Robert; Gunter, Gregory; Hayes, Dan; Hine, Bill; Hurley, William; Ioli, Christopher; Johnson, John W.; Jones, Edward; Kalamaras, Robert; Kalapir, Erik; Kelley, David; Kimball, Craig; Koval, Peter; Kupchick, Brenda; Laseman, Jennifer; Lippman, Justin; Lyhne, Tamara; McCarthy, Denis; Miller, Paul; Minder, Jeffrey; Mitchell, Jill; Murtha, Helene; Norton, William; Panilaitis, Matt; Paris, Michael; Paules, Virginia; Perez, James; Rigoli, Vinny; Ryan, James; Sardinha, Aurelio; Seres, Chelsea; Sherwood, Schuyler; Smith, Donald; Sweeney, Nancy; Swift, Jim; Testa, Gary; Tursi, Chris;

Weihe, Edward; Brown, Gaylen; Wiltsie, James; Browne, Betsy; Barry, Kiva

Cc:

Foley, Gerald; Schmitt, Jared; Bremer, Tom

Subject:
Attachments:

Town Credit Card Policy and Procedures - Please Read

Credit Card Policy.pdf; Travel Meeting Expense Report 2020.docx; Credit Card - Missing

Receipt Form.xlsx

#### Town Credit Cardholders:

Please find attached the Town of Fairfield credit card policy. As a cardholder, you are required to understand and abide by the policies and procedures, responsibilities and limitations associated with this policy and the use of the Town's credit card.

Please read the attached policy and complete the last page entitled "Cardholder Memorandum of Agreement" and forward the completed page back to me by January 19, 2021.

#### Top 10 Reminders:

- 1. Reconciliation Voucher Packages for your credit card purchases are required to be submitted to the Finance Department on a timely basis each month (within 10 days of American Express statement closing date).
- 2. All backup documentation, i.e., receipts, sales slips, "Travel and Meeting Expense Report" must be attached to your Reconciliation Voucher sheet.
- 3. If you lose a receipt, please complete the "Missing Receipt Form" and attach the completed form to your Reconciliation Voucher.
- 4. Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- 5. Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason the Town approved vendor for office supplies.
- 6. Gasoline should not be purchased on the Town credit card. Use the Travel and Meeting Expense Report for reimbursement for mileage of personal vehicles or use the Town gas pumps for Town vehicles.
- 7. Do not pay state sales tax. Remember to tell the cashier at time of purchase that the Town of Fairfield is a municipality and is tax exempt from state sales tax.
- 8. All information technology purchases must first be pre-approved by the Director of Information Technology.
- 9. Use the free shipping option for all purchases whenever available.
- 10. All Food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.

Please feel free to contact me if you have any questions. Thank you.

#### Connie M. Saxl Internal Auditor

Town of Jairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824

Phone (203) 256-2919 Fax (203) 255-7380

#### Simpson, Cathleen

From:

Saxl, Concetta

Sent:

Tuesday, February 16, 2021 9:01 AM

To:

Murray, Ross; Hurley, William; Kelley, David; Novak, Doug; Barnhart, Mark; Cleary, Sands; Murtha, Helene; Mitchell, Jill; Foley, Gerald; Calabrese, Anthony; Miller, Paul; DeMarco, Julie; Browne, Betsy; Kluczwski, David; Elworthy, Steve; Waggner, Matthew; Wendt,

Julie; Browne, Betsy; Kluczwski, David; Elworthy, Steve; Waggner, Matthew; Wendt, James; Norton, William; Kalamaras, Robert; McCarthy, Denis; Marsilio, John; Munsell,

Doreen

Cc:

Schmitt, Jared

Subject:

Refresher for Department Heads - Town Credit Card Policy and Procedures - Please

Read

Attachments:

Credit Card Policy.pdf; Travel Meeting Expense Report 2020.docx; Credit Card - Missing

Receipt Form.xlsx

#### Department Heads:

This policy is being distributed as a refresher for those Department Heads who did not receive the "Town Credit Card Policy and Procedures" plus the top 10 reminders that was distributed to cardholders back in January.

#### Top 10 Reminders:

- 1. Reconciliation Voucher Packages for your credit card purchases are required to be submitted to the Finance Department on a timely basis each month (within 10 days of American Express statement closing date).
- 2. All backup documentation, i.e., receipts, sales slips, "Travel and Meeting Expense Report" must be attached to your Reconciliation Voucher sheet.
- 3. If you lose a receipt, please complete the "Missing Receipt Form" and attach the completed form to your Reconciliation Voucher.
- 4. Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- 5. Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason the Town approved vendor for office supplies.
- 6. Gasoline should not be purchased on the Town credit card. Use the Travel and Meeting Expense Report for reimbursement for mileage of personal vehicles or use the Town gas pumps for Town vehicles.
- 7. Do not pay state sales tax. Remember to tell the cashier at time of purchase that the Town of Fairfield is a municipality and is tax exempt from state sales tax.
- 8. All information technology purchases must first be pre-approved by the Director of Information Technology.
- 9. Use the free shipping option for all purchases whenever available.
- 10. All Food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.

Please read and familiarize yourself with the policy and feel free to contact me if you have any questions. Thank you.

#### Connie M. Saxl Internal Auditor

Town of Jairfield Sullivan Independence Hall

725 Old Post Road

Phone (203) 256-2919

Fairfield, CT 06824

Fax (203) 255-7380

# Town of Fairfield Credit Card Policy

## Memorandum of Understanding

Between:	
9	Employee Name (Cardholder)
And:	
	Director of Purchasing (Credit Card Administrator)

The purpose of this memorandum of understanding is to summarize the policies and procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.

The card is issued to you as a delegation of authority to make purchases on behalf of the Town, as a tool to consolidate payables, shorten lead-time and reduce administrative costs.

#### I. General Policies:

The unique credit card that you will receive has your name embossed on it. No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.

# THE CREDIT CARD IS NOT BE USED FOR PERSONAL PURCHASES:

 The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.

- You must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
- Purchases must not be split to avoid Town bidding requirements.
- Capital items must not be purchased on the credit card. This includes computers, machinery, equipment and other items with individual costs greater than \$1,000.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate whether the purchase was necessary and for official Town use, disciplinary action may occur.
- Consequences of misuse of the credit card may include any one or combination of the following remedial actions:
  - Verbal notification of infraction;
  - Written notification of infraction with copies sent to the Chief Elected Official;
  - Card suspension with permanent loss of privileges;
  - Disciplinary action up to and including personal liability and repayment.
- Questions concerning procurement regulations should be directed to the Director of Purchasing.

## II. Prudent Judgement for Purchases

Employees must use prudent judgement whenever using the Town credit card for department purchases. Department Heads must do their best to limit the use of their credit card and have

department required purchases initiated by the person most knowledgeable about the expenditure.

# III. <u>Purchasing Procedures at Merchant's Site, Telephone Order or Internet:</u>

- You may use your credit card at any merchant that accepts American Express credit cards for payment of purchases.
- Notify the merchant that the purchase is for the Town of Fairfield and that it is <u>exempt from state sales tax</u>. The vendor may ask you to provide a Cert 134 form (for commodities) and Department of Revenue Services Statement of Tax Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Obtain a sales receipt for all purchases.
- Obtain and retain your sales receipts for verification and reconciliation to your monthly Statement of Account from American Express.
- Whenever possible <u>use the free shipping option</u> if it is available to you.
- Consult with Purchasing to ensure that you are using preapproved local order vendors when making purchases.

## IV. Procedures After Purchase:

• At the close of each billing cycle, you will receive a Statement of Account from American Express. The statement will itemize each transaction charged to your credit card account.

Upon receipt of the Statement, complete each of the actions listed below:

- 1. Compare your receipts to the monthly Statement of Account from American Express for accuracy.
- 2. Obtain a blank copy of a Reconciliation Voucher sheet from the Finance Department. (Attached)
- 3. Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher.
- 4. Attach copies of the sales receipts and monthly Statement of Account from American Express to the Reconciliation Voucher. Attach all credit vouchers (if applicable) to the Reconciliation Voucher.
- 5. The total expenses recorded per the Reconciliation Voucher must agree to the total expenditures per the monthly Statement of Account from American Express.
- 6. A minimum of the following two signatures are required on the Reconciliation Voucher:

You - The Cardholder

Immediate Supervisor (if applicable)

Department Head

The Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If the cardholder is the Department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval.

7. Forward the Reconciliation Voucher and receipts to the Finance Department <u>within five working days</u> of receipt of the monthly Statement of Account from American Express.

### V. Travel and Meeting Documentation:

- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and <u>be fully documented on a Travel and Meeting expense report</u>.
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card.
- It is imperative that all Travel and Meeting charges be for <u>Town</u> <u>business related purposes only.</u>

### Meals Charged on the Credit Card:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates.
- Business Meals During Meetings: The meeting should be have a clear, reasonable, specific business purpose and agenda.
- Be a direct expense that is necessary in order to conduct Town business.
- All meals purchased shall be reported on the Travel and Meeting expense report and shall detail the date, name of food establishment, business purpose for the meal and the total amount charged to the credit card.

### VII. Disputed Items:

- The cardholder is responsible for reporting/returning unsatisfactory goods or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of the item(s) will be considered to be in dispute.
- If charges on your statement are deemed incorrect then your statement is considered to be in dispute. A disputed item must be noted on the cardholder's Statement of Account and American Express must be notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement.

### VIII. Lost or Stolen Credit Cards:

• If your credit card is lost or stolen, notify the Director of Purchasing immediately. If appropriate, the Police Department will be notified depending on the situation (i.e., burglary, etc.).

- Provide the following information to the Director of Purchasing: your complete name, department, credit card number, the date reported to the police (if applicable), and any purchase(s) you made on the day the card was lost or stolen.
- American Express will issue a new card and account number.
   You will not be responsible for paying any fraudulent charges on your account.

### IX. Changes to Cardholder Information:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you must return your credit card to the Director of Purchasing prior to leaving.
- If you move to job position in another department, you must notify the Director of Purchasing prior to the change.

# Town of Fairfield Procurement (Credit) Card Program

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# **CARDHOLDER MEMORANDUM OF AGREEMENT**

I have read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card. I acknowledge that I have received a credit card to be used for the purpose of making purchases on behalf of the Town of Fairfield. I understand my responsibilities as a cardholder, which include punitive sanctions for misuse of my credit card.

Cardholder Name (Please Print):
Cardholder Signature:
Department:
Condition 100 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Credit Card Number Issued - Last Four Digits:
Date:

~ A COPY OF THIS SIGNED LAST PAGE WILL BE RETAINED IN THE TOWN PURCHASING DEPARTMENT AS CREDIT CARD ADMINISTRATOR ~

Updated: 4/4/20

# TOWN OF FAIRFIELD

# **Travel & Meeting Report**

A cot # (- 1									
		(a)		Acct.# (to be charged)					
	Date Places Visited		Mileage	Air/Rail	D.				
1o.	Day	(use several lines if necessary)	Mileage	Other	Room	Meals	Other	Entertainment & O  Description	ther Expense
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# TOWN OF FAIRFIELD MISSING RECEIPT FORM PROCUREMENT CARD PROGRAM

Cardholder Name:	×
	Please Print
Cardholder Department:	
Card Number (Last 4 Digits Only):	
***************************************	
Merchant Name:	
Date of Transaction:	
Amount of Purchase:	
Amount of Purchase:	
What was purchased?:	
Cardholder Signature:	
Donartment Head Name	
Department Head Name:	Please Print
Department Head Signature:	
Repeated losses of receipts may be a Card Program and grounds for discip	an indication of non-compliance with the Credit linary action.

\*\*ATTACH TO MONTHLY AMERICAN EXPRESS RECONCILIATION VOUCHER SHEET\*\*

### Simpson, Cathleen

From:

Saxl, Concetta

Sent:

Friday, January 6, 2023 1:38 PM

To:

Bahr, Philip; Barnhart, Mark; Barry, Patrick; Bishop, Timothy; Bodie, John; Bosse, Caitlin; Broderick, Keith; Brown, Gaylen; Buckholz, Scott; Caisse, Roger; Cathcart, Justin; Chizmadia, John; Cleary, Sands; Coarse, Thomas; Delmhorst, Robert; DeMarco, Julie; Demko, Rich; DiTullio, John; Dunn, Kyran; Esposito, Felix; Fisher, Jan; Fox, Kevin; Jaronko, Santina; Gomola, George; Grace, Peter; Granata, Antonio; Guerrera, Robert; Hayes, Dan;

Hine, Bill; Hurley, William; Ioli, Christopher; Jarzombek, Scott; Johnson, John W.; Kalamaras, Robert; Kalapir, Erik; Kelley, David; Koval, Peter; Kupchick, Brenda; Laseman, Jennifer; Lippman, Justin; Lyhne, Tamara; Mahoney, Pat; McCarthy, Denis; Miller, Paul; Minder, Jeffrey; Mitchell, Jill; Novak, Doug; Panilaitis, Matt; Paris, Michael; Paules, Virginia; Riendeau, Matthew; Rigoli, Vinny; Ryan, James; Sardinha, Aurelio; Seres, Chelsea; Sherwood, Schuyler; Stahl, Michael; Sweeney, Nancy; Swift, Jim; Testa, Gary;

Walkinshaw, Ryan; Weihe, Edward; Wiltsie, James; Browne, Betsy

Cc:

Foley, Gerald; Ritchey, Peter; Schmitt, Jared; Simpson, Cathleen; Murray, Ross; Marsilio,

John; Calabrese, Anthony; Cottell, John; Kluczwski, David; Politi, Cathy; Waggner,

Matthew; Wendt, James

Subject:

FW: Town Credit Card Policy and Procedures - Please Read **Attachments:** 

Credit Card Memorandum of Understanding 1-4-2023.pdf; CC RECONCILIATION VOUCHER UPDATED 1-4-2022.xlsx; REQUEST FORM - OUT OF STATE TRAVEL

1-4-2023.doc; Credit Card - Missing Receipt Form.xlsx; Travel Meeting Expense Report

1-4-22.docx; Cert-112 Form.pdf; Cert-134 Form.pdf; Travel and Meeting Policy

1-4-2023.pdf

# Town Credit Cardholders:

Please find attached the updated Town of Fairfield Credit Card policy entitled "Credit Card Memorandum of Understanding". As a cardholder, you are required to understand and abide by the policies, procedures, responsibilities and limitations associated with this policy and the use of the Town's credit card.

Please read the attached UPDATED policy and complete the last page entitled "Cardholder Memorandum of Agreement". Please forward the completed LAST PAGE ONLY back to me via email (scanned pdf document) or via interoffice mail by January 18, 2023.

## NEW PROCEDURES!

- 1. Any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then from the CFO prior to making the purchase. The email approval from the Department Head/CFO must be attached to your monthly Reconciliation Voucher Package submitted to Finance.
- 2. If the cardholder is also the Department Head, then you must forward your monthly Reconciliation Voucher
- 3. Use the new, updated Credit Card Reconciliation Voucher dated 1/4/2023 for the next billing cycle.

#### Top 11 Reminders:

- 1. Reconciliation Voucher Packages for your credit card purchases are required to be submitted to the Finance Department on a timely basis each month (within 10 days of American Express statement closing date).
- 2. All backup documentation, i.e., receipts, sales slips, "Travel and Meeting Expense Report" must be attached to

- 3. If you lose a receipt, please complete the "Missing Receipt Form" and attach the completed form to your Reconciliation Voucher.
- 4. Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- 5. Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason – the Town approved vendor for office supplies.
- 6. Gasoline should not be purchased on the Town credit card. Use the Travel and Meeting Expense Report for reimbursement for mileage of personal vehicles or use the Town gas pumps for Town vehicles.
- 7. Do not pay state sales tax. Remember to tell the cashier at time of purchase that the Town of Fairfield is a municipality and is tax exempt from state sales tax or use the CERT-112 or CERT134 forms attached.
- 8. All information technology purchases must first be pre-approved by the Director of Information Technology.
- 9. Use the free shipping option for all purchases whenever available.
- 10. All Food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.
- 11. All out of state travel must first be pre-approved by the First Selectwoman using the "Request Form Out of State Travel" document attached.

I have also attached other documents associated with the "Credit Card Memorandum of Understanding" in Word or Excel format for ease of use. They will also be posted on the Town share drive as well.

Please feel free to contact me if you have any questions. Thank you.

Connie M. Saxl **Internal Auditor** 

Town of Fairfield Sullivan Independence Hall

725 Old Post Road

Phone (203) 256-2919

Fairfield, CT 06824

(203) 255-7380

# Town of Fairfield Procurement (Credit) Card Program

# Memorandum of Understanding

Between:	
	Employee Name (Cardholder)
And:	:
	Director of Purchasing (Credit Card Administrator)

The purpose of this memorandum of understanding is to summarize the policies and procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.

The card is issued to you as a delegation of authority to make purchases on behalf of the Town, as a tool to consolidate payables, shorten lead-time and reduce administrative costs.

#### I. General Policies:

- The unique credit card that you will receive has your name embossed on it. No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.
- The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.

- You must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
- Purchases must not be split to avoid Town bidding and/or approval requirements.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate whether the purchase was necessary and for official Town use, disciplinary action may occur.
- Consequences of misuse of the credit card may include any one or combination of the following remedial actions:
  - Verbal notification of infraction;
  - Written notification of infraction with copies sent to the Chief Elected Official;
  - Card suspension with permanent loss of privileges;
  - Disciplinary action up to and including personal liability, repayment and/or termination of employment.
- Questions concerning procurement regulations should be directed to the Director of Purchasing.

# II. Prudent Judgement for Purchases

Employees must use prudent judgement whenever using the Town credit card for department purchases. Department Heads must do their best to limit the use of their credit card and have department required purchases initiated by the person most knowledgeable about the expenditure.

# III. <u>Purchasing Procedures at Merchant's Site, Telephone Order or Internet:</u>

- You may use your credit card at any merchant that accepts American Express credit cards for payment of purchases.
- If possible, capital items should not be purchased on the credit card. This includes computers, printers, machinery, equipment and other capital items with individual costs greater than \$1,000.
- Any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then from the CFO prior to making the purchase. The email approval from the Department Head/CFO must be attached to your monthly Reconciliation Voucher submitted to Finance.
- Notify the merchant that the purchase is for the Town of Fairfield and that it is <u>exempt from state sales tax</u>. The vendor may ask you to provide a Cert-134 form (for commodities) and Department of Revenue Services - Statement of Tax Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Obtain a sales receipt for all purchases.
- Obtain and retain your sales receipts for verification and reconciliation to your monthly Statement of Account from American Express.
- Whenever possible <u>use the free shipping option</u> if it is available to you.
- Consult with Purchasing to ensure that you are using preapproved local order vendors when making purchases.

#### IV. Procedures After Purchase:

• At the close of each billing cycle, you will receive a Statement of Account from American Express. The statement will itemize each transaction charged to your credit card account.

Upon receipt of the Statement, complete each of the actions listed below:

- 1. Compare your receipts to the monthly Statement of Account from American Express for accuracy.
- 2. Obtain a blank copy of a Reconciliation Voucher sheet from the Finance Department. (Attached)
- 3. Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher.
- 4. Attach copies of the sales receipts and monthly Statement of Account from American Express to the Reconciliation Voucher. Attach all credit vouchers (if applicable) to the Reconciliation Voucher.
- 5. The total expenses recorded per the Reconciliation Voucher must agree to the total expenditures per the monthly Statement of Account from American Express.
- 6. A minimum of the following two signatures are required on the Reconciliation Voucher:

You - The Cardholder Immediate Supervisor (if applicable) Department Head

The Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If the cardholder is the Department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval.

 Forward the Reconciliation Voucher and receipts to the Finance Department <u>within five working days</u> of receipt of the monthly Statement of Account from American Express.

## V. Travel and Meeting Documentation:

# All credit card purchases for Travel and Meeting must comply with the Town Travel and Meeting Policy.

- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and <u>be fully documented on a Travel and Meeting expense report.</u> (Attached)
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card.
- It is imperative that all Travel and Meeting charges be for <u>Town</u> <u>business related purposes only and are necessary expenses</u> <u>required to conduct Town business</u>.

# Meals Charged on the Credit Card:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates. (Meals may be purchased for other Town employees but you must designate the name of each employee and the purpose of the meeting on your Travel and Meeting expense report.)
- Meals during Town Business and Town Meetings: The meeting should have a clear, reasonable, specific business purpose and agenda.

• Gratuities must not exceed 18% and alcoholic beverages are not to be purchased on the Town credit card.

Daily Meal Reimbursement Amounts: When out of Town or when traveling on Town Business:

Breakfast	\$11	Town business falls between 7:00 a.m. and 9:00 a.m.	
Lunch	\$12	Town business falls between 12:00 p.m. and 2:00 p.m.	
Dinner	\$23	Town business falls between 5:00 p.m. and 7:00 p.m.	_

• Dinner pertaining to Night Meetings after work will be reimbursed at a maximum of \$12 if the employee has worked eight hours (normal working day including lunch) prior to the meeting and it is mandatory that the employee attend the meeting as a requirement of his/her job after working hours.

#### VI. <u>Disputed Items</u>:

- The cardholder is responsible for reporting/returning unsatisfactory goods or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of the item(s) will be considered to be in dispute.
- If charges on your statement are deemed incorrect then your statement is considered to be in dispute. A disputed item must be noted on the cardholder's Statement of Account and American Express must be notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement.

### VII. Lost or Stolen Credit Cards:

- If your credit card is lost or stolen, notify the Director of Purchasing immediately. If appropriate, the Police Department will be notified depending on the situation (i.e., burglary, etc.).
- Provide the following information to the Director of Purchasing: your complete name, department, credit card number, the date reported to the police (if applicable), and any purchase(s) you made on the day the card was lost or stolen.

- Any fraudulent activity occurring on your credit card must be immediately reported to the Director of Purchasing.
- American Express will issue a new card and account number.
   You will not be responsible for paying any fraudulent charges on your account.

### VIII. Changes to Cardholder Information:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you must return your credit card to the Director of Purchasing prior to leaving.
- If you move to a new job/position in another department, you must notify the Director of Purchasing prior to the change.

PLEASE SIGN AND RETURN CARDHOLDER MEMORANDUM OF AGREEMENT ON THE FOLLOWING PAGE.

## Town of Fairfield Procurement (Credit) Card Program

444

### **CARDHOLDER MEMORANDUM OF AGREEMENT**

I have read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card. I acknowledge that I have received a credit card to be used for the purpose of making purchases on behalf of the Town of Fairfield. I understand my responsibilities as a cardholder, which include punitive sanctions for misuse of my credit card.

The Town reserves the right to review and inspect goods purchased by you on your credit card at any time.

Cardholder Name (Please Print):	
Cardholder Signature:	
Department:	
Credit Card Number Issued - Last Four Digits:	
Date:	

~ A COPY OF THIS SIGNED LAST PAGE WILL BE RETAINED IN THE TOWN PURCHASING DEPARTMENT AS CREDIT CARD ADMINISTRATOR AND YOUR PERSONNEL FILE ~

Updated 1-4-2023

# TOWN OF FAIRFIELD MISSING RECEIPT FORM PROCUREMENT CARD PROGRAM

	Please Print			V	
Cardholder Department:	121				
, a p 4	>				
Card Number (Last 4 Digits Only):			* 9		
Merchant Name:					
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Date of Transaction:		٠			
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Amount of Purchase:	8	i.			•
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Department of Revenue Services State of Connecticut 450 Columbus Blvd Ste 1 Hartford CT 06103-1837

(Rev 07/09)

**CERT-134** 

## **Exempt Purchases by Qualifying Governmental Agencies**

General Purpose: Qualifying governmental agencies must issue this certificate to retailers when purchasing tangible personal property or enumerated services. For purposes of this certificate, qualifying governmental agencies include:

- · The United States and its agencies:
- The State of Connecticut or its political subdivisions or their agencies:
- · Certain other entities exempt under Connecticut law; and
- Persons acting as agents for any of these entities.

A qualifying governmental agency may use this certificate to purchase any tangible personal property for resale at any one of five fundraising or social events of a day's duration during any calendar year. The event must be exempt from tax under Conn. Gen Stat. §12-412(94). Otherwise, governmental agencies are not allowed to purchase tangible personal property for resale with this certificate. See Special Notice 98(11), Exemption From Sales and Use Taxes of Sales by Nonprofit Organizations at Fundraising or Social Events.

Statutory Authority: Conn. Gen. Stat. §12-412(1)(A)

Instructions for the Purchaser: An authorized person acting on behalf of a qualifying governmental agency must issue and sign this certificate to advise the seller of tangible personal property or taxable services that sales and use taxes do not apply to the purchase. The purchases must be made by the qualifying governmental agency using the agency's own funds.

Purchases made by individual employees who will be reimbursed by a qualifying governmental agency do not qualify for exemption under any circumstances, even if the purchases are made in the employee's official capacity.

If a purchaser other than an agency of the U.S. or the State of Connecticut, not named on the reverse of this certificate, is expressly exempted from state sales and use taxes by a federal or Connecticut statute, the purchaser must identify the exempting statute on the reverse of this certificate. If a purchaser is not expressly exempted by a federal statute, but believes it is exempt by reason of federal law, it must request a letter from the Department of Revenue Services (DRS) (address above) acknowledging the exempt status and attach a copy of the letter to this certificate.

Purchases of Meals and Lodging: In general, qualifying governmental agencies may not use this certificate to purchase meals and lodging, but must get preapproval from DRS for these purchases, and use CERT-112, Exempt Purchase of Meals and Lodging by Exempt Entities, or CERT-123, Blanket Certificate for Exempt Qualifying Purchases of Meals or Lodging by an Exempt Entity.

However, a qualifying governmental agency may purchase meals tax exempt using this certificate, without prior approval from DRS, when it will resell the meals at one of five fundraising or social events per year exempt under Conn. Gen. Stat. §12-412(94). See Policy Statement 2003(4), Purchases of Meals or Lodging by Exempt Entities.

Federal Government Purchases Not Requiring This Certificate: The federal government has implemented the "GSA SmartPay" program, which uses four categories of cards: Fleet, Purchase, Travel, and Integrated Cards. Federal employees may purchase tangible personal property and services, including meals and lodging, tax exempt when using GSA SmartPay cards, if the purchases are billed to and paid by the federal government. U.S. government agencies making tax-exempt purchases using GSA SmartPay cards are not required to use any DRS certificates or to get preapproval for purchases. Some GSA SmartPay purchases do not qualify for exemption. See Policy Statement 2009(2), Retailer's Acceptance of U.S. Government "GSA SmartPay 2" Charge Cards for Exempt Purchases.

Instructions for Agents Making Purchases for Qualifying Governmental Agencies: A person acting as the agent of a qualifying governmental agency making purchases of tangible personal property or enumerated services must issue this certificate to notify the seller sales and use taxes do not apply to the charges for the purchases.

The agent must:

- · Complete and sign this certificate as the purchaser;
- Attach a copy of the document from the qualifying governmental agency that expressly designates the person as the agent for purchasing the types of goods or services being purchased; and
- Claim an exemption only on purchases of goods or services used exclusively by the qualifying governmental agency.

Keep a copy of this certificate, the documents attached, and records that substantiate the information entered on this certificate for at least six years from the date this certificate is issued.

Instructions for the Seller: Acceptance of this certificate, when properly completed and accompanied by any other required documents, relieves the seller from the burden of proving the sale and the storage, use, or consumption of the tangible personal property or taxable services are not subject to sales and use taxes. This certificate is valid only if taken in good faith from a person who is authorized to furnish it to the seller on behalf of a qualifying governmental agency. The good faith of the seller will be questioned if the seller has knowledge of facts that give rise to a reasonable inference the purchaser is not a qualifying governmental agency or an agent of a qualifying governmental agency or the items purchased will not be used exclusively by or on behalf of the qualifying governmental agency.

Keep this certificate, the documents attached, and bills or invoices to the purchaser for at least six years from the date the items or services were purchased. The bills, invoices, or records covering the purchase made under this certificate must be marked "Exempt Under CERT-134" to indicate an exempt purchase has occurred.

This certificate may be used for a single exempt purchase, in which case the box marked "Certificate for One Purchase Only" must be checked. This certificate may also be used for a continuing line of exempt purchases, in which case the box marked "Blanket Certificate" must be checked. It remains in effect for three years unless the purchaser revokes it in writing before the three-year period expires. CERT-134 may not be used as a blanket certificate for purchases of tangible personal property for resale at any one of five fundraising or social events per calendar year exempt under Conn. Gen. Stat. §12-412(94).

A qualifying governmental agency must pay for its exempt purchases with a check drawn on its own account or with a credit card issued in its own name (and not in the name of any of its members or officers). An exempt purchase of \$10 or less may be made using cash, as long as the purchase is made with the qualifying governmental agency's own funds, except a blanket certificate may not be used for cash purchases.

For More Information: Call DRS at 1-800-382-9463 (Connecticut calls outside the Greater Hartford calling area only) or 860-297-5962 (from anywhere). TTY, TDD, and Text Telephone users only may transmit inquiries 24 hours a day by calling 860-297-4911. Visit the DRS website at www.ct.gov/DRS to preview and download forms and publications.

Purchaser is			9
United StatesName of		State of Connecticut	
Name of	agency		Name of agency (List exemption number, if any
☐ Federal credit union	credit union	Connecticut municipality	Town or district and agency
8			10wn or district and agency
Other entity exempted by Connection	ut law	Name of entity	Exempting Connecticut statute
Other entity exempted by federal law	v		
		Name of entity	Exempting federal statute
☐ Connecticut Development Authority		or check box if acknowledgment le	tter from DRS is attached. L
Agent of a qualifying governmental  Name of agent:		ch documentation of appointment as	
Agent's CT Tax Registration Number	ar:	Agent's Federal Employer	ID Number:
Name of qualifying governmental ag	gency	х	2
Appointed agent for making the follo			
	5. 71		
4.11		-,	
Address of purchaser.	w .		
Name of seller	Address		CT Tax Registration Number
	47		(If none, explain.)
			Federal Employer ID Number
Check one box:			
			e personal property for resale at any one of five
Certificate for one purchase only	alendar year exempt unde	r Conn. Gen. Stat. §12-412(94). See	below.)
	ion under Conn. Gen. Sta	t. §12-412(94). Indicate the number	of prior fundraising or social events during this
		n. Gen. Stat. §12-412(94);	
Check the appropriate box(es) and provide	a written description of e	each item purchased:	
☐ Tangible personal property	☐ Taxable services		
Description:			
		ation by Purchaser	
The item(s) described above are tangible pe r other applicable statute. The purchase of			ion provided in Conn. Gen. Stat. §12-412(1)(A)
	,		and statements) and, to the best of my knowledge
nd belief, it is true, complete, and correct, mprisonment for not more than five years, or		for willfully delivering a false retu	rn to DRS is a fine of not more than \$5,000 or
inprocessing for more than tive yours, c	7 0041.		
Name of purchaser			
70			
y: Signature of authorized person		Title	Date
			I have entered the citation of the exempting law
bove. If the purchaser is an entity exempte	d under federal law, I hav	e entered the citation of the exempti-	ng law above, or, if there is no specific statutory
athority, I have attached a copy of the letter			the marketing
the purchaser is an agent of a qualifying go	vernmental agency, I have	attached a copy of the document fro.	m the qualifying governmental agency expressly

# Town of Fairfield American Express Reconciliation Voucher

Statement Period:	1
Cardholder Name:	(Diocca Drint)
Department:	(Please Print)

## \*\*\*ATTACH RECEIPTS AND AMEX STATEMENT TO BACK\*\*\* FOR ANY SINGLE PURCHASE EXCEEDING \$1,000, YOU MUST ATTACH THE PRINTOUT OF THE CFO'S PRIOR EMAIL APPROVAL.

MUNIS Account #	Vendor Name	Amount	Brief Description of Purchase - Attach Travel & Meeting Report If Applicable
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8 9			
OTAL CHARGES:	· · · · · · · · · · · · · · · · · · ·	\$	
ardholder Signature:			If the cardholder is also the
eviewed/Approved By:			Department Head, then you must forward this packet to the CFO for approval.
	Department Head - Sign N	ame	
40			CFO Signature:
	Department Head - Print N	ame	CFO Date Approved:
Date Approved:			

## TOWN OF FAIRFIELD

## **Travel & Meeting Report**

D	ite	Places Visited	Mileage	Air/Rail	Room	Mari	0.1		
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Date \_\_\_\_\_



## TOWN OF FAIRFIELD

## TOWN TRAVEL AND MEETING POLICY

#### <u>PURPOSE</u>

Town-wide travel and meeting policies and procedures have been designed to:

- Ensure that employee Travel and Meeting Reports submitted to the Finance Department are properly completed and include proper supporting documentation.
- Increase internal accounting controls over employee requests for reimbursement.
- Ensure that reimbursements are made for valid and approved businessrelated expenses.
- Establish consistency among employee Travel and Meeting Reports submitted for reimbursement.

## <u>POLICIES</u>

Town employees shall be reimbursed for expenses incurred in the performance of their work duties.

All travel and meetings shall be approved by the department head and shall be in accordance with the rates and criteria set forth in this policy.

Reimbursable Travel and Meeting Expenses: Expenses incurred that are essential to transacting official Town business, including, but not limited to the following will be reimbursed:

## Use of privately owned vehicles for Town business:

 Privately owned vehicles may be used for Town meetings, conventions and seminars. Mileage reimbursement shall be in accordance with IRS guidelines (unless designated otherwise per collective bargaining agreement). Currently, the IRS recommends reimbursement at:

- 62.5 cents per mile effective July 1, 2022 for calendar year 2022.
- 65.5 cents per mile effective January 1, 2023 for calendar year 2023.
- Parking charges and toll charges incurred in the use of a privately owned vehicle are reimbursable and must be substantiated by proper receipts.
- Charges for road service, repairs, towage and other similar expenses are not reimbursable.

### Conventions and Seminars:

 Enrollment fees for convention and seminar attendance are reimbursable and must be substantiated by event itinerary and a proper receipt or canceled check.

## Meals: All Meals and other Food Purchases Must be related to Town Business purposes only:

- O In-state meals will be reimbursed if Town business requires an employee to be 15 or more miles away from his/her normal work location and Town business falls during hours per the schedule below. The reimbursement of business meals is set at a maximum of \$51 per day (unless designated otherwise per union contract).
- Out-of-state meals will be reimbursed according to the same schedule below. The reimbursement of business meals is set at a maximum of \$51 per day (unless designated otherwise per union contract).

Breakfast	\$11	Town business falls between 7:00 a.m. and 9:00 a.m.
Lunch	\$12	Town business falls between 12:00 p.m. and 2:00 p.m.
Dinner	\$23	Town business falls between 5:00 p.m. and 7:00 p.m.
Incidentals	\$5	Town business exceeds eight hours worked

- Dinner pertaining to Night Meetings after work will be reimbursed at a maximum of \$12 if the employee has worked eight hours (normal working day including lunch) prior to the meeting and it is mandatory that the employee attend the meeting as a requirement of his/her job after working hours.
- Gratuities/tips should not exceed a maximum of 18% of the total restaurant bill before tax.
- Meals must be substantiated by proper restaurant cash register receipt and/or credit card receipt. Alcoholic beverages purchased will not be reimbursed.

All air travel, lodging and car rental shall only be authorized at the <u>lowest available rate</u>. No upgraded first class lodging, airfare or car rental will be paid for by the Town. Employees are expected to travel using the most economical means possible.

#### Lodging:

 Must be substantiated by proper receipt and credit card receipt. In-room movie rentals will not be reimbursed.
 Personal long-distance telephone calls will not be reimbursed.

## Bus, Taxi, Airfare, Parking Fees, and Highway Tolls:

 Must be substantiated by proper receipts and credit card receipt if applicable.

Important! All expenditures which encompass Town related travel or meeting expenses must be documented on a Travel and Meeting Report along with Department Head signature and receipts.

 Travel and Meeting Reports can be obtained from the Finance Department and must contain the following information:

Payee name
Department
Dates of travel and/or meetings
Explanation of the expense
Amount of each expense
Total amount due
Signature of Department Head

 All Travel and Meeting Reports submitted to the Finance Department for reimbursement must be accompanied by proper supporting documentation and signed off by the Department Head.

#### RETIREMENT PARTIES

A department may use appropriated Town funds toward an employee's retirement celebration party. Actual expenses for the party shall not to exceed \$100 per retired employee. Departments are encouraged to combine group employee retirement celebrations into one party. Actual expenses for a group retirement party (for three or more retirees) shall not to exceed \$300. A voluntary employee collection/contribution amongst departments may be instituted to supplement the retirement celebration expense.

Funds can be used for any expense related to the retirement party such as cake, food, non-alcoholic drinks, decorations, flowers, etc. The funds shall not be used towards a gift to the retiree.

It should be noted that the Town of Fairfield does not pay sales tax when purchasing cake, food, etc. and the State sales tax exemption certificate should be used at time of purchase. A State of Connecticut sales tax exemption certificate form is attached.

Note: These funds may not be used for occasions such as employee birthdays, weddings, anniversaries or other celebrations of a personal nature, which should be paid for by employee contributions.

## REQUEST FOR OUT OF STATE TRAVEL

- All out of state travel must be approved in advance by the First Selectwoman. Prior approval is obtained by submitting a completed Request for Non-local Travel Form to the First Selectwoman. Forms can be obtained from the Finance Department.
- All Travel and Meeting Reports submitted to the Finance Department will be reviewed by the Budget Director and are subject to budget approval prior to payment.

## **MONETARY ADVANCES**

 Monetary advances for Town travel/meeting may be obtained by submitting a completed Employee Cash Advance Request Form to the Finance Department. Forms can be obtained from the Finance Department.

- A cash advance may not to be used to pay for personal services of any nature.
- An advance request will not be granted to an employee with an outstanding cash advance balance.
- An advance check will be available within ten days of receipt in the Accounts Payable Office.
- If monies are given in advance for Town travel and meeting expenses, then all receipts plus any left over cash comprising the total advance allotted should be handed in to the Finance Department along with the completed Travel and Meeting Report.
- Cash advances must be accounted for within ten working days of the projected dates as defined in the preceding section, either with adequate receipts, cash or a check for the balance made payable to the Town of Fairfield.
- Failure to account for advanced funds in full within sixty days will result in an employee payroll deduction for the balance due.



## TOWN OF FAIRFIELD

## REQUEST FORM - OUT OF STATE TRAVEL

Employee Name:		
Department:	D	
Reason for Travel:		_
Dates of Travel:		
Estimated Cost:		
(M M	onies must be available in your department's Trave leeting account.)	l and
2	*§	
Approved By First S	Selectwoman:	
* B _		
Date of Approval: _		

This completed and approved form must accompany your Travel and Meeting Report.

Department of Revenue Services State of Connecticut 450 Columbus Blvd Ste 1 Hartford CT 06103-1837

(Rev. 01/05)

**CERT-112** 

## **Exempt Purchases of Meals or Lodging by Exempt Entities**

General Purpose: Exempt organizations, qualifying governmental agencies, nonprofit charitable hospitals, nonprofit nursing homes, nonprofit rest homes, and nonprofit residential care homes must use this certificate to establish that their purchases of meals or lodging are exempt from tax. (Any reference to tax in this document includes sales and use taxes and room occupancy tax, as applicable.) These organizations, governmental agencies, hospitals, and homes are referred to as exempt entities throughout this certificate. CERT-112 allows an exempt entity to purchase meals or lodging, or both, tax exempt for a single event and may not be used for repeat purchases. See CERT-123. Blanket Certificate for Exempt Qualifying Purchases of Meals or Lodging by an Exempt Entity or Qualifying Governmental Agency, for repeat qualifying exempt purchases of meals or lodging. Use this certificate only if these three conditions are met:

- The retailer directly invoices and charges the exempt entity for the meals or lodging; and
- The exempt entity directly pays the retailer with a check drawn on its own account or with a credit card issued in its own name; and
- The exempt entity is not reimbursed, in whole or in part, by donation or otherwise, for its payment of the meals or lodging by those consuming the meals or lodging.

Statutory Authority: Conn. Gen. Stat. §12-412(1)(A), (8), and (94)

Credit Card Purchases: If a credit card is used to pay the retailer of meals or lodging, the card must be issued in the name of the exempt entity. The credit card must be used exclusively to make purchases for the use of the exempt entity (not for the convenience of its officers, employees, or members). The credit card charges must be paid by a check drawn on the exempt entity's own checking account.

Nonqualifying Purchases: This certificate may not be used (and tax must be paid) for the purchase of meals or lodging not meeting all three conditions above. Nonqualifying purchases include fund raisers where those who attend are charged or are required to make any payment and seminars or conferences where meals or lodging charges are included in the conference or seminar registration fee, except as described below.

An exempt entity may purchase meals tax exempt using CERT-113, Purchases of Tangible Personal Property and Services by a Nonprofit Charitable Hospitol, Nonprofit Nursing Home, Nonprofit Rest Home, or Nonprofit Residential Care Home; CERT-119, Purchases of Tangible Personal Property and Services by Qualifying Exempt Organizations; or CERT-134, Exempt Purchases by Qualifying Governmental Agencies; and does not have to get prior approval from the Department of Revenue Services (DRS), when it will resell the meals at one of five fundraising or social events per year that is exempt from tax under Conn. Gen. Stat. §12-412(94) including meals resold at conferences and seminars. See Special Notice 98(11), Exemption From Sales and Use Tuxes of Sales by Nonprofit Organizations at Fundraising or Social Events

Government Purchases Not Requiring Preapproval: The federal government has implemented the "GSA SmartPay" program, which uses four categories of credit cards: Fleet, Purchase, Travel, and Integrated cards. Federal employees may purchase meals and lodging tax exempt by using certain GSA SmartPay cards when the purchases are billed to and paid by the federal government. U.S. government agencies making tax-exempt purchases of meals and lodging using GSA SmartPay cards are not required to get preapproval for these purchases from DRS and are not required to provide the retailer with CERT-112. See Policy Statement 2000(1.1), Retailer's Acceptance of U.S. Government "GSA SmartPay" Credit Card for Exempt Purchases.

Instructions for the Purchaser: An officer of an exempt entity must complete and sign this certificate and submit it to DRS at least three weeks before an event to request the tax-exempt purchase of meals or lodging at a specific event. The exempt entity should include a copy of the flyer, announcement, or other promotional literature about the event with CERT-112. If the purchaser is an exempt organization, it must either attach a

copy of its LR C.  $\S501(c)(3)$  or (13) determination letter issued by the U.S Treasury Department or, if it was issued an exemption permit by DRS, enter its exemption permit number on CERT-112. If the purchaser is a qualifying governmental agency, no attachment is required. If the purchaser is a nonprofit charitable hospital, nonprofit aursing home, nonprofit rest home, or nonprofit residential care home, it must attach a copy of a valid and active license issued by the Department of Public Health under Chapter 368v of the Connecticut General Statutes and a copy of its 1.R.C. §501(c)(3) or (4) determination letter issued by the U.S. Treasury Department or, if it was issued an exemption permit by DRS, enter its exemption permit number on CERT-112 If DRS concludes that the applicant is making a qualifying exempt purchase, CERT-112 with DRS official approval noted will be returned to the exempt entity. The exempt entity then provides CERT-112 to the retailer of meals or lodging Keep a copy of this certificate, the documents attached, and records that substantiate the information on this certificate for at least six years from the date it is issued.

Events That Qualify for Refund Only: If the exempt entity will be paying (and will not be reimbursed, in whole or in part) for the meals or lodging of some of the attendees, but will be reimbursed in whole or in part for the meals or lodging of others, a preappproved exemption will not be issued. The exempt entity must pay tax on all the meals or lodging at the time of the purchase. However, DRS will refund the tax on those meals or lodging that were paid for by the exempt entity for which it was not reimbursed in whole or in part. The exempt entity must file, and DRS must approve, CERT-122, Refund of Sales Tax Paid on Purchases of Meals or Lodging by Exempt Entities. The exempt entity is not eligible for refund of the tax paid on meals or lodging for which it received full or partial reimbursement other than for meals sold under five one-day fundraising or social events per calendar year exemption. See Policy Statement 2003(4), Purchases of Meals or Lodging by Exempt Entities, for more information.

Example 1: B, an exempt organization, sponsors a dinner to honor one of its members. The restaurant charges B \$50 per meal and B sells tickets for \$50 per person. The honoree and members of the immediate family attend as guests of the organization. B must pay sales tax on all meals purchased. It may, however, complete and file CERT-122 to claim a refund of the taxes paid only on meals consumed by the honoree and members of the immediate family.

Example 2: C, an exempt organization, sponsors a retirement dinner to honor one of its employees. The restaurant charges C \$60 per meal. C sells tickets for \$50 per person and pays the \$10 difference to the restaurant from its own funds. C must pay sales tax on the full price of all meals purchased. Because the organization received partial reimbursement for all of the meals, C is not eligible for a refund of any of the tax paid.

Instructions for Retailer of Meals or Lodging: Acceptance of this certificate, when properly completed and with DRS official approval noted, relieves the retailer from the burden of proving the sale of meals or lodging was not subject to tax. This certificate is valid only if taken in good faith from an exempt entity.

Do not accept this certificate unless you directly invoice and charge the exempt entity for the meals or lodging. Do not accept the certificate unless you are directly paid by the exempt entity with a check drawn on the exempt entity's own checking account or with a credit card issued in the exempt entity's name (not in the name of one of its members, employees, or officers). Cash payments do not satisfy this condition, regardless of the cost of the meals or lodging

Keep this certificate, the documents attached, and bills or invoices to the exempt entity for at least six years from the date that the meals or lodging were purchased. The bills, invoices, or records covering the purchase made under this certificate must be marked "Exempt Under CERT-112" to indicate an exempt purchase has occurred. This certificate only applies to the specific event indicated and may not be used for the exempt purchase of any meals or lodging at any other event

Name of Framor Cann				ederal Employer Identificati	on Number
Address of Facing Energy				Disaglion Even. 5	at Alment (""
				onnecticut Exemption Perm	it intimber (if any)
If the exempt surity was not respect a Connection :	exemption permit (E-number), attack a copy	of the exempt entry	s I.R C §501(c)(3), (4) or	(13) determination letter.)	
Name of Retailer				Check Appropriate Box(s	es) Lodging
Address of Relate:				Dates of Event	Loughig
Describe Purpose or Reason for Event He specific	For example incening of board of irresers, o	r luncheon to bonor v	dunterro		
The exempt entity must provide the following	No.		nased: (See instructions		
- Column A	Column			Column C	= 65
Total Number of Meals or Lodging to be Purchased	Number for Which No Re Partial Will Be Received			for Which Reimbursem /il! Be Received	ent, Full or
		L		The Be Received L	
The sum of the num	mbers entered in Column B and in C	Column C should i	equal the number enter	ed in Column A	
1. Will the exempt entity make a charge fo	or the meals or lodging to those atter	nding the event?		Yes	No
2. Will the retailer of the meals or lodging			neals or lodging?	Yes	No
Will the exempt entity directly pay the re	etailer of the meals or lodging with a	a check drawn on	its own checking accou		
or with a credit card issued in its own na	ime (and not in the name of one of i	ts members, emplo	yees, or officers)?	Yes	No
4	Declaration by	Exempt Enti	fv		
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## Memorandum of Understanding

Name/Title of Cardholder
Twig Holland, Director of Purchasing (Credit Card Administrator)

## <u>Subject</u>: Town of Fairfield Procurement, (Credit) Card Program

The purpose of this memorandum of understanding is to summarize the procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you have received training in the use of the card and understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.

The card is being issued to you as a delegation of authority to make purchases on behalf of the Town, as a tool to consolidate payables, shorten lead-time and reduce administrative costs.

## I. General Information:

- The unique credit card that you will receive has your name embossed on it. No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.
- THE CREDIT CARD MUST NOT BE USED FOR PERSONAL PURCHASES.

- You will be requested to personally sign for your credit card, indicating your receipt and understanding of all rules applicable to possessing the card.
- The Department Manager will determine the dollar limit that will be placed on your credit card. Dollar limits will apply to purchases on a per transaction and monthly basis.
- The cardholder must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures. Questions concerning procurement regulations should be directed to the Director of Purchasing.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate that the purchase was necessary and for official use, disciplinary action may occur.
- Questions regarding your account or specific credit card procedures should be directed to the Director of Purchasing.

## II. Card Procedures at Merchant's Site:

- You may use your credit card at any merchant that accepts American Express credit cards for payment of purchases.
- Once you have selected your purchases, present them and your credit card to the merchant.
- The merchant will complete the sales draft, which includes the following information:
  - 1. Imprint of your card, including card number, expiration date, and your name.
  - 2. Date and amount of purchase.
  - 3. Brief description of item(s) purchased.
  - 4. Imprint of merchant name and identification.

- At the completion of the sales transaction, the merchant will request that you sign the sales draft. Before you do, verify that the dollar amount is correct, including shipping costs, and that sales tax has not been included.
- You will be provided one copy of the signed sales draft. This copy should be kept and verified against your monthly Statement of Account from American Express.

## III. Telephone Ordering:

- The merchant is required to provide you with a sales draft on all telephone orders.
- When placing a telephone order, you will be asked to provide your name, card number, expiration date, and delivery address. You should also tell the merchant that your purchase is tax exempt.

## IV. <u>Procedures After Purchase</u>:

 At the close of each billing cycle, you will receive a Statement of Account from American Express. The statement will itemize each transaction that was charged to your credit card account.

Upon receipt of the Statement, complete each of the actions listed below:

- 1. Review the credit card statement for accuracy.
- 2. Obtain a blank copy of a Reconciliation Voucher sheet from the Accounting Department. (See Attachment A.)
- 3. Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher.
- 4. The total expenses per the Reconciliation Voucher must agree to the total expenditures per the credit card statement.
- 5. Complete the Travel and Meeting expense report, if applicable. (See explanation in Section V below.)

- 6. Attach copies of the sales receipts, credit card statement and Travel and Meeting expense report to the Reconciliation Voucher. Attach all credit vouchers (if applicable) to the Reconciliation Voucher as well.
- 7. The Department Head must sign the Reconciliation Voucher package and forward it to the Finance Department within five working days of receipt of the credit card statement.
- If you are not available to complete and sign your credit card Reconciliation Voucher on a timely basis because of leave or travel, etc. then an employee within your department should be appointed to forward all statements, sales receipts, expense reports and credit vouchers to the Finance Department.

## V. <u>Travel and Meeting Documentation</u>:

- All items charged to your credit card for the purpose of Townrelated travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and be fully documented on a Travel and Meeting expense report. (See Attachment B.)
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card.
- Attach the completed Travel and Meeting expense report to the Reconciliation Voucher package.

## VI. <u>Disputed Items</u>:

• The cardholder is responsible for reporting/returning unsatisfactory goods or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of the item(s) will be considered to be in dispute. In addition, if charges on your statement are incorrect, your statement is considered to be in dispute.

• A disputed item must be noted on the cardholder's Statement of Account and American Express must be notified immediately. The Town must make full payment of the disputed charge or it will be considered past due. American Express will credit the disputed charge on the following month's statement and will attempt to resolve the dispute.

## VII. Lost or Stolen Credit Cards:

- If your credit card is lost or stolen, notify the Director of Purchasing immediately. The appropriate Police Department should be notified depending on the situation (i.e., burglary, etc.).
- Provide the following information to the Director of Purchasing: your complete name, department, credit card number, the date reported to the police (if applicable), and any purchase(s) you made on the day the card was lost or stolen.
- A new card and account number will be issued by American Express. You will not be responsible for paying any fraudulent charges on your account.

## VIII. Changes to Cardholder Information:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you must return your credit card to the Director of Purchasing prior to leaving.
- If you change positions and move to another department, you must notify the Director of Purchasing prior to the change.

## Memorandum of Agreement

I have read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card. I acknowledge that I have received a credit card to be used for the purpose of making purchases on behalf of the Town of Fairfield. I understand my responsibilities as a cardholder, which include punitive sanctions for misuse of my credit card.

Cardholder Name (Please Print):
Cardholder Signature:
Credit Card Number:
Department:
Date:
<b>₹₩₹₩</b> ₹
Director of Purchasing Signature:
Date:

Written By: Connie M. Nolfi, Senior Internal Auditor March 14, 2000 The following is a <u>summarization and addendum</u> of the "Memorandum of Understanding" signed by you upon receipt of your municipal American Express Credit Card. Please review the following document and familiarize yourself with your responsibilities as a cardholder, including the punitive sanctions for misuse of your credit card. Please refer to your copy of the "Memorandum of Understanding" for further detail. If you do not have a copy available and would like one, please contact the Town Internal Auditor.

#### **Summarization:**

- The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.
- Capital items must not be purchased on the credit card. This includes computers, machinery, equipment and other items with individual costs greater than \$1,000.
- The nature of all purchases made on the credit card must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate that the purchase was necessary and for official use, disciplinary action may occur.
- All credit card purchases must be supported by proper supporting documentation. Documentation must be maintained to record the transaction at its source. Documentation must support the legitimate business purpose of all transactions made with the credit card. Supporting documentation includes the following items:
  - Copy of an order form or application when available
  - Packing slip (for goods received) or service report for any service performed by a supplier
  - Cash receipt, sales slip or vendor invoice
- All supporting documentation must be attached to a completed Reconciliation Voucher sheet along with the monthly credit card

- statement. The combination of these documents constitutes a completed Reconciliation Voucher package.
- The Department Head must sign the Reconciliation Voucher package and forward it to the Finance Department within five working days of receipt of the credit card statement.
- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and be fully documented on a Travel and Meeting expense report.
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card. This form can be obtained from the Town Finance Department.
- The completed Travel and Meeting expense report must also be attached to the Reconciliation Voucher package submitted to the Finance Department.

#### Addendum:

- Consequences of misuse of the credit card will include any one or combination of the following remedial actions:
  - Verbal notification of infraction;
  - Written notification of infraction with copies sent to the Chief Elected Official;
  - Card suspension with permanent loss of privileges;
  - Disciplinary action up to and including personal liability and repayment.
- The cost of individual business meals purchased on the credit card are limited to a maximum of \$64 per day plus applicable tax and gratuity as set by the United States Government, General Services Administration per diem rates for Connecticut Fiscal Year 2006. The Town will not pay for alcoholic beverages. Gratuities/tips should not exceed a maximum of 20% of the total restaurant bill.

A breakdown of meals and incidental expenses is as follows:

Total Meals & Incidental Expenses Breakfast	\$64
Lunch	\$12
Dinner	\$18
Incidentals	\$31
neidentais	\$3

• Business meals charged on the credit card are limited to consumption by that individual employee only. Employees are not to charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates. Special situations that vary from the guidelines should be documented by a brief explanation along with the restaurant/business receipt. This should be submitted to the accounting department along with the completed Reconciliation Voucher sheet. The following is a <u>summarization and addendum</u> of the "Memorandum of Understanding" signed by you upon receipt of your municipal American Express Credit Card. Please review the following document and familiarize yourself with your responsibilities as a cardholder, including the punitive sanctions for misuse of your credit card. Please refer to your copy of the "Memorandum of Understanding" for further detail. If you do not have a copy available and would like one, please contact the Town Internal Auditor.

#### **Summarization:**

- The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.
- Capital items must not be purchased on the credit card. This includes computers, machinery, equipment and other items with individual costs greater than \$1,000.
- The nature of all purchases made on the credit card must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate that the purchase was necessary and for official use, disciplinary action may occur.
- All credit card purchases must be supported by proper supporting documentation. Documentation must be maintained to record the transaction at its source. Documentation must support the legitimate business purpose of all transactions made with the credit card. Supporting documentation includes the following items:
  - Copy of an order form or application when available
  - Packing slip (for goods received) or service report for any service performed by a supplier
  - Cash receipt, sales slip or vendor invoice
- All supporting documentation must be attached to a completed Reconciliation Voucher sheet along with the monthly credit card

- statement. The combination of these documents constitutes a completed Reconciliation Voucher package.
- The Department Head must sign the Reconciliation Voucher package and forward it to the Finance Department within five working days of receipt of the credit card statement.
- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and be fully documented on a Travel and Meeting expense report.
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card. This form can be obtained from the Town Finance Department.
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## Town of Fairfield

Internal Audit Fairfield, Connecticut 06824 (203) 256-3065

To:

All Department Heads

From: Subject:

Connie Nolfi, Town Auditor Travel and Meeting Expenses

Date:

July 25, 2006

### PLEASE POST FOR EMPLOYEE REVIEW

The following is a reminder regarding reimbursement for Town Travel and Meeting expenses.

<u>Travel and Meeting Expenses include:</u> Amounts paid to employees as an allowance for the use of privately owned vehicles on Town business. Local and non-local traveling including boarding, lodging, meals, taxi, bus, etc. are included along with payments for expenses incurred in connection with the attendance of meetings, conventions, related materials, etc., as properly authorized and approved by the Department Head.

 All departmental expenditures which encompass travel or meeting expenses <u>must be handled on a Travel and Meeting Report</u>. These can be obtained from the Accounting Department. The Travel and Meeting Report must contain the following information:

Payee name
Department
Dates of travel and/or meetings
Explanation of the expense
Amount of each expense
Total amount due
Signature of Department Head

• All Travel and Meeting Reports submitted to the Accounting Department for reimbursement <u>must be accompanied by proper supporting documentation</u>.

Examples are as follows:

Meals - Must be substantiated by proper restaurant cash register receipt and/or credit card receipt. Alcoholic beverages purchased as a result of Town Travel and Meeting will not be reimbursed.

• The cost of individual business meals are limited to a maximum of \$50 per day plus applicable tax and gratuity (unless designated otherwise per union contract). Gratuities/tips should not exceed a maximum of 18% of the total restaurant bill before tax.

A breakdown of meals and incidental expenses is as follows:

Total Meals:	\$50
Breakfast	\$10
Lunch	\$15
Dinner	\$25

<u>Lodging</u> - Must be substantiated by proper receipt and credit card receipt. In-room movie rentals will not be reimbursed. Personal long-distance telephone calls made in excess will not be reimbursed.

Bus, Taxi, Airfare, Parking Fees, and Highway Tolls - Must be substantiated by proper receipts and credit card receipt if applicable.

Mileage for Privately Owned Vehicles - Reimbursed at number of miles traveled times rate currently established by the Town of Fairfield. The date of travel, places visited, and mileage of each trip must also be included for each trip taken. The current reimbursement rate for fiscal year 2006-2007 is 40.5 cents per mile (unless designated otherwise per union contract).

<u>Conventions and Seminars</u> - Must be substantiated by a proper receipt and/or credit card receipt or canceled check.

- Entertainment such as shows, movies, plays, etc. attended during Town travel and meeting will not be reimbursed.
- ATM fees incurred will not be reimbursed.
- If a monetary advance is given for Town travel and meeting expenses, then all receipts plus any left over cash comprising the total advance allotted should be handed in to the Accounting Department along with the Travel and Meeting Report.
- All out of state travel must be <u>approved in advance by the First Selectman</u>. Prior approval is obtained by submitting a completed Request for Non-local Travel Form to the First Selectman. These can be obtained from the Accounting Department.
- All Travel and Meeting Reports submitted to the Accounting Department will be <u>reviewed by the Budget Director</u> and are subject to approval prior to payment.

## Town of Fairfield

## Fairfield, Connecticut 06824

### INTERNAL AUDIT

To:

All Departments - PLEASE POST FOR EMPLOYEE REVIEW

From:

Connie Nolfi, Town Auditor

Subject:

Town Travel and Meeting Policies and Procedures

Date:

June 27, 2006

Attached please find the updated Policies and Procedures for Town Travel and Meeting. Please review the document and become familiar with the proper procedures required when submitting travel and meeting vouchers to the Accounting Department for reimbursement.

If you have any questions, please feel free to call the Connie Nolfi, Internal Auditor at x3065.

## TOWN OF FAIRFIELD

# TOWN TRAVEL AND MEETING POLICIES AND PROCEDURES

Internal Audit Division April 27, 2006

#### **PURPOSE**

Town-wide travel and meeting policies and procedures have been designed to:

- Ensure that employee Travel and Meeting Reports submitted to the Accounting Department are properly completed and include proper supporting documentation.
- Increase internal accounting controls over employee requests for reimbursement. This ensures that all reimbursements are made for valid and approved business-related expenses.
- Establish continuity among all employee Travel and Meeting Reports submitted for reimbursement.

## TRAVEL AND MEETING REPORTS

• All employee requests for reimbursement for travel or meeting expenses must be handled on a Travel and Meeting Report. These can be obtained from the Accounting Department. The Travel and Meeting Report must contain the following information:

Employee Name
Department
Date(s) of Travel/Meetings
Place visited
Amount of each expense
Explanation of expense
Total amount due
Signature of department head designating approval and authorization

- All Travel and Meeting Reports submitted to the Accounting Department for reimbursement must be accompanied by proper supporting documentation.
- All Travel and Meeting Reports submitted to the Accounting Department will be reviewed by the Budget Director and are subject to approval prior to payment.
- A Travel and Meeting Report is included in Appendix "A".

#### MILEAGE ON PRIVATELY OWNED VEHICLES

- Mileage incurred on privately owned vehicles will be reimbursed only if it is directly related to Town business. The mileage allowance is calculated as the total number of business related miles multiplied by the current rate allowed by the Internal Revenue Service. As of July 1, 2005, the current reimbursement rate is 40.5 cents per mile.
- All requests for reimbursement for mileage must be submitted to the Accounting Department on a Travel and Meeting Report.

Note: The I.R.S. reimbursement amount of 40.5 cents per mile includes the cost of gasoline, motor oil consumption and depreciation on your vehicle. Therefore, requests for reimbursement for motor oil, air filters, oil filters, etc. are not to be submitted to the Accounting Department since they will not be processed for payment.

### LOCAL TRAVEL AND MEETING EXPENSES

- Local travel and meeting expenses incurred such as lodging, meals, taxi, parking fees, airfare, seminar fees, etc. will be reimbursed if they are a direct result of Town-related meetings, conventions and seminars.
- The term "local" designates all Town business travel/meetings occurring within the state of Connecticut.
- All reimbursement requests for local travel must be submitted to the Accounting Department on a Travel and Meeting Report along with proper supporting documentation.

## NON-LOCAL TRAVEL AND MEETING EXPENSES

- Non-Local travel and meeting expenses incurred such as lodging, meals, taxi, parking fees, airfare, seminar fees, etc. will be reimbursed if they are a direct result of the attendance of Town-related meetings, conventions and seminars.
- The term "non-local" designates all business travel/meetings occurring outside the state of Connecticut.

- All out of state travel must be approved in advance by the First Selectman.
  Prior approval is obtained by submitting a completed Request For Non-local
  Travel Form to the First Selectman. The Form describes the dates of travel,
  reason for travel and estimated costs. Once approved, the Form should be
  attached to your Travel and Meeting Report along with supporting
  documentation as explained below.
- All reimbursement requests for non-local travel must be submitted to the Accounting Department on a Travel and Meeting Report along with proper supporting documentation.
- A Request for Non-Local Travel Form is included in Appendix "B".

## MEALS AND INCIDENTAL EXPENSES

- The cost of individual business meals are limited to a maximum of \$64 per day plus applicable tax and gratuity as set by the United States Government, General Services Administration per diem rates for Connecticut Fiscal Year 2006. The Town will not pay for alcoholic beverages. Gratuities/tips should not exceed a maximum of 18% of the total restaurant bill before tax.
- Alcoholic beverages purchased as a result of Town Travel and Meeting will not be reimbursed.

A breakdown of meals and incidental expenses is as follows:

Total Meals & Incidental Expenses	\$64
Breakfast	\$12
Lunch	\$18
Dinner	\$31
Incidentals	\$3

• Business meals are limited to consumption by that individual employee only. Employees are not to charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates. Special situations that vary from the guidelines should be documented by a brief explanation along with the restaurant/business receipt.

- Meal expenses incurred will be reimbursed only if they are a direct result of the attendance of Town-related meetings, conventions and seminars.
- ATM fees incurred will not be reimbursed.

#### SUPPORTING DOCUMENTATION

- Travel and Meeting Reports which are not substantiated by proper supporting documentation will not be processed for payment by the Accounting Department.
- Supporting documentation for the following travel and meeting expenses are:
- Meals Must be substantiated by proper restaurant cash register receipt. Alcoholic beverages purchased as a result of Town travel and meeting will not be reimbursed.
- <u>Lodging</u> Must be substantiated by proper lodging house receipt and credit card receipt. In-room movie rentals will not be reimbursed. Personal long distance phone calls made in excess will not be reimbursed.
- Bus, Taxi, Airfare, Parking Fees, Highway Tolls, etc. Must be substantiated by proper receipts.
- <u>Conventions and Seminars</u> Must be substantiated by a proper receipt and and/or credit card receipt or canceled check.
- Personal entertainment such as shows, movies, plays, etc. attended during Town travel and meeting will not be reimbursed.

#### **MONETARY ADVANCES**

- Monetary advances for Town travel/meeting may be obtained by submitting a completed Internal Voucher to the Accounting Department.
- Internal Vouchers must contain:
   Payee Name
   Date
   Account Number

Amount of advance required

Description/explanation for advance monies

Signature of department head designating approval and authorization

- If monies are given in advance for Town travel and meeting expenses, then all receipts plus any left over cash comprising the total advance allotted should be handed in to the Accounting Department along with the completed Travel and Meeting Report.
- An Internal Voucher is included in Appendix "C".

### TOWN OF FAIRFIELD

#### REQUEST FOR NON-LOCAL TRAVEL FORM

Employee Name:	E
Danastmant	
Department:	*
Reason For Travel:	
	1
Dates of Travel:	
Estimated Cost:	
	(Monies must be available in your department's Travel and
	Meeting account.)
40 M M M M M M M M M M M M M M M M M M M	
Approved By First S	electman:
Tippiorus 25 Titot o	
Date of Approval:	

This completed and approved form must accompany your Travel and Meeting Report when submitted to Accounting for reimbursement.

APPENDIX "A"

APPENDIX "B"

APPENDIX "C"

From: Holland, Twig

Sent: Tuesday, October 26, 2010 2:41 PM

To: Flatto, Ken

Subject: Food at meetings

Ken,

Before the issue comes up again, can you clarify / confirm the policy on providing food for building committee and/or other night meetings? You and I discussed this after I ordered sandwiches (at the committee's request) for a six-hour meeting to select an architect at a Fairfield Woods building committee meeting, and you determined food was not to be supplied at the Town's cost for meetings - especially since many meetings are lengthy. Since then, the building committee chair and/or me and/or committee members have contributed out-of-pocket for any food supplied during the meeting to ensure there is no cost to the town.

Is my understanding correct? If so, does it apply to all departments? How about the

Thanks for clarifying - twig

Twig Holland, C.P.M. Director of Purchasing Town of Fairfield 203-256-3060

From: Flatto, Ken

Sent: Tuesday, October 26, 2010 3:43 PM

To: Department Heads

Holland, Twig; Hiller, Paul; Bosse, Caitlin; Lang, Linda; Title, David Subject: RE: Food at Meetings

Correct in general. If there is a special exception for a truly one shot very long meeting of a Board or Commission that requires them to work through a meal time or something that is a one shot special situation where we are asking people or volunteers to work well beyond the norm, it is ok for a manager to have the discretion to offer some small limited amount of food and get reimbursed, but we should not have food paid for by taxpayers for the meals of volunteers or employees at work meetings in general on any kind of basis except for those very unusual rare justified situations. If anyone feels there is a specific unusual situation, such as the one Twig asked about, it is certainly ok as an exception to provide limited sandwiches and juice/soda as a per diem such as one would have if they were required out of town on required business for example.

Twig, the problem is some committee's started feeling as though they would seek this more often as opposed to once in a blue moon. They could have always scheduled a six hour meeting to start at 4:00 and go late as some Boards do and take a 45 minute recess at dinner time for them to go out and get some food.

If you hear of any other Boards or managers ordering food without a good reason, please let Paul or I know so we can contact them to say that has to be a personally

Linda, if somehow you are getting invoices for food from any department, please let

Thanks, Ken

### Town of Fairfield Procurement (Credit) Card Program

444

### CARDHOLDER MEMORANDUM OF AGREEMENT

I have read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card. I acknowledge that I have received a credit card to be used for the purpose of making purchases on behalf of the Town of Fairfield. I understand my responsibilities as a cardholder, which include punitive sanctions for misuse of my credit card.

Cardholder Name (Please Print):	
Cardholder Signature:	
Department:	
Credit Card Number Issued – Last Four Digits:	
Date:	

~ A COPY OF THIS SIGNED LAST PAGE WILL BE RETAINED IN THE TOWN PURCHASING DEPARTMENT AS CREDIT CARD ADMINISTRATOR ~

Updated: 4/4/20

includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.

- You must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
- Purchases must not be split to avoid Town bidding requirements.
- Capital items must not be purchased on the credit card. This includes computers, machinery, equipment and other items with individual costs greater than \$1,000.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate whether the purchase was necessary and for official Town use, disciplinary action may occur.
- Consequences of misuse of the credit card may include any one or combination of the following remedial actions:
  - Verbal notification of infraction;
  - Written notification of infraction with copies sent to the Chief Elected Official;
  - Card suspension with permanent loss of privileges;
  - Disciplinary action up to and including personal liability and repayment.
- Questions concerning procurement regulations should be directed to the Director of Purchasing.

#### II. Prudent Judgement for Purchases

Employees must use prudent judgement whenever using the Town credit card for department purchases. Department Heads must do their best to limit the use of their credit card and have department required purchases initiated by the person most knowledgeable about the expenditure.

### III. <u>Purchasing Procedures at Merchant's Site, Telephone Order</u> or Internet:

- You may use your credit card at any merchant that accepts American Express credit cards for payment of purchases.
- Notify the merchant that the purchase is for the Town of Fairfield and that it is <u>exempt from state sales tax</u>. The vendor may ask you to provide a Cert 134 form (for commodities) and Department of Revenue Services Statement of Tax Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Obtain a sales receipt for all purchases.
- Obtain and retain your sales receipts for verification and reconciliation to your monthly Statement of Account from American Express.
- Whenever possible <u>use the free shipping option</u> if it is available to you.
- Consult with Purchasing to ensure that you are using preapproved local order vendors when making purchases.

#### IV. Procedures After Purchase:

• At the close of each billing cycle, you will receive a Statement of Account from American Express. The statement will itemize each transaction charged to your credit card account.

Upon receipt of the Statement, complete each of the actions listed below:

- 1. Compare your receipts to the monthly Statement of Account from American Express for accuracy.
- 2. Obtain a blank copy of a Reconciliation Voucher sheet from the Finance Department. (Attached)
- 3. Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher.
- 4. Attach copies of the sales receipts and monthly Statement of Account from American Express to the Reconciliation Voucher. Attach all credit vouchers (if applicable) to the Reconciliation Voucher.
- 5. The total expenses recorded per the Reconciliation Voucher must agree to the total expenditures per the monthly Statement of Account from American Express.
- 6. A minimum of the following two signatures are required on the Reconciliation Voucher:

You - The Cardholder

Immediate Supervisor (if applicable)

Department Head

The Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If the cardholder is the Department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval.

7. Forward the Reconciliation Voucher and receipts to the Finance Department <u>within five working days</u> of receipt of the monthly Statement of Account from American Express.

### V. <u>Travel and Meeting Documentation</u>:

- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and <u>be fully documented on a Travel and Meeting expense report</u>.
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card.
- It is imperative that all Travel and Meeting charges be for <u>Town</u> <u>business related purposes only.</u>

# Town of Fairfield Credit Card Policy

### Memorandum of Understanding

Between:	
5	Employee Name (Cardholder)
And:	
	Director of Purchasing (Credit Card Administrator)

The purpose of this memorandum of understanding is to summarize the policies and procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.

The card is issued to you as a delegation of authority to make purchases on behalf of the Town, as a tool to consolidate payables, shorten lead-time and reduce administrative costs.

### I. General Policies:

• The unique credit card that you will receive has your name embossed on it. No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.

## THE CREDIT CARD IS NOT BE USED FOR PERSONAL PURCHASES:

 The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This

#### Meals Charged on the Credit Card:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates.
- Business Meals During Meetings: The meeting should be have a clear, reasonable, specific business purpose and agenda.
- Be a direct expense that is necessary in order to conduct Town business.
- All meals purchased shall be reported on the Travel and Meeting expense report and shall detail the date, name of food establishment, business purpose for the meal and the total amount charged to the credit card.

#### VII. <u>Disputed Items</u>:

- The cardholder is responsible for reporting/returning unsatisfactory goods or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of the item(s) will be considered to be in dispute.
- If charges on your statement are deemed incorrect then your statement is considered to be in dispute. A disputed item must be noted on the cardholder's Statement of Account and American Express must be notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement.

#### VIII. <u>Lost or Stolen Credit Cards</u>:

• If your credit card is lost or stolen, notify the Director of Purchasing immediately. If appropriate, the Police Department will be notified depending on the situation (i.e., burglary, etc.).

- Provide the following information to the Director of Purchasing: your complete name, department, credit card number, the date reported to the police (if applicable), and any purchase(s) you made on the day the card was lost or stolen.
- American Express will issue a new card and account number.
   You will not be responsible for paying any fraudulent charges on your account.

### IX. Changes to Cardholder Information:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you
  must return your credit card to the Director of Purchasing prior
  to leaving.
- If you move to job position in another department, you must notify the Director of Purchasing prior to the change.

#### Town of Fairfield Internal Audit Report Fiscal Year 2020 January 1 through May 31, 2020

Submitted by: Connie M. Saxl, Internal Auditor 6/1/2020

#### **Internal Audits**

Credit Card Expenditure Audit Credit Card Survey – All Town Departments Food License Revenue Audit Fat, Oil, Grease Permit Revenue Audit Solar Panel Savings Audit

#### **Development of Town-Wide Policies**

Policy & Procedures for the Procurement of Professional Services (Draft)

#### Financial/Accounting/Other

General Fund Monthly Bank reconciliations

Recreation Department Monthly Bank Reconciliations

Tracking of Town Fleet by employee use, annual mileage driven per vehicle and condition of vehicle

Municipal Survey – Pension Board and related pension investment information for comparable Aaa municipalities

Monitor Lease Payments & Monthly Invoicing to Past Due Lessees

Tracking of Legal services expense by Attorney and Category

Municipal Survey -Town and Board of Education FY20 budgets for comparable Aaa Municipalities

Non-Recurring Capital - Preparation of department requests with 14 points, supporting schedules and bond resolutions

Set-up procedures for tracking and depositing online mooring revenue payments (Southport Harbor)

Verify accuracy of software calculation of Building permit fees charged based on cost per building project

Track departmental expenses related to COVID-19

Begin application process for disaster relief with FEMA for Town and Board of Education expenditures related to COVID-19 Track actual expenditures by department and gather associated backup documentation for quarter ended March 31 for

FEMA reimbursement

Prepare income statement for Fairfield Theatre Company

Update monthly cash flow statements for Town Employees and Fire and Police Pension Plans

Track costs for fill pile remediation by vendor

Assist with grant application for FairTV

Pension Investments - Process Monthly Invoices

Prepare daily bank deposits and associated deposit transmittals for revenue received by the Finance Department

Assist external auditor with independent DPW audit

Update Town organizational chart

FOI Requests - Fulfillment

### Town of Fairfield

Fairfield, Connecticut 06824

#### **INTERNAL AUDIT**

(203) 256-2919 Office (203) 256-3080 Fax

To:

Gerald Foley, Director of Purchasing

From:

Connie M. Saxl, Internal Auditor

Subject:

Audit: Employee Credit Card Expenditures

Date:

February 5, 2020

Cc:

Caitlin T. Bosse, Interim Chief Fiscal Officer



The Internal Audit Department has completed an examination of employee credit card expenditures for the eight-month period covering March 2019 through October 2019.

The scope of the audit comprised examinations of:

- Monthly American Express credit card statements
- Employee Reconciliation Voucher Packages including receipts supporting credit card purchases

The <u>purpose</u> of the audit was to study and evaluate internal controls surrounding employee credit card purchases and to determine that:

- Purchases are bona fide and for authorized purposes
- Goods ordered by employees are reasonable
- Cardholder purchases are substantiated by appropriate supporting documentation (i.e., customer receipts, sales slips, etc.)
- Purchases are reviewed and approved by an independent authority

 Weaknesses among the internal accounting control structure are identified and disclosed and to provide recommendations on areas of improvement relating to 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 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 methods used within an organization to safeguard assets, promote the accuracy and reliability of its accounting data and records, promote operational efficiency and encourage compliance with all policies and procedures prescribed by management.

\*\*\*\*\*

#### **BACKGROUND**

109 Town and Board of Education employees possessed municipal credit cards as of October 31, 2019 comprising 19% of total Town employees and to 2% of total Board of Education employees.

	Cardholders	Employees	%
Town	86	458	19%
Board of Education	23	1,463	2%
Total	109	1,921	

The average monthly credit card billing for purchases made by these cardholders during fiscal year 2019 was \$64,163.

July 2018	\$ 107,692.62
August 2018	\$ 95,122.95
September 2018	\$ 74,907.11
October 2018	\$ 60,779.64
November 2018	\$ 51,125.64
December 2018	\$ 57,571.18
January 2019	\$ 44,568.93
February 2019	\$ 57,569.93
March 2019	\$ 59,977.73
April 2019	\$ 57,691.48
May 2019	\$ 48,704.11
June 2019	\$ 54,240.60
Total Purchases	\$ 769,951.92

Note: Finance only receives backup for Town cardholders only. The audit encompassed review of expenditures for Town cardholders only and not Board of Education usage.

#### Audit findings and recommendations are as follows:

#### FINDING # 1

An independent person (other than the supervisor of the cardholder) does not review employee credit card expenditures.

#### **RECOMMENDATION #1**

Management should assign an employee (non-cardholder) to review all cardholder Reconciliation Voucher packages. The reviewer should ensure that all cardholder purchases are substantiated by proper supporting documentation and that the expenditures are reasonable and comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.

The assigned credit card reviewer should have the responsibility of notifying employees when they do not comply with the requirements outlined above.

#### FINDING # 2

Cardholders and the supervisors who approve the purchases are not provided with training on proper credit card usage or the parameters surrounding credit card purchases.

#### **RECOMMENDATION #2**

It is recommended that annual training be provided to all cardholders and their supervisors. Policies, procedures and the parameters surrounding credit card purchases should be outlined to cardholders including:

- Detail of acceptable and non-acceptable purchases.
- Listing of approved vendors for departmental purchases.
- Requirements surrounding the preparation and submittal of the Reconciliation Voucher package to Finance.

#### FINDING # 3

Cardholders are not submitting their Reconciliation Voucher packages to Finance on a timely basis.

#### **RECOMMENDATION #3**

Cardholders should be reminded to submit their Reconciliation Voucher package to the Finance Department on a timely basis for processing. Currently, the Finance clerk calls individual cardholders who fail to abide by this policy requirement each month to remind them to hand in their documents on time. This results in an inefficient use of employee time and delays the processing of the expense in the general ledger.

#### FINDING #4

## Cardholders are not always submitting all receipts with their Reconciliation Voucher packages to Finance.

#### **RECOMMENDATION #4**

Cardholders should be reminded to attach all supporting documentation corroborating their credit card purchases to the Reconciliation Voucher package. Backup documentation supports that the cardholder indeed made the purchase and often times provides detailed information about the purchase such as the description of the item(s) purchased and the number of unit(s) purchased.

It is recommended that a "Missing Receipt Form" be utilized in those cases where cardholders lose their receipts. This form will document the description of what was purchased as well as the review and authorization signature from the supervisor. This will provide proper substantiation for all cardholder purchases where receipts are not present. Internal audit has prepared a "Missing Receipt Form" for cardholder use. (See attached.)

#### **FINDING #5**

## Cardholders are not always using Town preapproved vendors for purchases.

#### **RECOMMENDATION #5**

The Purchasing Department should encourage cardholders to utilize Town preapproved vendors in order to obtain special discounted pricing. Furthermore, the Purchasing Department should compile and distribute a list of pre-approved vendors to Town departments on a regular basis for employee use. The list should also be maintained for employee use on the Town shared drive.

#### FINDING # 6

<u>Cardholders are purchasing gasoline at local service stations for</u>
Town vehicles.

#### **RECOMMENDATION #6**

Cardholders should be encouraged to fill Town vehicles at the Town supplied gas pumps instead of utilizing local gas stations. The Town maintains two gas pumps specifically for Town vehicle use and the Town obtains special pricing for gasoline at \$2.00 per gallon.

Employees who use their personal vehicles for Town business shall not charge gasoline on the Town credit card. Instead, these employees are reimbursed at a flat rate per mile in accordance with IRS guidelines on a Travel and Meeting report submitted to Finance.

#### FINDING # 7

## The Reconciliation Voucher Sheet does not include brief descriptions of what the cardholder purchased.

#### **RECOMMENDATION #7**

The Reconciliation Voucher sheet should be updated to include brief descriptions of types of purchases made since many receipts do not provide detail of the item(s) purchased. This will allow the credit card reviewer and other parties to determine what the cardholder is actually purchasing and will provide greater accountability of purchases made by cardholders. Internal audit has prepared a revised American Express Reconciliation Voucher sheet for cardholder use. (See attached.)

#### FINDING #8

### Cardholders are paying state sales tax on purchases.

#### **RECOMMENDATION #8**

Cardholders should be informed that all Town purchases are exempt from state sales tax. Cardholders need to notify the merchant that their purchase is made for a tax-exempt municipality. The Town tax identification number is provided below. (See attached for forms.)

Town Federal Tax ID number: 06-6001998 Cert-134 – Exempt Purchase by Qualifying Governmental Agencies

#### Cert-112 - Exempt Purchases of Meals or Lodging by Exempt Entities

#### FINDING #9

Cardholders are purchasing meals but are not submitting a Travel and Meeting form to substantiate the business purpose of the meal.

#### **RECOMMENDATION #9**

Cardholders must complete a Travel and Meeting form to document the reason for the business meal and attach it to the Reconciliation Voucher. This will provide documentation to substantiate that the meeting was for Town business purposes.

Furthermore, acceptable business-related meals should be clearly explained to cardholders outlining acceptable and appropriate types of expenditures.

#### FINDING # 10

Cardholders are not attaching a copy of the Request for Non-Local

Travel form to substantiate that out-of-state travel was
preapproved by the First Selectwoman per Town policy.

#### **RECOMMENDATION # 10**

The "Request for Non-Local Travel" form must be attached to the monthly Reconciliation Voucher package to support that the First Selectwoman preapproved the travel. A copy of the form should be attached to the reconciliation voucher to support that the charges were preapproved. (See attached.)

#### **FINDING #11**

Cardholders are making information technology purchases without obtaining pre-approval by the Information Technology Department per Town policy.

#### **RECOMMENDATION # 11**

Cardholders must be provided with the Town policy governing all purchases pertaining to information technology. Cardholders must be instructed to abide by this Town policy prior to making any purchase on the Town credit card pertaining to information technology. (See attached.)

#### FINDING # 12

Cardholders are making purchases through Amazon and are paying shipping fees.

#### **RECOMMENDATION # 12**

Cardholders should be encouraged to use the free shipping option whenever making purchases through Amazon.

#### FINDING # 13

The list of credit cardholders has not been reviewed by management (other than the purchasing authority) to determine whether the number of cards issued is excessive or if the cards are necessary.

#### **RECOMMENDATION # 13**

Town management in conjunction with Department Heads should review the list of cardholders and determine if the current number of credit cards issued to employees can possibly be reduced. Credit cards should only be issued to employees based upon department need and to facilitate purchases in order to efficiently run daily departmental operations. This procedure should be performed on an annual basis.

#### FINDING # 14

Consequences for violating Town credit card policy is not enforced.

#### **RECOMMENDATION # 14**

Town management should enforce consequences to cardholders who violate the Town credit card policy. However, management must first assign a person to review the monthly credit card reconciliation voucher packages. This person shall be responsible for reporting violations of the credit card policy to management. It is recommended that violators of the credit card policy be given a written warning for their first violation. A second violation within a six-month period should result in suspension of the Town credit card.

\*\*\*\*\*

## Internal Audit has written and included the following documents for Town use (Attached):

- Employee Request for a Town Credit Card
   Procurement (Credit) Card Program Memorandum of Understanding
  - \*\*\*\*\*

#### **CLOSING REMARKS**

The audit recommendations included within this report are made in an effort to establish new and strengthen existing internal controls over all municipal credit card purchases. I will be glad to assist with the implementation of any of the recommendations made within this report. Thank you.

\*\*\*\*\*

#### **AUDITEE RESPONSE**

<u>Audit Recommendation #1</u>: Purchasing will work with Finance to establish an appropriate independent person to review credit card expenditures.

<u>Audit Recommendation #2</u>: Purchasing will work with Finance to periodically train employees in the proper use of Town credit cards including the parameters surrounding their use.

<u>Audit Recommendation #3</u>: Purchasing will notify employees to submit their monthly Reconciliation Voucher Packages to Finance on timely basis or they will be subject to penalties.

<u>Audit Recommendation #4</u>: Purchasing will notify employees to submit all receipts for credit card purchases with their monthly Reconciliation Voucher Packages or they will be subject to penalties.

<u>Audit Recommendation #5</u>: Purchasing will compile and distribute a list of preapproved vendors for employees to use for department purchases.

<u>Audit Recommendation #6</u>: Purchasing will instruct employees to either use the Town provided gas pumps or submit mileage reimbursement whenever their personal vehicles are used.

<u>Audit Recommendation #7</u>: Purchasing will let employees that the reconciliation voucher form has been updated; and Purchasing will instruct employees to submit a brief description of the item purchased utilizing the new reconciliation voucher form.

<u>Audit Recommendation #8</u>: Purchasing will instruct employees that the Town is exempt from sales tax and we will assist cardholders in completing the proper forms when necessary in order to avoid the payment of sales tax. <u>Audit Recommendation #9</u>: Purchasing will instruct employees to use the Travel and Meeting form to substantiate the business purpose of the meeting.

<u>Audit Recommendation #10</u>: Purchasing will instruct employees to use the Request for Non-Local travel form and attach it to the monthly Reconciliation Voucher package.

<u>Audit Recommendation #11</u>: Purchasing will provide the Town policy governing information technology purchases to credit cardholders and instruct them to abide by Town policy.

<u>Audit Recommendation #12</u>: Purchasing will instruct employees to use the free shipping option when making purchases with Amazon.

<u>Audit Recommendation #13</u>: Purchasing has already worked with Internal Audit and has reviewed the number of outstanding credit cards. Twelve credit cards have been eliminated as a result. This process will be performed on an annual basis.

**Audit Recommendation #14:** Purchasing will work with Finance to establish a policy and procedure for applying penalties to credit cardholders who do not abide by the Credit Card Policies and Procedures.

## TOWN OF FAIRFIELD - OFFICE OF INTERNAL AUDIT CONNIE M. SAXL, INTERNAL AUDITOR 1/25/2021

#### STATUS OF AUDIT RECOMMENDATIONS - FISCAL YEAR 2020

STATUS OF AUDIT RECOMMENDATION:

<u>Library - Audit of Revolving and Restricted Fund Revenue and Expenditures (11/19)</u>	MGMT. RESPONSE	<b>INTERNAL AUDIT FOLLOW-UP DATE &amp; COMMENTS</b>
Audit Recommendation #1: Bank deposits must be performed on a daily basis for all cash	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
collections exceeding the sum of \$250 per Town policy.		
W.		
Audit Recommendation #2: Prepare a detailed spreadsheet of revolving fund expenditures on	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
a monthly basis for outside party review.		

Library - Audit of Library Endowment Funds (11/19)	MGMT. RESPONSE	INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS
Audit Recommendation #1:		<b>.</b>
1. Library Board of Trustees should create an investment policy.	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
2. Copies of monthly investment statements should be submitted to Finance.	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
3. A custodian should be employed for the administration and management of the	AGREED & COMPLIED	DEPT. COMPLIED - DECEMBER 2020
investments.		
4. The investment advisor should provide a professional report to the Board on a regular	AGREED & COMPLIED	DEPT. COMPLIED - DECEMBER 2020
basis.		
5. A minimum of two different signatories should be required for any trade or disbursement	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
from the funds.		
6. Detail of trades and disbursements from the funds should be provided to the Board on a	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
monthly basis.	847	
7. The Endowment Funds and Savings Account should be reported as a Special Revenue Fund	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
on the Town financial statements.		
8. The Endowment Funds and Savings Account should be recorded on the Town general	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
ledger accounting system.	S#F 59	
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Audit Recommendation #2: An overpayment made by the Board toward a repayment of a	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
general obligation bond in 2019 should be applied toward fiscal year 2020.		

#### **AUDIT PERFORMED AND RECAP OF AUDIT RECOMMENDATIONS:**

AUDIT PERFURINED AND RECAP OF AUDIT RECOMMENDATIONS.	STATUS OF AUDIT RECUIVIT	WENDATION:
Tax Collector - Audit of Revenue Collections (12/19)	MGMT. RESPONSE	INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS
Audit Recommendation #1: The tax office should submit documentation to the Finance	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
Department (Accounts Payable) designating that the "Request for Refund of Property Taxes"		, a.
forms were approved by the Board of Selectmen prior to payment.	G-	
		*
Audit Recommendation #2: The Department Head should physically sign each "Deposit	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
Transmittal" sheet instead of using ink stamps.		6
,,		
Audit Recommendation #3: The Department Head should place their signature next to the	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020
grand total dollar amount voided on the "Posted Batch Report by Sequence Number"	, ionizio a com rizo	52. 11 com 125 / 11 112 2020
designating review and approval.		
acsignating review and approval,		
Audit Recommendation #4: A trained security professional should inspect the current security	AGREED & COMPLIED	DEPT. COMPLIED - APRIL 2020 - The Town of Fairfield Police
surveillance system in the Tax Collector's office to ensure that it is functioning properly.	AGREED & CONTERED	Department has conducted a security analysis of the Tax
Surveillance system in the rax confector's office to ensure that it is functioning properly.		Office and Old Town Hall. The Director of IT has also
		inspected the current surveillance system and ensures that it
		is functioning properly
Employee Credit Card Expenditures Audit (2/20)	MGMT. RESPONSE	INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS
Audit Recommendation #1: Management should assign an employee (non-cardholder) to	AGREED & COMPLIED	DEPT. COMPLIED - FEBRUARY 2020 - Purchasing will review
	AGREED & CONFLIED	_
review all cardholder Reconciliation Voucher packages.		employee credit card purchases on a monthly basis for overall
	E 3	reasonableness of expenditure.
Audit Personandation #2. Applied training should be provided to all could be and their	ACREED & COMPLIED	DEDT COMPLIED IMMUMBLY 2021 The sendit count colinary
Audit Recommendation #2: Annual training should be provided to all cardholders and their	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021 -The credit card policy was
supervisors. Policies, procedures and the parameters surrounding credit card purchases	· ·	redistributed to each cardholder. Cardholders were required
including detail of acceptable and non-acceptable purchases, listing of approved vendors,	* ·	to return a memorandum of understanding that they have
requirements surrounding the preparation and submittal of Reconciliation Voucher packages	184	read and understood the credit card policies and will comply
to Finance should be incorporated as part of the employee training.		with its terms and conditions. Internal Audit provided
* *	g 8 8	cardholders with a top ten list of most important points within
		the policy for card members to abide by. Cardholders were
		notified that strict penalties will be applied if they are found
*		to be in non-compliance.
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	· · · · · · · · · · · · · · · · · · ·	,
Audit Recommendation #3: Cardholders should be reminded to submit their Reconciliation	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021
Voucher package to the Finance Department on a timely basis for processing. Currently, the		12
Finance clerk calls individual cardholders who fail to abide by this policy requirement each	7	£
month to remind them to hand in their documents on time.	¥	
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AUDIT PERFORMED	ANDR	FCAP OF	ALIDIT RE	COMMENDAT	TONS.
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AUDIT FERFORING AND RECAP OF AUDIT RECOMMENDATIONS.	STATUS OF AUDIT RECUISINE	NDATION.
Employee Credit Card Expenditures Audit (2/20) - CONTINUED	MGMT. RESPONSE	INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS
Audit Recommendation #4: Cardholders should be reminded to attach all supporting	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021
documentation corroborating their credit card purchases to the Reconciliation Voucher		u <sup>r®</sup>
package.	58.1	
Audit Recommendation #5: The Purchasing Department should encourage cardholders to	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021
utilize Town preapproved vendors in order to obtain special discounted pricing. Furthermore,		
the Purchasing Department should compile and distribute a list of pre-approved vendors to		
Town departments on a regular basis for employee use. The list should also be maintained		
for employee use on the Town shared drive.		
Joi employee use on the rown shared arive.		
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Audit Recommendation #6: Cardholders should be encouraged to fill Town vehicles at the	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021
_ ·	AGREED & CONPLIED	DEPT. COMPLIED - JANUARY 2021
Town supplied gas pumps instead of utilizing local gas stations.		e " = "
Audit Recommendation #7: The Reconciliation Voucher sheet should be updated to include	NOT DEEMED NECESSARY -	N/A - SEE DEPT. RESPONSE - JANUARY 2021
brief descriptions of types of purchases made since many receipts do not provide detail of the		NYA - SEE DEPT. RESPONSE - JANUARY 2021
item(s) purchased.	- P	≥ <u>≥</u> × 1 × 8
item(s) purchasea.	determined that the dual	•
	review of both the	8
	Department Head and	
	Purchasing department of	
	monthly credit card	
	purchases made by	· ·
	cardholders was sufficient	
392	to warrant the	
8 × 78	appropriateness and	
	validity of those	. *
	expenditures.	
		And the second s
	000 OF 5	
Audit Recommendation #8: Cardholders should be informed that all Town purchases are	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021
exempt from state sales tax.		
	Je .	9
Audit Recommendation #9: Cardholders must complete a Travel and Meeting form to	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021
document the reason for the business meal and attach it to the Reconciliation Voucher.	* 45	* •

#### AUDIT PERFORMED AND RECAP OF AUDIT RECOMMENDATIONS:

Employee Credit Card Expenditures Audit (2/20) - CONTINUED	MGMT. RESPONSE	INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS
Audit Recommendation #10: The "Request for Non-Local Travel" form must be attached to the monthly Reconciliation Voucher package to support that the First Selectwoman preapproved the travel.	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021
Audit Recommendation #11: Cardholders must be provided with the Town policy governing all purchases pertaining to information technology.	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021
Audit Recommendation #12: Cardholders should be encouraged to use the free shipping option whenever making purchases through Amazon.	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021
Audit Recommendation #13: Town management in conjunction with Department Heads should review the list of cardholders and determine if the current number of credit cards issued to employees can possibly be reduced.	AGREED & COMPLIED	DEPT. COMPLIED - JUNE 2020 - Purchasing worked with Internal Audit and has reviewed the number of outstanding credit cards. Twelve credit cards have been eliminated as a result. This process will be performed on an annual basis.
Audit Recommendation #14: Town management should enforce consequences to cardholders who violate the Town credit card policy.	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021 - Internal Audit met with the Chief Administrative Officer and the Interim Chief Fiscal Officer and it was agreed that strict penalties will be applied to cardholders who do not comply with Town policies and procedures.
Employee Credit Card Survey (2/20)	MCMT DECDONCE	INTERNAL AUDIT FOU OW UP DATE & COARREST
Employee Credit Card Survey (3/20) Audit Recommendation #1: The three credit cards issued to employees who are no longer employed should be immediately cancelled with American Express. Human Resources should coordinate with the Purchasing Department and establish a policy and procedure for cancelling credit cards at the time of employee termination/separation.	MGMT. RESPONSE AGREED & COMPLIED	INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS  DEPT. COMPLIED - MARCH 2020 - The three credit cards were cancelled. JANUARY 2021 - A policy and procedure was established between Human Resources and Purchasing whereby all credit cards issued to employees are tracked and monitored.
Audit Recommendation #2: Part-time employee credit cards should be cancelled.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020
Audit Recommendation #3: Human Resources should coordinate with the Purchasing department and establish a procedure for notifying them whenever employees who hold credit cards have name changes	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2020
Audit Recommendation #4: The 12 employee credit cards identified by the survey as low need or not needed by the department should be cancelled.	AGREED & COMPLIED	DEPT. COMPLIED - JUNE 2020

#### **AUDIT PERFORMED AND RECAP OF AUDIT RECOMMENDATIONS:**

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Food License Revenue Audit(3/20)	MGMT. RESPONSE	<b>INTERNAL AUDIT FOLLOW-UP DATE &amp; COMMENTS</b>
Audit Recommendation #1: Bank deposits must be performed on a daily basis for all cash collections exceeding the sum of \$250.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020
Audit Recommendation #2: All pre-numbered customer receipts written by the Health department for restaurant licenses received after January 31st should be evidenced by a postmarked envelope that is retained in the customer's file.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020
Audit Recommendation #3: The Application for Food License be amended to include the total dollar amount received by the customer for ease of reference. In addition, if the customer is billed for the late fee, the method of payment, amount paid and receipt number should be recorded here as well.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020
Audit Recommendation #4: All voided receipts should be signed and dated by the department head designating his review and approval of the voided transaction. The department should retain both parts (customer and department copy) of voided receipts.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020
Audit Recommendation #5: A certified letter should be mailed to all restaurants who have failed to comply with the requirements of the Health Department in a timely fashion. Letters should be mailed no later than ten days after the February 14 <sup>th</sup> deadline. The letter should state that the restaurant has failed to comply with Health Department policy and that their license will be automatically suspended. Further, they may not operate until all payments are made and a new license issued. The certified letter should provide the restaurant with a three day compliance grace period to meet all requirements and should double the initial late penalty fee. Failure to meet all requirements within the three-day grace period should result in the closure of the restaurant.	Grant Control of the	DEPT. COMPLIED - MARCH 2020
Audit Recommendation #6: The Health Department should document the operating procedures surrounding the Food License process.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020

AUDIT PERFORMED AND RECAP OF AUDIT RECOMMENDATIONS:	STATUS OF AUDIT RECOMMENDATION:				
Fat, Oil, Grease Permit Revenue (3/20) Audit Recommendation #1: The WPCA Rules and Regulations Section 305 needs to be updated to reflect language that incorporates the requirement of FOG permits for Class I and II food establishments in the Town of Fairfield per the WPCA vote on June 27, 2018.	<u>MGMT. RESPONSE</u> AGREED & COMPLIED	INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS  DEPT. COMPLIED - MARCH 2020			
Audit Recommendation #2: It is recommended that on or before May 15 <sup>th</sup> of each year, the Health Department provide the Sewer Department with an updated report listing all food establishments who hold licenses in Fairfield.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020			
Audit Recommendation #3: The Sewer Department should commence inspections of all food establishments that are required to maintain a FOG permit.	AGREED BUT NOT VIABLE - MARCH 2020 - Lack of staffing has prevented the inspection of food establishments. The Department would rather that the individual restaurants provide receipts from certified cleaning companies to prove that the proper maintenance has been performed on an annual basis prior to the issuance of new FOG permit. With a full time staff of just 2 employees, the Sewer Department does not have the staff to perform these inspections. The sewer department is hoping to have this function integrated into the new Town permitting software that is currently out to bid.	OPEN - MGT. RESPONSE - JANUARY 2021 - The restaurants are sending in their grease haulers receipts, unfortunately due to Covid some food establishments are closed and have not sent in the required permits.			

AUDIT PERFORMED AND RECAP OF AUDIT RECOMN	MENDATIONS:
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AUDIT PERFORMED AND RECAP OF AUDIT RECOMMENDATIONS:	STATUS OF AUDIT RECOMMENDATION:				
Fat, Oil, Grease Permit Revenue (3/20) - CONTINUED	MGMT. RESPONSE	<b>INTERNAL AUDIT FOLLOW-UP DATE &amp; COMMENTS</b>			
Audit Recommendation #4: Due to 10 grease backups in Fairfield reported by the State of CT	AGREED - IN PROCESS - The	OPEN - MGT. RESPONSE - JANUARY 2021 - The new software			
DEP, it is recommended that regular FOG inspections be enforced by the Sewer Department	Sewer Department would	should be up and running in June 2021			
on an annual basis.	like to make this program				
	self-reporting since it does				
	not have the staff to				
	complete inspections of all				
	of the restaurants. The				
	sewer department is hoping				
	that this will be possible				
	with the new Town				
	permitting software that is				
	currently out to bid.				
Audit Recommendation #5: The Town website should be updated annually to include pertinent information surrounding the FOG permitting process including an online permit application.	AGREED & COMPLIED	DEPT. COMPLIED - JANUARY 2021			
Audit Recommendation #6: It is recommended that the parameters surrounding the late fee	AGREED - IN PROCESS - The	OPEN - MGT. RESPONSE - JANUARY 2021 - We have written			
be reviewed by the WPCA. The late fee should be increased (perhaps doubled) at the time of	Sewer Department will	an ordinance which will address this issue and will be			
the second late notice. Failure to pay after the second late notice should result in stricter		presented to the WPCA in February before being presented to			
penalties such as suspension of the food establishment license.	WPCA. The Department is	the Town Boards.			
	hoping that when the Town				
	transfers to online				
	permitting that these types				
	of fees will be	*			
	institutionalized into the				
	new permitting software				
,9) X	and emails to late payers				
	can go out automatically.				
E)					
I.					

AUDIT PERFORMED AND RECAP OF AUDIT RECOMMENDATIONS: Fat, Oil, Grease Permit Revenue (3/20) - CONTINUED	STATUS OF AUDIT RECOMME	
Audit Recommendation #7: The Sewer Department should establish a policy that outlines stricter measures that may be imposed upon food establishments who fail to submit the required FOG permit payment and that this policy be submitted to the WPCA for approval.	MGMT. RESPONSE AGREED - IN PROCESS -This recommendation is noted and will be discussed with the WPCA to come up with stricter requirements for compliance with FOG permit program. Will coordinate with the health department to determine if holding food establishment license until FOG permit is satisfied is permissible.	INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS  OPEN - JANUARY 2021 - MGT. RESPONSE - Once the FOG  Ordinance is approved there will be a penalty for those establishments that do not submit the necessary permits.
Audit Recommendation #8: The Sewer Department should comply with Town policy and make	AGREED & COMPLIED	
deposits with collections over \$250 on a daily basis.	NONLED & COMM LIED	DEPT. COMPLIED - MARCH 2020

Audit Recommendation #10: The Sewer Department should document the operating procedures governing the entire FOG permit process.

AGREED & COMPLIED

DEPT. COMPLIED - MARCH 2020

Audit Recommendation #11: All receipts of payment from customers should generate a prenumbered customer receipt. In addition, a FOG permit should be created and both documents should be issued to the customer by the Sewer department.

AGREED & COMPLIED - MARCH 2020

AUDIT PERFORMED AND RE	AP OF AUDIT	RECOMMENDATIONS:
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Fat, Oil, Grease Permit Revenue (3/20) - CONTINUED

#### STATUS OF AUDIT RECOMMENDATION:

**INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS** 

MGMT. RESPONSE

Audit Recommendation #12: The FOG permit application should be revised to include a space on the bottom for recording receipt information by the Sewer Department.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020
Audit Recommendation #13: All pre-numbered customer receipts written by the Sewer department for FOG permit payments received after July 1 st should be evidenced by a postmarked envelope that is retained in the customer's file for one year.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020
Audit Recommendation #14: The cash collection excel spreadsheet used to reconcile the receipt of customer payments received to the bank deposit and deposit transmittal should include the payment type, i.e., cash or check payment received from the customer.	AGREED & COMPLIED	DEPT. COMPLIED - MARCH 2020
Town Solar Sites and Associated Cost Savings (5/20)  Audit Recommendation #1a: Research and analysis should be conducted for future solar installations to determine if purchase power agreements actually reap the greatest savings to the Town. Other solar panel options such as direct purchase and install by the Town should be investigated to see if the cost savings incurred would be greater than the PPA. The option which reaps the greatest savings to the Town should be implemented.	MGMT. RESPONSE AGREED & WILL COMPLY FOR FUTURE SOLAR INSTALLATIONS	INTERNAL AUDIT FOLLOW-UP DATE & COMMENTS  No new solar installations (Town-side) since audit. Analyses will be conducted for future solar panel installations to determine which options will reap the greatest savings for the Town.
Audit Recommendation #1b: It is recommended that all future solar purchase power agreements follow Town Charter guidelines governing purchases. At a minimum, the Town should obtain three quotes from different solar providers to ensure that the best annual kWh pricing is obtained while also taking into account vendor reputation and experience in the process.	AGREED & WILL COMPLY FOR FUTURE PURCHASE POWER AGREEMENTS	No new solar installations (Town-side) since audit. Future solar panel installations will adhere to Town Purchasing policies and guidelines as outlined in the Town Charter.
Audit Recommendation #1c: It is also recommended that the payment agreement between the Town and the Tennis Center on Old Dam Road be placed in writing regarding responsible party obligation of payment of future solar and electric bills.	AGREED & WILL COMPLY	JANUARY 2021 OPEN - TENANT REDUCED RENT PAYMENT DUE TO TOWN BY \$6,548.52 IN JUNE 2020 FOR PORTION OF ELECTRIC BILL. THE TOWN IS CURRENTLY IN THE PROCESS OF NEGOTIATING A NEW LEASE AGREEMENT WHICH WILL INCORPORATE A TENANT CREDIT FOR THE SOLAR/ELECTRIC BILL TO ADDRESS THIS ISSUE.
Audit Recommendation #2 It is recommended that an analysis comparing expected to actual kWh solar production along with associated cost savings or loss be prepared on annual basis per solar site going forward.	AGREED & WILL COMPLY ON AN ANNUAL BASIS	DEPT. COMPLIED - DATA OF KWH AND COST PER SITE INPUT ON A MONTHLY BASIS JANUARY 2021

			Transaction Limit			
Last Name	First Name	Control Account No.	Amount	Monthly Limit Amount	Issuance Date	Account Status
OX	KEVIN	2727 252404 04005	1,500.00	3,500.00	08/24/1999	ACTIVE
LEARY	SANDS		2,500.00	5,000.00	08/30/1999	ACTIVE
AULES	VIRGINIA		5,000.00	12,500.00	08/30/1999	CANCELLED
ODIE	JOHN		1,500.00	3,000 00	10/12/1999	ACTIVE
URLEY	WILLIAM		3,000.00	3,000.00	03/29/2001	ACTIVE
RACE	PETER		1,500.00	4,000.00	10/23/2001	ACTIVE
WIFT	JAMES		2,500.00	3,000 00	04/25/2002	ACTIVE
MILLER	PAUL		500.00	500.00	09/09/2003	ACTIVE
EMKO	RICHARD		2,000.00	5,000.00	03/15/2005	ACTIVE
UERRERA	ROBERT		500.00	1.500.00	12/21/2007	ACTIVE
HIZMADIA	JOHN		1,000.00		08/31/2010	ACTIVE
NE	WILLIAM		500.00		10/06/2010	ACTIVE -
SHER	JANET		1,500.00		12/05/2012	ACTIVE
ALAPIR	ERIK		1,000.00		06/12/2013	ACTIVE
HERWOOD	SCHUYLER		2,500.00		10/25/2013	ACTIVE
ARNHART	MARK		2,500.00		11/25/2013	ACTIVE
DSSE	CAITLIN		1,000.00		02/10/2014	ACTIVE
LI	CHRISTOPHER		5,000.00		07/08/2014	ACTIVE
ELMHORST	ROBERT		500.00		03/25/2015	ACTIVE
JNN	KYRAN		3,500.00		03/25/2015	ACTIVE
NDER	JEFFREY		500.00		04/10/2015	ACTIVE
(AN	JAMES		4,500.00		05/04/2015	ACTIVE
RODERICK	KEITH		2,500.00		05/11/2015	ACTIVE
ALAMARAS	ROBERT		750.00		05/11/2015	ACTIVE
TULLIO	JOHN				07/15/2015	ACTIVE
			1,000.00	5,000.00	0771372013	ACTIVE

MCCARTHY         DENS         3,500.00         1,500.00         1007/2016         ACTIVE           WEIHE         EDWARD         1,000.00         3,000.00         1007/2016         ACTIVE           GOMCIA         GEORGE         1,000.00         1,000.00         2008/2016         ACTIVE           MTCHELL         JIL         1,000.00         3,500.00         2028/2016         ACTIVE           SARDINHA         AURELO         500.00         3,000.00         0,000.00         0,000.00         200.000         2,000.00         ACTIVE           WILTSIE         AMES         3,000.00         5,000.00         0,042/2016         ACTIVE         ACTIVE           WILTSIE         AMES         3,000.00         5,000.00         0,042/2016         ACTIVE           WILTSIE         AMES         3,000.00         2,000.00         11/52016         ACTIVE           HAYES         DANIEL         5,000.00         2,000.00         11/18/2017         ACTIVE           CAISSE         ROGER         1,000.00         1,000.00         10/18/2017         ACTIVE           CAISSE         ROGER         1,000.00         1,000.00         20/00.00         10/18/2017         ACTIVE           BROWN         GAYEN <th>PARIS</th> <th>MICHAEL</th> <th>NAME OF BRIDGE SALES</th> <th>1,000.00</th> <th>3,000.00 09/16/2015</th> <th>ACTIVE</th>	PARIS	MICHAEL	NAME OF BRIDGE SALES	1,000.00	3,000.00 09/16/2015	ACTIVE
GMOLA GEORGE 1.000.00 1.000.00 02/08/2016 ACTIVE MTCHELL JILL 1.100.00 3.500.00 02/08/2016 ACTIVE COARSE THOMAS 500.00 02/08/2016 ACTIVE COARSE THOMAS 500.00 02/08/2016 ACTIVE COARSE THOMAS 500.00 0.000.00 03/08/2016 ACTIVE COARSE THOMAS 500.00 5.000.00 04/08/2016 ACTIVE COARSE THOMAS 500.00 5.000.00 04/08/2016 ACTIVE COARSE THOMAS 500.00 5.000.00 04/08/2016 ACTIVE COARSE THOMAS THOMAS 500.00 5.000.00 04/08/2016 ACTIVE COARSE THOMAS THOMAS 500.00 0.000.00 01/16/2016 ACTIVE COARSE THOMAS THOMAS 500.00 0.000.00 01/16/2016 ACTIVE COARSE THOMAS 500.00 0.000.00 01/16/2017 ACTIVE COARSE THOMAS 500.00 0.000.00 01/16/2017 ACTIVE COARSE THOMAS 500.00 0.000.00 02/08/2018 ACTIVE COARSE THOMAS 500.00 02/08/2019 ACTIVE COARSE THO	MCCARTHY	DENIS		3,500.00	7,500.00 10/07/2015	ACTIVE
MITCHELL   JIL	WEIHE	EDWARD		1,000.00	3,000_00 01/28/2016	ACTIVE
COARSE THOMAS \$ 600.00 2.000.00 0328/2016 ACTIVE SARDINHA AURELIO \$ 500.00 5.000.00 0498/2016 ACTIVE WILTSIE JAMES 3.000.00 5.000.00 05/14/2016 ACTIVE WALKINSHAW RYAN 500.00 5.000.00 05/14/2016 ACTIVE WALKINSHAW RYAN 500.00 2.000.00 11/15/2016 ACTIVE HAYES DANIEL 500.00 2.000.00 11/15/2016 ACTIVE CALLEY DAVID 17,000.00 20,000.00 01/15/2016 ACTIVE CALLEY DAVID 17,000.00 20,000.00 01/15/2017 ACTIVE CALSE ROGER 1,000.00 1.000.00 01/15/2017 ACTIVE CALSE ROGER 1,000.00 1.000.00 01/15/2017 ACTIVE CALSE ROGER 1,000.00 1.000.00 01/15/2017 ACTIVE CALSE ROWN GAYLEN 5,000.00 20,000.00 01/15/2017 ACTIVE CALSE ROWN 1,500.00 1,500.00 02/15/2018 ACTIVE CALSE ROWN 1,500.00 1,500.00 02/15/2018 ACTIVE CALSE ACTIVE C	GOMOLA	GEORGE		1,000.00	1,000.00 02/08/2016	ACTIVE
SARDINHA         AURELIO         \$00.00         \$0,000.00         04/08/2016         ACTIVE           WILTSIE         JAMES         3,000.00         5,000.00         65/4/2016         ACTIVE           WALKINSHAW         RYAN         500.00         2,000.00         11/16/2016         ACTIVE           HAYES         DANIEL         500.00         2,000.00         11/16/2016         ACTIVE           KELLEY         DAVID         17,000.00         20,000.00         11/16/2016         ACTIVE           CAISSE         ROGER         1,000.00         1,000.00         04/18/2017         ACTIVE           BROWN         GAYLEN         5,000.00         20,000.00         04/18/2018         ACTIVE           JOHNSON         JOHN         1,500.00         1,500.00         02/08/2018         ACTIVE           LYTHE         TAMARA         1,500.00         5,000.00         04/11/2018         ACTIVE           LYTHE         TAMARA         1,500.00         1,500.00         04/11/2018         ACTIVE           LYTHE         TAMARA         1,500.00         7,500.00         04/11/2018         ACTIVE           LYTHE         TAMARA         1,500.00         7,500.00         08/08/2018         ACTIVE	MITCHELL	JILL		1,100.00	3,500.00 02/08/2016	ACTIVE
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JOHNSON	CAISSE	ROGER		1,000.00	1,000 00 04/18/2017	ACTIVE
ESPOSITO   FELIX   3,500.00   5,000.00   02/21/2018   ACTIVE	BROWN	GAYLEN		5,000.00	20,000 00 02/06/2018	ACTIVE
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SWEENEY   NANCY   1,500.00   2,000.00   08/13/2019   ACTIVE	PANILAITIS	MATTHEW		999.00	3,000.00 06/14/2019	ACTIVE
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KUPCHICK BRENDA 7,000.00 10,000.00 02/12/2020 ACTIVE GRANATA ANTONIO 1,000.00 2,000.00 07/13/2020 ACTIVE KOVAL PETER 1,000.00 2,000.00 07/13/2020 ACTIVE CATHCART JUSTIN 1,000.00 5,000.00 09/01/2020 ACTIVE BROWNE BETSY 2,500.00 5,000.00 09/17/2020 CANCELLED LIPPMAN JUSTIN 2,000.00 10,000.00 10/19/2020 ACTIVE VORNKAHL EDWARD 1,000.00 10,000.00 02/02/2021 ACTIVE STAHL MICHAEL 2,000.00 4,000.00 02/05/2021 ACTIVE RIENDEAU MATTHEW 1,000.00 4,000.00 03/24/2021 ACTIVE NOVAK DOUGLAS 1,000.00 2,500.00 09/20/2021 ACTIVE BISHOP TIMOTHY 500.00 1/1/17/2021 ACTIVE	SWEENEY	NANCY		1,500.00	2,000.00 08/13/2019	ACTIVE
GRANATA ANTONIO 1,000.00 2,000.00 07/13/2020 ACTIVE  KOVAL PETER 1,000.00 2,000.00 07/13/2020 ACTIVE  CATHCART JUSTIN 1,000.00 5,000.00 09/01/2020 ACTIVE  BROWNE BETSY 2,500.00 5,000.00 09/01/2020 CANCELLED  LIPPMAN JUSTIN 2,000.00 10,000.00 10/19/2020 ACTIVE  VORNKAHL EDWARD 1,000.00 10,000.00 02/02/2021 ACTIVE  STAHL MICHAEL 2,000.00 4,000.00 02/05/2021 ACTIVE  RIENDEAU MATTHEW 1,000.00 4,000.00 03/24/2021 ACTIVE  NOVAK DOUGLAS 1,000.00 2,500.00 09/20/2021 ACTIVE  BISHOP TIMOTHY 500.00 11/17/2021 ACTIVE	TESTA	GARY		500.00	2,000.00 08/13/2019	ACTIVE
KOVAL PETER 1,000.00 2,000.00 07/13/2020 ACTIVE CATHCART JUSTIN 1,000.00 5,000.00 09/01/2020 ACTIVE BROWNE BETSY 2,500.00 5,000.00 09/17/2020 CANCELLED LIPPMAN JUSTIN 2,000.00 10,000.00 10/19/2020 ACTIVE VORNKAHL EDWARD 1,000.00 10,000.00 02/02/2021 ACTIVE STAHL MICHAEL 2,000.00 4,000.00 02/05/2021 ACTIVE RIENDEAU MATTHEW 1,000.00 4,000.00 03/24/2021 ACTIVE NOVAK DOUGLAS 1,000.00 2,500.00 09/20/2021 ACTIVE BISHOP TIMOTHY 500.00 1/1/17/2021 ACTIVE	KUPCHICK	BRENDA		7,000.00	10,000.00 02/12/2020	ACTIVE
CATHCART JUSTIN 1,000.00 5,000.00 09/01/2020 ACTIVE BROWNE BETSY 2,500.00 5,000.00 09/17/2020 CANCELLED LIPPMAN JUSTIN 2,000.00 10,000.00 10/19/2020 ACTIVE VORNKAHL EDWARD 1,000.00 10,000.00 02/02/2021 ACTIVE STAHL MICHAEL 2,000.00 4,000.00 02/05/2021 ACTIVE RIENDEAU MATTHEW 1,000.00 4,000.00 03/24/2021 ACTIVE NOVAK DOUGLAS 1,000.00 2,500.00 09/20/2021 ACTIVE BISHOP TIMOTHY 500.00 11/17/2021 ACTIVE	GRANATA	ANTONIO		1,000.00	2,000.00 07/13/2020	ACTIVE
BROWNE BETSY 2,500.00 5,000.00 09/17/2020 CANCELLED LIPPMAN JUSTIN 2,000.00 10,000.00 10/19/2020 ACTIVE VORNKAHL EDWARD 1,000.00 10,000.00 02/02/2021 ACTIVE STAHL MICHAEL 2,000.00 4,000.00 02/05/2021 ACTIVE RIENDEAU MATTHEW 1,000.00 4,000.00 03/24/2021 ACTIVE NOVAK DOUGLAS 1,000.00 2,500.00 09/20/2021 ACTIVE BISHOP TIMOTHY 500.00 2,000.00 11/17/2021 ACTIVE	KOVAL	PETER		1,000.00	2,000.00 07/13/2020	ACTIVE
LIPPMAN JUSTIN 2,000.00 10,000.00 10/19/2020 ACTIVE  VORNKAHL EDWARD 1,000.00 10,000.00 02/02/2021 ACTIVE  STAHL MICHAEL 2,000.00 4,000.00 02/05/2021 ACTIVE  RIENDEAU MATTHEW 1,000.00 4,000.00 03/24/2021 ACTIVE  NOVAK DOUGLAS 1,000.00 2,500.00 09/20/2021 ACTIVE  BISHOP TIMOTHY 500.00 2,000.00 11/17/2021 ACTIVE	CATHCART	JUSTIN		1,000.00	5,000.00 09/01/2020	ACTIVE
VORNKAHL         EDWARD         1,000.00         10,000.00         02/02/2021         ACTIVE           STAHL         MICHAEL         2,000.00         4,000.00         02/05/2021         ACTIVE           RIENDEAU         MATTHEW         1,000.00         4,000.00         03/24/2021         ACTIVE           NOVAK         DOUGLAS         1,000.00         2,500.00         09/20/2021         ACTIVE           BISHOP         TIMOTHY         500.00         2,000.00         11/17/2021         ACTIVE	BROWNE	BETSY		2,500.00	5,000.00 09/17/2020	CANCELLED
STAHL MICHAEL 2,000.00 4,000.00 02/05/2021 ACTIVE RIENDEAU MATTHEW 1,000.00 4,000.00 03/24/2021 ACTIVE NOVAK DOUGLAS 1,000.00 2,500.00 09/20/2021 ACTIVE BISHOP TIMOTHY 500.00 2,000.00 11/17/2021 ACTIVE	LIPPMAN	JUSTIN		2,000.00	10,000.00 10/19/2020	ACTIVE
RIENDEAU MATTHEW 1,000.00 4,000.00 03/24/2021 ACTIVE  NOVAK DOUGLAS 1,000.00 2,500.00 09/20/2021 ACTIVE  BISHOP TIMOTHY 500.00 2,000.00 11/17/2021 ACTIVE	VORNKAHL	EDWARD		1,000.00	10,000 00 02/02/2021	ACTIVE
NOVAK DOUGLAS 1,000.00 2,500.00 09/20/2021 ACTIVE BISHOP TIMOTHY 500.00 2,000.00 11/17/2021 ACTIVE	STAHL	MICHAEL		2,000.00	4,000.00 02/05/2021	ACTIVE
BISHOP TIMOTHY 500.00 2,000.00 11/17/2021 ACTIVE	RIENDEAU	MATTHEW		1,000.00	4,000.00 03/24/2021	ACTIVE
2,000,00 177	NOVAK	DOUGLAS		1,000.00	2,500.00 09/20/2021	ACTIVE
BUCKHOLTZ SCOTT 1,000.00 5,000.00 11/19/2021 ACTIVE	BISHOP	TIMOTHY		500.00	2,000.00 11/17/2021	ACTIVE
	BUCKHOLTZ	SCOTT		1,000.00	5,000.00 11/19/2021	ACTIVE

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PARIS	MICHAEL	1,000 00	3,000.00	09/16/2015	ACTIVE
MCCARTHY	DENIS	3,500.00	7,500.00	10/07/2015	ACTIVE
WEIHE	EDWARD	1,000.00	3,000.00	01/28/2016	ACTIVE
GOMOLA	GEORGE	1,000 00	1,000.00	02/08/2016	ACTIVE
MITCHELL	JILE WAS A STATE OF THE STATE O	1,100.00	3,500 00	02/08/2016	ACTIVE
COARSE	THOMAS	500.00	2,000.00	03/28/2016	ACTIVE
SARDINHA	AURELIO	500.00	5,000.00	04/08/2016	ACTIVE
WILTSIE	JAMES TO THE TOTAL THE STATE OF	3,000.00	5,000.00	05/14/2016	ACTIVE
WALKINSHAW	RYAN	500.00	2,000.00	11/15/2016	ACTIVE
HAYES	DANIEL TO SEE THE SECOND SECON	500.00	2,000.00	11/16/2016	ACTIVE
KELLEY	DAVID	17,000.00	20,000.00	01/19/2017	ACTIVE
CAISSE	ROGER	1,000.00	1,000.00	04/18/2017	ACTIVE
BROWN	GAYLEN	5,000.00	20,000.00	02/06/2018	ACTIVE
JOHNSON	JOHN	1,500.00	1,500.00	02/08/2018	ACTIVE
ESPOSITO	FELIX WILL AND STATE OF THE STA	3,500.00	5,000.00	02/21/2018	ACTIVE
LYMNE	TAMARA	1,500.00	2,000.00	04/11/2018	ACTIVE
LASEMAN	JENNIFER JENNIFER	1,000.00	1,500.00	04/13/2018	ACTIVE
DEMARCO	JULIE	2,500.00	7,500.00	08/09/2018	ACTIVE
BAHR	PHILIP	1,200.00	1,200.00	09/25/2018	ACTIVE
SERES	CHELSEA	5,000.00	40,000.00	03/08/2019	ACTIVE
PANILAITIS	MATTHEW	999.00	3,000 00	06/14/2019	ACTIVE
RIGOLI	VINCENT	500.00	2,000.00	08/13/2019	ACTIVE
SWEENEY	NANCY	1,500.00	2,000.00	08/13/2019	ACTIVE
TESTA	GARY	500.00	2,000.00	08/13/2019	ACTIVE
KUPCHICK	BRENDA	7,000.00	10,000.00	02/12/2020	ACTIVE
GRANATA	ANTONIO	1,000.00	2,000.00	07/13/2020	ACTIVE
KOVAL	PETER	1,000.00	2,000.00	07/13/2020	ACTIVE
CATHCART	JUSTIN 1991 A 1995 A 19	1 000 00	5.000.00	09/01/2020	ACTIVE
BROWNE	BETSY	2,500.00	5,000.00	09/17/2020	CANCELLED
LIPPMAN	JUSTIN	2,000.00	10,000.00	10/19/2020	ACTIVE'
VORNKAHL	EDWARD	1,000.00	10,000.00	02/02/2021	ACTIVE
STAHL	MICHAEL	2,000.00	4,000.00	02/05/2021	ACTIVE
RIENDEAU	MATTHEW	1,000.00	4,000.00	03/24/2021	ACTIVE
NOVAK	DOUGLAS	1,000.00	2,500.00	09/20/2021	ACTIVE
BISHOP	JIMOTHY	500.00	2,000.00	11/17/2021	ACTIVE
BUCKHOLTZ	SCOTT	1,000 00	5,000.00	11/19/2021	ACTIVE

### Simpson, Cathleen

From: Tulin, Adam

**Sent:** Wednesday, June 21, 2023 2:44 PM

To: Saxl, Concetta

**Cc:** Schmitt, Jared; Simpson, Cathleen **Subject:** RE: No or credit card holders

**Attachments:** 2023\_06\_13\_GR-2005-001\_MONTHLY\_759581580.PDF

As of June 15, there were 90 open accounts of which 86 had activity in the last 12 months.

Adam Tulin Director of Purchasing Town of Fairfield 725 Old Post Road Fairfield, CT 06824 203-256-3060

From: Saxl, Concetta <CSaxl@fairfieldct.org>
Sent: Wednesday, June 21, 2023 8:46 AM
To: Tulin, Adam <ATulin@fairfieldct.org>

Cc: Schmitt, Jared <JSchmitt@fairfieldct.org>; Simpson, Cathleen <CSimpson@fairfieldct.org>

Subject: FW: No or credit card holders

Good Morning Adam,

Can you please provide us with the information requested in the email below as of today? Thank you. Connie

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Tuesday, June 20, 2023 6:11 PM

To: Saxl, Concetta < CSaxl@fairfieldct.org>; Schmitt, Jared < JSchmitt@fairfieldct.org>

Subject: No or credit card holders

Good Evening,

When you get a chance, could either of you tell me the number of credit card holders we have currently with the Town so I can include that in my HR investigation.

Thanks very much!

Cathleen B. Simpson
Human Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road

Fairfield, CT 06824 (475) 350-6002



## **Cardmember Listing**

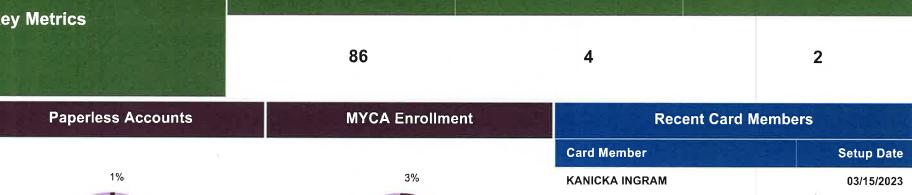
TOWN OF FAIRFIELD-CPC

Report Month: June 2023\* Report Date: June 15, 2023 Report No.: GR2005-001-(759581580)

Report Group: 000000000057860 Recipient No.: 1159871

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	Active Accounts	Inactive Accounts (No Charges Last 12 Months)	Cancelled Accounts (Last 3 Months)
Key Metrics			





Recent Card Mem	bers
Card Member	Setup Date
KANICKA INGRAM	03/15/2023
DAVID GILLIS	01/26/2023
HECTOR IRIZARRY	01/26/2023
PATRICK BARRY	11/09/2022
ZAKIA D PARRISH	11/09/2022
JAMES ZAVODJANCIK	11/09/2022
MICHAEL J TESTANI	11/02/2022
JEAN M GALLATI	10/13/2022
SCOTT MORRIS	09/14/2022
PATRICK MAHONEY	07/08/2022

<sup>\*</sup> Reporting is based on your monthly billing cycle.

<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts. Cancel date is displayed for cancelled accounts.



**Cardmember Listing** 

TOWN OF FAIRFIELD-CPC

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Card Member / Address / Guaranteed Status	Product Type / Account Type / Card Account No.	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No.	MYCA Enrolled / Paper Statements / Membership Rewards	Limit Amount	Issuance Date / Expiration Date or Cancel Date**
ACTIVE ACCOUNTS						
AUDRA ALLEN 501 KINGS HWY EAST FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	*******	TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	08/20/2012 08/31/2024
PHILIP BAHR 1080 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	-	TOWN OF FAIRFIELD	YES OFF NO	TRN 1,200_00 MTH 1,200,00	09/25/2018 08/31/2023
MARK S. BARNHART 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD 3787-353404-91005	YES OFF NO	TRN 2,500.00 MTH 4,500.00	11/25/2013 08/31/2026
PATRICK BARRY 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD 3787-353404-91005	YES OFF NO	TRN 2,500.00 MTH 3,000.00	11/09/2022 08/31/2027
AMY BIEN 501 KINGS HWY EAST FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	1	TOWN OF FAIRFIELD	YES OFF NO	TRN 500,00 MTH 1,000,00	09/04/2014 08/31/2023

<sup>\*</sup> Reporting is based on your monthly billing cycle.

<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts. Cancel date is displayed for cancelled accounts.



**Cardmember Listing** 

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Card Member / Address / Guaranteed Status TIMOTHY J BISHOP 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	Product Type / Account Type / Card Account No. CORPORATE PURCHASING CARD BASIC CARD MEMBER	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No. TOWN OF FAIRFIELD	MYCA Enrolled / Paper Statements / Membership Rewards NO ON NO	Limit Amount TRN 500.00 MTH 2,000.00	Issuance Date / Expiration Date or Cancel Date** 11/17/2021 08/31/2026
JOHN BODIE 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	JOHN BODIE	TOWN OF FAIRFIELD	YES OFF NO	TRN 1,500.00 MTH 3,000.00	10/12/1999 08/31/2025
CAITLIN T BOSSE 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 4,000.00	02/10/2014 08/31/2026
KEITH BRODERICK 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 2,500.00 MTH 5,000.00	05/11/2015 08/31/2023
GAYLEN BROWN 75 MILL PLAIN RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 5,000.00 MTH 20,000.00	02/06/2018 08/31/2026
SCOTT BUCKHOLTZ 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 5,000.00	11/19/2021 08/31/2026

<sup>\*</sup> Reporting is based on your monthly billing cycle.

<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts. Cancel date is displayed for cancelled accounts.



# **Cardmember Listing**

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Card Member / Address / Guaranteed Status NANCY BYRNES 501 KINGS HIGHWAY E FAIRFIELD, CT 068254867 NO	Product Type / Account Type / Card Account No. CORPORATE PURCHASING CARD BASIC CARD MEMBER	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No. TOWN OF FAIRFIELD	MYCA Enrolled / Paper Statements / Membership Rewards YES OFF NO	Limit Amount TRN 5,000.00 MTH 12,000.00	Issuance Date / Expiration Date or Cancel Date** 03/06/2000 08/31/2025
ROGER CAISSE 140 REEF RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	*	TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 1,000.00	04/18/2017 08/31/2025
JUSTIN CATHCART 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 5,000.00	09/01/2020 08/31/2025
JOHN G CHIZMADIA 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	NO OFF NO	TRN 1,000.00 MTH 1,000.00	08/31/2010 08/31/2026
SANDS L CLEARY 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	1	TOWN OF FAIRFIELD	YES OFF NO	TRN 2,500.00 MTH 5,000.00	08/30/1999 08/31/2025
THOMAS COARSE JR 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 2,000.00	03/28/2016 08/31/2024

<sup>\*</sup> Reporting is based on your monthly billing cycle.

<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts. Cancel date is displayed for cancelled accounts.



## **Cardmember Listing**

TOWN OF FAIRFIELD-CPC

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Card Member / Address / Guaranteed Status LORI DEGROAT 725 OLD POST RD FAIRFIELD, CT 06824 NO	Product Type / Account Type / Card Account No. CORPORATE PURCHASING CARD BASIC CARD MEMBER	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No. TOWN OF FAIRFIELD	MYCA Enrolled / Paper Statements / Membership Rewards YES OFF NO	Limit Amount TRN 500.00 MTH 1,000.00	Expiration Date or Cancel Date** 09/09/2019 08/31/2024
ROBERT DELMHORST 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500,00 MTH 1,000.00	03/25/2015 08/31/2023
JULIE DEMARCO 725 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 2,500.00 MTH 7,500.00	08/09/2018 08/31/2026
RICHARD DEMKO 725 OLD POST ROAD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	•	TOWN OF FAIRFIELD	NO OFF NO	TRN 2,000.00 MTH 5,000.00	03/15/2005 08/31/2025
JOANNA J DEWEY 501 KINGS HWY EAST FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	02/20/2022 08/31/2026
JOHN DITULLIO 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 5,000.00	07/15/2015 08/31/2027

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<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts, Cancel date is displayed for cancelled accounts.



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Card Member / Address / Guaranteed Status KYRAN V DUNN 725 OLD POST RD FAIRFIELD, CT 068246689 NO	Product Type / Account Type / Card Account No. CORPORATE PURCHASING CARD BASIC CARD MEMBER	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No. TOWN OF FAIRFIELD	MYCA Enrolled / Paper Statements / Membership Rewards YES OFF NO	Limit Amount TRN 3,500.00 MTH 6,000.00	Issuance Date / Expiration Date or Cancel Date** 03/25/2015 08/31/2023
FELIX ESPOSITO 100 REEF ROAD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 3,500.00 MTH 5,000.00	02/21/2018 08/31/2026
JANET P. FISHER 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	5	TOWN OF FAIRFIELD	YES OFF NO	TRN 1,500.00 MTH 1,500.00	12/05/2012 08/31/2025
SANTINA GALBO 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	_	TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 2,000.00	08/19/2015 08/31/2023
JEAN M GALLATI 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	10/13/2022 08/31/2027
DAVID GILLIS 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 2,000.00 MTH 5,000.00	01/26/2023 08/31/2027

<sup>\*</sup> Reporting is based on your monthly billing cycle,

<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts. Cancel date is displayed for cancelled accounts.



# **Cardmember Listing**

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Card Member / Address / Guaranteed Status GEORGE GOMOLA 140 REEF ROAD FAIRFIELD, CT 068245918 NO	Product Type / Account Type / Card Account No. CORPORATE PURCHASING CARD BASIC CARD MEMBER	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No. TOWN OF FAIRFIELD	MYCA Enrolled / Paper Statements / Membership Rewards YES OFF NO	Limit Amount TRN 1,000.00 MTH 1,000.00	Issuance Date / Expiration Date or Cancel Date** 02/08/2016 08/31/2024
PETER D GRACE 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,500.00 MTH 4,000.00	10/23/2001 08/31/2025
ANTONIO GRANATA 100 REEF ROAD FAIRFIELD, CT 068245919 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 2,000.00	07/13/2020 08/31/2024
ROBERT GUERRERA 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	•	TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,500.00	12/21/2007 08/31/2024
VICKI L. HASTINGS 501 KINGS HWY EAST FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	08/20/2012 08/31/2024
DANIEL HAYES 225 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 2,000.00	11/16/2016 08/31/2025

<sup>\*</sup> Reporting is based on your monthly billing cycle.

<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts, Cancel date is displayed for cancelled accounts,



## **Cardmember Listing**

TOWN OF FAIRFIELD-CPC

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Card Member / Address / Guaranteed Status WILLIAM J HINE 725 OLD POST RD FAIRFIELD, CT 068246689 NO	Product Type / Account Type / Card Account No. CORPORATE PURCHASING CARD BASIC CARD MEMBER	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No. TOWN OF FAIRFIELD	MYCA Enrolled / Paper Statements / Membership Rewards YES OFF NO	Limit Amount TRN 500.00 MTH 1,000.00	Issuance Date / Expiration Date or Cancel Date** 10/06/2010 08/31/2023
DONNA R. HUBER 501 KINGS HWY EAST FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500,00 MTH 1,000.00	08/20/2012 08/31/2024
WILLIAM HURLEY 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	•	TOWN OF FAIRFIELD	YES OFF NO	TRN 3,000.00 MTH 3,000.00	03/29/2001 08/31/2026
KANICKA INGRAM 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	03/15/2023 08/31/2027
CHRISTOPHER IOLI 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 5,000.00 MTH 5,000.00	07/08/2014 08/31/2026
HECTOR IRIZARRY 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 3,000.00	01/26/2023 08/31/2027

<sup>\*</sup> Reporting is based on your monthly billing cycle.

<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts, Cancel date is displayed for cancelled accounts,



## **Cardmember Listing**

TOWN OF FAIRFIELD-CPC

Report Month: June 2023\* Report Date: June 15, 2023 Report No.: GR2005-001-(759581580)

Report Group: 000000000057860

Recipient No.: 1159871

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Card Member / Address / Guaranteed Status	Product Type / Account Type / Card Account No.	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No.	MYCA Enrolled / Paper Statements / Membership Rewards	Limit Amount	Issuance Date / Expiration Date or Cancel Date**
SCOTT C JARZOMBEK 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	EPL	TOWN OF FAIRFIELD	YES OFF NO	MTH 3,000.00	08/31/2026
JOHN W JOHNSON 725 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,500.00 MTH 1,500.00	02/08/2018 08/31/2026
ROBERT KALAMARAS 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	-	TOWN OF FAIRFIELD	YES OFF NO	TRN 750.00 MTH 3,000.00	05/11/2015 08/31/2023
ERIK KALAPIR 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	•	TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 1,000.00	06/12/2013 08/31/2025
DAVID KELLEY 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	5819	TOWN OF FAIRFIELD	YES OFF NO	TRN 17,000.00 MTH 20,000.00	01/19/2017 08/31/2025
LORI KEMPTON 501 KINGS HWY EAST FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	08/20/2012 08/31/2024

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# **Cardmember Listing**

TOWN OF FAIRFIELD-CPC

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Card Member / Address / Guaranteed Status	Product Type / Account Type / Card Account No.	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No.	MYCA Enrolled / Paper Statements / Membership Rewards	Limit Amount	Issuance Date / Expiration Date or Cancel Date**
AMANDA C KIRIK 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 2,500.00 MTH 2,500.00	11/28/2020 08/31/2025
PETER J KOVAL 100 REEF ROAD FAIRFIELD, CT 068245919 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 2,000.00	07/13/2020 08/31/2024
BRENDA KUPCHICK 725 OLD POST ROAD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	•	TOWN OF FAIRFIELD	YES OFF NO	TRN 7,000.00 MTH 10,000.00	02/12/2020 08/31/2024
JENNIFER LASEMAN 1080 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 1,500.00	04/13/2018 08/31/2026
TAMARA LYHNE 1080 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,500.00 MTH 2,000.00	04/11/2018 08/31/2026
PATRICK MAHONEY 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 2,500.00	07/08/2022 08/31/2026

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TOWN OF FAIRFIELD-CPC

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Product Type / Employee ID / MYCA Enrolled / Issuance Date /

Card Member /	Product Type /	Employee ID /		MYCA Enrolled /		Issuance Date /
Address /	Account Type /	Cost Center /	Basic Control Account	Paper Statements /		Expiration Date or
Guaranteed Status	Card Account No.	Universal ID	Name /No.	Membership Rewards	Limit Amount	Cancel Date**
RACHEL MARCUCILLI	CORPORATE PURCHASING CARD		TOWN OF FAIRFIELD	YES	TRN 500.00	09/08/2017
725 OLD POST RD	BASIC CARD MEMBER			OFF	MTH 1,000.00	08/31/2026
FAIRFIELD, CT 06824				NO		
NO						
JUDITH MARSHALL	CORPORATE PURCHASING CARD		TOWN OF FAIRFIELD	VEO	TDN 500.00	00/04/0000
725 OLD POST ROAD	BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF	TRN 500.00 MTH 1,000.00	09/01/2020 08/31/2025
FAIRFIELD, CT 068246689	BASIC CARD MEMBER			NO	WITH 1,000±00	08/31/2025
NO				NO		
KATHLEEN MASON	CORPORATE PURCHASING CARD		TOWN OF FAIRFIELD	YES	TRN 500.00	08/28/2012
501 KINGS HWY EAST	BASIC CARD MEMBER	Commence		OFF	MTH 1,000.00	08/31/2024
FAIRFIELD, CT 068254867				NO		
NO NO						
0.1010.110.11.5505						
CHRIS MC ALEESE	CORPORATE PURCHASING CARD		TOWN OF FAIRFIELD	YES	TRN 500.00	02/20/2022
725 OLD POST ROAD	BASIC CARD MEMBER			OFF	MTH 1,000.00	08/31/2026
FAIRFIELD, CT 068246689 NO				NO		
NO						
DENIS MCCARTHY	CORPORATE PURCHASING CARD		TOWN OF FAIRFIELD	YES	TRN 3,500.00	10/07/2015
725 OLD POST RD	BASIC CARD MEMBER			OFF	MTH 7,500.00	08/31/2024
FAIRFIELD, CT 068246689	CEAN THEIR THAT		-	NO		
NO						
×						
PAUL MILLER	CORPORATE PURCHASING CARD	Call Control	TOWN OF FAIRFIELD	YES	TRN 1,500.00	09/09/2003
725 OLD POST RD	BASIC CARD MEMBER			OFF	MTH 3,000.00	08/31/2025
FAIRFIELD, CT 06824	A 1501 - 31-311 - 1511 115 15			NO		
NO	William St.					

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<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts. Cancel date is displayed for cancelled accounts.



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TOWN OF FAIRFIELD-CPC

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Card Member / Address / Guaranteed Status JEFFREY MINDER 725 OLD POST RD FAIRFIELD, CT 068246689 NO	Product Type / Account Type / Card Account No. CORPORATE PURCHASING CARD BASIC CARD MEMBER	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No. TOWN OF FAIRFIELD	MYCA Enrolled / Paper Statements / Membership Rewards YES OFF NO	Limit Amount TRN 500.00 MTH 1,500.00	Issuance Date / Expiration Date or Cancel Date** 04/10/2015: 08/31/2023
JILL MITCHELL 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,100.00 MTH 3,500.00	02/08/2016 08/31/2024
SCOTT MORRIS 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	09/14/2022 08/31/2027
DOUGLAS M. NOVAK 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 2,500.00	09/20/2021 08/31/2026
MATTHEW PANILAITIS 100 REEF RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 999.00 MTH 3,000.00	06/14/2019 08/31/2027
ANGELUS PAPAGEORGE 725 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,500.00 MTH 5,000.00	09/30/2019 08/31/2024

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## **Cardmember Listing**

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Card Member / Address / Guaranteed Status	Product Type / Account Type / Card Account No.	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No.	MYCA Enrolled / Paper Statements / Membership Rewards	Limit Amount	Issuance Date / Expiration Date or Cancel Date**
MICHAEL E PARIS 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	Universal D	TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 3,000.00	09/16/2015 08/31/2024
ZAKIA D PARRISH 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 5,000.00 MTH 5,000.00	11/09/2022 08/31/2027
BEVERLY REYNOLDS 501 KINGS HWY EAST FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	08/20/2012 08/31/2024
MATTHEW RIENDEAU 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 4,000.00	03/24/2021 08/31/2025
VINCENT RIGOLI 725 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500,00 MTH 2,000,00	08/13/2019 08/31/2023
HEATHER ROBINSON 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 4,200.00 MTH 7,000.00	10/15/2021 08/31/2026

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TOWN OF FAIRFIELD-CPC

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Card Member / Address / Guaranteed Status JAMES V RYAN	Product Type / Account Type / Card Account No. CORPORATE PURCHASING CARD	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No. TOWN OF FAIRFIELD	MYCA Enrolled / Paper Statements / Membership Rewards	Limit Amount	Issuance Date / Expiration Date or Cancel Date**
725 OLD POST RD FAIRFIELD, CT 068246689 NO	BASIC CARD MEMBER		TOMOTTAKTILL	OFF NO	MTH 12,000,00	08/31/2023
AURELIO SARDINHA 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER 3796-536421-11008		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 5,000.00	04/08/2016 08/31/2024
JENNIFER SAVADER 501 KINGS HWY EAST FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500,00 MTH 1,500,00	08/20/2012 08/31/2024
CHELSEA SERES 75 MILL PLAIN RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 5,000.00 MTH 40,000.00	03/08/2019 08/31/2023
SCHUYLER SHERWOOD 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 2,500.00 MTH 3,000.00	10/25/2013 08/31/2026
MICHAEL STAHL 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	=	TOWN OF FAIRFIELD	YES OFF NO	TRN 2,000,00 MTH 4,000,00	02/05/2021 08/31/2025

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TOWN OF FAIRFIELD-CPC

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Card Member / Address / Guaranteed Status	Product Type / Account Type / Card Account No.	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No.	MYCA Enrolled / Paper Statements / Membership Rewards	Limit Amount	Issuance Date / Expiration Date or Cancel Date**
NANCY F SWEENEY 725 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,500.00 MTH 2,000.00	08/13/2019 08/31/2023
JAMES SWIFT 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 2,500.00 MTH 3,000.00	04/25/2002 08/31/2025
GARY TESTA 725 OLD POST ROAD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 2,000.00	08/13/2019 08/31/2023
MICHAEL J TESTANI 501 KINGS HWY FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 7,500.00 MTH 7,500.00	11/02/2022 08/31/2027
EDWARD VORNKAHL 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	THE CHARLES	TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 10,000.00	02/02/2021 08/31/2025
RYAN WALKINSHAW 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	SOAD	TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 2,000.00	11/15/2016 08/31/2025

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<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts. Cancel date is displayed for cancelled accounts.



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TOWN OF FAIRFIELD-CPC

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Card Member / Address / Guaranteed Status LAURIE WARFIELD 501 KINGS HWY EAST	Product Type / Account Type / Card Account No. CORPORATE PURCHASING CARD BASIC CARD MEMBER	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No. TOWN OF FAIRFIELD	MYCA Enrolled / Paper Statements / Membership Rewards YES OFF	Limit Amount TRN 500.00 MTH 1,000.00	Issuance Date / Expiration Date or Cancel Date** 09/18/2015 08/31/2024
FAIRFIELD, CT 068254867 NO	DOW COS			NO		
EDWARD WEIHE 100 REEF RD FAIRFIELD, CT 068245919 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 3,000.00	01/28/2016 08/31/2024
JAMES F WILTSIE 100 REEF RD FAIRFIELD, CT 068245919 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 3,000.00 MTH 5,000.00	05/14/2016 08/31/2024
INACTIVE ACCOUNTS (LAST 12 MON	ITHS)					
MELANIE KARMAZIN 725 OLD POST RD FAIRFIELD, CT 06824 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	09/08/2017 08/31/2026
RACHEL KELEHER 501 KINGS HWY EAST FAIRFIELD, CT 068254867 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 500.00 MTH 1,000.00	08/20/2012 08/31/2024

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TOWN OF FAIRFIELD-CPC

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						90 00
Card Member / Address / Guaranteed Status	Product Type / Account Type / Card Account No.	Employee ID / Cost Center / Universal ID	Basic Control Account Name /No.	MYCA Enrolled / Paper Statements / Membership Rewards	Limit Amount	issuance Date / Expiration Date ( Cancel Date**
JUSTIN LIPPMAN 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 2,000.00 MTH 10,000.00	10/19/2020 08/31/2025
JAMES ZAVODJANCIK 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER	( ) ( ) ( ) ( )	TOWN OF FAIRFIELD	YES OFF NO	TRN 5,000.00 MTH 5,000.00	11/09/2022 08/31/2027
NCELLED ACCOUNTS (LAST 3 MC	ONTHS)					
KEVIN FOX 725 OLD POST RD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,500.00 MTH 3,500.00	08/24/1999 04/01/2023
JOSEPH GIACOBBE 725 OLD POST ROAD FAIRFIELD, CT 068246689 NO	CORPORATE PURCHASING CARD BASIC CARD MEMBER		TOWN OF FAIRFIELD	YES OFF NO	TRN 1,000.00 MTH 3,000.00	01/25/2022 05/01/2023

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TOWN OF FAIRFIELD-CPC

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This report was setup with the following Control Accounts:

MCA: 3787-353384-91009

The following Basic Control Accounts (BCA) had activity in the current period:

3787-353404-91005, 3787-356194-91009

Control Accounts with no activity during the period are not included.

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<sup>\*\*</sup>Expiration Date is displayed for active or inactive accounts. Cancel date is displayed for cancelled accounts.

## Simpson, Cathleen

From:

Courtemanche, Joanne

Sent:

Tuesday, June 20, 2023 3:29 PM

To:

Simpson, Cathleen

Subject:

FW: Updated Credit Card Excel Spreadsheet (DH Responses)

**Attachments:** 

Copy of Credit Card User Justification (JC).xlsx

Here you go!

From: Courtemanche, Joanne

Sent: Tuesday, April 25, 2023 12:01 PM

To: Ritchey, Peter <PRitchey@fairfieldct.org>
Cc: Simpson, Cathleen <CSimpson@fairfieldct.org>

Subject: Updated Credit Card Excel Spreadsheet (DH Responses)

Hi Peter & Cathleen:

Attached please find the EXCEL spreadsheet with the Department Head responses regarding their credit card holders.

# Joanne Courtemanche

Labor Relations Specialist, Human Resources Town of Fairfield 725 Old Post Road Fairfield, CT 06824

Office: 203-256-3058 Cell: 475-450-4606

				Credit Card	Person	Credit Card?	General Type of Purchases (EX., Programs, Projects,		Do You Have A Auditing Process To Inventory Purchased Items		Do You Have Credit Card Attestations Signed by	
Department	Employee Name	Title	Union	Issuance Date	Responding	(Yes/No)	Events, etc.)	Specific Type of Purchases	(Yes / No)	Is there an Alternative Purchase Process?	Employee Prior to 2021?	Comments
BUILDING	MAHONEY, PATRICK	BUILDING INSPECTOR	THEA	7/8/2022								
		CONSERVATION CREW CHIEF	DPW							Request to be Invoiced by vendor when		In-store purchases most
CONSERVATION	COARSE, THOMAS			3/28/2016	T. Bishop	Yes	Supplies/Materials	N/A	Yes	possible	Unknown	often
		DIRECTOR OF CONSERVATION	DH				General purchases,					
CONSERVATION			1				training, misc. materials,	L.,		Request to be Invoiced by vendor when		Online purchases most
CONSERVATION	BISHOP, TIMOTHY			11/17/2021	T. Bishop	Yes	projects	N/A	Yes	possible	Unknown	often
		DIRECTOR OF COMMUNITY & ECON D	DH									
								CT Post/NYT Digital Subscriptions; Square Space, Zoom; Survey Monkey and				
								Mailchimp Subscriptions (web based service providers); professional				
							program expenses, on-line	memberships and registration fees; advertising				
							registration fees, digital	expenses (facebook; Star				
ECONOMIC DEVELOPMENT	BARNHART, MARK			11/25/2013		yes	subscriptions	99.9; Hearst Media)	yes	not really	ves	
		ENGINEERING MANAGER	POL	11,15,1515		100	Sepsemptions .	55.5, Ficulat Wicaldy	1702	Hot really	yes	
							Education, office supplies and equipment, miscellaneous special	Reference manuals, webinars, licenses,		No, however, more expensive purchases are approved through John Marsilio, Director of		In the past, Purchasing has indicated to use credit card for smaller
ENGINEERING	HURLEY, WILLIAM			3/29/2001		Yes	department supplies	equipment and supplies	No, purchased as needed	Public Works	Not sure	(less than \$75) purchases
		ASSISTANT SURVEY CREW	THEA					Survey equipment and				
							Survey & special	supplies, materials for		Purchases over \$50 require department head		
ENGINEERING	CHIZMADIA, JOHN	,				Yes	department supplies	projects	No, purchased as needed	or management approval	Not sure	1
FINANCE	BOSSE, CAITLIN	CONTROLLER	PETA	2/10/2014	Jared Schmitt	Yes	Association Fees	Online classes, membership fees, financial certifications	NA	Not in all cases. No other practical alternative	Unknown	
	95552, 6717277	FIRE ASSISTANT CHIEF	FIRE	2/10/2014						Ma Sama itana and a sama ita ba C.C.		
FIRE	BARRY, PATRICK	THE ASSISTANT CHEF	1	11/9/2022	DMc and KD	Yes	routine/emergency	Best prices small items	Yes	No- Some items are less expensive by C.C. or unavailably by P.O.		
		FIRE ASSISTANT CHIEF	FIRE	11/3/2022	DIVIC GITG RD	les .	Toutille/emergency	best prices small items	163	No- Some items are less expensive by C.C. or		
FIRE	CAISSE, ROGER		1	4/18/2017	DMc and KD	Yes	routine/emergency	FD equipment	Yes	unavailably by P.O.		
		FIRE ASSISTANT CHIEF	FIRE	7.54		1.00	Touting amongoney	To equipment	103	No- Some items are less expensive by C.C. or		
FIRE	KALAPIR, ERIK			6/12/2013	DMc and KD	Yes	routine/emergency	Communication items	Yes	unavailably by P.O.		
		FIRE ASSISTANT CHIEF	FIRE							No- Some items are less expensive by C.C. or		
FIRE	SHERWOOD, SCHUYLER			10/25/2013	DMc and KD	Yes	routine/emergency	FD equipment	Yes	unavailably by P.O.		
		FIRE CHIEF	PFCH							No- Some items are less expensive by C.C. or		
FIRE	MCCARTHY, DENIS			10/7/2015	DMc and KD	Yes	routine/emergency	FD equipment	Yes	unavailably by P.O.		
		FIRE DEPUTY	PFCH					FD equipment, appliance		No- Some items are less expensive by C.C. or		
FIRE	DUNN, KYRAN			3/25/2015	DMc and KD	Yes	routine/emergency	repairs	Yes	unavailably by P.O.		
		FIRE LIEUTENANT	FIRE							No- Some items are less expensive by C.C. or		
FIRE	DELMHORST, ROBERT			3/25/2015	DMc and KD	Yes	routine/emergency	FD equipment	Yes	unavailably by P.O.		
	7.6	FIRE MASTER MECHANIC	FIRE							No- Some items are less expensive by C <sub>*</sub> C. or		
FIRE	DEMKO, RICHARD			3/15/2005	DMc and KD	Yes	routine/emergency	Mechanic parts	Yes	unavailably by P.O.		
FIRE	GILLIS, DAVID	FIRE MECHANIC	FIRE	1/26/2023	DMc and KD	Yes	routine/emergency	Mechanic parts	Yes	No- Some items are less expensive by C <sub>v</sub> C <sub>v</sub> or unavailably by P <sub>v</sub> O <sub>v</sub>		
		SUPERIMENDENT OF GOLF COURSE	DH							No- Some items are less expensive by C <sub>1</sub> C <sub>1</sub> or		
FIRE	GOMOLA, GEORGE	ASOT OHTEF		2/8/2016	DMc and KD	Yes	routine/emergency	FD equipment	Yes	unavailably by P.O.		
FIRST SELECTWOMAN	KUPCHICK, BRENDA	FIRST SELECTWOMAN	EO	2/12/2020								

			1				T-		De Veu Heur & Audistee			
	The Figure 1					Should They Retain A	General Type of Purchases	The state of the s	Do You Have A Auditing Process To Inventory		D W II O WO I	
				Credit Card	Person	Credit Card?	(EX., Programs, Projects,		Purchased Items		Do You Have Credit Card	No. of the late of
Department	Employee Name	Title	Union	Issuance Date	Responding	(Yes/No)	Events, etc.)	Specific Type of Purchases	(Yes / No)	Is there an Alternative Purchase Process?	Attestations Signed by Employee Prior to 2021?	Comments
	Employee Natire	DIRECTOR OF HEALTH	DH	issubite bute	Responding	1163/110)	Lvents, etc./	Specific Type of Purchases	(162/140)	is there all Alternative Purchase Process?	Employee Prior to 2021?	Comments
								General supplies, occaisional		Yes for some we could go through the	I believe we had to review	
		1					As previously directed by	travel costs related to		traditional slower process through the	an email sent by Connie	
		1					Purchasing to make small	approved out of state travel,	No, we were never asked to	Purchasing Department, Some online	Saxl then reply that we	
						1	local or online purchases	a few online services such as	have and auditing process to		reviewed it. I don't recall	
HEALTH	CLEARY, SANDS			8/30/1999	Sands Cleary	Yes	for various needed items	Survey Monkey	inventory purchased items.	credit card use.	signede attestations.	
		FIRE ASSISTANT CHIEF	FIRE					and a second	The state of the s	areast daya ose;	Signede attestations.	
1		1								Yes for some we could go through the	I believe we had to review	
1							As previously directed by			traditional slower process through the	an email sent by Connie	
1		1					Purchasing to make small	Supplies for educational	No. we were never asked to	Purchasing Department, Some online	Saxl then reply that we	
1		1					local or online purchases	programs and other		purchases may not be able to occur with out	reviewed it. I don't recall	
HEALTH	JARONKO (GALBO), SANTINA			8/19/2015	Sands Cleary	Yes	for various needed items	departmental needs	inventory purchased items.	credit card use	signede attestations.	
		MAINTENANCE REPAIRMAN IV	DPW									
										Yes for some we could go through the	I believe we had to review	1
1		1					As previously directed by	Supplies for environmental	1	traditional slower process through the	an email sent by Connie	
1							Purchasing to make small	1 ''	No, we were never asked to	Purchasing Department, Some online	Saxl then reply that we	
		1					local or online purchases	as thermometers, test strips,	have and auditing process to	,	reviewed it. I don't recall	
HEALTH	GUERRERA, ROBERT			12/21/2007	Sands Cleary	Yes	for various needed items	flu/covid clinic related costs.	inventory purchased items.	credit card use.	signede attestations	
		SUPERVISOR OF NURSES	PETA									
1										Yes for some we could go through the	believe we had to review	
1	l V						As previously directed by		l	traditional slower process through the	an email sent by Connie	
1							Purchasing to make small	Supplies for nursing related	No, we were never asked to	Purchasing Department. Some online	Saxl then reply that we	
							local or online purchases	issues including flu/covid	have and auditing process to	purchases may not be able to occur with out	reviewed it. I don't recall	
HEALTH	MITCHELL, JILL			2/8/2016	Sands Cleary	Yes	for various needed items	items	inventory purchased items.	credit card use.	signede attestations.	
		DIRECTOR OF SOCIAL/HUMANSRVS	DH					table clothes, exercise			8	
HUMAN SERVICES	DEMARCO, JULIE			8/9/2018	Julie DeMarco	yes	programs, events, supplies	equipment,	no	no	no	
		DIRECTOR OF IT	DH		Dave Kelley	Υ	Smaller IT devices, supplies,	Cables, toner/ink, tools,	No	Make hundreds of purchase orders (for	No	Credit card saves LOTS of
1	1						monthly subscriptions	converters, parts,		vendors who accept them)		time, is faster, and more
1	1							Webex/Zoom/Free				efficient. We should
	(1)							Conference Call/MailChimp				have "cash back" cards
iπ	KELLEY, DAVID			1/19/2017								that claw back some
		PROGRAMMER/ANALYST	PETA	1/15/2017	Dave Kelley	v	Smaller IT devices, supplies,	Cables toper/ink tools	No	Make hundreds of purchase orders (for	No	
1		- Access			Dave Kelley	ľ	monthly subscriptions	converters, parts,	NO .	vendors who accept them)	IND	Justin backs up Dave
1			1				Thoriting subscriptions	Webex/Zoom/Free		vendors who accept them)		Kelley
1	The second secon		1					Conference Call/MailChimp				
IT	LIPPMAN, JUSTIN			10/19/2020				Conversion can, wantering				
		CHILDREN SERVICES LIBRIARIAN	PETA									
l.		112 (350,500,95										
											Prior to the recent form	
											change, the statement was	
ľ											submitted by the	
											cardholder with all	
				:							reciepts. The	
										Most items are low in cost and many of the	Reconciliation form was	
								Art & craft supplies, etc for		online vendors will not invoice. So no	prepared and budget lines	
		1						children's programs. Books,	Suppy items are purchased	alternative for most. If the Town were to	were assigned by the	
1							Library program supplies,	realia, media with limited	only as needed. Library	make available an amazon account to use		
		1				1	library materials, prof dev	availability from, Staff dev	materials are cataloged in	efficiently that could be an alternative to many	Deputy Town Librarian who was the signer of the	
LIBRARY	LYHNE, TAMARA			4/11/2018		v	class	classes	our ILS	purchases	form	
N-				77172010		1 /	0.000	6103363	our ico	Purchases	Tiotili	

				Credit Card	Person	Should They Retain A	General Type of Purchases (EX., Programs, Projects,		Do You Have A Auditing Process To Inventory Purchased Items		Do You Have Credit Card Attestations Signed by	
Department	Employee Name	Title	Union	issuance Date	Responding	(Yes/No)	Events, etc.)	Specific Type of Purchases	(Yes / No)	Is there an Alternative Purchase Process?	Employee Prior to 2021?	Commants
<b>B</b> RARY	FISHER, JANET	DEPUTY TOWN LIBRIARIAN	PETA	12/5/2012			program supplies, library material, office supply, prof development, meetings and	art & craft items, monthly	Suppy items are purchased only as needed. Library materials are cataloged in	Most items are low in cost and many of the online vendors will not invoice. So no alternative for most. If the Town were to make available an amazon account to use efficiently that could be an alternative to many	Prior to the recent form change. Budget lines were assigned and the Reconciliation form was prepared and signed by	Comments
	Transcr, or or c	HEAD ADULT SERVICES	PETA	12/5/2012		У	memberships	shutterstock	our ILS	purchases.	the Town Librarian	
IBRARY	BAHR, PHILIP			9/25/2018		V	library materials, program supplies	library books, DVDs, occasional program supplies	Suppy items are purchased only as needed, Library materials are cataloged in	Most items are low in cost and many of the online vendors will not invoice. So no alternative for most. If the Town were to make available an amazon account to use efficiently that could be an alternative to many purchases.	Prior to the recent form change, the statement was submitted by the cardholder with all reciepts. The Reconciliation form was prepared and budget lines were assigned by the Deputy Town Librarian who was the signer of the	
		HEAD OF BRANCH SERVICES	PETA				зариса	occusional program supplies	OUI ILS	purchases.	form	-
IBRARY	SWEENEY, NANCY	INFO TECH LIBRARIAN	РЕТА	8/13/2019		y	program supplies, library material	monthly zoom subs, art & craft supplies, etc., books,	Suppy items are purchased only as needed. Library materials are cataloged in our ILS	Most items are low in cost and many of the online vendors will not invoice. So no alternative for most. If the Town were to make available an amazon account to use efficiently that could be an alternative to many purchases.	Prior to the recent form change, the statement was submitted by the cardholder with all reciepts. The Reconciliation form was prepared and budget lines were assigned by the Deputy Town Librarian who was the signer of the form	
		The second secon	7.114				IT accessories, software,	minor software subscriptions on automatic renewal,	Suppy items are purchased only as needed. Library materials are cataloged in	Most purchases are for items needed as quickly as possible for IT operations to run smoothly. Due to the nature of the library's public-facing services and services, some equipment is specialized. Examples: Small, lowcost items such as plugs and cords, etc. The IT	Prior to the recent form change, the statement was submitted by the cardholder with all reciepts. The Reconciliation form was prepared and budget lines were assigned by the Deputy Town Librarian who was the signer of the	

Department	Employee Name	Title		Credit Card	Person	Credit Card?	General Type of Purchases (EX., Programs, Projects,		Do You Have A Auditing Process To Inventory Purchased Items		Do You Have Credit Card Attestations Signed by	
Department	Employee Name	TEEN LIBRARIAN	Union	Issuance Date	Responding	(Yes/No)	Events, etc.)	Specific Type of Purchases	(Yes / No)	Is there an Alternative Purchase Process?	Employee Prior to 2021?	Comments
LIBRARY	LASEMAN, JENNIFER	TOWN LIBRARIAN	DH	4/13/2018		Y	Program supplies, library materials	Items for teen programming, library books and other Teen materials	4	Most items are low in cost and many of the online vendors will not invoice. So no alternative for most, If the Town were to make available an amazon account to use efficiently that could be an alternative to many purchases.	Prior to the recent form change, the statement was submitted by the cardholder with all reciepts. Budget lines were assigned and Reconciliation form was signed by the Deputy Town Librarian	2
		TOWN LIBRARIAN	DH									
LIBRARY	JARZOMBEK, SCOTT			4/19/2022		V	Professional development, incidental supplies, equipment, library materials, memberships				Prior to the recent form change, the statement was submitted by the cardholder with all reciepts. The Reconciliation form was prepared and budget lines were assigned by the Deputy Town Librarian who was the signer of the form	5
		ASSISTANT DIR OF RECREATION	PETA	4-3		<b>_</b>	materials, membersinps	Constant Contact,			Yes, February 1, 2018 is on	
PARKS & RECREATION	BROWN, GAYLEN			2/6/2018	A. Calabrese	YES	Recurring memberships	TheKnot.com, SiriusXM	Yes	Not to my knowledge	file	
PARKS & RECREATION	SARDINHA, AURELIO	GENERAL SUPV OF PARKS	DPW	4/8/2016	A. Calabrese	YES	Last minute purchases	Home Depot etc	Yes	Potentially PO's but would not happen immediately	No	Would suggest CC use be limited to General Supervisor of Parks or Parks Supervisor
		GENERAL SUPV OF PARKS	PEIA									RETIRING - LAST DAY IN
PARKS & RECREATION	FOX, KEVIN			8/24/1999	A. Calabrese	NO	Last minute purchases	Home Depot etc	Yes		No	OFFICE IS 4/19/2023
PARKS & RECREATION	CATHCART, JUSTIN	MARINA COORDINATOR	THEA	9/1/2020	A. Calabrese	WEE				Potentially PO's but would not happen		Works weekends so having access to a CC makes sense for
PARKS & RECREATION	NOVAK, DOUGLAS	PARKS SUPERVISOR	DH	9/20/2021	A. Calabrese	YES YES	Last minute purchases  Last minute purchases	Home Depot etc Home Depot etc	Yes Yes	immediately	Yes, January 14, 2021 No	emergency purchases
		REC/AQUATICS COORDINATOR	THEA			120	Least Hilliate partitions	Thome beporete	103	Potentially PO's but would not happen	NO	
PARKS & RECREATION	BUCKHOLTZ, SCOTT			11/19/2021	A. Calabrese	YES	Last minute purchases	Lifeguard supplies etc	Yes	immediately		
PARKS & RECREATION	SERES, CHELSEA	YOUTH & RECREATION COORDIN	THEA	3/8/2019	A. Calabrese	YES	Camp Field Trips	Amuesment Parks and Field Trips	Yes	No, these trips are paid day of the outing	Yes, March 4, 2019	Responsibilities in office have changed. Should swap Chelsea Seres with Gianna Salce after her probation period.
		FOREMAN IV	DPW							Potentially PO's but would not happen	Transfer in 2025	probation period
PARKS & RECREATION/GOLF COURSE	JOHNSON, JOHN			2/8/2018	A. Calabrese	YES	Last minute purchases	Home Depot etc	Yes	immediately	No	
PARKS & RECREATION/GOLF COURSE	GRACE, PETER	GOLF COURSE SUPERINTENDENT	PCAP	10/23/2001	A. Calabrese	V52				Potentially PO's but would not happen		
The street of th	5.5 OE, 1 E I E I	Police Detective Sergeant	POLICE	10/25/2001	A, Calabrese	YES	Last minute purchases	Home Depot etc Fierarms related,	Yes  No, careful review of	Immediately	No	
POLICE	IOLI, CHRISTOPHER			7/8/2014		YES	General	Investigations, Rentals	statements each month	Purchase order, Invoice(when possible) or Petty Cash	Unknown	
		Police Captain	POLICE					Building or training related	No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	GRANATA, ANTONIO			7/13/2020		YES	Maintenance & Repair	needs	statements each month	Petty Cash	Unknown	

							A THE PARTY OF THE		Do You Have A Auditing			
						Should They Retain A	General Type of Purchases		Process To Inventory		Do You Have Credit Card	
				Credit Card	Person	Credit Card?	(EX., Programs, Projects,		Purchased Items		Attestations Signed by	
Department	Employee Name	Title	Union	Issuance Date	Responding	(Yes/No)	Events, etc.)	Specific Type of Purchases	(Yes / No)	Is there an Alternative Purchase Process?	Employee Prior to 2021?	Comments
		Master Machanic, fleet manager	PETA						No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	HINE, WILLIAM			10/6/2010		YES	Maintenance & Repair	Auto parts and repairs	statements each month	Petty Cash	Unknown	
		Police CaptainFCRD Manager	Non-Union					Food for ECC, Miscellaneous	No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	KOVAL, PETER			7/13/2020		YES	Food & mis. repairs	Expenses	statements each month	Petty Cash	Unknown	
		POLICE CHIEF	Non-Union						No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	KALAMARAS, ROBERT			5/11/2015		YES	Miscellaneous Expenses	Miscellaneous Expenses	statements each month	Petty Cash	Yes	
		POLICE DEPUTY CHIEF	Non-Union					Miscellaneous Expenses,				
					1			employee recognition	No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	BRODERICK, KEITH			5/11/2015		YES	Miscellaneous Expenses	programs	statements each month	Petty Cash	Yes	
	1	POLICE LIEUTENANTS	POL		1			Training, Classes,				
L					1			Memberships and	No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	ESPOSITO, FELIX			2/21/2018		YES	Classes and Memberships	Certifications	statements each month	Petty Cash	Unknown	
		POLICE LIEUTENANTS	POL					Building projects, ECC				
L								Equipment, Computer	No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	PARIS, MICHAEL			9/16/2015		YES	Maintenance & Repair	related repairs	statements each month	Petty Cash	Unknown	
L		POLICE LIEUTENANTS	POL						No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	RIENDEAU, MATTHEW			3/24/2021		YES	Miscellaneous Expenses	Miscellaneous Expenses	statements each month	Petty Cash	Unknown	
		POLICE LIEUTENANTS	POL						No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	IRIZARRY, HECTOR			1/26/2023		YES	Miscellaneous Expenses	Traffic Unit, Marine Unit	statements each month	Petty Cash	Unknown	
(L		POLICE OFFICER	POL					Building Maintenance, Food fo	No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	PANILAITIS, MATTHEW			6/14/2019		YES	Maintenance & Repair	Building Maintenance, Food II	statements each month	Petty Cash	Unknown	
		POLICE SERGEANT	POL					Training, Training Classes,	No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	STAHL, MICHAEL			2/5/2021		YES	Classes and Memberships	Memberships	statements each month	Petty Cash	Unknown	
		Police Sergeant School Resource Superv	POL						No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	WILTSIE, JAMES			5/14/2016		YES	Programs and Projects	School Safety, Marine Unit	statements each month	Petty Cash	Unknown	
(		POLICE CAPTAIN	Non-Union									
1			l 1					Miscellaneous Expenses,				
1			1 1					Food for Community and				
()			1 1					Staff Meetings, employee	No, careful review of	Purchase order, Invoice(when possible) or		
POLICE	WEIHE, EDWARD			1/28/2016		YES	Miscellaneous Expenses	recognition programs	statements each month	Petty Cash	Unknown	
Ú.		ANIMAL CONTROL OFFICER	PETA				Animal and Personnel		No, careful review of	Purchase order, Invoice(when possible) or		
POLICE/ANIMAL CONTROL	MILLER, PAUL			9/9/2003		YES	Support	Animal Food, Temp Uniforms	statements each month	Petty Cash	Unknown	9 month wait tme on un
		BUILDING MAINT SUPERVISOR	PETA									
i	1	ľ	1 1					bldg maint supplies, parts,				
							Projects, Events, Public	special orders, online				
PUBLIC WORKS	RYAN, JAMES			5/4/2015	Patti/James	Yes	Safety	purchases, training	yes	No	No	
		GENERAL TREE FOREMAN	PETA					trees supplies, licenses,				
PUBLIC WORKS	MINDER, JEFFREY			4/10/2015	Patti/Jeff	Yes	Programs, Events	conferences/workshops	yes	No	No	
		MAINTENANCE REP III	DPW					day to day department				
PUBLIC WORKS	RIGOLI, VINCENT			8/13/2019	Patti/James	Yes	Projects	supplies	yes	No	No	
		MAINTENANCE REP III	DPW					day to day department				
PUBLIC WORKS	TESTA, GARY			8/13/2019	Patti/James	Yes	Projects	supplies	yes	No	No	
		MAINTENANCE REPAIRMAN II	DPW									
	1						Day to day supplies needed,					
PUBLIC WORKS	DITULLIO, JOHN			7/15/2015	Patti/George	Yes	Events, Public Safety	highway job supplies	yes	No	No	
		MAINTENANCE REPAIRMAN II	DPW					day to day department				
PUBLIC WORKS	WALKINSHAW, RYAN			11/15/2016	Patti/James	Yes	Projects	supplies	yes	No	No	
		MASTER MECHANIC POLICE	DPW					day to day department				
PUBLIC WORKS	HAYES, DANIEL			11/16/2016	Patti/James	Yes	Projects	supplies	yes	No	No	
		PART TIME DRIVER	PT									
	1				ľ			subcription to Automotive				
	1							Repair Info (Motologic),				
		In the second se					Darta Training Danish			I	1	
PUBLIC WORKS	VORNKAHL, EDWARD						Parts, Training, Department	joniine purchases, parts.		l .		

				Credit Card	Person	Credit Card?	General Type of Purchases (EX., Programs, Projects,		Do You Have A Auditing Process To Inventory Purchased Items		Do You Have Credit Card Attestations Signed by	
Department	Employee Name	Title	Union	Issuance Date	Responding	(Yes/No)	Events, etc.)	Specific Type of Purchasus	(Yes / No)	Is there an Alternative Purchase Process?	Employee Prior to 2021?	Comments
TOWN CLERK	BROWNE, BETSY	TOWN CLERK	EO	9/17/2020					The sale of the sa	DESCRIPTION OF THE PROPERTY OF	ample jes i flot to 20221	Comments
NPCA	BODIE, JOHN	SUPERINTENDENT OF WPC FAC/OP	PETA	10/12/1999								

### **SURVEY RESPONSES (EXAMPLES)**

### JUSTIFICATION FOR CREDIT CARD

In response to the question of whether there is an alternative purchasing process, responses varied from "no" to the following examples:

- Request to be invoiced by vendor when possible (Conservation)
- Not really (Economic Development)
- Purchases over \$50 require department head approval (Engineering)
- Yes-for some we could go through the traditional slower process; some online purchases many not be able to occur without credit card use (Health)
- Make hundreds of purchase orders for vendors who accept them (IT)
- Most items are low in cost and many of the online vendors do not invoice. So no alternative for most. If the Town were to make available an amazon account to use efficiently that could be an alternative to many purchases. (Library)
- Most purchases are for items needed as quickly as possible for IT operations to run smoothly. Due to the nature of the library's public-facing services...some equipment is specialized. Examples: small, low cost items such as plugs and cords, etc. The IT director is informed of purchases. (Library)
- Potentially PO's but would not happen immediately. (Parks)
- Purchase order, invoice (when possible) or petty cash (Police)

In response to the question regarding attestations signed prior to 2021, Fire did not respond and other responses include:

- Unknown (Conservation)
- Yes (Economic Development)
- Not sure (Engineering)
- Unknown (Finance)
- Believe we had to review an email sent by Connie Saxl then reply that we reviewed it-no recollection of signing an attestation (Health)
- Prior to the recent form change, the statement was submitted by the cardholder with all receipts. The reconciliation form was prepared and budget lines were assigned by the Deputy Town Librarian who was the signer of the form (Library)
- Yes. February 1, 2018 is on file (Parks)
- Yes, January 14, 2021 (Parks)
- Unknown (Police)
- No (Public Works)

Under comments, the responses include the following:

• In the past, Purchasing has indicated to use credit card for smaller purchases (less than \$75) (Engineering)

- Credit card saves LOTS of time, and more efficient. We should have "cash back" cards that claw back some. (IT)
- Would suggest credit card use be limited to General Supervisor of Parks or Parks Supervisor ((Parks)
- Work weekends to having access to credit card makes sense for emergency purchases (Parks)

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Tuesday, January 31, 2023 2:45 PM

To:

'Lori T. Charlton'

Subject:

RE: AMEX Request

No worries!

From: Lori T. Charlton < ltcharlton@optimum.net>

Sent: Tuesday, January 31, 2023 2:24 PM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>

Subject: Re: AMEX Request

Thanks, I will try you in a little bit. PS, sorry about the misspelling of your name below – spellcheck problems!

Sent from my iPhone

On Jan 31, 2023, at 2:10 PM, Simpson, Cathleen < CSimpson@fairfieldct.org > wrote:

Hi Lori,

Sorry for the delayed response. I was in meetings and just getting some air finally! I am available if you would like to call me. You can call my cell phone at (203) 526-3332.

Best,

Cathleen

From: Lori T. Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>>

Sent: Monday, January 30, 2023 6:42 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Subject: Re: AMEX Request

Kathleen,

Do you have some time to catch up tomorrow? I am traveling back to Connecticut in the morning, but I'm available in the afternoon. Please let me know.

Regards

Lori

Sent from my iPhone

Good Evening,

I spoke to Jim Baldwin who reported he had a telephone conversation with Ms. Kery concerning her FOIA request. My understanding its being addressed. If you need further assistance from me or the HR Team, please do not hesitate to contact me.

Happy Thanksgiving!

Best,

Cathleen

From: Simpson, Cathleen

Sent: Tuesday, November 22, 2022 11:58 AM

To: 'Lori T. Charlton' < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>; Baldwin, James

<jbaldwin@cbklaw.net>

Cc: DeWitt, Christopher < <a href="mailto:christopher">chrisdewitt103@gmail.com</a>; Schmitt, Jared

<<u>JSchmitt@fairfieldct.org</u>>; Foley, Gerald <<u>GFoley@fairfieldct.org</u>>; Ritchey, Peter

<PRitchey@fairfieldct.org>
Subject: RE: AMEX Request

Good Afternoon,

I will follow up on this. I have a FOIA request from Dana Kery for a seemingly unrelated matter which I am working on. We are a bit behind due to the volume but will make this a priority.

Best,

Cathleen

From: Lori T. Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a> Sent: Tuesday, November 22, 2022 11:48 AM To: Baldwin, James < <a href="mailto:jbaldwin@cbklaw.net">jbaldwin@cbklaw.net</a>

Cc: DeWitt, Christopher < <a href="mailto:chrisdewitt103@gmail.com">chrisdewitt103@gmail.com</a>; Simpson, Cathleen

< CSimpson@fairfieldct.org>; Schmitt, Jared < JSchmitt@fairfieldct.org>; Foley, Gerald

<<u>GFoley@fairfieldct.org</u>>; Ritchey, Peter <<u>PRitchey@fairfieldct.org</u>>

Subject: Re: AMEX Request

Thank you. Will wait to hear back from Cathleen.

Sent from my iPhone

On Nov 22, 2022, at 10:42 AM, James Baldwin < <a href="mailto:jbaldwin@cbklaw.net">jbaldwin@cbklaw.net</a>> wrote:

Hi Lori:

I am sharing your email with the appropriate principals involved. The HR department, soon to be staffed with a new paralegal, is handling all FOI compliance matters going forward.

As I am not familiar with the details of this request or where the compliance stands, I defer to this team for a response to your specific questions and concerns.

Best, Jim

James T. Baldwin <image001.jpg> Town Attornev

### Coles, Baldwin, Kaiser & Creager LLC

**Attorneys and Counselors at Law** 1 Eliot Place, 3<sup>rd</sup> Floor Fairfield, Connecticut 06824

Tel: 203.319.0800 (Ext 302)

Fax: 203.319.1210

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From: Lori T. Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a> Sent: Tuesday, November 22, 2022 9:16 AM To: James Baldwin < <a href="mailto:jbaldwin@cbklaw.net">jbaldwin@cbklaw.net</a> Cc: Chris DeWitt < <a href="mailto:ChrisDeWitt103@gmail.com">ChrisDeWitt103@gmail.com</a> >

Subject: Fwd: AMEX Request

Jim,

I hope you are well. I am not sure if this request is most appropriately addressed to you from a legal perspective or to Cathleen from a FOIA perspective, but I trust you can advise me appropriately.

Dana Kery's email (below in the chain) raises a number of concerns for me.

First, she has made a FOIA request related to the Town's Amex credit card transactions that she believes has not been adequately addressed, and she indicates her intent to file a complaint. I hope that someone can look into this promptly and the request can be satisfied without a complaint being filed and having the Town cost incur additional costs to respond. I'm no expert on the intricacies of FOIA, but she doesn't appear to be requesting any information that is confidential or can't be provided. I leave that to you.

Second, she indicates that the Amex information she did receive raised concerns that were similar to the issues raised in the DPW audit. I don't have the information to make a judgement on this but I would like these concerns to be taken seriously and vetted, minimally by our Internal Auditor. As you may recall, the DPW audit was issued 2 1/2 years ago, and its findings included serious weaknesses with purchasing policies and procedures. The most significant recommendations in that report (relating to development of a revised purchasing policy) remain unaddressed, inexcusably and to the great frustration of everyone on the BOF. So while I have no idea whether Ms. Kery's concerns are legitimate, they certainly raise red flags and alarm bells for me.

I will confess that I don't know if the Town has a reporting protocol in place when an issue like this is brought to the information to the attention of an elected official. (Probably something that should be addressed in a training for all elected officials.) In this case I assume the right thing to was to raise it with you but I also feel obligated to bring it to the board's attention.

Please advise. Thank you.

Lori

Sent from my iPhone

Begin forwarded message:

From: Dana Kery <<u>danakery@gmail.com</u>>
Date: November 21, 2022 at 3:18:39 PM EST

To: Lori Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>, Chris

Dewitt < <a href="mailto:com">chrisdewitt103@gmail.com">chrisdewitt103@gmail.com</a>

**Subject: Fwd: AMEX Request** 

Hello Lori and Chris,

As a follow up to a Town of Fairfield internal audit presented by Connie Nolfi to BOF, March 2021, I emailed a request to Jared Schmitt to view or receive copies of the Town of Fairfield American Express credit card statements, including usage by all card holding Town employees. My original email request was 9/12/22, which I received a confirmation of receipt on 9/19/22. On 10/14/22, I received pdf copies of the monthly summaries, not the individual statements, and a copy of the Town credit card policy via email.

After reviewing the summaries, on 10/14/22, I emailed a request to view the reconciliation statements associated with the monthly summaries. I have not received a reply; I sent a follow up request to view the

documents on 11/3/22 and 11/15/22. I have not received a reply.

The DPW audit completed by Joe Centofanti indicated there were 12 Town employees holding an American Express card; I am not certain if Joe was only including DPW employees or all Town employees. These monthly summaries indicate there are 90 Town American Express cardholders.

I have lost track of the implementation of the updated purchasing policy by the Audit Subcommittee. I wanted to loop you both in as these monthly summaries potentially present with similar concerns found in the DPW audit and the internal audit. I do plan to file a complaint with CT FOI Commission, as I believe the denial to view the documents is an unreasonable denial.

Thanks. Dana

### Begin forwarded message:

From: Dana Kery

<danakery@gmail.com>

Date: November 3, 2022 at 3:07:23 PM

EDT

To: "Schmitt, Jared"

<JSchmitt@fairfieldct.org>
Subject: Re: AMEX Request

Hello Jared,

Following up on my request to view the reconciliation statements associated with the June, July, August 2022 Town of Fairfield American Express statements.

Thank you. Dana Kery

Sent from my iPhone

On Oct 14, 2022, at 3:52 PM, Dana Kery <<u>danakery@gmail.com</u> > wrote:

Hi Jared,

May I schedule a day to come to the office to view the reconciliation statements associated with these monthly summaries?

Thank you.

Dana

Sent from my iPhone

On Oct 14, 2022, at 9:10 AM, Schmitt , Jared <<u>JSchmitt@fairfieldct.org</u>> wrote:

Hi Dana,

Please see the attach ments for credit policy, form, and monthl y reports.

6

Let me know if you have questio ns.

Jared Schmitt Chief Fiscal Officer

Town of Fairfiel d Sullivan Indpen dence Hall 725 Old Post Road Fairfiel d, CT 06824

203.256.3032

<CC Request Form.pdf>
<Credit Card Policy.pdf>
<20220919120114.pdf>
<20220919120041.pdf>
<20220919120011.pdf>

From:

Simpson, Cathleen

Sent:

Tuesday, January 31, 2023 3:30 PM

To: Subject:

'Lori T. Charlton' RE: AMEX Request

Hi Lori,

I am in a meeting at 3:30 and then have to hop over to the Clerk's office. I should be available at 4:14 and thereafter.

Best,

Cathleen

From: Lori T. Charlton < ltcharlton@optimum.net>

Sent: Tuesday, January 31, 2023 2:24 PM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>

Subject: Re: AMEX Request

Thanks, I will try you in a little bit. PS, sorry about the misspelling of your name below – spellcheck problems!

Sent from my iPhone

On Jan 31, 2023, at 2:10 PM, Simpson, Cathleen < CSimpson@fairfieldct.org > wrote:

Hi Lori,

Sorry for the delayed response. I was in meetings and just getting some air finally! I am available if you would like to call me. You can call my cell phone at (203) 526-3332.

Best,

Cathleen

From: Lori T. Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>>

Sent: Monday, January 30, 2023 6:42 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Subject: Re: AMEX Request

Kathleen,

Do you have some time to catch up tomorrow? I am traveling back to Connecticut in the morning, but I'm available in the afternoon. Please let me know.

Sent from my iPhone

On Nov 22, 2022, at 5:07 PM, Simpson, Cathleen < CSimpson@fairfieldct.org > wrote:

Good Evening,

I spoke to Jim Baldwin who reported he had a telephone conversation with Ms. Kery concerning her FOIA request. My understanding its being addressed. If you need further assistance from me or the HR Team, please do not hesitate to contact me.

Happy Thanksgiving!

Best,

Cathleen

From: Simpson, Cathleen

Sent: Tuesday, November 22, 2022 11:58 AM

To: 'Lori T. Charlton' < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>; Baldwin, James

<jbaldwin@cbklaw.net>

Cc: DeWitt, Christopher < <a href="mailto:christopher">chrisdewitt103@gmail.com</a>; Schmitt, Jared

<JSchmitt@fairfieldct.org>; Foley, Gerald <GFoley@fairfieldct.org>; Ritchey, Peter

<PRitchey@fairfieldct.org>
Subject: RE: AMEX Request

Good Afternoon,

I will follow up on this. I have a FOIA request from Dana Kery for a seemingly unrelated matter which I am working on. We are a bit behind due to the volume but will make this a priority.

Best.

Cathleen

From: Lori T. Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a> Sent: Tuesday, November 22, 2022 11:48 AM

Tay Baldwin James cibaldwin@optimum.net

To: Baldwin, James < jbaldwin@cbklaw.net >

Cc: DeWitt, Christopher < <a href="mailto:christopher">chrisdewitt103@gmail.com</a>; Simpson, Cathleen

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Let me know if you have questio ns.

Jared Schmitt Chief Fiscal Officer

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Sullivan
Indpen
dence
Hall
725 Old
Post
Road
Fairfiel
d, CT
06824

203.256.3032

<CC Request Form.pdf> <Credit Card Policy.pdf> <20220919120114.pdf> <20220919120041.pdf> <20220919120011.pdf>

From:

Simpson, Cathleen

Sent:

Thursday, February 2, 2023 11:37 AM

To: Cc: 'Lori T. Charlton' Baldwin, James

Subject:

Follow up to Our Discussion on 2/1/23

### Good Morning Lori,

I want to thank-you for taking the time yesterday to discuss issues connected with the BOF and the pending HR investigation. I appreciate your input and understanding as to the confidentiality of the process at this juncture.

I also wanted to assure you that the subject matter under investigation has no substantive connection to ongoing capital projects associated with the WPCA, such as the East Sewer line. In other words, I see no reason for the BOF not to conduct business as usual. I hope this is helpful.

I most appreciate your support and guidance. Your insight is very helpful to the HR team. I hope to have information to share in the very new future with you and the members of the BOF.

In the interim, please do not hesitate to contact me if I can be of assistance.

Best,

#### Cathleen

Cathleen H. Simpson Suman Resources Director Town of Fairfield Sultivan Independence Hall 725 Old Post Road Fairfield, CT 06824

(475) 350-6002

From:

Simpson, Cathleen

Sent:

Friday, February 17, 2023 5:08 PM

To:

Charlton, Lori

Cc:

DeWitt, Christopher; Courtemanche, Joanne

Subject:

Information

Good Evening Lori,

I was hoping to get the information to you as discussed today but need more time. Monday is a holiday so I will get the information to you on Tuesday.

I hope you enjoy your weekend.

Best,

Cathleen

Cathleen F. Gimpson
Human Resources Director
Town of Fairfield
Gullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

From:

Simpson, Cathleen

Sent:

Tuesday, February 21, 2023 6:14 PM

To:

Charlton, Lori

Cc:

DeWitt, Christopher; Courtemanche, Joanne; Baldwin, James

Subject:

Follow up

# Good Evening Lori,

I did not forget about you. I have been working on getting you the information and thought I would have it done by now-to many interruptions today, particularly with the budget this week and HR is presenting tonight for the THEA cba. I need a few more hours to get this together and stopping work now to grab a bite before the committee meeting.

Will have something for you tomorrow.

Best,

#### Cathleen

Cathleen H. Gimpson Human Resources Director Town of Fairfield Gullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

From:

Simpson, Cathleen

Sent:

Wednesday, February 22, 2023 4:56 PM

To:

Charlton, Lori

Cc:

DeWitt, Christopher; Baldwin, James; Courtemanche, Joanne

Subject:

Follow Up to Our Meeting Held on 2/13/23

Attachments:

January 2021 email with attached policies and forms.pdf; Email Simpson Dewiitt Charlton Baldwin.pdf; Updated reconcilaiton voucher form and out of state travel form.pdf; January 2023 Email with policy and forms.pdf; Pertinent Policies in addition to those attached to Saxl January 2023 email.pdf; Attached Image from HR Copier; January

2021 email with attached policies and forms.pdf

# Good Afternoon Lori,

I have attached the following records in response to your request for information to Connie Saxl:

- Email between Simpson, Charlton, DeWitt, Baldwin
- Email from Concetta Saxl, January 12, 2021, with attached policies and forms
- Email from Concetta Saxl, January 6, 2023, with attached policies and forms.
- Revised Reconciliation Voucher Form and Sample/Revised Travel Form and Sample
- Pertinent Policy/Code
- Amex Statements January-June 2022

The attached Amex statements are an attempt to respond to our request for a report showing "the volume of credit card purchased, expressed in terms of number of transactions and dollars, for each department including FPS." You did not provide a time frame but I presume for the past and/or current fiscal year?

I did not include all of them as they do not break up the purchases by department. The underlying statements break it down by individual card holder with the Department to which they are assigned. Because the underlying data relates to a pending investigation, I cannot disclose it at this time. However, I have requested of the Department Heads of Finance and Purchasing to determine if they can create a report for your demonstrating this information.

Likewise, I have requested from the same department heads whether they can provide a report showing the "extent of exceptions we process (missing receipts, other issues)".

I have also referred your questions (see below) to the appropriate parties to respond to in addition to providing you the background of the credit card policy from January 2021to present. In addition to the attached information, below I put together the background of the credit card policy from January 2021 to present, including notice to employees, as well as the pertinent policies, procedures and law associated with a pending HR investigation.

# Background of the Credit Card Policy from January 2021 to Present

In response to the Senior Internal Auditor's recommendation for training for all cardholders and their supervisors, management in January, 2021:

• Redistributed to each cardholder (See Email of January 12, 2021).

- Required cardholders to return a memorandum of understanding that have read and understood the credit card policies and they will comply with its terms and conditions.
- Provided cardholders with a top ten list of the most important points within the policy for card members to abide by.
- Notified cardholders that strict penalties will be applied if they are found to be in non-compliance.

A review of the January, 2021 policy revealed that the policy issued in 2021 needed revision to include for Department Heads to forward his/her monthly statements to the CFO for review and approval as under the current policy. Ms. Saxl issued the updated policy as well as other pertinent policies, forms and the required MOU to be signed and returned to her by January 18, 2023. (See Email with attachments of January 6, 2023)

On or about January 30, 2023 as part of a review being conducted by Human Resources, it was determined that the reconciliation voucher sheet should require cardholders to provide more detailed information as well as an attestation that the card holder did not make charges that violate purchasing rules. (See Attached Revised Reconciliation Voucher/Sample) Also, the reconciliation voucher sheet added a reminder about potential consequences for not following the policy or committing fraud. An out of state travel request form was revised along with a sample as well.

On February 16, 2023, Department Heads at the Department Head meeting were provided the updated reconciliation voucher sheet along with samples of how to complete the form going forward. Pertinent policies, with links, were are also referenced in the updated reconciliation form. (See attached pertinent policies referenced in the reconciliation form)

At the February 16, 2023 Department Head meeting, it was stressed by the CFO and HR for Department Heads to consider who has been issued credit cards and why. During the meeting, Adam Tulin, Director of Purchasing, recommended consideration of using Amazon Business for Town charges (<a href="https://business.amazon.com/en/work-with-us/government">https://business.amazon.com/en/work-with-us/government</a>) to avoid unnecessary tax charges as well as reporting and limiting access to only certain administrators, which will be followed up on.

#### **Notice to Employees of Pertinent Policy**

To ensure employees are receiving all pertinent policies, including the credit card policy, Human Resources is in the process of downloading employee policies, including the credit card holder policy and travel/meeting policy, as well as creating an employee handbook which will also be on line. Additionally, the handbook shall be issued to new employees as part of onboarding and to current employees as an email read/sign.

# Pending Human Resource Administrative Investigations

I wanted to clarify the policies, procedures, and law which HR must follow during the pendency of an investigation concerning alleged employee misconduct. Notwithstanding these, I agreed during our meeting that whatever information, I can provide at this time, without compromising the integrity of an investigation, would be disclosed to you.

Pursuant to the Standards of Conduct Municipal Fraud Policies and Procedures Policy (attached under pertinent policies), Human Resources commenced investigations of alleged violation of standards of conduct and traud. The policy sets forth HR's responsibilities, which include maintaining confidentiality while the investigation is pending.

Additionally, the information under review as part of the investigation exempt under FOIA at this time pursuant to sections 1-210(b) (4) and 1-210 (b) (3) (D) of the Connecticut General Statutes. When the investigation is concluded, any and all information subject to disclosure will be made available to the public.

Union members under investigation may have a right to union representation (known as Weingarten rights) for the following situations:

- "Investigatory interviews," in which Human Resources is seeking to elicit facts, to have the employee explain his or her conduct, to discover the employee's "side of the story" or to obtain admissions or other evidence.
- Human Resources request for a written statement or written answers to interrogatories about an incident in which the employee's own conduct may be at issue.

We want to ensure during the course of the investigatory process to do our best to avoid or at least minimize rumor or workplace gossip.

#### **Outstanding Questions**

As aforementioned, I have forwarded the following questions which I gleaned from your email to the appropriate parties for response:

- How does purchases over \$1,000 requiring advance approval from the department head and the CFO tie in with the Town's existing policies? (For example, if there is large credit card purchase, are the CFO and department head now responsible for ensuring that multiple quotes have been obtained, or that the purchase complies with an existing bid, or that there should be a bid due to the level of vendor activity, or a bid waiver...etc? Is there any dollar limit associated with individual credit card purchases?
- Is there clear criteria in place for those individuals to follow and that approvals are made based on a policy, consistent with whatever policies are in place if the purchase was made with a different payment method?
- Has there been any reconsideration of the Town's policy of giving discretion to department heads to determine who in their organization should have credit cards?
- Processes around review of the reconciliation vouchers.
  - 1. Are the vouchers prepared within the department by a designated employee and signed off by the department head?
  - 2. Does the finance department have any responsibility to review these reconciliation packages for compliance before the Amex bill is paid, or do they simply accept what has been approved by the department?
  - 3. If there is a review for compliance, how is this done and using what guidance?
  - 4. Who evaluates and approves credit card purchases for other members of senior management (and the CFO)?
- Revised Policy: the revised policy-see January 2023 email from Ms. Saxl, lists several guidelines around appropriate use of credit cards, including:
  - 1. Not using credit cards to "split' purchases and avoid bidding requirements
  - 2. Not using credit cards in a way that prevents advantageous procurement practices through use of volume discounts or preferred vendors
  - 3. Avoiding use for capital purchases such as computers
  - 4. Smaller issues such as avoiding paying sales tax, shipping, etc.

Is there any control in place to evaluate whether these guidelines are actually being adhered to?

Cuthleen H. Dimpson
Human Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

From:

Saxl, Concetta

Sent: To:

Tuesday, January 12, 2021 9:59 AM

Bahr, Philip; Barnhart, Mark; Bisson, Scott; Bodie, John; Bosse, Caitlin; Broderick, Keith; Brown, Gaylen; Bucherati, John; Caisse, Roger; Cathcart, Justin; Chizmadia, John; Cleary, Sands; Coarse, Thomas; Delmhorst, Robert; DeMarco, Julie; Demko, Rich; DiTullio, John; Dunn, Kyran; Esposito, Felix; Fisher, Jan; Fox, Kevin; Jaronko, Santina; Gomola, George; Grace, Peter; Granata, Antonio; Guerrera, Robert; Gunter, Gregory; Hayes, Dan; Hine, Bill; Hurley, William; Ioli, Christopher; Johnson, John W.; Jones, Edward; Kalamaras, Robert; Kalapir, Erik; Kelley, David; Kimball, Craig; Koval, Peter; Kupchick, Brenda; Laseman, Jennifer; Lippman, Justin; Lyhne, Tamara; McCarthy, Denis; Miller, Paul; Minder, Jeffrey; Mitchell, Jill; Murtha, Helene; Norton, William; Panilaitis, Matt; Paris, Michael; Paules, Virginia; Perez, James; Rigoli, Vinny; Ryan, James; Sardinha, Aurelio; Seres, Chelsea; Sherwood, Schuyler; Smith, Donald; Sweeney, Nancy; Swift, Jim; Testa, Gary; Tursi, Chris;

Weihe, Edward; Brown, Gaylen; Wiltsie, James; Browne, Betsy; Barry, Kiva

Cc:

Foley, Gerald; Schmitt, Jared; Bremer, Tom

Subject: Attachments:

Town Credit Card Policy and Procedures - Please Read

Credit Card Policy.pdf; Travel Meeting Expense Report 2020.docx; Credit Card - Missing

Receipt Form.xlsx

#### Town Credit Cardholders:

Please find attached the Town of Fairfield credit card policy. As a cardholder, you are required to understand and abide by the policies and procedures, responsibilities and limitations associated with this policy and the use of the Town's credit card.

Please read the attached policy and complete the last page entitled "Cardholder Memorandum of Agreement" and forward the completed page back to me by January 19, 2021.

#### Top 10 Reminders:

- 1. Reconciliation Voucher Packages for your credit card purchases are required to be submitted to the Finance Department on a timely basis each month (within 10 days of American Express statement closing date).
- 2. All backup documentation, i.e., receipts, sales slips, "Travel and Meeting Expense Report" must be attached to your Reconciliation Voucher sheet.
- 3. If you lose a receipt, please complete the "Missing Receipt Form" and attach the completed form to your Reconciliation Voucher.
- 4. Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- 5. Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason the Town approved vendor for office supplies.
- 6. Gasoline should not be purchased on the Town credit card. Use the Travel and Meeting Expense Report for reimbursement for mileage of personal vehicles or use the Town gas pumps for Town vehicles.
- 7. Do not pay state sales tax. Remember to tell the cashier at time of purchase that the Town of Fairfield is a municipality and is tax exempt from state sales tax.
- 8. All information technology purchases must first be pre-approved by the Director of Information Technology.
- 9. Use the free shipping option for all purchases whenever available.
- 10. All Food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.

Please feel free to contact me if you have any questions. Thank you.

2021

Connie M. Saxl Internal Auditor

Town of Fairfield

Sullivan Independence Hall 725 Old Post Road

Fairfield, CT 06824

Phone (203) 256-2919 Fax (203) 255-7380

# Town of Fairfield Credit Card Policy

# Memorandum of Understanding

Between:	
	Employee Name (Cardholder)
And:	
	Director of Purchasing (Credit Card Administrator)

The purpose of this memorandum of understanding is to summarize the policies and procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.

The card is issued to you as a delegation of authority to make purchases on behalf of the Town, as a tool to consolidate payables, shorten lead-time and reduce administrative costs.

#### I. General Policies:

• The unique credit card that you will receive has your name embossed on it. No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.

# THE CREDIT CARD IS NOT BE USED FOR PERSONAL PURCHASES:

 The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.

- You must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
- Purchases must not be split to avoid Town bidding requirements.
- Capital items must not be purchased on the credit card. This
  includes computers, machinery, equipment and other items with
  individual costs greater than \$1,000.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate whether the purchase was necessary and for official Town use, disciplinary action may occur.
- Consequences of misuse of the credit card may include any one or combination of the following remedial actions:
  - Verbal notification of infraction;
  - Written notification of infraction with copies sent to the Chief Elected Official;
  - · Card suspension with permanent loss of privileges;
  - Disciplinary action up to and including personal liability and repayment.
- Questions concerning procurement regulations should be directed to the Director of Purchasing.

# II. Prudent Judgement for Purchases

Employees must use prudent judgement whenever using the Town credit card for department purchases. Department Heads must do their best to limit the use of their credit card and have department required purchases initiated by the person most knowledgeable about the expenditure.

# III. <u>Purchasing Procedures at Merchant's Site, Telephone Order or Internet:</u>

- You may use your credit card at any merchant that accepts American Express credit cards for payment of purchases.
- Notify the merchant that the purchase is for the Town of Fairfield and that it is exempt from state sales tax. The vendor may ask you to provide a Cert 134 form (for commodities) and Department of Revenue Services - Statement of Tax Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Obtain a sales receipt for all purchases.
- Obtain and retain your sales receipts for verification and reconciliation to your monthly Statement of Account from American Express.
- Whenever possible <u>use the free shipping option</u> if it is available to you.
- Consult with Purchasing to ensure that you are using preapproved local order vendors when making purchases.

# IV. Procedures After Purchase:

 At the close of each billing cycle, you will receive a Statement of Account from American Express. The statement will itemize each transaction charged to your credit card account.

Upon receipt of the Statement, complete each of the actions listed below:

- 1. Compare your receipts to the monthly Statement of Account from American Express for accuracy.
- 2. Obtain a blank copy of a Reconciliation Voucher sheet from the Finance Department. (Attached)
- 3. Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher.
- 4. Attach copies of the sales receipts and monthly Statement of Account from American Express to the Reconciliation Voucher. Attach all credit vouchers (if applicable) to the Reconciliation Voucher.
- 5. The total expenses recorded per the Reconciliation Voucher must agree to the total expenditures per the monthly Statement of Account from American Express.
- 6. A minimum of the following two signatures are required on the Reconciliation Voucher:

You - The Cardholder

Immediate Supervisor (if applicable)

Department Head

The Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If the cardholder is the Department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval.

7. Forward the Reconciliation Voucher and receipts to the Finance Department <u>within five working days</u> of receipt of the monthly Statement of Account from American Express.

# V. <u>Travel and Meeting Documentation</u>:

- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and <u>be fully documented on a Travel and Meeting expense report</u>.
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card.
- It is imperative that all Travel and Meeting charges be for <u>Town</u> business related purposes only.

# Meals Charged on the Credit Card:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates.
- Business Meals During Meetings: The meeting should be have a clear, reasonable, specific business purpose and agenda.
- Be a direct expense that is necessary in order to conduct Town business.
- All meals purchased shall be reported on the Travel and Meeting expense report and shall detail the date, name of food establishment, business purpose for the meal and the total amount charged to the credit card.

# VII. <u>Disputed Items</u>:

- The cardholder is responsible for reporting/returning unsatisfactory goods or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of the item(s) will be considered to be in dispute.
- If charges on your statement are deemed incorrect then your statement is considered to be in dispute. A disputed item must be noted on the cardholder's Statement of Account and American Express must be notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement.

# VIII. Lost or Stolen Credit Cards:

• If your credit card is lost or stolen, notify the Director of Purchasing immediately. If appropriate, the Police Department will be notified depending on the situation (i.e., burglary, etc.).

- Provide the following information to the Director of Purchasing: your complete name, department, credit card number, the date reported to the police (if applicable), and any purchase(s) you made on the day the card was lost or stolen.
- American Express will issue a new card and account number.
   You will not be responsible for paying any fraudulent charges on your account.

# IX. Changes to Cardholder Information:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you must return your credit card to the Director of Purchasing prior to leaving.
- If you move to job position in another department, you must notify the Director of Purchasing prior to the change.

# Town of Fairfield Procurement (Credit) Card Program

444

# CARDHOLDER MEMORANDUM OF AGREEMENT

I have read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card. I acknowledge that I have received a credit card to be used for the purpose of making purchases on behalf of the Town of Fairfield. I understand my responsibilities as a cardholder, which include punitive sanctions for misuse of my credit card.

Cardholder Name (Please Print):	
Cardholder Signature:	
Department:	
Credit Card Number Issued - Last Four Digits:	
Date:	

~ A COPY OF THIS SIGNED LAST PAGE WILL BE RETAINED IN THE TOWN PURCHASING DEPARTMENT AS CREDIT CARD ADMINISTRATOR ~

Updated: 4/4/20

# TOWN OF FAIRFIELD

# **Travel & Meeting Report**

Name			Dept					
Acct.# (to be charged)								
Date	Places Visited	Mileage	Air/Rail	Room	Meals	Other	Entertainment & Ot	her Expense
. Day	(use several lines if necessary)		Other				Description	Amoun
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	Total Mileage							
	Total Amounts							
	-11-3							
o reimburse	ement is \$0.575 per mile				To	tal Expenses	s This Report	

# TOWN OF FAIRFIELD MISSING RECEIPT FORM PROCUREMENT CARD PROGRAM

Cardholder Name:	
	Please Print
Cardholder Department:	
Card Number (Last 4 Digits Only):	
Merchant Name:	
Date of Transaction:	
Amount of Purchase:	
What was purchased?:	
Cardholder Signature:	
Department Head Name:	
Department flead Name.	Please Print
	riedse rimit
Department Head Signature:	
Repeated losses of receipts may be a Card Program and grounds for discip	an indication of non-compliance with the Credit plinary action.
**ATTACH TO MONTHLY AMERICAN	EXPRESS RECONCILIATION VOUCHER SHEET**

From:

Simpson, Cathleen

Sent:

Thursday, February 9, 2023 4:19 PM

To:

'Lori T. Charlton'

Cc:

Schmitt, Jared; 'DeWitt, Christopher'

Subject:

Credit Card MOU

#### Good Afternoon Lori,

Your email to Connie has been referred to me for review and response. The administration greatly appreciates your concerns and please be assured we are revising and implementing policies pertinent to employees globally throughout the Town.

As your email relates to an ongoing HR administrative investigation, I am incorporating it as part of our review. Please understand that Connie is a potential witness and a PETA union member. Under the PETA collective bargaining agreement and the Municipal Employee Relations Act (MERA) union representation may be required in order for her to respond to questions relating to an administrative investigation.

In terms of notice of policy to employees, the HR Team is finalizing an employee handbook that includes all policies and procedures pertinent to Town employees, including the credit card use and travel/meeting policies and procedures. We are also upgrading the HR website so that the handbook and other important notices are easily accessible to employees. In order to ensure employees receive notice of policies and procedures and to track compliance, we are in the process of acquiring PowerDMS which is an electronic document management system designed for this purpose.

I will keep you apprised of any new developments as appropriate during the pendency of the investigation.

Best,

#### Cathleen

Cathleen II. Gimpson

Suman Resources Director

Town of Fairfield

Gullioan Independence Hall

725 Old Post Road

Fairfield, CT 06824

(475) 350-6002

From: Lori Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a> Sent: Wednesday, February 8, 2023 2:51 PM
To: Saxl, Concetta < <a href="mailto:CSaxl@fairfieldct.org">CSaxl@fairfieldct.org</a>

Cc: Schmitt, Jared < JSchmitt@fairfieldct.org>; DeWitt, Christopher < chrisdewitt103@gmail.com>

Subject: Re: Credit Card Expenditures Audit 2-5-2020

Connie,

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Does the "Memorandum of Understanding" now constitute the new credit card policy, or is it a clarification and acknowledgment of an existing policy? If the latter, can you please provide the main policy.

The MOU and the 2020 audit report both make reference to a number of other Town policies and requirements. Are these other policies readily available to Town employees in a centralized location (i.e. on the Town website), or have the relevant policies otherwise been made available to employees? Part of the reason I ask this is that during the recent BOF meeting you presented at, it seemed clear to me that there was a general lack of familiarity with our existing purchasing policy that has been in place for a decade (specifically around "emergency" bid waivers).

I see that purchases over \$1,000 now require advance approval from the department head and CFO. How does this tie in with our existing policies? For example, if there is large credit card purchase, are the CFO and department head now responsible for ensuring that multiple quotes have been obtained, or that the purchase complies with an existing bid, or that there should be a bid due to the level of vendor activity, or a bid waiver...etc? Is there any dollar limit associated with individual credit card purchases? The concern here - since credit card purchases are made without the involvement of the purchasing department, the burden of the control compliance normally covered by purchasing is being shifted to the department head and CFO. It's important that clear criteria are in place for those individuals to follow and that approvals are made based on a policy, consistent with whatever policies are in place if the purchase was made with a different payment method.

I'm also interested in better understanding the processes around review of the reconciliation vouchers. If I understand the document correctly, it appears that the vouchers are prepared within the department by a designated employee and signed off by the department head. Does the finance department have any responsibility to review these reconciliation packages for compliance before the Amex bill is paid, or do they simply accept what has been approved by the department? If there is a review for compliance, how is this done and using what guidance? I see that the CFO is now required to review department head vouchers. Who evaluates and approves credit card purchases for other members of senior management (and the CFO)?

Has there been any reconsideration of our policy of giving complete discretion to department heads to determine who in their organization should have credit cards (versus using a more consistent criteria based on business need)?

The new MOU lists several guidelines around appropriate use of credit cards, including:

- 1. Not using credit cards to "split' purchases and avoid bidding requirements
- 2. Not using credit cards in a way that prevents advantageous procurement practices through use of volume discounts or preferred vendors
- 3. Avoiding use for capital purchases such as computers
- 4. Smaller issues such as avoiding paying sales tax, shipping, etc.

Is there any control in place to evaluate whether these guidelines are actually being adhered to? We know the issue of "splitting" purchases was a significant item raised in the DPW audit, and I'm not aware of a resolution to date (this is an item that is meant to be addressed in the new purchasing policy through reporting analysis). I'm guessing the answer is no, but asking because credit card purchases should be folded into whatever control is included in the purchasing policy relative to other payment methods.

As we move forward to address this in the purchasing policy it would be helpful to understand:

- 6. Gasoline should not be purchased on the Town credit card. Use the Travel and Meeting Expense Report for reimbursement for mileage of personal vehicles or use the Town gas pumps for Town vehicles.
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- 11. All out of state travel must first be pre-approved by the First Selectwoman using the "Request For Out of State Travel" document attached.

Also, the "Request for Out of State Travel" form (attached) was recently updated and will be sent to all departments for their use.

Please feel free to reach out to me if you have any questions or require anything further. Thank you.

#### Connie M. Saxl Internal Auditor

# Town of Fairfield

Sullivan Independence Hall

725 Old Post Road

Phone (203) 256-2919

Fairfield, CT 06824

Fax (203) 255-7380

<Credit Card Expenditures Audit 2020 - Final 2-5-2020.pdf><Credit Card Memorandum of Understanding 1-4-2023.pdf><CC Reconciliation Voucher 1-4-23.pdf><Request for Out of State Travel - Updated 1-24-2023.pdf>

- 1. Volume of credit card purchases, expressed in terms of number of transactions and dollars, for each department including FPS. (Transaction volume is particularly helpful because it gives us information about what controls might or might not be pragmatic)
- 2. The extent of exceptions we process (missing receipts, other issues).

It would be good to discuss some of this in advance of the purchasing policy committee meeting, if possible. I recognize that there are different ways to handle credit cards effectively, but I am personally skeptical that a lot of credit cards in circulation combined with a decentralized review process can ever be consistent and effective in promoting compliance. Typically I have seen centralized processes around review of credit card transactions (including T&E), with department heads exercising their oversight through budgetary review. I also think reminders (like the MOU) can be important to circulate because they provide means for a remedy if there are future issues, but whether they do much to promote compliance in addressing the types of problems that were raised in the 2020 audit is questionable.

I look forward to discussing further. Also copying Chris as he may have additional input.

Best,

Lori

On Feb 8, 2023, at 11:57 AM, Saxl, Concetta < CSaxl@fairfieldct.org> wrote:

Hello Lori,

I hope that you are doing well. I received your voicemail message and am sending you the last credit card audit dated 2-5-2020 for your review. Further, please know that on January 6, 2023 I sent an updated "Credit Card Memorandum of Understanding" (attached) aka updated credit card policies and procedures to all cardholders and their supervisors along with other pertinent, associated forms such as the updated reconciliation voucher (attached). Cardholders were required to sign the last page of the policy document acknowledging that they have read, understood and will abide by the policies, procedures, responsibilities and limitations associated with the use of the Town Credit Card. I received 100% response/signed acknowledgement forms back from all cardholders. Each signed document will now be maintained in the respective employee's personnel file in Human Resources.

The updated credit card policy includes the following new procedures:

- 1. Any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then from the CFO prior to making the purchase. The email approval from the Department Head/CFO must be attached to your monthly Reconciliation Voucher Package submitted to Finance.
- 2. If the cardholder is also the Department Head, then you must forward your monthly Reconciliation Voucher Package to the CFO for approval.
- 3. Use the new, updated Credit Card Reconciliation Voucher dated 1/4/2023 for the next billing cycle.

#### I also included the top 11 reminders for cardholders:

- 1. Reconciliation Voucher Packages for your credit card purchases are required to be submitted to the Finance Department on a timely basis each month (within 10 days of American Express statement closing date).
- 2. All backup documentation, i.e., receipts, sales slips, "Travel and Meeting Expense Report" must be attached to your Reconciliation Voucher sheet.
- 3. If you lose a receipt, please complete the "Missing Receipt Form" and attach the completed form to your Reconciliation Voucher.
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- 5. Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason the Town approved vendor for office supplies.

From:

Lori Charlton < ltcharlton@optimum.net>

Sent:

Friday, February 10, 2023 8:26 AM

To:

Simpson, Cathleen

Cc:

Schmitt, Jared; DeWitt, Christopher

Subject:

Re: Credit Card MOU

#### Cathleen,

I'm surprised by this response. I know its easy for emails to be misconstrued (perhaps on both ends) so its probably best to speak live, however...I want to clear a couple of things up. First, I asked no questions about an ongoing investigation, nor about anything confidential; I reject that characterization of my email. Second, I discussed no aspect of this with Connie or even acknowledged any awareness that an investigation was occurring. I reached out to ask her for backup materials that were previously provided to the BOF in the normal course of business, and I explicitly did so as part of preparing for a purchasing subcommittee meeting we have coming up on March 2. I was surprised to learn that she had recently been involved in rewriting policies on this matter, in light of your stated concerns about potential conflicts.

Having now reviewed the materials and read the credit card policy the Town was operating under, I am not surprised issues may have arisen. The policy appears poorly designed and lacking in the most basic internal control elements. I asked follow up questions to gain clarification on what I read, and also out of concern about the updates put in place. As you might have guessed from my questions, I am concerned the changes made were mostly inadequate and possibly counterproductive. I am also concerned they are in conflict with the purchasing policy we are attempting to finalize and put before the BOF for a vote. These should not be independent paths.

I fully understand and respect the need for confidentiality around investigations involving personnel matters. The questions raised in my email are not related to those issues, nor are they requesting any confidential information. I've asked basic questions about our policies to clarify how they work - which I'd still like answers to. I also asked for data on credit card usage that is not confidential - and in fact could easily be requested by any member of the public. I honestly don't understand how Connie might need union representation to answer questions of the type we discuss on a routine basis, but if you believe this is a problem then I reiterate and redirect those questions to Jared who is clerk to the BOF. I am happy to discuss any concerns.

Regards,

Lori

On Feb 9, 2023, at 4:19 PM, Simpson, Cathleen < CSimpson@fairfieldct.org> wrote:

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Connie M. Saxl Internal Auditor

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Fairfield, CT 06824

Fax (203) 255-7380

<Credit Card Expenditures Audit 2020 - Final 2-5-2020.pdf><Credit Card Memorandum of Understanding 1-4-2023.pdf><CC Reconciliation Voucher 1-4-23.pdf><Request for Out of State Travel - Updated 1-24-2023.pdf>

#### Simpson, Cathleen

From:

Chris < chrisdewitt 103@gmail.com>

Sent:

Thursday, February 9, 2023 6:50 PM

To:

Simpson, Cathleen; Charlton, Lori

Cc:

Schmitt, Jared

Subject:

Re: Credit Card MOU

#### Cathleen,

I'm very confused how and why you are tying Connie to an administrative investigation in regards to the issues below. I would think if there were real concerns about keeping Connie far from an administrative investigation regarding credit cards, she should not be the person to write a new procedure on credit card use.

I, and I believe Lori, believe that the issue here is a poorly executed band aid on the use of credit cards, AKA the MOU. To be clear, this issue for me is about the purchasing policy 100%, or to be more specific the lack of a comprehensive purchasing policy. While you mention creating an HR handbook with a credit card policy, although a good start, is not all that needs to happen. A comprehensive credit card policy MUST be included in the purchasing policy.

Why, quite simple. Purchasing can be accomplished in many ways, and one way is with a credit card. There should be no differentiation about what medium is used to purchase materials, we need to control ALL purchases. The MOU Connie mentions, without a specific reference to the purchasing policy, is quite ineffective. It appears to allow purchases, over \$1,000, to effectively disregard the purchasing policy as long as the department head and the CFO approve. This means there is no control of purchases that may normally require multiple bids and/or bid waivers, just to name a few policy requirements. If the CFO or department head has been assigned the responsibility of purchasing policy compliance, it is not clearly stated in the MOU.

I think it is also important to understand where the \$1,000 figure came from. A lot of financial damage can be done with purchase under \$1,000. In our purchasing policy we required new limits on spending be rationalized with historical data. If there is no data to support why \$1,000 is the right number, there needs to be.

In conclusion, I believe the overall credit card issue is really about who has them now and who should have them in the future. That is the responsibility of HR to address. The responsibility of the BOF, and specifically my committee, is to complete the purchasing policy and include as inclusive a list of guidelines as possible. One of these needs to be a clear overview of the credit card policy. My committee will work to that end. It seems appropriate to me that my comments be shared with Connie, but given the current situation I ask you use your best judgment as to whether you share some or all of this with Connie.

Best regards

Chris

**Christopher DeWitt** 

chrisdewitt103@gmail.com

#### 203-570-5650 Cell

----- Original Message -----

From: "Simpson, Cathleen" < <a>CSimpson@fairfieldct.org></a>

To: "Charlton, Lori" < <a href="mailton@optimum.net">ltcharlton@optimum.net</a>>

Cc: "Schmitt, Jared" < <a href="mailto:ISchmitt@fairfieldct.org">ISchmitt@fairfieldct.org</a>; "DeWitt, Christopher" < <a href="mailto:christopher">chrisdewitt103@gmail.com</a>

Sent: 2/9/2023 4:19:18 PM Subject: Credit Card MOU

Good Afternoon Lori,

Your email to Connie has been referred to me for review and response. The administration greatly appreciates your concerns and please be assured we are revising and implementing policies pertinent to employees globally throughout the Town.

As your email relates to an ongoing HR administrative investigation, I am incorporating it as part of our review. Please understand that Connie is a potential witness and a PETA union member. Under the PETA collective bargaining agreement and the Municipal Employee Relations Act (MERA) union representation may be required in order for her to respond to questions relating to an administrative investigation.

In terms of notice of policy to employees, the HR Team is finalizing an employee handbook that includes all policies and procedures pertinent to Town employees, including the credit card use and travel/meeting policies and procedures. We are also upgrading the HR website so that the handbook and other important notices are easily accessible to employees. In order to ensure employees receive notice of policies and procedures and to track compliance, we are in the process of acquiring PowerDMS which is an electronic document management system designed for this purpose.

I will keep you apprised of any new developments as appropriate during the pendency of the investigation.

Best,

Cathleen

Cathleen II. (Limpson
Suman Resources Director
Town of Fairfield
Outlioan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

From: Lori Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a> Sent: Wednesday, February 8, 2023 2:51 PM
To: Saxl, Concetta < <a href="mailto:CSaxl@fairfieldct.org">CSaxl@fairfieldct.org</a>>

Cc: Schmitt, Jared < <a href="mailto:JSchmitt@fairfieldct.org">JSchmitt@fairfieldct.org</a>; DeWitt, Christopher < <a href="mailto:christopher">chrisdewitt103@gmail.com</a>

Subject: Re: Credit Card Expenditures Audit 2-5-2020

Connie,

I appreciate you sending this information so quickly. As I conveyed in my message, I believe we need to incorporate (or at least, reference) policies around credit cards use within the overall purchasing policy as we finalize it. In that vein, I have a number of questions on the documents you sent including the changes that were recently implemented.

Does the "Memorandum of Understanding" now constitute the new credit card policy, or is it a clarification and acknowledgment of an existing policy? If the latter, can you please provide the main policy.

The MOU and the 2020 audit report both make reference to a number of other Town policies and requirements. Are these other policies readily available to Town employees in a centralized location (i.e. on the Town website), or have the relevant policies otherwise been made available to employees? Part of the reason I ask this is that during the recent BOF meeting you presented at, it seemed clear to me that there was a general lack of familiarity with our existing purchasing policy that has been in place for a decade (specifically around "emergency" bid waivers).

I see that purchases over \$1,000 now require advance approval from the department head and CFO. How does this tie in with our existing policies? For example, if there is large credit card purchase, are the CFO and department head now responsible for ensuring that multiple quotes have been obtained, or that the purchase complies with an existing bid, or that there should be a bid due to the level of vendor activity, or a bid waiver...etc? Is there any dollar limit associated with individual credit card purchases? The concern here - since credit card purchases are made without the involvement of the purchasing department, the burden of the control compliance normally covered by purchasing is being shifted to the department head and CFO. It's important that clear criteria are in place for those individuals to follow and that approvals are made based on a policy, consistent with whatever policies are in place if the purchase was made with a different payment method.

I'm also interested in better understanding the processes around review of the reconciliation vouchers. If I understand the document correctly, it appears that the vouchers are prepared within the department by a designated employee and signed off by the department head. Does the finance department have any responsibility to review these reconciliation packages for compliance before the Amex bill is paid, or do they simply accept what has been approved by the department? If there is a review for compliance, how is this done and using what guidance? I see that the CFO is now required to review department head vouchers. Who evaluates and approves credit card purchases for other members of senior management (and the CFO)?

Has there been any reconsideration of our policy of giving complete discretion to department heads to determine who in their organization should have credit cards (versus using a more consistent criteria based on business need)?

The new MOU lists several guidelines around appropriate use of credit cards, including:

- 1. Not using credit cards to "split' purchases and avoid bidding requirements
- 2. Not using credit cards in a way that prevents advantageous procurement practices through use of volume discounts or preferred vendors
- 3. Avoiding use for capital purchases such as computers
- 4. Smaller issues such as avoiding paying sales tax, shipping, etc.

Is there any control in place to evaluate whether these guidelines are actually being adhered to? We know the issue of "splitting" purchases was a significant item raised in the DPW audit, and I'm not aware of a resolution to date (this is an item that is meant to be addressed in the new purchasing policy through reporting analysis). I'm guessing the answer is no, but asking because credit card purchases should be folded into whatever control is included in the purchasing policy relative to other payment methods.

As we move forward to address this in the purchasing policy it would be helpful to understand

- 1. Volume of credit card purchases, expressed in terms of number of transactions and dollars, for each department including FPS. (Transaction volume is particularly helpful because it gives us information about what controls might or might not be pragmatic)
- 2. The extent of exceptions we process (missing receipts, other issues).

It would be good to discuss some of this in advance of the purchasing policy committee meeting, if possible. I recognize that there are different ways to handle credit cards effectively, but I am personally skeptical that a lot of credit cards in circulation combined with a decentralized review process can ever be consistent and effective in promoting compliance. Typically I have seen centralized processes around review of credit card transactions (including T&E), with department heads exercising their oversight through budgetary review. I also think reminders (like the MOU) can be important to circulate because they provide means for a remedy if there are future issues, but whether they do much to promote compliance in addressing the types of problems that were raised in the 2020 audit is questionable.

I look forward to discussing further. Also copying Chris as he may have additional input.

Best,

Lori

On Feb 8, 2023, at 11:57 AM, Saxl, Concetta < CSaxl@fairfieldct.org > wrote:

Hello Lori,

I hope that you are doing well. I received your voicemail message and am sending you the last credit card audit dated 2-5-2020 for your review. Further, please know that on January 6, 2023 I sent an updated "Credit Card Memorandum of Understanding" (attached) aka updated credit card policies and procedures to all cardholders and their supervisors along with other pertinent, associated forms such as the updated reconciliation voucher (attached). Cardholders were required to sign the last page of the policy document acknowledging that they have read, understood and will abide by the policies, procedures, responsibilities and limitations associated with the use of the Town Credit Card. I received 100% response/signed acknowledgement forms back from all cardholders. Each signed document will now be maintained in the respective employee's personnel file in Human Resources.

The updated credit card policy includes the following new procedures:

- 1. Any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then from the CFO prior to making the purchase. The email approval from the Department Head/CFO must be attached to your monthly Reconciliation Voucher Package submitted to Finance.
- 2. If the cardholder is also the Department Head, then you must forward your monthly Reconciliation Voucher Package to the CFO for approval.
- 3. Use the new, updated Credit Card Reconciliation Voucher dated 1/4/2023 for the next billing cycle.

I also included the top 11 reminders for cardholders:

- Reconciliation Voucher Packages for your credit card purchases are required to be submitted to the Finance Department on a timely basis each month (within 10 days of American Express statement closing date).
- 2. All backup documentation, i.e., receipts, sales slips, "Travel and Meeting Expense Report" must be attached to your Reconciliation Voucher sheet.
- 3. If you lose a receipt, please complete the "Missing Receipt Form" and attach the completed form to your Reconciliation Voucher.
- 4. Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- 5. Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason the Town approved vendor for office supplies.

- 6. Gasoline should not be purchased on the Town credit card. Use the Travel and Meeting Expense Report for reimbursement for mileage of personal vehicles or use the Town gas pumps for Town vehicles.
- 7. Do not pay state sales tax. Remember to tell the cashier at time of purchase that the Town of Fairfield is a municipality and is tax exempt from state sales tax or use the CERT-112 or CERT134 forms attached.
- 8. All information technology purchases must first be pre-approved by the Director of Information Technology.
- 9. Use the free shipping option for all purchases whenever available.
- 1(). All Food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.
- 11. All out of state travel must first be pre-approved by the First Selectwoman using the "Request For Out of State Travel" document attached.

Also, the "Request for Out of State Travel" form (attached) was recently updated and will be sent to all departments for their use.

Please feel free to reach out to me if you have any questions or require anything further. Thank you.

## Connie M. Saxl Internal Auditor

#### Town of Fairfield

Sullivan Independence Hall

725 Old Post Road

Phone (203) 256-2919

Fairfield, CT 06824

Fax (203) 255-/380

<Credit Card Expenditures Audit 2020 - Final 2-5-2020.pdf><Credit Card Memorandum of Understanding 1-4-2023.pdf><CC Reconciliation Voucher 1-4-23.pdf><Request for Out of State Travel - Updated 1-24-2023.pdf>

#### Simpson, Cathleen

From:

Lori T. Charlton < ltcharlton@optimum.net>

Sent:

Friday, February 10, 2023 2:49 PM

To:

Simpson, Cathleen

Subject:

Re: Call

That's fine w me

Sent from my iPhone

On Feb 10, 2023, at 2:15 PM, Simpson, Cathleen <CSimpson@fairfieldct.org> wrote:

I am available at 3:45

From: James Baldwin <jbaldwin@cbklaw.net>
Sent: Friday, February 10, 2023 1:40 PM

To: DeWitt, Christopher <chrisdewitt103@gmail.com>; Charlton, Lori <ltcharlton@optimum.net>

Cc: Simpson, Cathleen <CSimpson@fairfieldct.org>; Courtemanche, Joanne

<JCourtemanche@fairfieldct.org>

Subject: RE: Call

Can we say 3:45? I have BOS at 4.

From: CDeWittCountry < <a href="mailto:chrisdewitt103@gmail.com">chrisdewitt103@gmail.com</a>

Sent: Friday, February 10, 2023 1:38 PM

To: Lori T. Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>>

Cc: Simpson, Cathleen < CSimpson@fairfieldct.org >; James Baldwin < ibaldwin@cbklaw.net >;

Courtemanche, Joanne < JCourtemanche@fairfieldct.org>

Subject: Re: Call

Works for me

### **Christopher DeWitt**

Cell: (203) 570-5650

Email: Chrisdewitt103@gmail.com

On Feb 10, 2023, at 13:37, Lori T. Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a> wrote:

Cathleen,

We are hosting guests this weekend so I'm not available today. I could do Monday at 4PM if that works for others.

Lori

#### Sent from my iPhone

On Feb 10, 2023, at 1:24 PM, Simpson, Cathleen < CSimpson@fairfieldct.org> wrote:

Good Afternoon,

Jim and I would like to set up a call to discuss your email. Does today at 3:00 pm work or sometime on Monday? I looped in Joanne Courtemanche, Labor Relations Specialist, to help coordinate this.

Best,

#### Cathleen

Cathleen H. Gimpson Human Resources Director Town of Fairfield Gullivan Independence Hall 725 Okt Post Road Fairfield, CT06824 (475) 350-6002

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Tuesday, February 21, 2023 6:14 PM

To:

Charlton, Lori

Cc:

DeWitt, Christopher; Courtemanche, Joanne; Baldwin, James

Subject:

Follow up

#### Good Evening Lori,

I did not forget about you. I have been working on getting you the information and thought I would have it done by now-to many interruptions today, particularly with the budget this week and HR is presenting tonight for the THEA cba. I need a few more hours to get this together and stopping work now to grab a bite before the committee meeting.

Will have something for you tomorrow.

Best,

#### Cathleen

Cathleen II. Gimpson
Human Resources Director
Town of Fairfield
Outlivan Independence Hall
725 Old Post Road
Fairfield, CIT 06824
(475) 350-6002

	129	

# TOWN OF FAIRFIELD AMERICAN EXPRESS RECONCILIATION VOUCHER - 2023 Please complete both pages

ATE OF AMEX STA	TEMENT:	DATE SUBMIT	ΠED:
VENDOR*	ACCOUNT	AMOUNT (PRIOR EMAIL APPROVAL FOR PURCHASES \$1,000 OR MORE MUST BE ATTACHED TO THIS FORM)	ITEMIZED PURCHASE 8 JUSTIFICATION*
			11

PAGE 1 OF 2

UPDATED FEBRUARY 2023

#### JUSTIFICATION REQUIRED:

- DESCRIPTION OF PRODUCT, PURPOSE, WHY THE ITEM WAS ORDERED ON THE CREDIT CARD RATHER
  THAN THROUGH THE PURCHASING/BIDDING PROCESS OR A PINK VOUCHER. FOR TRAVEL, MEETINGS
  AND MEALS, PLEASE REFER TO THE NECESSARY REQUIRED INFORMATION OUTLINED ON YOUR SIGNED
  CREDIT CARD POLICY AND COMPLETE THE ATTACHED MEETING & MEAL BACKUP IT APPROPRIATE..
- IF ANY OF THE ABOVE INFORMATION IS NOT INCLUDED, THE RECONCILIATION VOUCHER WILL BE RETURNED TO THE CARDHOLDER FOR IMMEDIATE COMPLETION.
- ALL SALES RECEIPTS MUST BE INCLUDED WITH THIS VOUCHER.
- IF THE TOWN PAYS THE INVOICE PRIOR TO THE SUBMISSION OF JUSTIFICATION DETAILS AND RECEIPT/BACKUP, THE CARDHOLDER MAY BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION, LOSS OF CREDIT CARD PRIVILEGES AND/OR REPAYMENT TO THE TOWN FOR THE PURCHASE(S), OR OTHER LEGAL ACTION.

I ATTEST THAT NONE OF THESE PURCHASES HAVE BEEN SPLIT TO AVOID TOWN BIDDING AND/OR APPROVAL REQUIREMENTS, NOR DO ANY OF THESE PURCHASES CIRCUMVENT PROPER PURCHASING POLICIES.

CARDHOLDER:	DATE:	
APPROVED FOR PAYMENT BY:		
DEPARTMENT HEAD:(OR CFO IF CARDHOLDER IS A DEPARTMENT HEAD)	DATE:	
(THE ABOVE TWO SIGNATURES ARE REQUIRED)		
OVERI APPING POLICIES AND RULES:		

TOWN TRAVEL & MEETING POLICY, PURCHASING POLICY, FRAUD POLICY, ETHICS POLICY, EMPLOYEE OATH,

PAGE 2 OF 2

**CHARTER** 

**UPDATED FEBRUARY 2023** 

#### **TOWN OF FAIRFIELD**

#### **MEETING & MEAL BACKUP**

Employee/Credit Card Holder Name:	
Department:	
Meeting Date: Meeting Purpose:	
Meal Vendor and Cost:	
Participants:	
Name	Department
	<del> </del>

## TOWN OF FAIRFIELD TRAVEL & MEETING REPORT - 2023

mployee Na	me:					
epartment:						
vent:						
ate of Subm	ission:					
Date	Description	TRAVEL Mileage/Air/Rail/Other	Room	Meals	Other Expense	Amount

Total Expense:

Charged to Credit Card:

Employee Reimbursement:

## **TOWN OF FAIRFIELD AMERICAN EXPRESS RECONCILIATION VOUCHER - 2023** Please complete both pages

DEPARTMENT / NAME OF CARDHOLDER: Human Resources / Cathleen A. Simpson

DATE OF AMEX STATEMENT: 2/3/23 DATE SUBMITTED: 2/5/23

VENDOR*	ACCOUNT	AMOUNT (PRIOR EMAIL APPROVAL FOR PURCHASES \$1,000 OR MORE MUST BE ATTACHED TO THIS FORM)	ITEMIZED PURCHASE & JUSTIFICATION*
UPS (receipt attached)	01001330-XXXXX	25.74	Return of specialized HR forms that were not to our expectation.
Bagel Emporium (receipt attached)	01001330-XXXXX	76.32	Coffee and mini bagels for mandatory department head supervisory training (see attached list of participants)
Shred-It Company (e-receipt attached)	01001330-XXXXX	475.00	Heavy Duty Shredder (not available through WB Mason) for confidential paper shredding
Human Resources 'R' Us – Conference for HR Professionals at Hotel Inn & Spa, Saratoga Springs, NY Hotel and Conference Fee (all receipts attached)	01001330-XXXXX	\$1,328.00	3-Day Conference in Saratoga Springs, NY (see attached Travel & Meeting documents, including pre-approved Travel Request Form signed on Dec. 1, 2022).
Saratoga Springs Mobil	01001330-XXXXX	51.75	Gas for personal vehicle use for conference
Greenwich CT CITGO	01001330-XXXXX	35.81	Gas for personal vehicle use for conference
TOTAL		\$1,992.62	

PAGE 1 OF 2

**UPDATED FEBRUARY 2023** 

#### JUSTIFICATION REQUIRED:

- DESCRIPTION OF PRODUCT, PURPOSE, WHY THE ITEM WAS ORDERED ON THE CREDIT CARD RATHER THAN THROUGH THE PURCHASING/BIDDING PROCESS OR A PINK VOUCHER. FOR TRAVEL, MEETINGS AND MEALS, PLEASE REFER TO THE NECESSARY REQUIRED INFORMATION OUTLINED ON YOUR SIGNED CREDIT CARD POLICY AND COMPLETE THE ATTACHED MEETING & MEAL BACKUP IF APPROPRIATE.
- IF ANY OF THE ABOVE INFORMATION IS NOT INCLUDED, THE RECONCILIATION VOUCHER WILL BE RETURNED TO THE CARDHOLDER FOR IMMEDIATE COMPLETION.
- ALL SALES RECEIPTS MUST BE INCLUDED WITH THIS VOUCHER.
- IF THE TOWN PAYS THE INVOICE PRIOR TO THE SUBMISSION OF JUSTIFICATION DETAILS AND RECEIPT/BACKUP, THE CARDHOLDER MAY BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION, LOSS OF CREDIT CARD PRIVILEGES AND/OR REPAYMENT TO THE TOWN FOR THE PURCHASE(S), OR OTHER LEGAL ACTION.

I ATTEST THAT NONE OF THESE PURCHASES HAVE BEEN SPLIT TO AVOID TOWN BIDDING AND/OR APPROVAL REQUIREMENTS, NOR DO ANY OF THESE PURCHASES CIRCUMVENT PROPER PURCHASING POLICIES.

CARDHOLDER: Cathleen A. Simpson

DATE: February 5, 2023

APPROVED FOR PAYMENT BY:

DEPARTMENT HEAD: Javed Schmitt DATE: February 12, 2023 (OR CFO IF CARDHOLDER IS A DEPARTMENT HEAD)

(THE ABOVE TWO SIGNATURES ARE REQUIRED)

**OVERLAPPING POLICIES AND RULES:** 

TOWN TRAVEL & MEETING POLICY, PURCHASING POLICY, FRAUD POLICY, ETHICS POLICY, EMPLOYEE OATH, CHARTER

#### **TOWN OF FAIRFIELD**

### **MEETING & MEAL BACKUP**

Employee/Credit Card Holder Name: Cathleen A. Simpson

**Department:** Human Resources

Meeting Date: January 20, 2023

Meeting Purpose: Mandatory Supervisory Training for DHs

Meal Vendor and Cost: Bagel Emporium - \$76.32

Participants:

Name	Department
Pat Mahoney	Building
Mark Barnhart	Community & Economic Development
Tim Bishop	Conservation
Bill Hurley	Engineering
Jared Schmitt	Finance
Denis McCarthy	Fire
Sands Cleary	Health
Julie DeMarco	Human & Social Services
Dave Kelley	п
Scott Jarzombek	Library
Justin Cathcart	Marina
Anthony Calabrese	Parks & Recreation
Bob Kalamaras	Police
John Marsilio	Public Works
Ross Murray	Assessor
David Kluczswski	Tax Collector
Betsy Browne	Town Clerk
im Wendt	Town Plan & Zoning



## TOWN OF FAIRFIELD

## **REQUEST FORM - OUT OF STATE TRAVEL**

Employee Name:	Cathleen Simpson
Department:	Human Resonuces
Reason for Travel:	Conference for HR Professionals
Dates of Travel:	Jan. 11-13, 2023
(N	\$1500. (APPVOX.)  Monies must be available in your department's Travel and Meeting account.)
Approved By First	Selectwoman: Brenda's Signature
Date of Approval:	Dec. 1, 2022

This completed and approved form must accompany your Travel and Meeting Report.

Hinerary Attached

VII Lunch provided. Conf. 12-5

VI2 Bfast & Lunch " Conf. 8-5

VI3 Bfast Provided Conf. 8-12

## TOWN OF FAIRFIELD TRAVEL & MEETING REPORT – 2023

Employee Name:

Cathleen Simpson

Department:

**Human Resources** 

Event:

Human Resources 'R' Us - Conference for HR Professionals (Hotel

Date of Submission:

February 5, 2023

Date	Description	TRAVEL Mileage/Air/Rail/Other	Room	Meals	Other Expense	Amount
1/11/23	Conference	137 miles @ 65.5 cents/mile = 89.74	289.00	Dinner 23.00	Conference Expense Total 750.00 Gas: 51.75	1,203.49
1/12/23	Conference		289.00	Dinner 23.00	GG3. 51.75	
1/13/23	Conference	137 miles @ 65.5	200.00			312.00
	Converence	cents/mile = 89.74		Lunch 12.00	Gas: 35.81	137.55

Total Expense:

\$1653.04

Charged to Credit Card:

\$1,415.56 (Conference fee, Hotel, Gas)

Employee Reimbursement:

237.48 (Mileage & Meals)

Updated 2023 Mileage Reimbursement effective 1/1/23 – 65.5 cents/mile

<sup>\*</sup>Please note that meal receipts are greater than approved meal allowance and the reimbursement is for the maximum meal allowance only; other meal expenses were paid out of pocket by employee.

#### Simpson, Cathleen

From:

Saxl, Concetta

Sent:

Friday, January 6, 2023 1:38 PM

To:

Bahr, Philip; Barnhart, Mark; Barry, Patrick; Bishop, Timothy; Bodie, John; Bosse, Caitlin; Broderick, Keith; Brown, Gaylen; Buckholz, Scott; Caisse, Roger; Cathcart, Justin; Chizmadia, John; Cleary, Sands; Coarse, Thomas; Delmhorst, Robert; DeMarco, Julie; Demko, Rich; DiTullio, John; Dunn, Kyran; Esposito, Felix; Fisher, Jan; Fox, Kevin; Jaronko, Santina; Gomola, George; Grace, Peter; Granata, Antonio; Guerrera, Robert; Hayes, Dan;

Santina; Gomola, George; Grace, Peter; Granata, Antonio; Guerrera, Robert; Hayes, Dan; Hine, Bill; Hurley, William; Ioli, Christopher; Jarzombek, Scott; Johnson, John W.; Kalamaras, Robert; Kalapir, Erik; Kelley, David; Koval, Peter; Kupchick, Brenda; Laseman, Jennifer; Lippman, Justin; Lyhne, Tamara; Mahoney, Pat; McCarthy, Denis; Miller, Paul; Minder, Jeffrey; Mitchell, Jill; Novak, Doug; Panilaitis, Matt; Paris, Michael; Paules, Virginia; Riendeau, Matthew; Rigoli, Vinny; Ryan, James; Sardinha, Aurelio; Seres, Chelsea; Sherwood, Schuyler; Stahl, Michael; Sweeney, Nancy; Swift, Jim; Testa, Gary;

Walkinshaw, Ryan; Weihe, Edward; Wiltsie, James; Browne, Betsy

Cc:

Foley, Gerald; Ritchey, Peter; Schmitt, Jared; Simpson, Cathleen; Murray, Ross; Marsilio,

John; Calabrese, Anthony; Cottell, John; Kluczwski, David; Politi, Cathy; Waggner, Matthew; Wendt, James

Subject: Attachments:

FW: Town Credit Card Policy and Procedures - Please Read

Credit Card Memorandum of Understanding 1-4-2023.pdf; CC RECONCILIATION VOUCHER UPDATED 1-4-2022.xlsx; REQUEST FORM - OUT OF STATE TRAVEL

1-4-2023.doc; Credit Card - Missing Receipt Form.xlsx; Travel Meeting Expense Report

1-4-22.docx; Cert-112 Form.pdf; Cert-134 Form.pdf; Travel and Meeting Policy

1-4-2023.pdf

#### Town Credit Cardholders:

Please find attached the updated Town of Fairfield Credit Card policy entitled "Credit Card Memorandum of Understanding". As a cardholder, you are required to understand and abide by the policies, procedures, responsibilities and limitations associated with this policy and the use of the Town's credit card.

Please read the attached UPDATED policy and complete the last page entitled "Cardholder Memorandum of Agreement". Please forward the completed LAST PAGE ONLY back to me via email (scanned pdf document) or via interoffice mail by January 18, 2023.

#### NEW PROCEDURES!

- 1. Any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then from the CFO prior to making the purchase. The email approval from the Department Head/CFO must be attached to your monthly Reconciliation Voucher Package submitted to Finance.
- 2. If the cardholder is also the Department Head, then you must forward your monthly Reconciliation Voucher Package to the CFO for approval.
- 3. Use the new, updated Credit Card Reconciliation Voucher dated 1/4/2023 for the next billing cycle.

#### Top 11 Reminders:

1. Reconciliation Voucher Packages for your credit card purchases are required to be submitted to the Finance Department on a timely basis each month (within 10 days of American Express statement closing date).

2. All backup documentation, i.e., receipts, sales slips, "Travel and Meeting Expense Report" must be attached to your Reconciliation Voucher sheet.

January 6,2033

- 3. If you lose a receipt, please complete the "Missing Receipt Form" and attach the completed form to your Reconciliation Voucher.
- 4. Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- 5. Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason the Town approved vendor for office supplies.
- 6. Gasoline should not be purchased on the Town credit card. Use the Travel and Meeting Expense Report for reimbursement for mileage of personal vehicles or use the Town gas pumps for Town vehicles.
- 7. Do not pay state sales tax. Remember to tell the cashier at time of purchase that the Town of Fairfield is a municipality and is tax exempt from state sales tax or use the CERT-112 or CERT134 forms attached.
- 8. All information technology purchases must first be pre-approved by the Director of Information Technology.
- 9. Use the free shipping option for all purchases whenever available.
- 10. All Food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.
- 11. All out of state travel must first be pre-approved by the First Selectwoman using the "Request Form Out of State Travel" document attached.

I have also attached other documents associated with the "Credit Card Memorandum of Understanding" in Word or Excel format for ease of use. They will also be posted on the Town share drive as well.

Please feel free to contact me if you have any questions. Thank you.

Connie M. Saxl
Internal Auditor

Town of Fairfield
Sullivan Independence Hall

725 Old Post Road

Phone (203) 256-2919

Fairfield, CT 06824

Fax (203) 255-7380

## Town of Fairfield Procurement (Credit) Card Program

## Memorandum of Understanding

Between:	
	Employee Name (Cardholder)
And:	
	Director of Purchasing (Credit Card Administrator)

The purpose of this memorandum of understanding is to summarize the policies and procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.

The card is issued to you as a delegation of authority to make purchases on behalf of the Town, as a tool to consolidate payables, shorten lead-time and reduce administrative costs.

#### I. General Policies:

- The unique credit card that you will receive has your name embossed on it. No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.
- The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.

- You must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
- Purchases must not be split to avoid Town bidding and/or approval requirements.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate whether the purchase was necessary and for official Town use, disciplinary action may occur.
- Consequences of misuse of the credit card may include any one or combination of the following remedial actions:
  - Verbal notification of infraction;
  - Written notification of infraction with copies sent to the Chief Elected Official;
  - Card suspension with permanent loss of privileges;
  - Disciplinary action up to and including personal liability, repayment and/or termination of employment.
- Questions concerning procurement regulations should be directed to the Director of Purchasing.

## II. Prudent Judgement for Purchases

Employees must use prudent judgement whenever using the Town credit card for department purchases. Department Heads must do their best to limit the use of their credit card and have department required purchases initiated by the person most knowledgeable about the expenditure.

## III. Purchasing Procedures at Merchant's Site, Telephone Order or Internet:

- You may use your credit card at any merchant that accepts American Express credit cards for payment of purchases.
- If possible, capital items should not be purchased on the credit card. This includes computers, printers, machinery, equipment and other capital items with individual costs greater than \$1,000.
- Any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then from the CFO prior to making the purchase. The email approval from the Department Head/CFO must be attached to your monthly Reconciliation Voucher submitted to Finance.
- Notify the merchant that the purchase is for the Town of Fairfield and that it is <u>exempt from state sales tax</u>. The vendor may ask you to provide a Cert-134 form (for commodities) and Department of Revenue Services - Statement of Tax Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Obtain a sales receipt for all purchases.
- Obtain and retain your sales receipts for verification and reconciliation to your monthly Statement of Account from American Express.
- Whenever possible <u>use the free shipping option</u> if it is available to you.
- Consult with Purchasing to ensure that you are using preapproved local order vendors when making purchases.

#### IV. Procedures After Purchase:

 At the close of each billing cycle, you will receive a Statement of Account from American Express. The statement will itemize each transaction charged to your credit card account.

Upon receipt of the Statement, complete each of the actions listed below:

- 1. Compare your receipts to the monthly Statement of Account from American Express for accuracy.
- 2. Obtain a blank copy of a Reconciliation Voucher sheet from the Finance Department. (Attached)
- 3. Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher.
- 4. Attach copies of the sales receipts and monthly Statement of Account from American Express to the Reconciliation Voucher. Attach all credit vouchers (if applicable) to the Reconciliation Voucher.
- 5. The total expenses recorded per the Reconciliation Voucher must agree to the total expenditures per the monthly Statement of Account from American Express.
- 6. A minimum of the following two signatures are required on the Reconciliation Voucher:

You - The Cardholder Immediate Supervisor (if applicable) Department Head

The Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If the cardholder is the Department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval.

 Forward the Reconciliation Voucher and receipts to the Finance Department <u>within five working days</u> of receipt of the monthly Statement of Account from American Express.

### V. Travel and Meeting Documentation:

## All credit card purchases for Travel and Meeting must comply with the Town Travel and Meeting Policy.

- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and <u>be fully documented on a Travel and Meeting expense report.</u> (Attached)
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card.
- It is imperative that all Travel and Meeting charges be for <u>Town</u> <u>business related purposes only and are necessary expenses</u> <u>required to conduct Town business</u>.

## Meals Charged on the Credit Card:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates. (Meals may be purchased for other Town employees but you must designate the name of each employee and the purpose of the meeting on your Travel and Meeting expense report.)
- Meals during Town Business and Town Meetings: The meeting should have a clear, reasonable, specific business purpose and agenda.

 Gratuities must not exceed 18% and alcoholic beverages are not to be purchased on the Town credit card.

Daily Meal Reimbursement Amounts: When out of Town or when traveling on Town Business:

Breakfast	\$11	Town business falls between 7:00 a.m. and 9:00 a.m.
Lunch		Town business falls between 12:00 p.m. and 2:00 p.m.
Dinner		Town business falls between 5:00 p.m. and 7:00 p.m.

• Dinner pertaining to Night Meetings after work will be reimbursed at a maximum of \$12 if the employee has worked eight hours (normal working day including lunch) prior to the meeting and it is mandatory that the employee attend the meeting as a requirement of his/her job after working hours.

#### VI. Disputed Items:

- The cardholder is responsible for reporting/returning unsatisfactory goods or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of the item(s) will be considered to be in dispute.
- If charges on your statement are deemed incorrect then your statement is considered to be in dispute. A disputed item must be noted on the cardholder's Statement of Account and American Express must be notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement.

#### VII. Lost or Stolen Credit Cards:

- If your credit card is lost or stolen, notify the Director of Purchasing immediately. If appropriate, the Police Department will be notified depending on the situation (i.e., burglary, etc.).
- Provide the following information to the Director of Purchasing: your complete name, department, credit card number, the date reported to the police (if applicable), and any purchase(s) you made on the day the card was lost or stolen.

- Any fraudulent activity occurring on your credit card must be immediately reported to the Director of Purchasing.
- American Express will issue a new card and account number.
   You will not be responsible for paying any fraudulent charges on your account.

## VIII. Changes to Cardholder Information:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you must return your credit card to the Director of Purchasing prior to leaving.
- If you move to a new job/position in another department, you must notify the Director of Purchasing prior to the change.

PLEASE SIGN AND RETURN CARDHOLDER MEMORANDUM OF AGREEMENT ON THE FOLLOWING PAGE.

## Town of Fairfield Procurement (Credit) Card Program

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## **CARDHOLDER MEMORANDUM OF AGREEMENT**

I have read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card. I acknowledge that I have received a credit card to be used for the purpose of making purchases on behalf of the Town of Fairfield. I understand my responsibilities as a cardholder, which include punitive sanctions for misuse of my credit card.

The Town reserves the right to review and inspect goods purchased by you on your credit card at any time.

Cardholder Name (Please Print):	
Cardholder Signature:	
Department:	
Credit Card Number Issued – Last Four Digits:	
Date:	

~ A COPY OF THIS SIGNED LAST PAGE WILL BE RETAINED IN THE TOWN PURCHASING DEPARTMENT AS CREDIT CARD ADMINISTRATOR AND YOUR PERSONNEL FILE ~

### Town of Fairfield American Express Reconciliation Voucher

Statement Period:	
Cardholder Name:	/DI
Department:	(Please Print)
	***ATTACH DECEIDES AND ANGEN CO

## \*\*\*ATTACH RECEIPTS AND AMEX STATEMENT TO BACK\*\*\* FOR ANY SINGLE PURCHASE EXCEEDING \$1,000, YOU MUST ATTACH THE PRINTOUT OF THE CFO'S PRIOR EMAIL APPROVAL

	T			
MUNIS Account #	Vendor Name	Amount	Brief Description of Purchase - Attach Travel & Meeting Report If Applicable	
	1			
TOTAL CHARGES:		\$	S	
Cardholder Signature:			If the cardholder is also the	
Reviewed/Approved By:  Department Head - Sign Name		3M.0	Department Head, then you must forward this packet to the CFO for approval.	
	Department nead - 31811 Mg	ame		
	Description 111 1 2 1 2 1		CFO Signature:	
Date Approved:	Department Head - Print Name		CFO Date Approved:	
Date Apployed.	3-71	11		



## TOWN OF FAIRFIELD

## **REQUEST FORM - OUT OF STATE TRAVEL**

Employee Name:
Department:
Reason for Travel:
Dates of Travel:
Estimated Cost:  (Monies must be available in your department's Travel and Meeting account.)
Approved By First Selectwoman:
Date of Approval:

This completed and approved form must accompany your Travel and Meeting Report.

# TOWN OF FAIRFIELD MISSING RECEIPT FORM PROCUREMENT CARD PROGRAM

Cardholder Name:				
	Please Print			
Cardholder Department:				
Card Number (Last 4 Digits Only):				
Merchant Name:				
Date of Transaction:				
Amount of Purchase:				
What was purchased?:				
Cardholder Signature:				
Department Head Name:				
	Please Print			
Department Head Signature:				
Repeated losses of receipts may be an indication of non-compliance with the Credit Card Program and grounds for disciplinary action.				
*ATTACH TO MONTHLY AMERICAN EXPRESS RECONCILIATION VOUCHER SHEET**				

Department of Revenue Services State of Connecticut 450 Columbus Blvd Ste 1 Hartford CT 06103-1837

(Rev 07/09)

**CERT-134** 

#### **Exempt Purchases by Qualifying Governmental Agencies**

General Purpose: Qualifying governmental agencies must issue this certificate to retailers when purchasing tengible personal property or enumerated services. For purposes of this certificate, qualifying governmental agencies include:

- · The United States and its agencies;
- · The State of Connecticut or its political subdivisions or their agencies:
- · Certain other entities exempt under Connecticut law; and
- · Persons acting as agents for any of these entities.

A qualifying governmental agency may use this certificate to purchase any tangible personal property for resale at any one of five fundraising or social events of a day's duration during any calendar year. The event must be exempt from tax under Coun. Gen. Stat. §12-412(94). Otherwise, governmental agencies are not allowed to purchase tangible personal property for resale with this certificate. See Special Notice 98(11). Exemption From Soles and Use Taxes of Sales by Nonprofit Organizations at Fundraising or Social Events

Statutory Authority: Conn., Gen., Stat., §12-412(1)(A)

Instructions for the Purchaser: An authorized person acting on behalf of a qualifying governmental agency must issue and sign this certificate to advise the seller of taugible personal property or taxable services that sales and use taxes do not apply to the purchase. The purchases must be made by the qualifying governmental agency using the agency's own funds.

Purchases made by individual employees who will be reimbursed by a qualifying governmental agency do not qualify for exemption under any circumstances, even if the purchases are made in the employee's official capacity.

If a purchaser other than an agency of the U.S. or the State of Connecticut, not named on the reverse of this certificate, is expressly exempted from state sales and use taxes by a federal or Connecticut statute, the purchaser must identify the exempting statute on the reverse of this certificate, If a purchaser is not expressly exempted by a federal statute, but believes it is exempt by reason of federal law, it must request a letter from the Department of Revenue Services (DRS) (address above) acknowledging the exempt status and attach a copy of the letter to this certificate.

Purchases of Meals and Lodging: In general, qualifying governmental agencies may not use this certificate to purchase meals and lodging, but must get preapproval from DRS for these purchases, and use CERT-112, Exempt Purchase of Meals and Lodging by Exempt Entities, or CERT-123. Blanket Certificate for Exempt Qualifying Purchases of Meals or Lodging by an Exempt Entity.

However, a qualifying governmental agency may purchase meals tax exempt using this certificate, without prior approval from DRS, when it will resell the meals at one of five fundraising or social events per year exempt under Conn. Geu. Stat. §12-412(94). See Policy Statement 2003(4), Purchases of Meals or Lodging by Exempt Entities.

Federal Government Purchases Not Requiring This Certificate: The federal government has implemented the "GSA SmartPay" program, which uses four categories of cards: Fleet, Purchase, Travel, and Integrated Cards: Federal employees may purchase tangible personal property and services, including meals and lodging, tax exempt when using GSA SmartPay cards, if the purchases are billed to and paid by the federal government. U.S government agencies making tax-exempt purchases using GSA SmartPay cards are not required to use any DRS certificates or to get preapproval for purchases. Some GSA SmartPay purchases do not qualify for exemption See Pulicy Statement 2009(2). Retailer's Acceptance of U.S. Government "GSA SmartPay 2" Charge Cards for Exempt Purchases.

Instructions for Agents Making Purchases for Qualifying Governmental Agencies: A person acting as the agent of a qualifying governmental agency making purchases of tangible personal property or enumerated services must issue this certificate to notify the seller sales and use taxes do not apply to the charges for the purchases

The agent must:

- · Complete and sign this certificate as the purchaser:
- Attach a copy of the document from the qualifying governmental agency that expressly designates the person as the agent for purchasing the types of goods or services being purchased; and
- Claim an exemption only on purchases of goods or services used exclusively by the qualifying governmental agency

Keep a copy of this certificate, the documents attached, and records that substantiate the information entered on this certificate for at least six years from the date this certificate is issued

Instructions for the Seller: Acceptance of this certificate, when properly completed and accompanied by any other required documents, relieves the seller from the burden of proving the sale and the storage, use, or consumption of the tangible personal property or taxable services are not subject to sales and use taxes. This certificate is valid only if taxen in good faith from a person who is authorized to furnish it to the seller on behalf of a qualifying governmental agency. The good faith of the seller will be questioned if the purchaser is not a qualifying governmental agency or the items purchased will not be used exclusively by or on behalf of the qualifying governmental agency.

Keep this certificate, the documents attached, and bills or invoices to the purchaser for at least six years from the date the items or services were purchased. The bills, invoices, or records covering the purchase made under this certificate must be marked "Exempt Under CERT-134" to indicate an exempt purchase has occurred.

This certificate may be used for a single exempt purchase, in which case the box marked "Certificate for One Purchase Only" must be checked. This certificate may also be used for a continuing line of exempt purchases, in which case the box marked "Blanket Certificate" must be checked. It remains in effect for three years unless the purchaser revokes it in writing before the three-year period expires. CERT-i34 may not be used as a blanket certificate for purchases of tangible personal property for resale at any one of five fundraising or social events per calendar year exempt under Conn. Gen. Stat. §12-412(94).

A qualifying governmental agency must pay for its exempt purchases with a check drawn on its own account or with a credit card issued in its own name (and not in the name of any of its members or officers). An exempt purchase of \$10 or less may be made using cash, as long as the purchase is made with the qualifying governmental agency's own funds, except a blanket certificate may not be used for eash purchases.

For More Information: Call DRS at 1-800-382-9463 (Connecticut calls outside the Circater Hartford calling area only) or 860-297-5962 (from anywhere) TTY, TDD, and Text Telephone users only may transmit inquiries 24 hours a day by calling 860-297-4911. Visit the DRS website at www.ct.gov/DRS to preview and download forms and publications.

Purchaser is				
☐ United States Na	ine of agency	State of Connection:	Name of agency (List exemption number, it any	
☐ Federal credit unionNa	me of credit (mion	☐ Connecticut municipa		
Other entity exempted by Cor	inecticut law			
Other entity exempted by fede	ernt law	Name of entity  Name of entity	Exempting Connecticut statute  Exempting federal statute	
☐ Connecticut Development Au	thority	or check box if acknowledgmen	nt letter from DRS is attached.	
Agent of a qualifying government	nental agency listed above	(Attach documentation of appointmen	it as agent.)	
			Agent's Federal Employer ID Number	
Name of qualifying governme	ntal agency			
Appointed agent for making the				
Address of purchaser:				
Name of seller	Address		CT Tax Registration Number (If none, explain)	
			Federal Employer ID Number	
fundraising or social events  Certificate for one purchase  Purchases that qualify for e	per calendar year exempt only xemption under Conn. Ger	under Conn. Gen. Stat. §12-412(94).  1. Stat. §12-412(94), Indicate the num	ber of prior fundraising or social events during this	
		Conn Gen Stat §12-412(94):		
Check the appropriate box(es) and p  Tangible personal property				
Description:				
	Day	claration by Purchaser		
	ble personal property or se	ervices being purchased under the exe	mption provided in Conn. Gcn. Stat. §12-412(1)(A	
	ve examined this certificate orrect. I understand the pe	e (including any accompanying schedu	les and statements) and, to the best of my knowledg return to DRS is a fine of not more than \$5,000 o	
Name of purchaser				
ву:				
Signature of authorized person		Title	Date	
f the purchaser is an entity exempted bove. If the purchaser is an entity ex althority, I have attached a copy of the	empted under federal law,	I have entered the citation of the exen	A), I have entered the citation of the exempting law appropriate is no specific statutory	
the purchaser is an agent of a qualify estimating the purchaser as agent	ing governmental agency, I	have attached a copy of the document	from the qualifying governmental agency expressly	



### **TOWN TRAVEL AND MEETING POLICY**

#### **PURPOSE**

Town-wide travel and meeting policies and procedures have been designed to:

- Ensure that employee Travel and Meeting Reports submitted to the Finance Department are properly completed and include proper supporting documentation.
- Increase internal accounting controls over employee requests for reimbursement.
- Ensure that reimbursements are made for valid and approved businessrelated expenses.
- Establish consistency among employee Travel and Meeting Reports submitted for reimbursement.

#### **POLICIES**

Town employees shall be reimbursed for expenses incurred in the performance of their work duties.

All travel and meetings shall be approved by the department head and shall be in accordance with the rates and criteria set forth in this policy.

Reimbursable Travel and Meeting Expenses: Expenses incurred that are essential to transacting official Town business, including, but not limited to the following will be reimbursed:

- Use of privately owned vehicles for Town business:
  - Privately owned vehicles may be used for Town meetings, conventions and seminars. Mileage reimbursement shall be in

accordance with IRS guidelines (unless designated otherwise per collective bargaining agreement). Currently, the IRS recommends reimbursement at:

- <u>62.5 cents per mile</u> effective July 1, 2022 for calendar year 2022.
- 65.5 cents per mile effective January 1, 2023 for calendar year 2023.
- Parking charges and toll charges incurred in the use of a privately owned vehicle are reimbursable and must be substantiated by proper receipts.
- Charges for road service, repairs, towage and other similar expenses are not reimbursable.

#### Conventions and Seminars:

 Enrollment fees for convention and seminar attendance are reimbursable and must be substantiated by event itinerary and a proper receipt or canceled check.

### Meals: All Meals and other Food Purchases Must be related to Town Business purposes only:

- In-state meals will be reimbursed if Town business requires an employee to be 15 or more miles away from his/her normal work location and Town business falls during hours per the schedule below. The reimbursement of business meals is set at a maximum of \$51 per day (unless designated otherwise per union contract).
- Out-of-state meals will be reimbursed according to the same schedule below. The reimbursement of business meals is set at a maximum of \$51 per day (unless designated otherwise per union contract).

Breakfast	\$11	Town business falls between 7:00 a.m. and 9:00 a.m.
Lunch	\$12	Town business falls between 12:00 p.m. and 2:00 p.m.
Dinner	\$23	Town business falls between 5:00 p.m. and 7:00 p.m.
Incidentals	\$5	Town business exceeds eight hours worked

- Dinner pertaining to Night Meetings after work will be reimbursed at a maximum of \$12 if the employee has worked eight hours (normal working day including lunch) prior to the meeting and it is mandatory that the employee attend the meeting as a requirement of his/her job after working hours.
- Gratuities/tips should not exceed a maximum of 18% of the total restaurant bill before tax.
- Meals must be substantiated by proper restaurant cash register receipt and/or credit card receipt. Alcoholic beverages purchased will not be reimbursed.

All air travel, lodging and car rental shall only be authorized at the lowest available rate. No upgraded first class lodging, airfare or car rental will be paid for by the Town. Employees are expected to travel using the most economical means possible.

#### Lodging:

 Must be substantiated by proper receipt and credit card receipt. In-room movie rentals will not be reimbursed.
 Personal long-distance telephone calls will not be reimbursed.

### Bus, Taxi, Airfare, Parking Fees, and Highway Tolls:

 Must be substantiated by proper receipts and credit card receipt if applicable.

Important! All expenditures which encompass Town related travel or meeting expenses must be documented on a Travel and Meeting Report along with Department Head signature and receipts.

Travel and Meeting Reports can be obtained from the Finance Department and must contain the following information:

Payee name
Department
Dates of travel and/or meetings
Explanation of the expense
Amount of each expense
Total amount due
Signature of Department Head

 All Travel and Meeting Reports submitted to the Finance Department for reimbursement must be accompanied by proper supporting documentation and signed off by the Department Head.

### **RETIREMENT PARTIES**

A department may use appropriated Town funds toward an employee's retirement celebration party. Actual expenses for the party shall not to exceed \$100 per retired employee. Departments are encouraged to combine group employee retirement celebrations into one party. Actual expenses for a group retirement party (for three or more retirees) shall not to exceed \$300. A voluntary employee collection/contribution amongst departments may be instituted to supplement the retirement celebration expense.

Funds can be used for any expense related to the retirement party such as cake, food, non-alcoholic drinks, decorations, flowers, etc. The funds shall not be used towards a gift to the retiree.

It should be noted that the Town of Fairfield does not pay sales tax when purchasing cake, food, etc. and the State sales tax exemption certificate should be used at time of purchase. A State of Connecticut sales tax exemption certificate form is attached.

<u>Note</u>: These funds may not be used for occasions such as employee birthdays, weddings, anniversaries or other celebrations of a personal nature, which should be paid for by employee contributions.

### REQUEST FOR OUT OF STATE TRAVEL

- All out of state travel must be approved in advance by the First Selectwoman. Prior approval is obtained by submitting a completed Request for Non-local Travel Form to the First Selectwoman. Forms can be obtained from the Finance Department.
- All Travel and Meeting Reports submitted to the Finance Department will be reviewed by the Budget Director and are subject to budget approval prior to payment.

### **MONETARY ADVANCES**

 Monetary advances for Town travel/meeting may be obtained by submitting a completed Employee Cash Advance Request Form to the Finance Department. Forms can be obtained from the Finance Department.

- A cash advance may not to be used to pay for personal services of any nature.
- An advance request will not be granted to an employee with an outstanding cash advance balance.
- An advance check will be available within ten days of receipt in the Accounts Payable Office.
- If monies are given in advance for Town travel and meeting expenses, then all receipts plus any left over cash comprising the total advance allotted should be handed in to the Finance Department along with the completed Travel and Meeting Report.
- Cash advances must be accounted for within ten working days of the projected dates as defined in the preceding section, either with adequate receipts, cash or a check for the balance made payable to the Town of Fairfield.
- Failure to account for advanced funds in full within sixty days will result in an employee payroll deduction for the balance due.

### TOWN OF FAIRFIELD

# **Travel & Meeting Report**

Employee Name	Dept
---------------	------

Date		Places Visited	Mileage	Air/Rail	Room	Meals	Other	Entertainment & Other Expense	
Mo. Day	Day	(use several lines if necessary)		Other	KOOM	ivicais	Other	Description	her Expense
								Description	Amoun
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				- 1					±*
		ent is 62.5 cents per mile - Effective 7							

Date \_\_\_\_\_

Department of Revenue Services State of Connecticut 450 Columbus Blvd Ste 1 Hartford CT (6103-#837

(Rev 01/05)

**CERT-112** 

### Exempt Purchases of Meals or Lodging by Exempt Entities

General Purpose: Exempt organizations, qualifying governmental agencies, aumprofit churitable hospitals, uniprofit nursing homes, comprofit test homes and acoprofit exidential care homes ritist use this certificate to establish that their purchases of meals or todging are exempt from tax. (Any reference to tax in this document includes sales and use taxes and room occupancy tax, as applicable.) These organizations, governmental agencies, hospitals, and homes are referred to as exempt entities throughout this certificate. CERT-112 allows an exempt entity to purchase meals or lodging, or both, tax exempt for a single event and may not be used for repeat purchases. See CERT-123. Blanket Certificate for Exempt Qualifying Purchases of Meals or Lodging by an Exempt Entity or Qualifying Governmental Agency, for repeat qualifying exempt purchases of meals or lodging. Use this certificate only if these three conditions are treft.

- 1 The retailor directly invoices and charges the exempt entity for the fleats or lodging, and
- The exempt entity directly pays the retailer with a check drawn on its own account or with a credit hard issued in its own name; and
- 3. The exempt entry is not roimbursed, in whole or in part, by donation or otherwise, for its payment of the meals or ledging by those consuming the meals or lodging.

Statutory Authority: Conn. Gen. Stat. §12-412(1)(A), (8), and (94)

Credit Card Purchases: If a credit card is used to pay the retailer of modes or lodging, the card must be issued in the name of the exempt entity. The credit card must be used exclusively to make purchases for the use of the exempt entity (not for the convenience of its officers, employees, or members). The credit card charges must be paid by a check drawn on the exempt entity's name checking account.

Nonqualifying Purchases: This certificate may not be used (and tax must be paid) for the purchase of meals or lodging not mosting all three conditions above. Nonqualifying purchases include fund raisers where those who attend are charged or are required to make any payment and seminars or conferences where meals or lodging charges are included in the conference or seminar registration fee, except as described below.

An exempt entity may purchase neals tax exempt using CERT-113, Purchases of Tangible Personal Property and Services by a Nonprofit Charitable Haspital, Nonprofit Nursing Home, Nonprofit Rest Home, or Nonprofit Residential Care Home; CERT-119, Purchases of Tangible Personal Property and Services by Ottalifying Exempt Organizations; or CERT-134, Exempt Purchases by Qualifying Governmental Agencies; and does not have to get prior approval from the Dopartment of Revenue Services (DRS), when it will reself the meals at one of five fundraising or social events per year that is exempt from tax under Conn. Gen. Stat. §12-412(94) including meals resold at conferences and seminars. See Special Notice 98(11), Exemption From Sales and Use Taxes of Sales by Nonprofit Organizations at Fundraising or Social Events.

Government Purchases Not Requiring Preapproval: The federal government has implemented the "GSA SmartPay" program, which uses four categories of credit cards: Fleet, Purchase, Travel, and Integrated cards. Federal employees may purchase meals and lodging tax exempl by using certain GSA SmartPay cards when the purchases are billed to and paid by the federal government. U.S. government agencies making tax-exempt purchases of meals and indging using GSA SmartPay cards are not required to got preapproval for these purchases from DRS and are not required to provide the retailer with CERT-112. See Policy Statement 2000(14), Retailer's Acceptance of U.S. Government "GSA SmartPay." Credit Card for Exempt Purchases

Instructions for the Purchaser: An officer of an excupt entity must complete and sign this certificate and submit it to DRS at least three weeks before an event to request the tax-execute purchase of meals or lodging at a specific event. The exempt entity should include a copy of the flyer amounteement, or other promotional literature about the event with CERT-12. If the purchaser is in exempt organization, it must either attach a

copy of its FR C §50 (c)(3) or (13) determination letter issued by the U.S. Treasury Department or, if it was issued an exemption permit by DRS, enter its exemption permit number on CERT-112. If the purchaser is a qualifying governmental agency, no attachment is required. If the purchaser is a nonprofit chantable hospital, nonprofil nursing home, nonprofit rest home, or nonprofit residential care home, it notstattach a copy of a valid and active license issued by the Department of Public Health under Chapter 368v of the Connecticut General Statutes and a copy of its LR C \$501(c)(3) or (4) determination letter issued by the U.S. Treasury Department or, if it was issued an exemption permit by DRS, enter its exemption permit number on CERT-112 If DRS concludes that the applicant is making a qualifying exempt purchase, CERT-112 with DRS official approval noted will be returned to the exempt entity. The exempt entity then provides CERT-112 to the retailer of meats or lodging. Keep a copy of this certificate, the documents attached, and records mat substantiate the information on this certificate for at least six years from the date it is issued.

Events That Qualify for Refund Only: If the exempt entity will be paying (and will not be reimbursed, in whole or in part) for the meals or lodging of some of the attenders, but will be reimbursed in whole or in part for the meals or lodging of others, a preapprioved exemption will not be issued. The exempt entity must pay rax on all the meals or lodging at the time of the purchase. However, DRS will refund the tax in those meals or lodging that were paid for by the exempt entity for which it was not reimbursed in whole or in part. The exempt entity must file, and DRS must approve, CERT-122, Refund of Sales Tax Paid on Purchases of Meals or Lodging by Exempt Entities. The exempt entity is not eligible for refund of the tax paid on meals or lodging for which it received full or partial reimbursement other than for meals sold under five one-day fluodraising or social events per calendar year exemption. See Policy Statement 2003(4), Purchases of Meals or Lodging by Exempt Entities, for more information.

Example 1: B, an exempt organization, sponsors a dinner to honor one of its members. The restaurant charges B \$50 per meal and B sells tickets for \$50 per person. The honoree and members of the immediate family attend as guests of the organization. B must pay sales tax on all meals purchased. It may, however, complete and file CERT-122 to claim a refinid of the taxes paid only on meals consumed by the honoree and members of the immediate family.

Example 2: C, an exempt organization, sponsors a retirement dinner to honor one of its employees. The restaurant charges C S60 per meal. C sells tickets for S50 per person and pays the \$10 difference to the restaurant from its own thinds. C must pay sales tax on the full price of all meals outclased. Because the miganization received partial reimbursement for all of the meals, C is not eligible for a refund of any of the tax paid.

Instructions for Retailer of Meals or Lodging: Acceptance of this certificate, when properly completed and with DRS official approval noted, relieves the retailer from the burden of proving the sale of meals or lodging was not subject to tax. This certificate is valid only if taken in good faith from an exempt entity.

Do not accept this certificate unless you directly invoice and charge the exempt entity for the rucals or lodging. Do not accept the certificate unless you are directly paid by the exempt entity with a check drawn on the exempt entity's own checking account or with a credit card issued in the exempt entity's name that in the name of one of its members, employees, or officers)—Cash payments do not satisfy this condition, regardless of the cost of the meals or lodging

Keep this certificate, the documents attached, and bills or invoices to the exempt entity for at least six years from the date that the meats or lodging were purchased. The bills, invoices, or records covering the purchase made under this pertificate must be marked "Exempt Under CERT-112" to indicate an exempt purchase has occurred. This certificate only applies to the specific event indicated and may not be used for the exempt purchase of any meals or lodging at any other event.

Simple Michigan (In)		Several Unidower (dentalization Number
Address v I v mar fant		s outcome "Statemental Souther of was
Carrette Control of the Control of t		
Stationary to some of from our ways	нт исто «Понетс» и п. Коссоция на выпуско на г. Г.О.	o Right of the Manual Control
Name of Relater		Check Appropriate Box (51)
Address of Retailer		
turi ess vi remete.		Dua-retisen.
Describe Purpose of Reason for Event (the specific Force)	and a meeting of board of truckes, or functions to honor volunte	eera)
The exempt entity must provide the following in	domaition about the meals or lodging being purchases	d (See instructions)
Column A	Column B	Column C
Total Number of Meals or Lodging to be	Number for Which No Reimbursement, Full or	Number for Which Reimbursement, Full or
Purchased	Pertuit Will Be Received	Partial With Re Received
The sum of the numbers	s cutered in Column B and or Column C should equa	I the number entered in Column A
Will the exempt untity make a charge for the	meals or lodging to those attending the even?	Yes No
	by invoice and charge the exempt entity for the meal	
	of the meals or lodging with a check drawn on its o	
or with a credit eard issued in its own name (;	and not in the name of one of its members, employees	s or officers." Yes No
	Declaration by Exempt Entity	
examined this document (including any accompant I understand the penalty for willfully delivering a	nying schedules and statements) and, to the best of m	tor revoked. I declare under penalty of law that I have the sum of
Print Name	Tiuc	
Signature of Authorized Person	Date	Telephone Number
Notice to Retailers: Do not accept this certifi	icate if DRS has not completed the following ser For DRS Use Only	ction and noted official approval.
Official Assessmentations		
Official Approval/DRS	Date A	ppraved
Request Disapproved by DRS  Exempt entity did not provide proof of exempt liceuse issued by the Department of Public Heal  Exempt entity will not be directly invoiced and  Exempt entity will not directly pay the retailer of own name (and not in the name of one of its means).	I status: (Connecticut exemption permit number or lith, if applicable) charged by the retailer of the meals or lodging of the meals or lodging with a check drawn on its ownembers, employees, or officers).	IRC §501(c)(3), (4), or (13) determination letter, and n checking account of with a credit card issued in its
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Request Disapproved by DRS  Exempt entity did not provide proof of exempt liceuse issued by the Department of Public Heal  Exempt entity will not be directly invoiced and  Exempt entity will not directly pay the retailer of own name (and not in the name of one of its management). Exempt entity will be reimbursed, in full or in particular Disapproval-DRS  For More Information: For other information, castrom anywhere). TTY, TDD, and Text Telepholications from the DRS Web site at www.cc.gov.ubmit this certificate for approval to:	I status: (Connecticut exemption permit number or lith, if applicable.) charged by the retailer of the meals or lodging of the ocals or lodging with a check drawn on its ownembers, employees, or officers).  Date Di till the Exempt Organization Coordinator at 1-800-38 one users only may transmit requiries anytime by co	I R.C. §501(c)(5), (4), or (13) determination letter, and in checking account of with a medit card issued in its consuming the means or lodging.  Sapproved.  \$2.9463 (in-state) and choose Ontion 0 or \$60-297-596.



# TOWN OF FAIRFIELD STANDARDS OF CONDUCT MUNICIPAL FRAUD POLICIES AND PROCEDURES

Public service is a public trust, and the proper operation of the Town of Fairfield requires that all Town officials and employees, whether elected or appointed, paid or unpaid, be impartial and responsible to the public. Public office and employment must not be used for unfair personal or financial advantage. The public needs and deserves to have confidence in the integrity of the municipal government of our Town.

Officers and employees of the Town of Fairfield must refrain from personal, business, and financial activities that adversely affect the individual's fidelity and impartiality, having regards for the nature and scope of their official responsibilities

#### STANDARDS OF CONDUCT

The Town of Fairfield official STANDARDS OF CONDUCT is described in detail in the TOWN CHARTER -ARTICLE XI, sections 11.1 thru 11.5 (copy attached).

### MUNICIPAL FRAUD POLICIES AND PROCEDURES

The Town of Fairfield is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town of Fairfield to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, pursue legal remedies available under the law.

This Municipal Fraud Policy was created to:

- Establish policies and procedures for clarifying acts that are considered to be fraudulent, describing steps to be taken when fraud or other related dishonest activities are suspected.
- Providing procedures to follow in accounting for missing funds, restitution and recoveries.
- To strengthen the public's confidence in the integrity of Town employees by establishing a formal process for reporting, investigating, and resolving cases of fraud and abuse.
- To raise awareness of Town officials/employees to the integrity-related issues by initiating integrity-related programs and policies throughout Town Department's.

 To provide guidance and assistance to Town Department Heads concerning recommendations for specific integrity related issues that emphasize prevention, detection and correction of fraud, corruption and abuse within their departments.

#### Definition of terms:

**FRAUD** is understood to mean a dishonest and deliberate course of action which results in the obtaining of money, property or an advantage to which the recipient would not normally be entitled to. This may include:

- Theft, misuse, or diversion of money, equipment and/or materials
  - o Claim for reimbursement of expenses that are not job-related or authorized by the current bargaining agreement.
  - o Forgery or unauthorized alterations of documents (checks, purchase orders/requisitions, time sheets, independent contractor agreements, budgets, etc.
  - Misappropriation of Town assets (funds, securities, supplies, furniture, equipment, etc.).
  - o Improprieties in the handling or reporting of money transactions.
  - Authorizing or receiving payments for goods not received or services not performed.
  - Computer related activities involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
- Worker's Compensation Fraud
- Misrepresentation of information on documents
- Intentional failure to report damage
- Intentional failure to provide product or services that are part of your job
- Intentional misrepresentation of the Towns or governmental policies
- Payroll falsification (theft of time)
- Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud

**ABUSE** entails the exploitation of "loopholes: to the limits of the law, primarily for personal advantage.

**EMPLOYEE**- in this context, employee refers to any individual or group of individuals who receive compensation, either full or part time, from the Town of Fairfield. The term also includes any volunteer who provides services to the Town through an arrangement with the Town or a Town organization.

**MANAGEMENT-** In this context, management refers to any administrator, manager, direct, supervisor, or other individual who manages or supervises funds or other resources, including human resources.

**POLICE CHIEF AND DIRECTOR OF HUMAN RESOURCES** – in this context, Police Chief and Director of Human Resources refers to the persons who shall investigate credible claims of fraud.

**EXTERNAL AUDITOR** – in this context, External Auditor refers to independent audit professionals who perform annual audits of the Town's financial statements.

### GENERAL POLICY

- A. It is the Towns intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the Town of any party who might be or become involved in or becomes the subject of such investigation.
- B. Each department of the Town is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- C. The Director of Human Resources, in conjunction with the Town Attorney, the First Selectman, the Chief of Police and, if needed, the Chief Fiscal Officer, have the primary responsibility for the investigation of all activity as defined in this policy.
- D. Throughout the investigation, the Director of Human Resources will inform the Town Chief Fiscal Officer of pertinent investigative findings in relation to financial fraud or misconduct
- E. Employees will be granted whistle-blower protection when acting in accordance with this policy, When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
  - a. Dismiss or threaten to dismiss the employee
  - **b.** Discipline, suspend, or threaten to discipline or suspend the employee
  - c. Impose any penalty upon the employee
  - d. Intimidate or coerce the employee

Violations of the whistle-blower protection will result in discipline up to and including dismissal.

- F. Upon conclusion of the investigation, the results will be reported to the First Selectman and the Board of Selectmen.
- G. The Director of Human Resources, following review of investigation results, shall take the appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to the State's Attorney for possible prosecution.
- H. The Town will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Town losses from the offender, or other appropriate sources.

#### **PROCEDURES**

### A. First Selectmen Responsibilities

- a. If the First Selectman has reason to suspect a fraud has occurred, he/she shall immediately contact the Town Attorney, Chief of Police, Director of Human Resources or the Town Chief Fiscal Officer.
- **b.** The alleged fraud or audit investigation shall not be discussed with the media by any person other than the First Selectman, Police Chief or his designee, the Town Attorney or Director of Human Resources.

### B. Management Responsibilities

- **a.** Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in the area of responsibility.
- **b.** Each manager should be familiar with the types of improprieties that might occur in his/her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his/her area.
- **c.** When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- d. If management determines a suspected activity many involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Town Attorney, First Selectman or Director of human Resources if supervisor is involved).
- e. Department Heads should inform the First Selectman immediately upon learning of a credible allegation of fraud (or contact the Town Attorney, Chief of Police or Director of Human Resources if the First Selectman is implicated).
- f. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- **g.** Management should support the Town's responsibilities and cooperate fully with the Director of Human Resources, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- h. Management must give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computer, are open to inspection at any time. There is no assumption of privacy.
- i. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should not:
  - i. Make unfounded accusations

- ii. Alert suspected individuals that an investigation is underway
- iii. Treat employees unfairly
- iv. Make statements that could lead to claims of false accusations or other offenses
- **j.** In handling dishonest or fraudulent activities, management has the responsibility to:
  - i. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
  - ii. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
  - iii. Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the First Selectman, Town Chief Fiscal Officer, Director of Human Resources, Town Attorney or law enforcement personnel.
  - iv. Direct all inquiries from the suspected individual, or his/her representative, to the Town Attorney. All inquiries by any attorney of the suspected individual should be direct to the Town Attorney. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the First Selectman, Police Chief or his designee, the Town Attorney and the Director of Human Resources.
  - v. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Director of Human Resources and the Town Attorney, in conformance with the Town' Personnel Policies and Procedures or the appropriate bargaining document.

### C. Employee Responsibilities

- a. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- b. When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management or contact the Town Attorney, the Town Chief Fiscal Officer or Director of Human Resources.
- c. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Director of Human Resources or law enforcement personnel.

#### D. Director of Human Resources responsibilities

- **a.** Upon request of any town employee, the Director of Human Resources will promptly investigate allegations of fraud and notify either the Town Attorney or Police Chief, and in case of financial fraud, the Chief Fiscal Officer.
- **b.** In all circumstance where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Director, in consultation with the Town Attorney, shall contact the Town of Fairfield Police Department.
- **c.** The Director shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- **d.** If evidence is uncovered showing possible dishonest or fraudulent activities, the Director of Human Resources will proceed as follows:
  - i. Discuss the finding with the appropriate management/supervisor and the Department Head.
  - ii. Advise management, if the case involves staff members, to meet with the Directors of Human Resources (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
  - iii. Report to the External Auditor such activities in order to assess the effect if the illegal activity on the Town's financial statements.
  - iv. Coordinate with the Town's Risk Management insurer regarding notification to insurers and filing of insurance claims.
  - v. Tale immediate action, in consultation with the Town Attorney and Chief Fiscal Officer, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but not limited to:
    - 1. Removing the record and placing them in a secure location, or limiting access to the location where the records currently exist.
    - 2. Preventing the individual suspected of committing the fraud from having access to the records.
- e. In consultation with the Town Attorney and the Town of Fairfield Police Department, the Director may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- f. If the Director is contacted by the media regarding an alleged fraud or audit investigation, the Director will consult with the First Selectman and the Town Attorney, as appropriate, before responding to a media request for information or interview.
- **g.** At the conclusion of the investigation, the Director will document the results in a confidential memorandum report to the First Selectman, the Town Attorney, and in cases of financial fraud to the Chief Fiscal Officer. If the report concludes that the allegations

are founded, the report will be forwarded to the Town of Fairfield Police Department.

- h. Unless exceptional circumstances exist, a person under investigation for fraud shall be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom the allegations are being made may submit a written explanation to the Director of Human Resources no later than seven (7) calendar days after notice is sent.
- The Director of Human Resources will be required to make recommendations to the appropriate department for assistant in the prevention of further similar occurrences.
- j. Upon completion of the investigation, including all legal and personnel actions, all records, document, and other evidentiary material, obtained from the department under investigation will be returned by the Director to that department.

#### **EXCEPTIONS**

There are no exceptions to this policy unless provided and approved by the First Selectman and the Town Attorney.

Brenda Kupchick, First Selectman

November 25, 2019



### Fairfield Town Employees

# We will exemplify the Town's mission, vision, and values:

### Be an ambassador

- Maintain a positive attitude
- Greet everyone courteously
- Always be professional

# Treat every customer with importance

- Be respectful
- Treat residents and colleagues with an equal sense of urgency
- Keep your promises and commitments

## Provide prompt, accurate service

- Take ownership/be accountable
- Be knowledgeable and helpful
- Follow up with customers

We pledge to do our part to make our departments and our Town the model for excellent customer service; to treat all customers (colleagues and residents) with respect and friendliness.

We will take ownership of any problem that is within our power to solve and will do so with a positive and professional attitude.



the same year. No member shall be eligible for reappointment to the Golf Commission for a period of five years after the end of his or her term.

B Powers and divies the Golf Commission shall be the policy making birdy for one Part Cook Course and the Et Smith Richardson Golf Course it shall have the following provers subject to appropriation

to play mounts in operation feet charges and all other decisions recessed in structures and the play mounts in operation of the charges and all other decisions recessed in the special operation of the communities.

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### § 11.1 Declaration of policy

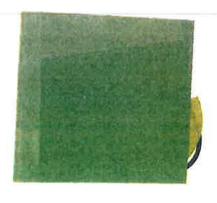
Elected and appointed Lown officers, RTM members, members of boards, commissions, authorities and committees, and all employees of the Lown shall demonstrate by their example the highest standards of ethical conduct, to the end that the public may justifiably have trust and confidence in the integrity of government. As agents of public purpose, they shall hold their offices or positions for the benefit of the nable, shall recognize that the public interest is their primary concern, and shall faithfully discharge the duties of their offices regardless of personal considerations.

### § 11.2 Conflicts of interest

No elected or appointed Town officer or employee or RTM member or any member of any authority, board, commission, or committee shall:

A. Solice or accept any gift, directly or indirectly, whether in the form of money, loan, granity, favor, service, thing or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the Fown officer, circloyee, or member in the performance of official duties; (Nothing in this paragraph shall preclude the solicitation or acceptance of lawful contributions for election campaigns

B. Disclose confidential information gained by reason of the office or position or use such information for the personal gain or benefit of anyone.



- Remarks bases a require any financia interes, it any personal neutron in verest drive a indirect in any contact or purchase node, its toy supplies connection with any project, matter of thing which comes within the I was efficient and employee, an attender's fundament in the jurisdiction of the board contains and indirectly, contained or bade of which the person is a member junless such inseres, a acquired though being the board separable bade after public alvertiseriors; or
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### A 10 Deal there area

Very clear at or appearable Toward Haser or employee. RTM member is accorded of any board, commission, each page or commission who possesses or wik acquires such preside disclosure thereof to such count to create a conflict with the public interest shall make disclosure thereof to such count commission, authority, columnise, or body and such person shall be disqual find from according authority, and united providing the private inverse.

### § 114 Fair and equal treatment

No elected or appointed Town officer or employee, RTM member, or member of any board, commission authority or committee shall use an official position to secure or grant special consideration, treatment, advantage, privilege, or exemption to hunself or herself or to any person beyond that which is available to every other person. This provision is not intended to prevent an RTM member from properly representing the people of the member's district.

# § 11.5 Penalties and disciplinary action for violations

The failure to comply with, or any violation of, the standards of conduct established by this Charter shall be grounds for the removal from office or discharge from employment of the offending Town officer, employee, RTM member, or member of any board commission, authority, or committee and the Board of Selectmen in its discretion may void any contract entered into or adopted in violation of this Charter. The Board of Selectmen or the Ethics Commission may recommend disciplinary measures for RTM members who fail to comply with, or who violate, these standards, but the RTM retains the final authority to discipline its members.

### Simpson, Cathleen

From: Lori Charlton < ltcharlton@optimum.net>
Sent: Saturday, February 25, 2023 1:07 PM

**To:** Baldwin, James

Cc: DeWitt, Christopher; Simpson, Cathleen; Mitola, John

**Subject:** Re: Breach of Confidence

Jim - exactly what lesson have you learned? As a reminder, you did not bring this issue to us. We brought it to you - after Ms. Kery complained that the Administration was unresponsive to her requests and was about to file a FOIA complaint, and months after her initial inquiries should have raised red flags and actions on the Administration's part. What my notes specifically indicate is <u>your</u> acknowledgement that this matter was already in the public domain by virtue of the fact it was brought to us by a member of the public, and that any confidential aspects (which I understood to be specifics of the investigation or personnel-related matters) would require discussion in executive session. I won't repeat what John Mitola rightly pointed out, but for the record - I voted against going into executive session because 1) we neither know nor discussed anything that could be considered confidential, 2) it's a FOIA violation to use that forum to shield information from the public without cause and 3) because this information can reasonably have an impact on the activities and decisions the BOF makes in our oversight role - whether you respect that role or not.

I told you and Cathleen repeatedly and from the start I felt obligated to bring this issue to the BOFs attention. I agreed not to do so immediately because of your collective concerns that premature disclosure might harm the investigation. In my judgment and despite the ire expressed by other BOF members in not being informed sooner, that was a reasonable request. I was also amenable to holding off because the initial timeframe communicated to us to complete the investigation was 30 days. I told you point blank that if this dragged on for much longer than that, it would be problematic to refrain from disclosing it to my colleagues. Now as we all know, 30 days have come and gone. As you may or may not know, the existence of an investigation was widely apparent by the time of the BOF meeting. A significant amount of chatter among employees has made its way around - including to other elected and appointed officials. This includes one employee who purportedly told colleagues they had been disciplined as a result of the investigation. In the midst of this, the Town issued a new "MOU" for all credit card holders to sign and and let them know it would be maintained in their personnel file, including employees who were interviewed as part of this process. With these activities taking place, the chatter should not surprise anyone. But the notion that the mere existence of an investigation was confidential when I disclosed it is preposterous. If you can explain what harm my statements caused (other than your personal sense of betrayal) I'm sincerely appreciative to be educated.

In the meantime, I'll clarify my view on why it's important to have public discussion on this: if problems are not acknowledged and dealt with transparently they are unlikely to be fixed. I trust the Administration will deal appropriately with any personnel matters that may arise out of this situation. I have zero confidence that the root causes (including poorly designed policies, ineffective internal controls and questionable sufficiency of resources) will be adequately addressed without outside input and expertise, and that consequently the problems will not repeat themselves. Fixes may also require budgetary action - which in turn requires justification to the public, and I know I don't need to explain the timing of that process to you.

As long as we're all getting things off our chests, I have to say I find it particularly galling that you should accuse me of "sheer negligence" in elevating an issue that was brought to the Administration's attention more than 3 years ago - in a January 2020 internal audit, and which - apparently by sheer negligence - they have utterly failed to address. That inaction speaks volumes. It exposes the Town and the taxpayers to financial loss, and that's where the harm has been done. That's the issue I care about, both as an elected official and a taxpayer. Decades of experience also tells me that these issues are almost always broader in scope than what initially surfaces. If the "lesson" you take from this is that it serves the Town for you to be more insular, less transparent, and less accepting of input, then that's on you. For my

part, I will to continue to ask questions and make best efforts to be part of the solution, and I hope that we can work together to do that. Trust is a two-way street.

Lori

On Feb 24, 2023, at 3:35 PM, James Baldwin < jbaldwin@cbklaw.net> wrote:

Let's compare notes then. Here are mine, entered immediately after our call.

But this is water under the bridge as far as I'm concerned. I've learned my lesson.

From: Lori T. Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>>

Sent: Friday, February 24, 2023 3:16 PM To: James Baldwin < jbaldwin@cbklaw.net>

Cc: DeWitt, Christopher <chrisdewitt103@gmail.com>; Cathleen Simpson (csimpson@fairfieldct.org)

<csimpson@fairfieldct.org>; John Mitola <jrmitola@aol.com>

Subject: Re: Breach of Confidence

Specifically? The fact that there was an "express agreement" that this would not be discussed with the board other than in executive session. Neither my meeting notes nor my memory support this.

I will respond more fully when I have time.

Lori

Sent from my iPhone

On Feb 24, 2023, at 2:22 PM, James Baldwin < jbaldwin@cbklaw.net> wrote:

Please be specific. What is inaccurate about my characterization of our 12/29 discussion?

James T. Baldwin <image001.jpg> **Town Attorney** 

Coles, Baldwin, Kaiser & Creager LLC

Attorneys and Counselors at Law

1 Eliot Place, 3rd Floor Fairfield, Connecticut 06824 Tel: 203.319.0800 (Ext 302)

Fax: 203.319.1210

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From: Mitola, John < John. Mitola@Bridgeportct.gov>

Sent: Friday, February 24, 2023 2:08 PM

To: James Baldwin < ibaldwin@cbklaw.net>; Lori T. Charlton < ltcharlton@optimum.net>

Cc: DeWitt, Christopher < <a href="mailto:christopher">chrisdewitt103@gmail.com</a>; Cathleen Simpson

(csimpson@fairfieldct.org) <csimpson@fairfieldct.org>

Subject: RE: Breach of Confidence

First of all - Please stop using my work email on stuff like this. My email for town purposes is <a href="mailto:jrmitola@aol.com">jrmitola@aol.com</a>. That has been my email for town business for 20 years.

Second your characterization of what was discussed at the Dec. 29 meeting it inaccurate.

Third- nothing that was said publicly at the Tuesday meeting compromised the investigation. In fact, the more that I think about it, it was probably FOIA violation that we went into executive session because we have no knowledge of the investigation only that one is purportedly happening. So there was no need to go into executive session. Simply informing the Board that a citizen raised some issue which is being investigated by the town does not compromise any investigation nor does it require us to go into executive session. We should have probably told the Board about the complaint from the citizen three months ago but as a courtesy to you we refrained form doing so. Three months later, with no apparent conclusion of the investigation in site, the Chair could not keep this from the Board any longer.

John R. Mitola
Associate City Attorney
City of Bridgeport
999 Broad Street
Bridgeport, CT 06604
203-576-7647
Fax 203-576-8252
john.mitola@bridgeportct.gov

From: James Baldwin < <a href="mailto:jbaldwin@cbklaw.net">jbaldwin@cbklaw.net</a>
Sent: Friday, February 24, 2023 1:04 PM
To: Lori T. Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>

Cc: DeWitt, Christopher < <a href="mailto:christopher">chrisdewitt103@gmail.com</a>; Mitola, John

<John.Mitola@Bridgeportct.gov>; Cathleen Simpson (csimpson@fairfieldct.org)

<csimpson@fairfieldct.org>
Subject: Breach of Confidence

Lori:

I write to express my shock and dismay over the fact that at Monday's BOF meeting you violated the express terms of our December 29<sup>th</sup> discussion regarding the ongoing credit card investigation. It was agreed that if you chose to raise the matter with the full board, as is your prerogative, you would only do so in private executive session with Cathleen and/or me. Not only did you bring the topic up during public discussion, you then voted against going into executive session. Furthermore, in another breach of trust, you failed to give Cathleen and me notice of your intention to bring this up at the

meeting in which case it would have been appropriate for one or both of us to inform the members of the investigation status, scope and its possible HR and operational implications - in private executive session. Unilaterally raising this issue without allowing us the opportunity to provide valuable input was, if nothing else, an act of sheer negligence.

I reviewed the meeting recording and recognize you for your effort to refrain from discussing the substance of the investigation however that does not explain or justify your failure to adhere to the December 29<sup>th</sup> agreement that if the matter is to be discussed while the investigation is ongoing, it should be done in private executive session. I respectfully submit that this breach has a chilling effect upon our confidence in being able to share sensitive town information that rightly should, in the appropriate manner, be disclosed to your board.

Finally, as we discussed, once the investigation is concluded, discussion of the findings and conclusions are appropriate for full board discussion in public session. I trust that should happen soon. However if you or members of the board wish to have a discussion before the investigation is concluded, we will be happy to do so in private executive session.

James T. Baldwin <image001.jpg>

**Town Attorney** 

#### Coles, Baldwin, Kaiser & Creager LLC

Attorneys and Counselors at Law 1 Eliot Place, 3rd Floor

Fairfield, Connecticut 06824 **Tel:** 203.319.0800 (Ext 302)

Fax: 203.319.1210

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This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance.

<12-29-22 notes.pdf>

### Simpson, Cathleen

From:

Lori Charlton < Itcharlton@optimum.net>

Sent:

Thursday, March 2, 2023 2:29 PM

To:

Simpson, Cathleen

Subject:

Fraud Policy

Attachments:

TOF - Municipal Fraud Policies and Procedures - December 2009.pdf

Hi Cathleen,

Passing this along in case you have not seen it. It is a copy of the Town's fraud policy and was apparently implemented in response to independent auditor recommendations a number of years ago. Auditors look for this type of policy to ensure that entities provide clarity about what constitutes fraud and to outline management's responsibilities. The absence of a policy like this might constitute a "material weakness" in internal controls (as defined in professional auditing standards) that requires disclosure and reporting.

I honestly never saw this or knew of its existence before someone sent it to me yesterday. I confirmed with our auditor that it is consistent with what he has on file and which is represented to him to be the policy we have in place. I have no idea whether this is incorporated into other Town policies, but passing along because you mentioned you were in the process of updating policies (and perhaps a code of conduct & employee handbook?).

Thanks,

Lori

Begin forwarded message:

From: Lori Charlton < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>>

**Subject: Fraud Policy** 

Date: March 2, 2023 at 12:39:20 PM EST

To: Joseph Centofanti < icentofanti@pkfod.com>

Joe, please let me know if this is consistent with what you have in your files. Thanks.

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, March 6, 2023 3:15 PM

To: Subject: 'Lori Charlton' RE: Fraud Policy

Hi Lori,

Hope you had a nice weekend. I meant to get back to you sooner. Thank you for providing me with this. It is helpful as part of the review of the history and how best to go forward. I appreciate your help.

Best,

Cathleen

From: Lori Charlton < ltcharlton@optimum.net>

Sent: Thursday, March 2, 2023 2:29 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Subject: Fraud Policy

Hi Cathleen,

Passing this along in case you have not seen it. It is a copy of the Town's fraud policy and was apparently implemented in response to independent auditor recommendations a number of years ago. Auditors look for this type of policy to ensure that entities provide clarity about what constitutes fraud and to outline management's responsibilities. The absence of a policy like this might constitute a "material weakness" in internal controls (as defined in professional auditing standards) that requires disclosure and reporting.

I honestly never saw this or knew of its existence before someone sent it to me yesterday. I confirmed with our auditor that it is consistent with what he has on file and which is represented to him to be the policy we have in place. I have no idea whether this is incorporated into other Town policies, but passing along because you mentioned you were in the process of updating policies (and perhaps a code of conduct & employee handbook?).

Thanks,

Lori

Begin forwarded message:

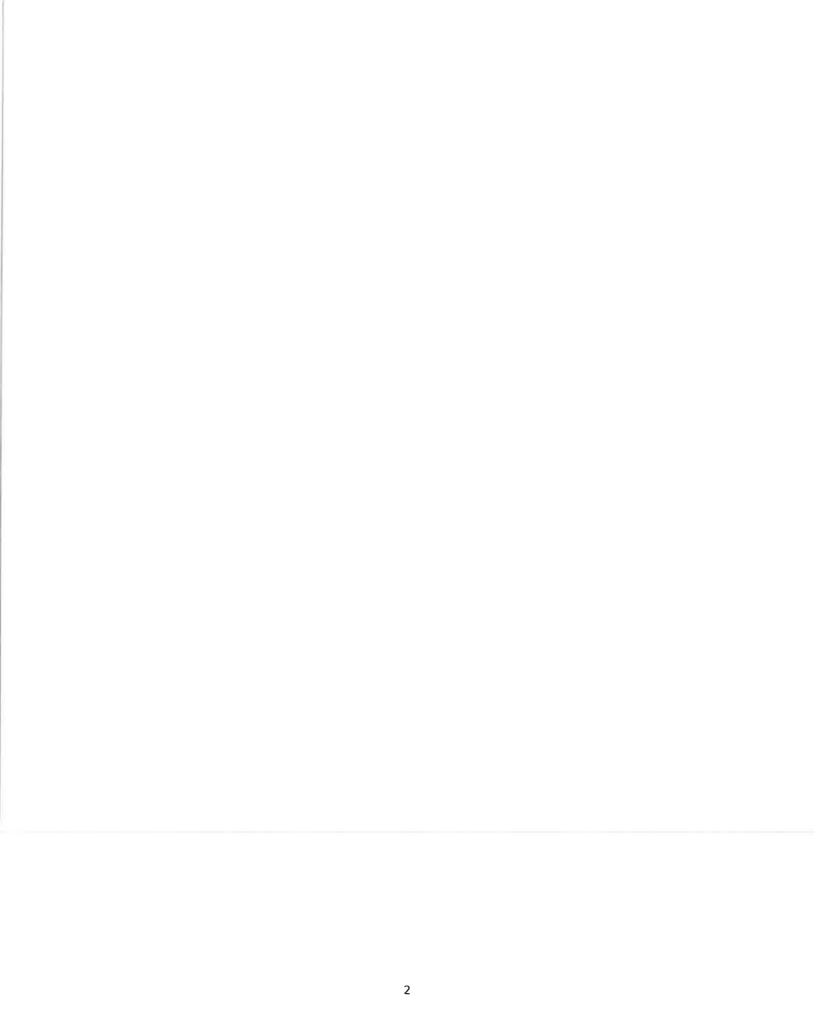
From: Lori Charlton < <a href="mailton@optimum.net">!tcharlton@optimum.net</a>>

**Subject: Fraud Policy** 

Date: March 2, 2023 at 12:39:20 PM EST

To: Joseph Centofanti < icentofanti@pkfod.com>

Joe, please let me know if this is consistent with what you have in your files. Thanks.



### Town of Fairfield Municipal Fraud Policies and Procedures

### PURPOSE AND SCOPE:

### This Municipal Fraud Policy was created:

To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries;

To strengthen the public's confidence in the integrity of municipal government employees by establishing a formal process for reporting investigating, and resolving cases of <u>fraud</u> <u>and abuse</u>.;

To raise the awareness of municipal officials/employees to integrity-related issues by initiating integrity-related programs and policies throughout Town Departments; and

To provide guidance and assistance to Town Department heads concerning recommendations for specific integrity related issues that emphasize prevention, detection and correction of fraud, corruption, and abuse within their organizations.

### **Definition of Terms:**

**Fraud** is understood to mean a dishonest and deliberate course of action which results in the obtaining of money, property or an advantage to which the recipient would not normally be entitled. This would include:

- · Theft, misuse, or diversion of money, equipment and/or materials;
- Worker's compensation fraud;
- Intentional failure to report damage;
- Intentional failure to provide product or services that are a part of your job;
- Intentional misrepresentation of Town's or governmental policies;
- · Payroll falsification (theft of time)

Abuse entails the exploitation of "loopholes" to the limits of the law, primarily for personal advantage. For example, an employee abuses a system of travel allowances by intentionally and unnecessarily scheduling meetings in another Town on a Friday afternoon and on the following Monday morning in order to claim per diem over a weekend.

#### I. GENERAL

A. The Town of Fairfield is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town of Fairfield to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, to pursue legal remedies available under the law.

### B. <u>DEFINITIONS</u>

- 1. <u>Fraud</u> Fraud includes, but is not limited to:
  - a. Claim for reimbursement of expenses that are not job-related or authorized by the current bargaining agreement.
  - b. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
  - c. Misappropriation of Town assets (funds, securities, supplies; furniture, equipment, etc.).
  - d. Improprieties in the handling or reporting of money transactions.
  - c. Authorizing or receiving payment for goods not received or services not performed.
  - f. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
  - g. Misrepresentation of information on documents.
  - h. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.
- 2. <u>Employee</u> In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, from the Town of Fairfield. The term also includes any volunteer who provides services to the Town through an arrangement with the Town or a Town organization.
- 3. <u>Management</u> In this context, management refers to any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including human resources.
- 4. <u>Police Chief</u> and <u>Department of Human Resources</u> In this context, Police Chief and Department of Human Resources refers to the persons who shall investigate credible claims of fraud.

- External Auditor In this context, External Auditor refers to independent audit professionals who perform annual audits of the Town's financial statements.
- C. It is the Town's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the Town of any party who might be or become involved in or becomes the subject of such investigation.
- **D.** Each department of the Town is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- E. The Department of Human Resources, in conjunction with the Town Attorney, the First Selectman, the Chief of Police and, if needed, the Chief Fiscal Officer, have the primary responsibility for the investigation of all activity as defined in this policy.
- F. Throughout the investigation, the Department of Human Resources will inform the Town Chief Fiscal Officer of pertinent investigative findings.
- G. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
  - 1. Dismiss or threaten to dismiss the employee,
- 2. Discipline, suspend, or threaten to discipline or suspend the employee,
- 3. Impose any penalty upon the employee, or
- 4. Intimidate or coerce the employee.

Violations of the whistle-blower protection will result in discipline up to and including dismissal.

- H. Upon conclusion of the investigation, the results will be reported to the First Selectman and the Board of Selectmen.
- I. The Town Director of Human Resources, following review of investigation results, shall take appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to the State's Attorney for possible prosecution.
- J. The Town will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Town losses from the offender, or other appropriate sources.

#### III. PROCEDURES

### A. First Selectman Responsibilities

- 1. If the First Selectman has reason to suspect that a fraud has occurred, he or she shall immediately contact the Town Attorney, Chief of Police, Director of Human Resources or the Town Chief Fiscal Officer.
- 2. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the Town Attorney and the Department of Human Resources.

### B. Management Responsibilities

- 1. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- 2. Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his or her area.
- 3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- 4. If management determines a suspected activity may involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Town Attorney, First Selectman or Director of Human Resources if the supervisor is involved).
- 5. Department Heads should inform the First Selectman immediately upon learning of a credible allegation of fraud (or contact the Town Attorney, Chief of Police or Director of Human Resources if the First Selectman is implicated).
- 6. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- 7. Management should support the Town's responsibilities and cooperate fully with the Department of Human Resources, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- 8. Management must give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.
- 9. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should not:
  - a. Make unfounded accusations.
  - Alert suspected individuals that an investigation is underway.
  - c. Treat employees unfairly.

- d. Make statements that could lead to claims of false accusations or other offenses.
- 10. In handling dishonest or fraudulent activities, management has the responsibility to:
  - a. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
  - b. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
  - c. Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the First Selectman, Town Chief Fiscal Officer, Department of Human Resources, Town Attorney or law enforcement personnel.
  - d. Direct all inquiries from the suspected individual, or his or her representative, to the Town Attorney. All inquiries by an attorney of the suspected individual should be directed to the Town Attorney. All inquiries from the media should be directed to the First Selectman or Police Chief.
  - e. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Director of Human Resources and the Town Attorney, in conformance with the Town's Personnel Policies and Procedures or the appropriate bargaining document.

### C. Employee Responsibilities

- 1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- When the employee believes the supervisor may be involved in the inappropriate
  activity, the employee shall make the report directly to the next higher level of
  management or contact the Town Attorney, the Town Chief Fiscal Officer or Director of
  Human Resources.
- 3. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Department of Human Resources or law enforcement personnel.

  Department of Human Resources or law enforcement personnel.

# D. Department of Human Resources Responsibilities

 Upon request of any town employee, the Department of Human Resources will promptly investigate allegations of fraud and notify either the Town Attorney or Police Chief, and in the case of financial fraud, the Chief Fiscal Officer.

- In all circumstances where there appears to be reasonable grounds for suspecting
  that a fraud has taken place, the Department of Human Resources, in consultation with
  the Town Attorney, shall contact the Town of Fairfield Police Department.
- 3. The Department of Human Resources shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- If evidence is uncovered showing possible dishonest or fraudulent activities, the Department of Human Resources will proceed as follows:
  - a. Discuss the findings with the appropriate management/supervisor and the Department Head.
  - b. Advise management, if the case involves staff members, to meet with the Department of Human Resources (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
  - c. Report to the External Auditor such activities in order to assess the effect of the illegal activity on the Town's financial statements.
  - d. Coordinate with the Town's Risk Management insurer regarding notification to insurers and filing of insurance claims.
  - e. Take immediate action, in consultation with the Town Attorney and Chief Fiscal Officer, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
    - Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
    - 2) Preventing the individual suspected of committing the fraud from having access to the records.
- 5. In consultation with the Town Attorney and the Town of Fairfield Police Department, the Department of Human Resources may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- 6. If the Department of Human Resources is contacted by the media regarding an alleged fraud or audit investigation, the Department of Human Resources will consult with the First Selectman and the Town Attorney, as appropriate, before responding to a media request for information or interview.
- 7. At the conclusion of the investigation, the Department of Human Resources will document the results in a confidential memorandum report to the First Selectman, the Town Attorney, and in cases of financial fraud to the Chief Fiscal Officer. If the report concludes that the allegations are founded, the report will be forwarded to the Town of Fairfield Police Department.
- 8. Unless exceptional circumstances exist, a person under investigation for fraud shall be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are

being made may submit a written explanation to the Department of Human Resources no later than seven calendar days after notice is sent.

- 9. The Department of Human Resources will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
- 10. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Department of Human Resources to that department.

### IV. EXCEPTIONS

There are no exceptions to this policy unless provided and approved by the First Selectman and the Town Attorney.

Effective December 15, 2009

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, April 24, 2023 5:32 PM

To:

'Lori Charlton'

Cc:

DeWitt, Christopher; Mitola, John; Courtemanche, Joanne

Subject:

RE: Status of Credit Card Investigation

**Attachments:** 

Findings of Fact April 10, 2023.pdf; John Bodie HR Investigation Report April 2023.pdf

Hi Lori,

Just returned from my honeymoon so sorry for the delayed response. I understand how frustrating it must be that it is taking Human Resources longer than anticipated to complete its investigation of the use of Town issued credit cards as well purchasing practices by Town employees. Please be assured the HR team has been working diligently on this investigation, including weekends and evenings.

While I was away, the Team continued its work on this investigation. I can share with you that this investigation involves in part a review of hundreds of records covering a four year period. We are committed to conducting a thorough and fair investigation, which again is taking more time than anticipated but it is important that we do this properly. Please be assured we are very aware of how important it is for this investigation to come to a conclusion as soon as possible.

In addition to this broad administrative investigation, HR completed a separate administrative investigation regarding the use of a Town issued credit card by John Bodie, Superintendent of the WPCF. This investigation was conducted simultaneously with but separately from the broader one involving all cardholders. Attached is the finding of facts for your information as well as the underlying administrative investigation report. The referenced exhibits involving Mr. Bodie can be disclosed as well; however, there are hundreds of pages of exhibits so it would require a mutually convenient date and time for members of the BOF to inspect the exhibits.

I hope this update is helpful.

Best,

Cathleen

----Original Message-----

From: Lori Charlton < ltcharlton@optimum.net>

Sent: Friday, April 21, 2023 2:21 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: DeWitt, Christopher <chrisdewitt103@gmail.com>; Mitola, John <jrmitola@aol.com>

Subject: Status of Credit Card Investigation

Cathleen - can you provide an update on this please? We are closing in on 4 months. When will you be able to provide an update to the BOF, and if the investigation is concluded, provide the documents that were previously requested?

Thank you,

Lori

#### Findings of Fact

- 1. John Bodie was hired by the Town in 1985 as a Laborer II. After being promoted to Wastewater Maintenance Repairman, he resigned effective 10/27/1989. He was rehired by the Town on May 4, 1992 as a Laborer II. Since that time, he has held the following positions:
  - Maintenance Repairman III, January 24, 1994
  - Wastewater Pollution Operator, April 15, 1999
  - Maintenance Manager, October 8, 2001
  - Assistant Superintendent, April 21, 2013
  - Acting Superintendent WPCF (until William Norton was rehired), December 16, 2017
  - Superintendent, October 24, 2021
- 2. During his employment, Mr. Bodie has received exceptional and outstanding performance reviews and there is no history of any disciplinary action.
- 3. Mr. Bodie was issued an Amex card in 1999 while holding the position of Wastewater Pollution Operator. Prior to January 2021, Mr. Bodie had no notice of any policy or procedures associated with credit card purchases.
- 4. An Employee Credit Card Expenditures Audit was conducted in February 2020 by the Senior Internal Auditor. That information was shared with the Interim CFO and the Director of Purchasing at the time. The auditor's specific findings and recommendations were not directly shared with the First Selectwoman, her Chief of Staff, or Chief Administrative Officer.
- 5. In January 2021 Mr. Bodie, along with other Town employees, signed the attached Memorandum of Understanding for credit card holders.
- 6. On or about 2016, then Superintendent William Norton, having no notice of a policy, established a practice of purchasing meals or food to boost employee morale and reward staff for performing difficult, extremely unpleasant, and long jobs. A review of Mr. Norton's credit card purchases from 2018 to 2020 demonstrates that he was regularly using his credit card for meals and food in this regard.
- 7. When Mr. Bodie assumed the role of Superintendent in October 2021 he continued the established practice of purchasing meals and food for staff as a morale booster. A review of Mr. Bodie's credit card purchases demonstrated that he was purchasing meals and food in the same manner as Mr. Norton. When Mr. Norton was Mr. Bodie's supervisor, he would direct Mr. Bodie to purchase food items or meals for staff.
- 8. It was not until January 2023, at the direction of the administration, that the policy was updated and distributed to Department Heads, along with proper training and a mandatory attestation and sign-off to acknowledge receipt and understanding of the policy. It was at this point that Mr. Bodie became aware of the requirements to provide detailed justification for purchases, as well

- as for all Department Heads to submit reconciliation vouchers to the CFO for a second signature on credit card purchases.
- 9. There was no evidence that Mr. Bodie was purchasing items with the Town-issued card to defraud the public. However, there were some charges totaling \$845.14 that are considered personal or made in error and not in line with policy that Mr. Bodie did not dispute. During his interview with Human Resources on April 3, 2023, Mr. Bodie acknowledged that these expenses were in violation of the Cardholder Memorandum of Understanding (MOU) that he signed in January 2021, but at the time he made the purchases he was not intentionally attempting to violate the MOU.
- 10. As a resolution of the investigation regarding Mr. Bodie's credit card utilization, Mr. Bodie accepted a written warning and has already reimbursed the Town in the amount of \$845 for the charges made in contradiction of the policy.
- 11. Human Resources is conducting an administrative investigation of all credit card utilization between the years of 2018 and 2022. The findings of that report will be forthcoming.

4/10/23

### Town of Fairfield Credit Card Policy

### Memorandum of Understanding

Between:	
	Employee Name (Cardholder)
And:	
	Director of Purchasing (Credit Card Administrator)

The purpose of this memorandum of understanding is to summarize the policies and procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.

The card is issued to you as a delegation of authority to make purchases on behalf of the Town, as a tool to consolidate payables, shorten lead-time and reduce administrative costs.

#### I. General Policies:

• The unique credit card that you will receive has your name embossed on it. No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.

# THE CREDIT CARD IS NOT BE USED FOR PERSONAL PURCHASES:

 The credit card must not be used for personal purposes or for items purchased for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.

- You must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
- Purchases must not be split to avoid Town bidding requirements.
- Capital items must not be purchased on the credit card. This
  includes computers, machinery, equipment and other items with
  individual costs greater than \$1,000.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate whether the purchase was necessary and for official Town use, disciplinary action may occur.
- Consequences of misuse of the credit card may include any one or combination of the following remedial actions:
  - Verbal notification of infraction;
  - Written notification of infraction with copies sent to the Chief Elected Official;
  - Card suspension with permanent loss of privileges;
  - Disciplinary action up to and including personal liability and repayment.
- Questions concerning procurement regulations should be directed to the Director of Purchasing.

### II. Prudent Judgement for Purchases

Employees must use prudent judgement whenever using the Town credit card for department purchases. Department Heads must do their best to limit the use of their credit card and have department required purchases initiated by the person most knowledgeable about the expenditure.

# III. <u>Purchasing Procedures at Merchant's Site, Telephone Order or Internet:</u>

- You may use your credit card at any merchant that accepts American Express credit cards for payment of purchases.
- Notify the merchant that the purchase is for the Town of Fairfield and that it is <u>exempt from state sales tax</u>. The vendor may ask you to provide a Cert 134 form (for commodities) and Department of Revenue Services - Statement of Tax Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Obtain a sales receipt for all purchases.
- Obtain and retain your sales receipts for verification and reconciliation to your monthly Statement of Account from American Express.
- Whenever possible use the free shipping option if it is available to you.
- Consult with Purchasing to ensure that you are using preapproved local order vendors when making purchases.

### IV. Procedures After Purchase:

 At the close of each billing cycle, you will receive a Statement of Account from American Express. The statement will itemize each transaction charged to your credit card account.

Upon receipt of the Statement, complete each of the actions listed below:

- 1. Compare your receipts to the monthly Statement of Account from American Express for accuracy.
- 2. Obtain a blank copy of a Reconciliation Voucher sheet from the Finance Department. (Attached)
- 3. Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher.
- 4. Attach copies of the sales receipts and monthly Statement of Account from American Express to the Reconciliation Voucher. Attach all credit vouchers (if applicable) to the Reconciliation Voucher.
- 5. The total expenses recorded per the Reconciliation Voucher must agree to the total expenditures per the monthly Statement of Account from American Express.
- 6. A minimum of the following two signatures are required on the Reconciliation Voucher:

You - The Cardholder

Immediate Supervisor (if applicable)

Department Head

The Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If the cardholder is the Department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval.

7. Forward the Reconciliation Voucher and receipts to the Finance Department <u>within five working days</u> of receipt of the monthly Statement of Account from American Express.

#### V. Travel and Meeting Documentation:

- All items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and <u>be fully documented on a Travel and Meeting expense report</u>.
- The Travel and Meeting expense report will detail the date, place(s) visited, participants at the meeting, purpose of the meeting and the total amount charged to the credit card.
- It is imperative that all Travel and Meeting charges be for <u>Town</u> <u>business related purposes only.</u>

### Meals Charged on the Credit Card:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates.
- Business Meals During Meetings: The meeting should be have a clear, reasonable, specific business purpose and agenda.
- Be a direct expense that is necessary in order to conduct Town business.
- All meals purchased shall be reported on the Travel and Meeting expense report and shall detail the date, name of food establishment, business purpose for the meal and the total amount charged to the credit card.

#### VII. <u>Disputed Items</u>:

- The cardholder is responsible for reporting/returning unsatisfactory goods or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of the item(s) will be considered to be in dispute.
- If charges on your statement are deemed incorrect then your statement is considered to be in dispute. A disputed item must be noted on the cardholder's Statement of Account and American Express must be notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement.

### VIII. Lost or Stolen Credit Cards:

 If your credit card is lost or stolen, notify the Director of Purchasing immediately. If appropriate, the Police Department will be notified depending on the situation (i.e., burglary, etc.).

- Provide the following information to the Director of Purchasing: your complete name, department, credit card number, the date reported to the police (if applicable), and any purchase(s) you made on the day the card was lost or stolen.
- American Express will issue a new card and account number. You will not be responsible for paying any fraudulent charges on your account.

#### IX. Changes to Cardholder Information:

- Changes to a cardholder's name should be reported to the Director of Purchasing. A new credit card will be issued.
- If you terminate your service with the Town of Fairfield, you must return your credit card to the Director of Purchasing prior to leaving.
- If you move to job position in another department, you must notify the Director of Purchasing prior to the change.

### Town of Fairfield Procurement (Credit) Card Program

+++

### CARDHOLDER MEMORANDUM OF AGREEMENT

I have read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card. I acknowledge that I have received a credit card to be used for the purpose of making purchases on behalf of the Town of Fairfield. I understand my responsibilities as a cardholder, which include punitive sanctions for misuse of my credit card.

Cardholder Name (Please Print):	
Cardholder Signature:	
Department:	
Credit Card Number Issued – Last Four Digits:	
Date:	

~ A COPY OF THIS SIGNED LAST PAGE WILL BE RETAINED IN THE TOWN PURCHASING DEPARTMENT AS CREDIT CARD ADMINISTRATOR ~

Updated: 4/4/20

# AGREEMENT BETWEEN THE TOWN OF FAIRFIELD AND

# THE FAIRFIELD PROFESSIONAL AND TECHNICAL EMPLOYEES ASSOCIATION \LOCAL 1303-366 AFSCME COUNCIL 4

(on behalf of John Bodie)

The Town of Fairfield (hereinafter referred to as the "Town"), the Professional and Technical Employees Association (hereinafter referred to the "Union") and, John Bodie, Employee (hereinafter referred to as the "Employee") hereby agree as follows in full and final resolution of a Human Resources administrative investigation concluded in April 2023:

- 1. The Employee shall be issued a Written Warning for violation of the Cardholder Memorandum of Understanding and Policy signed in January, 2021. This Agreement shall serve as notice of the Written Warning.
- 2. On or before April 21, 2023, the Employee shall reimburse the Town of Fairfield in the amount of \$845.14 by check or money order payable to the Town of Fairfield.
- 3. The Employee acknowledges that any future substantiated violations of a similar nature may result in disciplinary action up to and including dismissal.
- 4. The Union shall not file a grievance in connection with the HR administrative investigation.
- 5. The Employee freely and voluntarily enters into this Agreement. By signing this Agreement, she acknowledges that he has read and understands the meaning and intent of the Agreement and he further acknowledges that prior to signing he has had the assistance and advice of her Union representatives and/or legal counsel. The Employee agrees that he will hold harmless the Town and its agents and the Union and its agents from any liability or cause of action known or unknown, which may arise from the administration of this Agreement. This Agreement resolves all outstanding issues involving the Employee and extinguishes any and all claims he may have in connection with the HR Administrative Investigation concluded in April 2023. This Agreement shall not constitute a release or waiver of any rights the release of which is prohibited by law.
- 6. This Agreement shall not be considered or construed as an admission of any liability or any wrongdoing whatsoever on the part of the Town or any other present or former officer, agent or employee of the Town, or any contractual violation by the Town.

7. This Agreement is specific to and limited to the Employee. It is with prejudice and without precedent in any other dispute between the parties. It shall not serve as precedent in any pending or future dispute between the parties and shall not be admissible as evidence in any hearing or contested case proceeding involving anyone other than the Employee except to enforce its terms.

John & Book	4/5/2023
Employee	Date
Comie M. Saxl	4/5/2023
For the Union	Date
Allon Olym	y 4/5/2023
For the Town	Date
/	

#### HUMAN RESOURCES ADMINISTRATIVE INVESTIGATION JOHN BODIE, SUPERINTENDENT THE WATER POLLUTION CONTROL FACILITY (WPCF)

#### I. AUTHORITY AND INVESTIGATION TEAM

### A. Authority/Responsibility of Human Resources Director for Investigation

• Standard of Conduct Municipal Fraud Policies and Procedures, Section D (Exhibit E)

#### B. HR Investigation Team:

- Cathleen Simpson, HR Director (Lead)
- Joanne Courtemanche (Labor Relations Specialist)
- Ivanna Vintonyak (HR Paralegal)

### II. SUBJECT AND EMPLOYMENT HISTORY, INCLUDING NOTICE/TRAINING

#### A. Subject: John Bodie

#### 1. Employment History

John Bodie, Superintendent of the WPCF, is the subject of this investigation. The WPCF is a wastewater treatment plant. It is a facility where a person's wastewater from their toilets, sinks, and tubs is cleaned. They are an integral part of the sanitation process to ensure the health and safety of residents in a community. The WPCF discharges 10 million gallons per day of treated effluent to Long Island Sound. More than 95 percent of the pollutants are removed, generating 5,000 tons of sludge per year which is mixed with the Town's discarded leaves and brush and then composted into organic soil.<sup>1</sup>

Mr. Bodie was hired by the Town in 1985 as a Laborer II. After being promoted to Wastewater Maintenance Repairman, he resigned effective 10/27/1989. He was rehired by the Town on May 4, 1992 as a Laborer II. Since that time, he has held the following positions:

- Maintenance Repairman III, January 24, 1994
- Wastewater Pollution Operator, April 15, 1999
- Maintenance Manager, October 8, 2001
- Assistant Superintendent, April 21, 2013
- Acting Superintendent WPCF (until William Norton was rehired), December 16, 2017
- Superintendent, October 24, 2021

<sup>&</sup>lt;sup>1</sup> https://www.fairfieldct.org/sewer

John Bodie's predecessor, William (Bill) Norton, Former Superintendent WPCF, whose Town issued credit card use was reviewed as part of this investigation was hired as Superintendent WPCF, July 6, 2015. He was reclassified from Superintendent WPCF (Grade 9 to 11), February 19, 2017. (Exhibit U) Mr. Norton resigned from the position on December 15, 2017 and was rehired as Superintendent WPCF on June 23, 2019. Mr. Bodie was in the Acting Superintendent position during the time from Mr. Norton's resignation in 2017 to his rehire in 2019. Mr. Norton resigned on October 15, 2021 and Mr. Bodie took his place as Superintendent.

There is no record of any prior disciplinary action for Mr. Bodie. During his employment, He has received exceptional and outstanding overall service ratings. In 2018, Mr. Bodie received an Energy Management Achievement Award from the New England Water Environmental Association (NEWEA).

The Water Pollution Control Superintendent position is in the PETA Union, SG 11, and pursuant to the job description reports to the Director of Public Works. (Exhibit O, see also organization chart, Exhibit P) This position was reclassified by Human Resources on or about February 2017 from a labor grade 9 to an 11 due to the high level of responsibility required of the position (Exhibit U). Mr. Hibson identified the following as a basis for the upgrade:

The WPCA Superintendent is a 24 hour operation. The only other operations that are 24 hours are the Police Department and the Fire Department. The Superintend[ent] is directly responsible for a budget of over \$5,000,000 and plant and equipment worth significantly more. Additionally, the Superintendent has direct supervisory responsibility for 22 employees.

A review of the positions in labor grade 9 indicate that none of the positions have nearly the responsibility in regards to managing a budget, plant and equipment, and personnel...

(Exhibit U, p. 3)

The Water Pollution Control Authority (WPCA) is a permanent authority under the Charter, Article X, Section 10.13. (Exhibit R) with the power to "[p]lan, lay out, acquire, construct, reconstruct, equip, repair, maintain, supervise and manage and, through the Department of Public Works, operate a sewerage system." (Section 10.13, Exhibit R)

The Superintendent is responsible for the following in addition to other duties:

- Management of department employees in performing standards set by the Town and state mandate:
- The operation of the Town's sanitary sewer system;

 For preparing budgets, attending WPCA meetings, ensuring compliance with treatment plant discharge permit requirements

#### (Exhibit M)

One of the examples of typical duties and responsibilities is "[i]nstructing personnel in treatment plan, pump station, and sewer main operation and maintenance. Provide[s] training and instruction of safe work practices, injury prevention and performance of job duties. Assists in the hiring of employees, trains, develops, and evaluates the work of treatment plant employees."

#### 2. Notice Issued to John Bodie

#### Exhibit T:

- Prevention of Sexual Harassment Training, October 3, 2007
- Acknowledgement of Receipt of the WPCF Employee Handbook Agreement, May 8, 2008
- Preventing Sexual Harassment in the Workplace Training, March 22, 2013/Sign-up sheet
- Supervisor's Boot Camp, April 25, 2013
- Prevention of Sexual Harassment Training, March 3, 2020

#### Exhibit F:

- Cardholder Memorandum of Agreement, January 13, 2021
- Cardholder Memorandum of Agreement, January 18, 2023

#### III. WITNESSES

- 1. John Bodie, Superintendent
- 2. William Norton, Former Superintendent
- 3. Peter Ritchey, HR Assistant Director
- 4. Concetta Saxl, Senior Internal Auditor
- 5. Lieutenant Matthew J. Riendeau, Lieutenant
- 6. Brian D. Griffin, Detective
- 7. John Cottell, Assistant Public Works Director
- 8. Danielle Morrison, Chemist

#### IV. EXHIBITS

- A. HR Administrative Investigation Report (January 18, 2023-out of state travel request)
- B. Email from Concetta Saxl, January 12, 2021, with attached policies and forms

- C. Email from Concetta Saxl, January 6, 2023, with attached policies and forms.
- D. Revised Reconciliation Voucher Form and Sample
- E. Pertinent Policy/Code:
  - Town Mission
  - Code of Conduct (Charter)
  - Code of Conduct Municipal Fraud Policies and Procedures
  - Travel & Meeting Policy
  - Procurement Credit Card Program
- F. Credit Cardholder MOU with Policies Signed by John Bodie (2021; 2023)
- G. Chart of Food Charges (Other Than Conferences) Made by John Bodie (2021-2022)
- H. AMEX Credit Card Statements/Receipts (2021-2022) for John Bodie
- I. AMEX Credit Card Statements and Receipts (1/21-10/21) for William Norton
- J. Charts of Initial Review of Credit Card Purchases by John Bodie (2021-2022)
- K. Chart of Review of Credit Card Purchases Made by William Norton (2018-2021)
- L. Chart of Review of Credit Card Purchases Made by John Bode (2018-2020)
- M. Job Description WPCF Superintendent
- N. Notice of Administrative Leave with Pay
- O. Sample Meal Ticket for Members of UPSEU, Unit #454 Article VII, Section 7.14
- P. Organizational Chart
- Q. MOU Ronald Wallace (placement in interim Superintendent position)/Chief, Shift, Process Control Operator, and Direct Responsible Charge Verification Form
- R. Section 10.13 of the Town Charter Water Pollution Control Authority
- S. Notice to DEEP. 12/27/17
- T. Notice to John Bodie Other than Credit Card Holder MOU with policies
- U. Memo to Personnel File from Emmett Hibson re: William Norton Reclassification, 2/27/17
- V. Email Lefkowitz/Baldwin/Simpson
- W. June 27, 2006 Town Travel and Meeting Policies and Procedures/Mileage Reimbursement/July 25, 2006 Reminder of Town Travel and Meeting Policy
- X. 2010 Email re: Food at Meetings Policy
- Y. 3/14/20 Memorandum of Agreement Use of Town Credit Card
- Z. 4/4/20 Cardholder Memorandum of Agreement/Procurement (credit) Card Program ...
- AA. MOU Form and Policy Between Twig Holland, Director of Purchasing and Cardholder
- BB. 4/27/06 Summarization and Addendum of MOU for Credit Card Holders
- CC. Referral to the Fairfield Police Department/Police Report
- DD. Senior Internal Auditor Job Description
- EE. Cardholder Memorandum of Agreement Signed by William Norton, 2/2/21/Town
  Vehicle Policy signed 7/9/15/Acknowledgement of Receipt of Sexual Harassment Policy,
  7/6/15/Retention and Disposition Policy Acknowledgement of Receipt, 76/15/Sexual
  Harassment Prevention Training, 2020
- FF. Email Correspondence between Simpson/Morrison copied to Jude Fitzpatrick March 2023
- GG. Email to John Cottell, March 20, 2023

- HH. Email to William Norton, March 20, 2023
- II. Questionnaire to John Bodie and his responses

# V. ACTION TAKEN UP TO AND INCLUDING REFERRAL TO THE FAIRFIELD POLICE DEPARTMENT

A. Submission of Out of State Travel Request Lead to a Separate Administrative Investigation of John Bodie for His Use of a Town Issued Credit Card

On January 10, 2023, Human Resources was asked by Jennifer Carpenter, Deputy CAO, to review an out of state travel request to attend the NEWEA conference in Boston that was submitted by John Bodie, Superintendent WPCF, and his staff member, Danielle Morrison, for a total of \$4,500. (Exhibit A-see Ex. 2 which is part of Exhibit A for details on the out of state travel request.) As Mr. Bodie reported that he had been approved for similar out of state travel in the past and made charges to his Town issued credit card for this conference in November, 2022, the undersigned reviewed his Amex statements for 2021-2022 (Exhibit H). The review revealed suspect charges on Mr. Bodie's Town issued AMEX card that potentially could be in violation of the following Town Policies (Exhibit E):

- Town Mission
- Code of Conduct (Charter)
- Code of Conduct Municipal Fraud Policies and Procedures
- Travel & Meeting Policy
- Procurement Credit Card Program

Additionally, on January 6, 2023, the undersigned and Joanne Courtemanche, Labor Relations Specialist met with Dana Kery to follow up on a complaint she submitted concerning alleged fraudulent purchasing by Town employees, including credit card purchases. Ms. Kery's complaint was a result of a FOIA request she made for records associated with purchasing and spending by Town employees<sup>2</sup>. These records included Amex Statements of Town employee cardholders for June, July, and August 2022. Ms. Kery as part of her complaint pointed to credit card purchases made by Mr. Bodie in May and June of 2022:

- Amazon Core Trainer Wobble
- Amazon Defender case-1 phone SE/817 Black 29.99
- Bassets Auto Glass Invoice 5057 \$250.00
- Restaurant Expenses from 5/23-5/25 totaling \$650.00

<sup>&</sup>lt;sup>2</sup> Pursuant to the Town's Standards of Conduct Municipal Fraud Policies and Procedures, Exhibit E, the First Selectwoman contacted the Town Attorney, Chief of Police, Director of Human Resources and the Town Chief Fiscal Officer on or about December 20, 2022.based on the Kery complaint alleging fraud. The Director of Human Resources was assigned to investigate commence an administrative investigation in accordance with the Town's Standards of Conduct Municipal Fraud Polices and Procedures.

Human Resources conducted a separate administrative investigation of John Bodie based on the review of the out of state travel request which occurred on or about the same time Human Resources met with Ms. Kery. Due to the he high-level position held by Mr. Bodie and the allegations of fraud, Mr. Bodie was placed on administrative leave with pay on January 27, 2023 pending the HR investigation. (Exhibit N) Ronald Wallace, Assistant Superintendent, was placed as Interim Superintendent effective February 1, 2023 pursuant to an Agreement between the Town, Mr. Wallace and the PETA Union effective February 1, 2023 and the Department of Energy and Environmental Protection (DEEP) was noticed of the change of the position. (Exhibit Q).<sup>3</sup>

#### B. Telephone Discussion with William Norton, February 10, 2023

On February 10, 2023, Mr. William Norton contacted the undersigned at approximately 4:15 PM and reported the following:

- He is currently working for Glens Falls, NY for its WPCF
- He worked with John Bodie for 6 years in Fairfield and John Bodie is such an asset, gets in early, works at home
- He is calling because Mr. Bodie reached out to him and Mr. Norton wants to help him
- He presumes Mr. Bodie is on leave for the same things he did when he was Superintendent of the WPCF.

When I asked Mr. Norton what things he was referring to, he said "birthday cakes", "meals", and "Christmas parties". He reported how when he began working for the WPCF, staff were not getting along and emphasized how bad the morale was at that time. He indicated that he and John Bodie brought staff together and they are like family. He also indicated that since John Bodie staff has reached out to him.

In response to Mr. Norton's report that he engaged in similar conduct as Mr. Bodie with the use of the Town issued credit card with purchasing "birthday cakes", "meals", and "Christmas parties", Human Resources conducted a review of Mr. Norton's credit card use from January, 2021 to October, 2021 when John Bodie became Superintendent A review demonstrated similar suspect purchases made by Mr. Norton as to those made by Mr. Bodie from 2021 to 2022.

#### C. Referral to the Fairfield Police Department, February 16, 2023 (Exhibit CC)<sup>4</sup>

<sup>&</sup>lt;sup>3</sup> Selectwoman Nancy Lefkowitz is member of the WPCA pursuant to section 10.13 A of the Town Charter. (Exhibit R) <sup>3</sup>On February 15, 2023, Nancy Lefkowitz, Selectwoman, contacted the undersigned and Attorney Jim Baldwin, Town Attorney, requesting additional information regarding Mr. Bodie's placement on administrative leave with pay. The email correspondence between the parties has been incorporated as part of this administrative investigation as Exhibit V.

<sup>&</sup>lt;sup>4</sup> The elements of a crime differ from those of a prescribed work rule offense, although the behavior may be the same. In accordance with the Town's Standard of Conduct Municipal Fraud

Human Resources focused its initial review of Mr. Bodie's credit card use starting in October 2021, which was the time Mr. Bodie became permanent as Superintendant for the WPCF, through 2022. A thorough review of Mr. Bodie's AMEX statements and receipts was conducted and revealed in addition to potential violation of Town policies, potential criminal conduct such as defrauding a public community. (Exhibit J) As part of the Human Resources review, we eliminated from the summary/chart, Exhibit J, what appeared to be work-related purchases. We narrowed our review to credit card transactions that appeared to be in violation of the policy and law.

Based on our review and in accordance with the Town's Standard of Conduct Municipal Fraud Policies and Procedures, Exhibit E, we referred the matter to the Fairfield Police Department on February 10, 2021, which included the following records/information:

- Pertinent Policy/Code
- HR Administrative Investigation Report (Out of State Travel)
- Credit Card Memorandum of Understanding Signed by John Bodie in 2021 and 2022
- AMEX Statements and Receipts (2021-2022) for John Bodie
- AMEX Statements and Receipts (1/21-10/21) for William Norton
- Chart of Suspect AMEX Card Use by John Bodie for 2021 and 2022 Prepared by Human Resources
- Report of Discussion with William Norton on February 10, 2023

Human Resources indicated it would continue its independent administrative investigation; however, would hold interviewing John Bodie in abeyance until the Fairfield Police Department had an opportunity to request an interview with Mr. Bodie.

## VI. ACTION TAKEN POST REFERRAL TO THE FAIRFIELD POLICE DEPARTMENT

### A. HR Meeting with WPCF Employees, February 17, 2023

On February 17, 2023, Peter Ritchey, Assistant HR Director, received a phone call from Danielle Morrison, Chemist at the WPCF, reporting there were high level concerns being raised by WPCF staff regarding John Bodie's leave of absence. Mr. Ritchey offered to meet with them at the Treatment Plant to listen, indicating he may not have any answers.

At approximately 11:00 am on that day, Mr. Ritchey met with WPCF staff with the goal and expectations to listen to the WPCF employee concerns and answer questions without compromising the pending HR administrative investigation. In addition to expressing concerns

Policies and Procedures, Human Resources is mandated to conduct a thorough administrative investigation regardless of the Fairfield Police Department's findings.

about the operations of the Treatment Plant, they focused on the status of Mr. Bodie's leave. One employee asked Mr. Ritchey if Mr. Bodie had been fired. Mr. Ritchey responded that he was not fired and presently out on a leave.

One of the employees commented that he heard "some woman in Town has submitted a FOIA wanting to know WPCA over-time, job descriptions and credit card usage" and "they are under a microscope." Another employee commented about "paying back for the birthday cakes or other items if Bodie's credit card usage is an issue." The employees expressed concern about not having heard any time line as to when Mr. Bodie would be back.

They asked Mr. Ritchic and he responded that he was not involved in the discussions and had no insight. He did say that with that update being known, they should continue on doing their respective jobs, and escalate any issues to Ron Wallace, Interim Superintendent, who will escalate to John Cottell, Assistant Director Public works, and/or John Marsilio, Director of Public Works.

Other comments regarding John Bodie were:

- Bodie isn't a bad guy
- He's honest Abe
- Don't understand why he is in trouble.
- Feels like Bodie is a scapegoat
- Foolish to lose him

The meeting ended at approximately 12:05 pm.

#### B. Review of Card Holder/Travel & Meeting Policies

As part of the administrative investigation, the undersigned reviewed the history of policies associated with Town issued credit cards and travel/meetings. The following is a time line of policies since 2020:

1. March 14, 2000: Connie Nolfi<sup>5</sup>, Town Auditor, (Concetta Saxl, currently in the position of Senior Internal Auditor-PETA Union President) created a memorandum of agreement

<sup>&</sup>lt;sup>5</sup> § 9.15 of the Town Charter covers the Internal Auditor or Auditors for the Town:

A. Number. The Board of Selectmen shall appoint at least one Internal Auditor and shall determine from time to time the number of Internal Auditors necessary to carry out the duties of the office and shall accordingly increase or decrease the number of Internal Auditors appointed.

B. Duties. The Internal Auditor or Auditors shall:

<sup>(1)</sup> Monitor the departments, officers, employees, boards, and commissions of the Town for fiscal policy compliance;

<sup>(2)</sup> Report on a regular basis to the Fiscal Officer; and

for card holders (Exhibit Y, Exhibit AA) Memorandum of Understanding Between the Cardholder and Twig Holland, Director of Purchasing (not dated): Policy prohibited use by any other person besides the card holder as well as use for personal purchases. It required substantiation of purchases for official Town business. For travel and meetings, justification with proper sales receipt as well as an expense report detailing the date, place(s) visited, participants at the meeting and purpose of the meeting. (Exhibit AA)

- 2. April 27. 2006: Summarization Addendum to the "Memorandum of Understanding" created by Connie Nolfi, Town Auditor, (Concetta Saxl, currently in the position of Senior Internal Auditor-PETA Union President) reiterating that the credit card must not be used for personal reasons for themselves or others, purchases must be validated and for legitimate Town business, as well as other requirements. (Exhibit BB)
- 3. June 27, 2006: Memo to All Departments from Connie Nolfi, Town Auditor, (Concetta Saxl, currently in the position of Senior Internal Auditor-PETA Union President), Exhibit DD), Re: Town Travel and Meeting Policies and Procedures. Policy includes requirements to obtain reimbursement for travel and meeting expenses.<sup>6</sup> A memo regarding mileage reimbursement rates was also issued on July 25, 2006. (Exhibit W)
- 4. **July 25, 2006:** Memo to All Department Heads from Connie Nolfi, Town Auditor, Re: Travel Meeting and Expenses. (Exhibit DD) This was a reminder that was to be posted for employee review regarding reimbursement for Town Travel and Meeting expenses.
- 5. October 26, 2010: Email between Twig Holland, Director of Purchasing, and First Selectman Ken Flatto re: Food at Meetings. This was a request from the Director of Purchasing for the First Selectman to clarify the policy on providing food for night meetings. First Selectman Flatto responded: If there is a special exception for a truly one shot very long meeting of a Board or Commission that requires them to work through a meal time or something that is well beyond the norm, it is ok for a manager to have the discretion to offer some small limited amount of food and get reimbursement, but we should not have food paid for by taxpayers for the meals of volunteers or employees at work meetings in general or any kind of basis except for those very unusual rare justified situations..." (Exhibit X)
- 6. August 4, 2020: Procurement (Credit) Card Program, Cardholder Memorandum of Agreement: policy prohibits credit card use for personal purposes or for items purchases for others that are personal in nature, including alcohol, cash advances, gift certificates,

(3) Make reports to the Board of Selectmen and the Board of Finance semi-annually and at any other times requested by either Board.

<sup>&</sup>lt;sup>6</sup> The limit for total meals & incidental expenses in 2006 was \$64 (\$12 for breakfast; \$18.00 for lunch; \$31,00 for dinner; and \$3.00 for incidentals. The policy in effect in 2021-2022 allows for a total of \$51.00 broken down as \$11.00 for breakfast; \$12.00 for lunch; \$23.00 for dinner; and \$5.00 for incidentals. Ms. Saxl reported that she believes Mr. Robert Mayer when he was CFO reduced the amount for meals for the reason he thought they amounts were too high.

fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc. The policy also required for "[t]he nature of the purchases [to] be substantiated at all times and [the cardholder] must be able to validate the official need for the purchase." It required "prudent judgment for purchases" as well as reconciliation for each item purchases, including receipts. Two signatures were required for the reconciliation voucher: the cardholder and the department head. If the cardholder was a department head then the signature of the CFO was required.

This policy referenced the Travel and Meeting policy and cardholders were required to submit for credit card purchases for meals justification including the date, place (s) visited, participants at the meeting, and purpose of the meeting. It stated: It is imperative that all Travel and Meeting charges be for <u>Town business related purposed only</u>. For meals charged on the credit card, it was prohibited for cardholders to charge meals for persons not directly employed by the town including interns and volunteers. Meals charges had to directly relate to specific Town business or meeting.

The policy also prohibited use by any member of the cardholder's staff, family, supervisor or anyone else besides the cardholder.

The policy provided notice that violation of the policy could result in disciplinary action.

7. January 12, 2021, Ms. Saxl issued an email to Town Credit Card Holders, including John Bodie, with the policy, pertinent forms and a "Cardholder Memorandum of Agreement" for cardholders to sign and return to her. (Exhibit B) In her email Ms. Saxl states: As a cardholder, you are required to understand and abide by the policies and procedures, responsibilities and limitations associated with this policy and use of the Town's credit card."

Ms. Saxl also issued the "Top 10 Reminders" as part of her notice which included the following:

- Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason-the Town approved vendor for office supplies.
- Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- All information technology purchases must first be pre-approved by the Director of Information Technology.
- All food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.

Ms. Saxl in her notice directed cardholders to:

Please read the attached policy and complete the last page entitled "Cardholder Memorandum of Agreement" and forward the completed package to me by January 19, 2021.

The policy issued to all cardholder members included the following notice, pp. 1-2:

- The purpose of this memorandum of understanding is to summarize the policies and procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.
- ... No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.
- THE CREDIT CARD IS NOT TO BE USED FOR PERSONAL PURCHASES: ... [t] he credit card must not be used for personal purpose or for items purchases for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.
- You must comply with federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
- Purchases must not be split to avoid Town bidding requirements.
- Capital items must not be purchases on the credit card. This includes computers, machinery, equipment and other items with individual costs greater than \$1,000.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate wither the purchase was necessary and for official Town use, disciplinary action may occur.
- Consequences of misuse of the credit card may include...Disciplinary action up to and including personal liability and repayment.

On page 2 of the policy, under section II, cardholders are expected "...to use prudent judgement whenever using the Town card for department purchases. Department Heads must do their best to limit the use of their credit card..."

On page 3 of the policy for purchasing procedures the requirements of cardholders for making purchases include the following:

- Notify the merchant that the purchase is for the Town of Fairfield and that it is exempt from state sales tax. The vendor may ask you to provide a Cert 134 form (for commodities) and Department of Revenue Services-Statement of Tax-Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Consult with Purchasing to ensure that you are using pre-approved local order vendors when making purchases.

On page 4 of the policy, it states that "a minimum of...two signatures are required on the Reconciliation Voucher..." The policy requires the Cardholder to sign and the "...Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If he cardholder is the department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval."

On page 4 of the policy under the Travel and Meeting section, cardholders are noticed that "[a]ll items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and be fully documented on a Travel and Meeting expense report. The policy further requires for the cardholder to "...detail the date, place(s) visited, participants at the meeting, purpose of the meeting and total amount charged to the credit card." The policy states "[i]t is imperative that all Travel and Meeting charges be for <u>Town business</u> related purposes only."

Page 5 of the policy under the meals charged on credit card section states:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates.
- Business Meals During Meeting: The meeting should...have a clear, reasonable, specific business purpose and agenda.
- Be a direct expense that is necessary in order to conduct Town business.

• All meals purchases shall be reported on the Travel and Meeting expense report and shall detail the date, name of food establishment, business purpose for the meal and the total amount charge dot the credit card.

With respect to disputed items on page 5, "[t]he cardholder is responsible for reporting/returning unsatisfactory good or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of he item(s) will be considered to e in dispute." For charges on the cardholder's statement that "...are deemed incorrect then your statement is considered to be in dispute. A disputed item just be noted on the cardholder's Statement of Account and American Express must e notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement."

- 8. January 13, 2021: John Bodie signed the Card Holder Memorandum of Agreement acknowledging that he has "...read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card." He further acknowledged his receipt of the credit card "to be sued for the purpose of making purchases on behalf of the Town of Fairfield..." and understands his "responsibility as a cardholder, which include punitive sanctions for misuse of [the] credit card." (Exhibit F)
- 9. **February 16, 2021:** Ms. Saxl issued a refresher notice with same information as issued on January 12, 2021 to Department Heads who did not receive the information in January, 2021. William Norton was one of the recipients of this email. (Exhibit B)
- 10. **February 2, 2021:** William Norton signed the Card Holder Memorandum of Agreement acknowledging that he has "...read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card." He further acknowledged his receipt of the credit card "to be sued for the purpose of making purchases on behalf of the Town of Fairfield..." and understands his "responsibility as a cardholder, which include punitive sanctions for misuse of [the] credit card." (Exhibit EE)
- 11. January 6, 2023: Email notice to Town Credit Card Holders, including John Bodie, regarding an updated Town of Fairfield Credit Card Policy entitled Cardholder Memorandum of Agreement. (Exhibit C) Ms. Saxl attached pertinent policy and forms, including the Travel & Meeting policy. Ms. Saxl noticed credit card holders to return the agreement acknowledging their responsibility to abide by policies, procedures, responsibilities and limitations associated with the cardholder policy and the use of the Town issued credit card by January 18, 2023.

The new procedures under this policy include for any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then

from the CFO prior to making the purchase. Although listed as a new procedure but was part of the previous policy is the requirement for Department Heads who are also cardholders to forward the monthly reconciliation vouchers to the CFO for approval. Ms. Saxl listed 11 top reminders which include:

- Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason-the Town approved vendor for office supplies.
- Do not pay sales tax.
- Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- All information technology purchases must first be pre-approved by the Director of Information Technology.
- All food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.
- All out of State travel must first be pre-approved by the First Selectwoman using the "Request Form-Out of State Travel"

The updated policy included the daily meal reimbursement amounts when out of Town or when traveling on Town Business that are referenced in the Town's Travel & Meeting policy.

• February 18, 2023: Based on HR's a review of credit card statements and backup provided by credit card holders for this investigation as well as the broader one for all other credit card holders, Human Resources in partnership with the CFO and Purchasing Director revised the reconciliation voucher to require more detailed information/justification as well as an attestation that the card holder did not make charges that violate purchasing rules. Also, the reconciliation voucher sheet added a reminder about potential consequences for not following the policy or committing fraud. On February 16, 2023, Department Heads at the Department Head meeting were provided the updated reconciliation voucher sheet, request of out of state travel and meeting/meal backup. Samples of how to complete the forms were also distributed to the Department Heads. Pertinent policies, with links are also referenced in the updated reconciliation form. (Exhibit D) At the February 16, 2023 Department Head meeting, it was stressed by the CFO and HR for Department Heads to consider who has been issued credit cards and why.

Many Department Heads, including John Bodie (see Human Resources Administrative Investigation Report, Exhibit A,), indicated that they were not aware of the Town Travel and Meeting policy, including dollar limits on purchases for meals with Town issued credit cards. In response, Human Resources incorporated the Travel & Meeting policy in addition to purchasing policies as part of the Employee Handbook.

#### D. Review of AMEX Statements

### See Exhibits J, K, and L (charts identifying charges made by John Bodie and William Norton)

Initially, the review of the AMEX credit card statements was limited to the years 2021 to 2022 as Mr. Bodie became permanently appointed to the position of Superintendent in October of 2021 and had signed the MOU acknowledgement that: "As a cardholder, you are required to understand and abide by the policies and procedures, responsibilities and limitations associated with this policy and use of the Town's credit card." (Exhibit B). As Mr. Norton during his conversation with the undersigned on February 10, 2023, reported that he presumed Mr. Bodie was on leave for doing the same things Mr. Norton did when he was superintendent, such as using the Town issued credit card for birthday cakes, meals and Christmas parties, HR commenced with a review of Mr. Norton's credit card use from January 2021 to October, 2021 when he retired. The records for use of the credit card by Mr. Norton and Mr. Bodie were provided to the Fairfield Police Department as aforementioned under section C on February 16, 2023.

After submission to the Fairfield Police Department, HR continued its review of charges made by both John Bodie and William Norton from January 2018 to December, 2020. Upon review of both Mr. Norton's and Mr. Bodie's credit card charges, what stood out to HR related to various charges at restaurants, supermarkets, BJ's, Amazon, and hotel resort reservations and eateries. The required reconciliation reports that accompanied each month's back up was utilized more of a summary/list of charges rather than an accounting of why or how the expense relates to Town business. for meals, there was no agenda submitted or list of participants who consumed the food and/or beverages. There were monthly recurring charges at BJ's for food and refreshments as well as monthly charges at various eateries for staff breakfasts, lunches or evening meals, including but not limited to:

- Luigi's
- Subway
- Five Guys
- Doughnut Inn
- Taco Bell
- Wendy's
- Dairy Queen
- Duchess
- Chick-Fil-A
- The Pantry
- Pepe's Pizza
- Bud's Deli

There were also purchases for other items such as:

 Monthly Amazon charges without itemization or justification for business related expenses.

- Many charges for conferences that included travel expenses that seemed excessive, including meals
- · Recurring charges for seminars, study guides and materials
- Technology and IT related expenses, such as cell phone cases and accessories
- Purchased gift cards (from 2019 for Mr. Bodie and 2020 for Mr. Norton)

#### VII. Completion of Police Report and Action Taken Thereafter

#### A. Police Report (Exhibit AA)

On or about March 13, 2023, the Fairfield Police Department shared its findings with Human Resources. The Department narrowed its focus on the following charges:

- 5/22/22: charge for \$260.99 at the Dining Room Bretton Woods NH
- 5/22/22 charge for \$49.91 at Rosebrook Bar Bretton Woods NH
- 5/23/22 charge for \$226.81 at Stickneys Restaurant Bretton Woods NH.
- 5/24/22 charge for \$101.14 at Stickneys Restaurant Bretton Woods NH
- 9/17/22 charge for \$252.81 at Chik-Fil-A in Norwalk, CT
- 12/13/22 charge for \$479.00 at Luigi's Restaurant in Fairfield CT

Detective Brian Griffin reported the following about the aforementioned charges:

On 03/03/2023 I spoke with John Bodie...regarding the following charges. My conversation with Bodie was recorded on body worn camera. Bodie was advised that he was not under arrest and that he was free to leave at any time. Bodie agreed to speak with me.

On 05/22/2022 there was a charge for \$280.99 at the Dining Room Bretton Woods NH. Bodie stated this was a charge for dinner for John Cottell, Danielle Morrison and himself while at a conference in New Hampshire. On 05/22/2022 there was a charge for \$49.91 at Rosebrook Bar Bretton Woods NH. Bodie stated that this charge was for some appetizers while waiting for a table to be available for John Cottell, Danielle Morrison and himself.

On 05/23/2022 there was a charge for \$226.81 at Stickney's Restaurant Bretton Woods NH. Bodie stated this charge is also for dinner for John Cottell, Danielle Morrison and himself while at a conference in New Hampshire. On 05/24/2022 there was a charge for \$101.14 also at Stickney's Restaurant. Bodie stated that this charge was for lunch for John Cottell, Danielle Morrison and himself while at the conference in New Hampshire. Bodie added while at the conference they would normally pay for any alcoholic beverages personally and not use the town's credit card.

On 09/17/2022 there was a charge for \$252.81 at Chick-Fil-A in Norwalk. Bodie stated that he frequently purchases lunch, pizza, breakfast or coffee for his

employees as a reward for hard or long work. Bodie stated this was a practice that was conducted by his predecessor, William Norton. Bodie states that Norton would get Chick-Fil-A for the employees and that on 09/17/22 he went and purchased it for them. Bodie stated he has about 19 employees at the water treatment plant.

On 12/13/2022 there was a charge for \$479.65 at Luigi's. Bodie stated this charge was a combination of a hard work reward and Christmas party. Bodie stated they had Luigi's cater food at the treatment plant and had the employees pay for the tax and tip and he covered the food.

On March 3, 2023, Detective Griffin spoke with William Norton who reported the following:

- When he became Superintendent for the WPCF in 2014 "the work environment was very hostile and many of the employees did not get along with each other."
- Mr. Norton "implemented activities to bring the employees closer together and raise the
  morale of the plant. One of these activities was to give them food as a reward for
  completing a difficult or long job."
- Mr. Norton "stated that Bodie was working for him at this time and would have seen these activities done."
- Mr. Norton further "stated that Bodie was a great person and great town employee.
   Norton described Bodie as a "gentleman" and someone who always puts the town and the plant first.
- Mr. Norton "stated that any action Bodie did with the credit care was done because of past practice and members of the town were aware of it."

Detective Griffin noted in his report "that Norton's Town of Fairfield's American Express purchases were examined prior to him leaving employment with the town. These purchases were similar to that of Bodie."

Detective Griffin concluded that "[b]ased upon the...facts and circumstances I don not have probable cause to believe that any of the purchases made by Bodie were for personal gain and that no crime has been committed."

### B. HR Follow-up with Danielle Morrison, John Cottell and William Norton

The police investigation report resulted in some follow-up questions by Human Resources for William Norton, Danielle Morrison and John Cottell.

### Follow up with John Cottell (in person meeting)

On March 20, 2023, I met with John Cottell as Mr. Bodie named him as a witness for the time period May 22-25, 2022 as an attendee on behalf of the Town of Fairfield at the NEWEA 2022 Spring Meeting & Exhibit.

Mr. Cottell indicated that Mr. Bodie did pay for meals at the resort for Danielle Morrison and himself. He reported that the meals were expensive at the resort restaurants and there was no option to eat at restaurants outside of the resort as there are few nearby and the town where the resort is located closes down at 8:00 PM. It was Mr. Cottell's understanding that Mr. Bodie was approved for travel expenses, including meals at the resort, to attend the NEWEA 2022 event for himself and Ms. Morrison.

Mr. Cottell reports that his experience with NEWEA is positive, providing excellent content and networking. Attendees from across New England have a platform with this Association to share concepts, operational issues and ideas that impact WPC facilities as well as Public Works. Town attendees use that information to help improve operations. Contacts made at the NEWEA events are useful for future troubleshooting and brainstorming.

An email dated March 20, 2023 was sent to Mr. Cottell to corroborate his report to me. (Exhibit GG)

#### 2. Follow up with Danielle Morrison, March 20, 21 2023 (telephone conversation/email)

I asked Ms. Morrison for her assistance as a witness identified by John Bodie for the May NEWEA conference and meals. From our discussion by phone on March 20, 2023 and email correspondence in connection with the out of state travel request in January, 2023, Ms. Morrison reports having no prior notice of the Travel/Meeting policy. She has not been issued a town credit card during her employment with the Town and therefore does not have an agreement between the Credit Card holder and the Town for credit card use. Until most recently, she was not provided notice of these policies since she began her employment with the Town.

During her employment, she has regularly attended the NEWEA conferences with full approval of her supervisors (John Bodie and Bill Norton). The approval included expenses paid for travel, meals and lodging. Prior to January, 2023, Ms. Morrison had no knowledge of any price limit for meals when she attended these events or rules associated with credit card purchases by Town card holders.

. Ms. Morrison reported that there are not many options outside of the resort for food when you attended this conference due to the distance of other restaurants, time constraints in between conference events/workshops, and the nearby town closed early. Also, restaurants would get jammed and choices were very limited within and outside of the resort.

I attached to an email as a follow-up to our March 20, 2023 telephone conversation, a 2022 NEWEA brochure and a copy of the menus for each restaurant at the resort to which charges for meals were made by John Bodie. (Exhibit FF) I asked Ms. Morrison to report any information she may recall for the meals charged at the conference as follows:

 On 05/22/2022 there was a charge for \$49.91 at Rosebrook Bar Bretton Woods NH. Mr. Bodie stated that this charge was for some appetizers while waiting for a table to be available for John Cottell, you, and himself. Ms. Morrison responded:

This is absolutely true. I actually think we were waiting for the "President's Reception" to start which was inside a banquet hall area in the resort. I remember that I was starving! It was beautiful weather so we sat outside on the porch to wait for the doors to open. A waitress approached us and asked if we would like to order anything. I did not even realize there was any type of wait-service out there on the porch. There were the three of us as stated, so we ordered three small bites appetizer-type foods. I believe the current menu is different from when we there, and although I cannot remember what we ordered, I do know that we had three food items to share. And we each ordered a drink. I also cannot remember what anyone ordered to drink, but I know I ordered an unsweetened iced tea.

• On 05/22/2022 there was a charge for \$280.99 at the Dining Room Bretton Woods NH. John Bodie stated this was a charge for dinner for John Cottell, you and himself while at a conference in New Hampshire.

This is also accurate. This charge was for dinner for the three of us. Ahead of the Spring Meeting, we were advised to make reservations at the one of the three restaurants on the premises for dinner to make sure that we did not get stuck without eating. We were advised that the local town restaurants close early and that due to lingering COVID restrictions, there was no room service. So, about a week or two before the meeting, I made reservations wherever I could get a table for the three of us. I also believe that there was a fourth option for dining, but it was closed at the time we were there. As I recall, the prices for everything were astronomical. Again, I believe the menu has changed because I recall ordering a risotto dish and I do not see that on the menu anymore. I also believe that John and John each ordered some kind of beef/steak dish. I remember sharing appetizers and also having soda with dinner and coffee with dessert. Everything at the Main Dining Room was a la carte.

• On 05/23/2022 there was a charge for \$226.81 at Stickney's Restaurant Bretton Woods NH. Mr. Bodie stated this charge is also for dinner for John Cottell, you, and himself while at a conference in New Hampshire.

This was also for dinner for the three of us. Stickney's was also very expensive and everything was a la carte there as well. I also believe the menu has changed since then and I cannot recall exactly what myself or

anyone else ate. I do remember sharing a couple of appetizers, having a main course, and sodas. I remember the sodas being served in huge glass mugs. John Bodie and I had coffee (I remember John Bodie and I always wanting to get a good cup of coffee because there was no coffee in the lobby and no coffee in our rooms. Coffee was oddly hard to come by at the resort.) I think John Cottell passed on coffee and I vaguely remember that none of us wanted dessert because we were too full.

• On 05/24/2022 at 1:24 there was a charge for \$101.14 also at Stickney's Restaurant. Mr. Bodie stated that this charge was for lunch for John Cottell, Danielle Morrison and himself while at the conference in New Hampshire.

This charge was for lunch at Stickney's for the three of us. I remember that I arrived at the restaurant alone and John Bodie and John Cottell were already there and had just been seated so I joined them. We did not plan this lunch together. I was off attending sessions and meetings and they were off in their own sessions and meetings. We just coincidentally happened to go there around the same time, so I joined them. We had sandwiches/burgers and fries, as I recall. I remember having the grilled chicken sandwich. We also had sodas and coffees.

• Do you know or recall whether Mr. Bodie used the Town credit card to pay for alcohol for any of the aforementioned meals?

To the best of my knowledge the Town credit card was never used to pay for alcohol when we dined out. I do not ever recall alcohol being consumed while dining. I distinctly remember paying for my own alcoholic beverages at the end of the evening, after dinner, at a separate resort bar called "The Cave." We all paid separately and I believe we all paid with cash. NEWEA also had "meet and greet" reception cocktail hours each day where only cash was accepted. These are the only times I remember alcohol being purchased by any of the three of us.

3. Follow up with William Norton, March 21, 2023 (Telephone Conversation)

On March 21, 2023, I spoke with William Norton who was responding to my email request to verify his March 3, 2023 statement to Detective Griffin and help me with some follow questions. (Exhibit HH).

Mr. Norton reported that when he began working for the WPCF the morale of staff was extremely low and employees were not getting along with each other. Approximately 18 months into the job, Mr. Norton implemented a "food reward' morale booster by purchasing birthday cakes or meals on his Town issued credit card to show appreciation for them, particularly as the work required was often difficult or long in duration. He described buying birthday cakes at the

Pantry as they were a staff favorite once a month. Whether only one employee had a birthday or several that month, he would buy a cake with the Town issued credit card to celebrate the birthday(s).

When I asked him about any other morale boosting activities he implemented besides food, he reported that he supported staff participation in conferences which he would pay for with the Town issued credit card. Mr. Norton mentioned Vendor sponsored picnics for Memorial Day, Fourth of July, and Labor Day which other Town employees would attend as well as elected officials and WPCA Commission members, including First Selectman Mike Tetreau. Mr. Norton reported the administration when he began the practice of food reward purchases, management condoned the practice of purchasing food to boost morale.

#### C. Questionnaire for John Bodie/In Person Interview

On March 28, 2023, HR sent by email a questionnaire to John Bodie copied to his union representatives. (Exhibit II) As part of the notice contained in the questionnaire, a Garrity warning was issued a long with notice of his Weingarten rights (union representation). Mr. Bodie was instructed to respond truthfully and to the best of his knowledge and recollection. He was further directed to submit his completed questionnaire by March 30, 2023, close of business.

Mr. Bodie returned the questionnaire before the close of business on March 30, 2030. A review of the questionnaire revealed unresponsive answers or answers that needed additional explanation. Accordingly, an in-person interview was held on April 4, 2023. The following individuals were present at this interview:

- Cathleen Simpson, HR Director
- Joanne Courtemanche, Labor Relations Specialist
- Connie Saxl, Union President
- George Kaczegowicz. Union Vice President
- Chris Sugar, Staff Attorney for AFSCME (on WebEx)

### a. Questions about Use of BJ's Membership Card and Stop & Shop purchases:

Mr. Bodie originally responded "I don't understand how this question is germane to my employment for the Town of Fairfield" to questions regarding whether he personally has a Stop & Shop loyalty card and BJ's membership. I explained the nexus of using the Town issued credit card with a personal loyalty card or the Town's BJ's membership to make personal purchases with his personal cash or credit card as he would be getting the benefit of loyalty points for his personal use or not have to purchase his own membership. Mr. Bodie indicated he understood and reported he did engage in such use.

#### b. Questions about the purpose for the purchase of an item(s)

Throughout the questionnaire, where Mr. Bodic was asked about the purpose of an item(s) and his responses were lacked sufficient information. For instance, when asked about the purpose of items bought at BJ" s, he responded "Food". Mr. Bodie explained that William Norton, his previous supervisor, started the practice of purchasing food and beverages, including coffee, soda, candy, creamers and cakes as well as meals to reward employees for performing a difficult job. Mr. Bodie reported it was a practice that was in place for serval years before Mr. Bodie took over as Superintendent. Due to the nature of the work involved and the conditions, such as the odor, some jobs can be extremely unpleasant.

Mr. Bodie also in his questionnaire as well as during the interview discussed meals allowance for employees who are called in early or held over. The WPCF is staffed by employees from the PETA, THEA and Public Works (UPSEU) Unions. There is no meal allowance for THEA members under their collective bargaining agreement. For PETA employees assigned to the WPCF which include Mr. Bodie, Article 4, Section 4 (a) of the collective bargaining agreement covers meal allowances in the amount of \$10/meal or \$40.00/day for mealtimes that occur after four (4) hours subsequent to emergency recall. For Public Work members, which the majority of the employees are members, Article 7, Section 7.4 controls with a restriction of \$10/meal, not to exceed \$40.

With respect to the meal allowance for Public Works and PETA Union members, the Town is required to provide access for meals in two diners located in the Town of Fairfield under Section 7.14 (b) of the collective bargaining agreement. John Cottell explained that the process for impacted union members who work outside of the WPCF, they are able while on the road ploughing for instance to stop at one of the three diners in Fairfield or at Bud's Deli with a meal ticket. Their information is recorded by the diner or Bud's and in turn, they invoice the Town who has contracts with these eateries. Either the diner or Bud's excludes tax with its invoice or the administrative assistant will deduct the tax from the invoice. Mr. Cottell also explained that they have a contract with Bud's Deli as sometimes the diners are not open 24 hours, particularly during COVID and Bud's Deli is generally able to accommodate early morning or night orders. If the diners and Bud's Deli are not open, then Public Works will bring food to the "yard".

Mr. Bodie was unaware of the meal ticket procedure as implemented by the Department of Public Works for overtime meal allowance for PETA and Public Works Union members. He also explained for hold overs or early call ins, the WPCF staff are required to be in the building to attend to emergencies unlike Public Works employees who are generally on the road during emergencies. Accordingly, the meal ticket process may not be feasible for WPCF employees under these conditions.

#### c. Reports/Responses in Connection with the Reconciliation Report

#### November 2022 Charges to NEWEA for Spouse

In November, 2022, the AMEX statement shows purchases to NEWEA in the amount of \$677.63 and \$550.26 made on November 8, 2022. The one in the amount of \$550.26 includes two

charges of \$25.00 for Jeanne Bodie, John Bodie's spouse for a Monday and Tuesday reception. In response to the question regarding whether he has used the credit card to make purchases for others that are personal in nature, he states "no" but then admits to purchasing registrations to NEWEA conferences for his wife, "approved by my Supervisor", alleging a past practice.

For the November, 2022, Mr. Bodie reported in the questionnaire that "they charged my wife's \$50.00 fee in error. I was trying to rectify the issue, but could not complete, because I was put on leave." Mr. Bodie signed the November 2022 reconciliation voucher on 11/28/22 and included the receipt for the NEWEA purchase that included the \$50 reception charge for his wife. Mr. Bodie was placed on administrative leave with pay on January 27, 2023-two months after he submitted the November 22, 2022 reconciliation report with the \$50 charge for the reception for his wife at the conference. During his in- person interview, Mr. Bodie reported that he did attempt to recoup the charge for the conference but it was too late to obtain reimbursement and he had to cancel due to his brother being ill.

### 2. December 2022 Charge to Bud's Deli in the amount of \$153.61

As part of his reconciliation report for a purchase of \$153.61 at Bud's on 12/28/22 allegedly for a 12/28/22 MS4 Training meeting (Mr. Bodie submitted the list of participants for a training which occurred on 12/29/2021. One of the participants listed was Vincent Mooney who left Town employment in October, 2022.). When asked to explain the discrepancies of the date, Mr. Bodie stated that he "ordered the day before the training, to allow the deli to obtain needed supplies." When I referred him to the list of attendees reportedly at the training, he indicated that that list was definitely submitted in error and he would be able to provide the one for the December 2022 training. Mr. Bodie was able to provide the correct list as demonstrated by Exhibit JJ.

### 3. December 2022 Charge to Luigi's in the Amount of \$479.65 and The Pantry for \$66.00

Mr. Bodie reported his purchases on 12/22/22 at the Pantry for \$66.00 and on 12/23/22 at Luigi's in the amount of \$479.65 were for a staff meeting and Christmas party held on 12/24/22. Mr. Bodie reported he put the wrong date on the report-the 24<sup>th</sup>- as the meeting/party was held on December 23, 2022. He ordered cakes from the Pantry a day in advance as the Pantry runs out of stock during the holidays.

#### d. Other

#### 1. Supervision

At the in-person interview, Mr. Bodie reported that it is unclear to him as to who is required to report to since he became Superintendent. He indicated that in the past prior to his appointment as Superintendent, he thought was the Director of Public Works. He indicated that the WPCA does not assert oversight over him with the daily operations or credit card purchases.

#### 2. Notice

Prior to 2021, Mr. Bodie reported he did not receive any notice about protocol with purchases using the Town issued credit card other than the requirement of completing a reconciliation voucher. He was never asked to provide a justification of how the purchase related to Town business and was under the belief that these purchases related to Town business as they improved morale. When Mr. Norton was the superintendent, he would sign off on Mr. Bodie's reconciliation vouchers and never required Mr. Bodie to provide more than the receipts. When Mr. Bodie became the Superintendent, he submitted his reconciliation vouchers and receipts in directly to Finance-Kiva Barry. His vouchers were always approved by Finance. Mr. Bodie reported that he never received training with respect to the credit card policy or related policies and has never received training about purchasing practices.

Ms. Saxl corroborated Mr. Bodie's report that although he has been a cardholder since 1999, he did not receive a policy until January, 2021. Ms. Saxl conducted an audit in February, 2020 of the employee credit card expenditures. As part of her review, Ms. Saxl recommended training for all cardholders; however, there was insufficient staff within Finance to conduct such training so it was decided in consultation with the Director of Purchasing and the Interim CFO that an email with the credit card policy and MOU with a return receipt acknowledgement should be issued to all card holders, which Ms. Saxl did in January, 2021.

Ms. Saxl reported that she provided the 2020 credit card use audit report to the Interim CFO and Director of Purchasing. Ms. Saxl also provided the information to the Board of Finance as required under the Section 9.15 B (3) of the Town Charter. She did not provide the information to the First Selectwoman, CAO or Chief of Staff as this was not the practice. Ms. Saxl indicated that she did not review every single reconciliation voucher for each credit card holder but rather conducted a sample review, which within the normal course of business for audits she conducts for the Town.

#### VIII. Findings of Fact

- 1. John Bodie was hired by the Town in 1985 as a Laborer II. After being promoted to Wastewater Maintenance Repairman, he resigned effective 10/27/1989. He was rehired by the Town on May 4, 1992 as a Laborer II. Since that time, he has held the following positions:
  - Maintenance Repairman III, January 24, 1994
  - Wastewater Pollution Operator, April 15, 1999
  - Maintenance Manager, October 8, 2001
  - Assistant Superintendent, April 21, 2013
  - Acting Superintendent WPCF (until William Norton was rehired), December 16, 2017
  - Superintendent, October 24, 2021

- 2. During his employment, Mr. Bodie has received exceptional and outstanding performance reviews and there is no history of any disciplinary action.
- 3. Mr. Bodie was issued an Amex card in 1999 while holding the position of Wastewater Pollution Operator. Prior to January 2021, Mr. Bodie had no notice of any policy or procedures associated with credit card purchases.
- 4. An Employee Credit Card Expenditures Audit was conducted in February 2020 by the Senior Internal Auditor. That information was shared with the Interim CFO and the Director of Purchasing at the time. The auditor's specific findings and recommendations were not directly shared with the First Selectwoman, her Chief of Staff, or Chief Administrative Officer.
- 5. In January 2021 Mr. Bodie, along with other Town employees, signed the attached Memorandum of Understanding for credit card holders.
- 6. On or about 2016, then Superintendent William Norton, having no notice of a policy, established a practice of purchasing meals or food to boost employee morale and reward staff for performing difficult, extremely unpleasant, and long jobs. A review of Mr. Norton's credit card purchases from 2018 to 2020 demonstrates that he was regularly using his credit card for meals and food in this regard.
- 7. When Mr. Bodie assumed the role of Superintendent in October 2021 he continued the established practice of purchasing meals and food for staff as a morale booster. A review of Mr. Bodie's credit card purchases demonstrated that he was purchasing meals and food in the same manner as Mr. Norton. When Mr. Norton was Mr. Bodie's supervisor, he would direct Mr. Bodie to purchase food items or meals for staff.
- 8. It was not until January 2023, at the direction of the administration, that the policy was updated and distributed to Department Heads, along with proper training and a mandatory attestation and sign-off to acknowledge receipt and understanding of the policy. It was at this point that Mr. Bodie became aware of the requirements to provide detailed justification for purchases, as well as for all Department Heads to submit reconciliation vouchers to the CFO for a second signature on credit card purchases.
- 9. There was no evidence that Mr. Bodie was purchasing items with the Town-issued card to defraud the public. However, there were some charges totaling \$845.14 that are considered personal or made in error and not in line with policy that Mr. Bodie did not dispute. During his interview with Human Resources on April 3, 2023, Mr. Bodie acknowledged that these expenses were in violation of the Cardholder Memorandum of Understanding (MOU) that he signed in January 2021, but at the time he made the purchases he was not intentionally attempting to violate the MOU.

April 5, 2023

From: Simpson, Cathleen

**Sent:** Thursday, May 25, 2023 3:52 PM

To: Mitola, John

Cc: Charlton, Lori; leclerc@optimum.net; LeClerc, Mary; Saxl, Concetta

**Subject:** RE: Status of Credit Card Investigation

Hi John,

I will send you some dates when I return. I am getting there with the investigation-just volumes of records and receipts to review from 2018-2022. I can put together a recommendation report before I go even if the investigation is not complete because I am very familiar with the process now and areas that may need shoring up. I will put that together and try to get the investigation done before I leave.

From: jrmitola@aol.com <jrmitola@aol.com> Sent: Wednesday, May 24, 2023 12:49 PM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>

Cc: Charlton, Lori < ltcharlton@optimum.net>; leclerc@optimum.net; LeClerc, Mary < leclerc@optonline.net>; Saxl,

Concetta < CSaxl@fairfieldct.org>

Subject: Re: Status of Credit Card Investigation

Thank you Cathy.

If you are going to be done with your global investigation report prior to you leaving than perhaps we can have a special meeting before you leave. If that does not work, please give me some dates after your return and we will call a special meeting to have you present. We can do that in mid to late June. And if your report is completed prior to your departure please forward a copy to of it to us so we can start to review it.

If the report will not be done prior to your departure give me a date when you believe it will be completed and provide some dates that you are available upon your return. I think it is important to move on this issue and appreciate your assistance.

Have a safe trip and congratulations on our daughter's residency assignment.

Thank you.

John Mitola

----Original Message----

From: Simpson, Cathleen < CSimpson@fairfieldct.org >

To: Mitola, John <irmitola@aol.com>

Cc: Charlton, Lori < <a href="mailton@optimum.net">!tcharlton@optimum.net</a>; <a href="mailto:leclerc@optimum.net">leclerc@optimum.net</a>; <a href="mailto:leclerc@optimum.net">Leclerc@optimum.net</a>)</a>; <a href="mailto:leclerc@optimum.net">Leclerc@optimum.net</a>)</a>)</a>

<leclerc@optonline.net>; Saxl, Concetta < CSaxl@fairfieldct.org>

Sent: Mon, May 22, 2023 4:44 pm

Subject: RE: Status of Credit Card Investigation

Hi John,

Unfortunately, I will be in LA on 6/6/23 helping my daughter move as she starts her residency at LA Children's Hospital. I am still working on completing the global investigation of credit card use by Town employees. Its quite the full time job to

do this right. I hope to have a report for the BOF before I leave for LA. I also think it is important for the CFO and the Purchasing Director to have input with respect to policy. I have been meeting with Jared and Adam as well. I will have recommendations and more answers for the BOF. I know its been taking longer than anticipated. As you know better than anyone, investigations of employee misconduct are extensive depending upon the issues and cannot always be rushed, particularly one of this high level of importance.

We will sort something out.

Thank you for reaching out. I appreciate the Board's support and patience with this.

From: <u>irmitola@aol.com</u> <<u>irmitola@aol.com</u>> Sent: Saturday, May 20, 2023 3:35 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: Charlton, Lori < <a href="techarlton@optimum.net">techarlton@optimum.net</a>; <a href="techarltongoptimum.net">techarltongoptimum.net</a>; <a href="tec

Concetta < CSaxl@fairfieldct.org>

Subject: Re: Status of Credit Card Investigation

Hi Cathy:

Thanks for this email. I have been super busy at work just finishing a trial in court so sorry about the late response.

The BOF audit committee has a meeting on June 6 at 6PM right before the regular BOF meeting. Can you and Ms. Saxl please attend and give our committee an update on the credit card issue? We understand that the underlying investigation regarding Mr. Bodie is complete - what we are interested in discussing is the adequacy (or inadequacy) of the town's credit card policy; what steps you maybe recommending regarding the policy and any other thoughts or concerns that you may have as the HR director on this important issue. Connie- the committee would like your input too. Some issues to consider-Does the town have sufficient resources to make sure that the current policy can be complied with? Do we need a new updated policy? What checks and balances (if any) does the town need to implement in order for the current policy (or any updated policy) to be sufficiently complied with etc.? I am copying Lori and Mary on this email so that they can chime in.

I understand that you and/or Connie may not have all the answers yet and that is ok- we just think we need to get the discussion going.

Please let us know if you can attend.

Thank you,

John Mitola

Chair Audit subcommittee BOF

----Original Message----

From: Simpson, Cathleen < CSimpson@fairfieldct.org < mailto: CSimpson@fairfieldct.org >>

To: Charlton, Lori < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>>

Cc: DeWitt, Christopher <a href="mailto:chrisdewitt103@gmail.com">chrisdewitt103@gmail.com</a>; Mitola, John

<irmitola@aol.com<mailto:jrmitola@aol.com>>; Courtemanche, Joanne

<JCourtemanche@fairfieldct.org<mailto:JCourtemanche@fairfieldct.org>>

Sent: Mon, Apr 24, 2023 5:32 pm

Subject: RE: Status of Credit Card Investigation

Hi Lori,

Just returned from my honeymoon so sorry for the delayed response. I understand how frustrating it must be that it is taking Human Resources longer than anticipated to complete its investigation of the use of Town issued credit cards as well purchasing practices by Town employees. Please be assured the HR team has been working diligently on this investigation, including weekends and evenings.

While I was away, the Team continued its work on this investigation. I can share with you that this investigation involves in part a review of hundreds of records covering a four year period. We are committed to conducting a thorough and fair

investigation, which again is taking more time than anticipated but it is important that we do this properly. Please be assured we are very aware of how important it is for this investigation to come to a conclusion as soon as possible.

In addition to this broad administrative investigation, HR completed a separate administrative investigation regarding the use of a Town issued credit card by John Bodie, Superintendent of the WPCF. This investigation was conducted simultaneously with but separately from the broader one involving all cardholders. Attached is the finding of facts for your information as well as the underlying administrative investigation report. The referenced exhibits involving Mr. Bodie can be disclosed as well; however, there are hundreds of pages of exhibits so it would require a mutually convenient date and time for members of the BOF to inspect the exhibits.

I hope this update is helpful.

Best,

Cathleen

----Original Message----

From: Lori Charlton <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>>

Sent: Friday, April 21, 2023 2:21 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org < mailto: CSimpson@fairfieldct.org >>

Cc: DeWitt, Christopher < <a href="mailto:chrisdewitt103@gmail.com">chrisdewitt103@gmail.com</a>; Mitola, John

<irmitola@aol.com<mailto:irmitola@aol.com>>

Subject: Status of Credit Card Investigation

Cathleen - can you provide an update on this please? We are closing in on 4 months. When will you be able to provide an update to the BOF, and if the investigation is concluded, provide the documents that were previously requested?

Thank you,

Lori

From:

Simpson, Cathleen

Sent:

Wednesday, June 28, 2023 5:43 PM

To:

Mitola, John

Cc:

Charlton, Lori; 'leclerc@optimum.net'; LeClerc, Mary; Kupchick, Brenda; Schmitt, Jared;

Tulin, Adam

Subject:

RE: Status of Credit Card investigation and Audit Subcommittee meeting

#### Good Evening,

I spoke to Brenda and she wants to attend the subcommittee meeting. Jared and Adam are being asked to attend as well. Accordingly, we will need to schedule a date when Brenda, Jared, Adam and myself are available. The week of July 10<sup>th</sup> does not work for Brenda. We will get back to you with some open dates for all to coordinate with the subcommittee's schedule.

Best,

#### Cathleen

From: Simpson, Cathleen

**Sent:** Tuesday, June 27, 2023 5:15 PM **To:** Mitola, John <jrmitola@aol.com>

Cc: Charlton, Lori < ltcharlton@optimum.net>; 'leclerc@optimum.net' < leclerc@optimum.net>; LeClerc, Mary

<leclerc@optonline.net>

Subject: RE: Status of Credit Card investigation and Audit Subcommittee meeting

Also, 6PM start works as well. Thanks for following up. I look forward to finally being able to provide the information.

From: Simpson, Cathleen

**Sent:** Tuesday, June 27, 2023 5:13 PM **To:** Mitola, John < <u>irmitola@aol.com</u>>

Cc: Charlton, Lori < <a href="https://linear.net">!teclerc@optimum.net</a>; <a href="https://leclerc@optimum.net">!teclerc@optimum.net</a>; <a href="https://leclerc@optimum.net">!teclerc@opt

Subject: RE: Status of Credit Card investigation and Audit Subcommittee meeting

Yes. I mean to get back to you sooner! The week of July 10<sup>th</sup> works-except for 7/13. The following week is good except for 7/18 and 7/20. If you need me to pick more dates let me know.

#### Thanks!

From: jrmitola@aol.com <jrmitola@aol.com>

Sent: Tuesday, June 27, 2023 4:32 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: Charlton, Lori < <a href="https://linear.net">!techarlton@optimum.net</a>; <a href="https://leclerc.goptimum.net">!techarlton@optimum.net</a>; <a href="https://leclerc.goptimum.net">!techarlton@optimum.net</a>; <a href="https://leclerc.goptimum.net">!techarlton@optimum.net</a>; <a href="https://leclerc.goptimum.net">!techarlton@optimum.net</a>; <a href="https://leclerc.goptimum.net">!techarlton@optimum.net</a>; <a href="https://leclerc.goptimum.net">!techarlton@optimum.net</a>; <a href="https://leclerc.goptimum.net">!techarlton.goptimum.net</a>; <a href="https://leclerc.goptimum.net">!t

Subject: Status of Credit Card investigation and Audit Subcommittee meeting

Hi Cathy:

Hope all is well. I am following up on the below email exchanges. Can we pick some days the week of July 10 for you to come to an Audit subcommittee meeting? I am available every day except July 11. On this email I am also copying Lori C and Mary L to see their availability. All of you please give me some dates so we can get this meeting scheduled. Thinking 6PM start.

Thank you.

John Mitola

-----Original Message-----

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

To: Mitola, John <irmitola@aol.com>

Cc: Charlton, Lori < <a href="tel:clerc@optimum.net">tel:clerc@optimum.net</a>; <a href="tel:leclerc@optimum.net">tel:clerc@optimum.net</a>; <a href="tel:leclerc@optimum.net">tel:leclerc@optimum.net</a>; <a href="tel:le

< leclerc@optonline.net >; Saxl, Concetta < CSaxl@fairfieldct.org >

Sent: Thu, May 25, 2023 3:52 pm

Subject: RE: Status of Credit Card Investigation

Hi John.

I will send you some dates when I return. I am getting there with the investigation-just volumes of records and receipts to review from 2018-2022. I can put together a recommendation report before I go even if the investigation is not complete because I am very familiar with the process now and areas that may need shoring up. I will put that together and try to get the investigation done before I leave.

From: <a href="mailto:jrmitola@aol.com">jrmitola@aol.com</a> Sent: Wednesday, May 24, 2023 12:49 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: Charlton, Lori < <a href="tel:clerc@optimum.net">tel:clerc@optimum.net</a>; LeClerc, Mary <a href="tel:clerc@optonline.net">tel:clerc@optonline.net</a>; Saxi,

Concetta < CSaxl@fairfieldct.org>

Subject: Re: Status of Credit Card Investigation

Thank you Cathy.

If you are going to be done with your global investigation report prior to you leaving than perhaps we can have a special meeting before you leave. If that does not work, please give me some dates after your return and we will call a special meeting to have you present. We can do that in mid to late June. And if your report is completed prior to your departure please forward a copy to of it to us so we can start to review it.

If the report will not be done prior to your departure give me a date when you believe it will be completed and provide some dates that you are available upon your return. I think it is important to move on this issue and appreciate your assistance.

Have a safe trip and congratulations on our daughter's residency assignment.

Thank you.

John Mitola

----Original Message----

From: Simpson, Cathleen < CSimpson@fairfieldct.org < mailto: CSimpson@fairfieldct.org >>

To: Mitola, John < irmitola@aol.com < mailto: irmitola@aol.com >>

Cc: Charlton, Lori < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>;

leclerc@optimum.net<mailto:leclerc@optimum.net</li>

Mary < leclerc@optonline.net < mailto:leclerc@optonline.net >>; Saxl, Concetta

< CSaxl@fairfieldct.org<mailto: CSaxl@fairfieldct.org>>

Sent: Mon, May 22, 2023 4:44 pm

Subject: RE: Status of Credit Card Investigation

Hi John,

Unfortunately, I will be in LA on 6/6/23 helping my daughter move as she starts her residency at LA Children's Hospital. I am still working on completing the global investigation of credit card use by Town employees. Its quite the full time job to do this right. I hope to have a report for the BOF before I leave for LA. I also think it is important for the CFO and the Purchasing Director to have input with respect to policy. I have been meeting with Jared and Adam as well. I will have recommendations and more answers for the BOF. I know its been taking longer than anticipated. As you know better than anyone, investigations of employee misconduct are extensive depending upon the issues and cannot always be rushed, particularly one of this high level of importance.

We will sort something out.

Thank you for reaching out. I appreciate the Board's support and patience with this.

From: jrmitola@aol.com<mailto:jrmitola@aol.com> <jrmitola@aol.com<mailto:jrmitola@aol.com>>

Sent: Saturday, May 20, 2023 3:35 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org < mailto: CSimpson@fairfieldct.org >>

Cc: Charlton, Lori < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>;

leclerc@optimum.net<mailto:leclerc@optimum.net>; LeClerc, Mary

<leclerc@optonline.net<mailto:leclerc@optonline.net>>; Saxl, Concetta

<<u>CSaxl@fairfieldct.org</u><mailto:CSaxl@fairfieldct.org>>

Subject: Re: Status of Credit Card Investigation

Hi Cathy:

Thanks for this email. I have been super busy at work just finishing a trial in court so sorry about the late response.

The BOF audit committee has a meeting on June 6 at 6PM right before the regular BOF meeting. Can you and Ms. Saxl please attend and give our committee an update on the credit card issue? We understand that the underlying investigation regarding Mr. Bodie is complete - what we are interested in discussing is the adequacy (or inadequacy) of the town's credit card policy; what steps you maybe recommending regarding the policy and any other thoughts or concerns that you may have as the HR director on this important issue. Connie- the committee would like your input too. Some issues to consider-Does the town have sufficient resources to make sure that the current policy can be complied with? Do we need a new updated policy? What checks and balances (if any) does the town need to implement in order for the current policy (or any updated policy) to be sufficiently complied with etc.? I am copying Lori and Mary on this email so that they can chime in.

I understand that you and/or Connie may not have all the answers yet and that is ok- we just think we need to get the discussion going.

Please let us know if you can attend.

Thank you.

John Mitola

Chair Audit subcommittee BOF

----Original Message----

From: Simpson, Cathleen

< CSimpson@fairfieldct.org < mailto: CSimpson@fairfieldct.org > < mailto: CSimpson@fairfieldct.org >>

To: Charlton, Lori < <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a>>

Cc: DeWitt, Christopher

<a href="mailto:chrisdewitt103@gmail.com">chrisdewitt103@gmail.com</a>>; Mitola, John

<<u>irmitola@aol.com</u><mailto:<u>jrmitola@aol.com</u>>>; Courtemanche, Joanne

<<u>JCourtemanche@fairfieldct.org</u><mailto:JCourtemanche@fairfieldct.org><<u>mailto:JCourtemanche@fairfieldct.org</u>>>

Sent: Mon, Apr 24, 2023 5:32 pm

Subject: RE: Status of Credit Card Investigation

Hi Lori,

Just returned from my honeymoon so sorry for the delayed response. I understand how frustrating it must be that it is taking Human Resources longer than anticipated to complete its investigation of the use of Town issued credit cards as well purchasing practices by Town employees. Please be assured the HR team has been working diligently on this investigation, including weekends and evenings.

While I was away, the Team continued its work on this investigation. I can share with you that this investigation involves in part a review of hundreds of records covering a four year period. We are committed to conducting a thorough and fair investigation, which again is taking more time than anticipated but it is important that we do this properly. Please be assured we are very aware of how important it is for this investigation to come to a conclusion as soon as possible.

In addition to this broad administrative investigation, HR completed a separate administrative investigation regarding the use of a Town issued credit card by John Bodie, Superintendent of the WPCF. This investigation was conducted simultaneously with but separately from the broader one involving all cardholders. Attached is the finding of facts for your information as well as the underlying administrative investigation report. The referenced exhibits involving Mr. Bodie can be disclosed as well; however, there are hundreds of pages of exhibits so it would require a mutually convenient date and time for members of the BOF to inspect the exhibits.

I hope this update is helpful.

Best,

Cathleen

----Original Message----

From: Lori Charlton <a href="mailto:ltcharlton@optimum.net">Lori Charlton@optimum.net</a> <a href="mailto:ltcharlton@optimum.net">mailto:ltcharlton@optimum.net</a> <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a> <a href="mailto:ltcharlton@optimum.net">mailto:ltcharlton@optimum.net</a> <a href="mailto:ltcharlton@optimum.net">ltcharlton@optimum.net</a> <a href="mailto:ltcharlton@optimum.net">mailto:ltcharlton@optimum.net</a> <a href="mailto:ltcharlton@optimum.net">mailto:ltcharlton@optimum.net</a> <a href="mailto:ltcharlton@optimum.net">mailto:ltcharlton@optimum.net</a> <a href="mailtongoptimum.net">mailtongoptimum.net</a> <a href="mailtongoptimum.net">mailtongoptimum.net</a> <a href="mailtongoptimum.net">mailtongoptimum.net</a> <a href="mailtongoptimum.net">ltcharltongoptimum.net</a> <a href="mailtongoptimum.net">mailtongoptimum.net</a> <a href="mailtongoptimum.net">mailtongopt Sent: Friday, April 21, 2023 2:21 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org < mailto: CSimpson@fairfieldct.org >> mailto: CSimpson@fairfieldct.org >>

Cc: DeWitt, Christopher

<chrisdewitt103@gmail.com</p><mailto:chrisdewitt103@gmail.com</p><mailto:chrisdewitt103@gmail.com</p>; Mitola, John

<jrmitola@aol.com<mailto:jrmitola@aol.com><mailto:jrmitola@aol.com>>

Subject: Status of Credit Card Investigation

Cathleen - can you provide an update on this please? We are closing in on 4 months. When will you be able to provide an update to the BOF, and if the investigation is concluded, provide the documents that were previously requested?

Thank you,

Lori

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 4:09 PM

To:

Tuttle, William; Fitzgerald, Jude; Saxl, Concetta; Kaczegowicz, Daniel; Quiles, Raymond

Cc:

Courtemanche, Joanne; Schmitt, Jared

Subject:

HR Review Town Issued Credit Cards

Importance:

High

Good Afternoon,

Human Resources is conducting an investigation concerning Town issued credit cards by Town employees. As part of our review, we took samples of reconciliation records from 2018 to 2022. From those samples, we then identified which ones may require further explanation. Accordingly, we are issuing questionnaires to those cardholders who we would like to obtain additional information so that we can close the investigation as soon as possible. As some of the cardholders under review are members of your respective unions, I wanted you to be noticed in advance of issuing the questionnaires. You will be copied on any communication to your members from HR about this matter and of course may assist the member in responding to the questionnaires.

Because some of the reconciliation reports do not either identify the reason for the purchase or explain the business purpose for the purchase, it necessitates further review. With our partners in Finance, we have since required more detailed reconciliation reports to identify and explain the business reason to avoid speculation about the nature of the purchase.

HR is putting deadline for return of the information by June 19, 2023 close of business but if an employee needs additional time, we of course can accommodate any such requests.

Please feel free to contact me with any questions or if you wish to discuss.

Sincerely,

Cathleen

Cathleen F. Gimpson
Human Resources Director
Town of Fairfield
Outlivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

From:

Simpson, Cathleen

Sent:

Thursday, June 15, 2023 11:27 AM

To:

Kalamaras, Robert; Dunn, Kyran; Broderick, Keith; Marsilio, John; Calabrese, Anthony;

McCarthy, Denis

Cc:

Tuttle, William; Fitzgerald, Jude; Saxl, Concetta; Kaczegowicz, Daniel

Subject:

HR Review

#### Good Morning,

I have sent or will be sending questionnaires to some Town credit card holders within your departments. I have and will continue to copy the Department Head or Assistant/Deputy as well as the Union leadership for these questionnaires. I would also recommend for the Department Head to respond on behalf of the employee if you know the purpose for certain purchases.

There is no presumption of wrong doing or violation of policy. The intent is to make it clear to any third party reviewing the audit the purpose of a purchase. Some of the records go back to 2018 so if someone cannot recall, s/he can simply state so.

If you have any questions, please do not hesitate to contact me.

Cathleen F. Gimpson
Human Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road

Fairfield, CT06824

(475) 350-6002

From:

Simpson, Cathleen

Sent:

Thursday, June 15, 2023 2:52 PM

To:

Quiles, Raymond

Cc: Subject: 'Craig Manemeit'; Courtemanche, Joanne RE: HR Review Town Issued Credit Cards

Sure thing. Do you want Garrity warnings for each? I also understand if employees cannot recall as some of this was some time ago. It does not have to be detailed-something like "training" or "promotion event" or "equipment/supplies" is sufficient. I am also available for a conference call to discuss the scope etc.

From: Quiles, Raymond <RQuiles@fairfieldct.org>

Sent: Thursday, June 15, 2023 12:05 PM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>
Subject: RE: HR Review Town Issued Credit Cards

Cathleen,

Our members will need more time than the June 19<sup>th</sup> deadline allows to complete your requests. I am working with our members and our attorney to process your requests as quickly as possible, but the 19<sup>th</sup> is unfortunately too short notice. Attorney Craig Manemeit will also be reaching out to you at some point regarding this matter.

Thank you, Ray

Raymond Quiles
President
C.O.P.S Local 550
100 Reef Road Fairfield CT 06824
(203)254-4674
(203)260-8755

From: Simpson, Cathleen <CSimpson@fairfieldct.org>

Sent: Thursday, June 15, 2023 10:32 AM

To: Tuttle, William <WTuttle@fairfieldct.org>; Fitzgerald, Jude <JFitzgerald@fairfieldct.org>; Saxl, Concetta

< CSaxl@fairfieldct.org>; Kaczegowicz, Daniel < DKaczegowicz@fairfieldct.org>; Quiles, Raymond

<RQuiles@fairfieldct.org>

Cc: Courtemanche, Joanne < <a href="mailto:ICourtemanche@fairfieldct.org">ICourtemanche@fairfieldct.org</a>; Schmitt, Jared < <a href="mailto:JSchmitt@fairfieldct.org">JSchmitt@fairfieldct.org</a>; McCarthy,

Denis < DMcCarthy@fairfieldct.org>; Dunn, Kyran < KDunn@fairfieldct.org>; Eric Chester

<ericchester@fdclawoffice.com>

Subject: RE: HR Review Town Issued Credit Cards

Good Morning,

Of course anyone who needs an extension can have one. I put a deadline on the return of the information for Monday, thinking that it would not take much time. I have already received responses this am from those I sent last night. I plan on sending the rest o the questionnaires this am.

I have included Department Heads who may have signed on the reconciliation forms so they may be able to respond as to the business reason. HR has learned that the credit card policy and agreement signed by cardholders was not consistently followed with respect to providing sufficient information to easily identify the business purpose. Since January, 2023, HR, Finance and Purchasing have worked together to issue notice and revise the reporting requirements.

This investigation is a result of a complaint by a resident who in part is questioning credit card usage by Town employees. Under the code of conduct policy attached, such allegations must be investigated by HR. As indicated, I sent some of the questionnaires last evening and will finish sending the rest this morning. Once you see them, it may not take much time to respond. Again, the Department Head who signed the reconciliation may be able to help if s/he were there at the time or may know what the purchase is as a normal course of business. The Department Head will be copied on the questionnaire for that reason.

I very much appreciate your concerns and thank you for making me aware of them. This is not meant to cause undue stress. I understand that email can be misconstrued and I take responsibility for that.

Please call me if you have any questions or wish to discuss.

Best,

Cathleen

From: Tuttle, William < WTuttle@fairfieldct.org>

Sent: Thursday, June 15, 2023 8:06 AM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>; Fitzgerald, Jude < JFitzgerald@fairfieldct.org>; Saxl, Concetta

< CSaxl@fairfieldct.org>; Kaczegowicz, Daniel < DKaczegowicz@fairfieldct.org>; Quiles, Raymond

< RQuiles@fairfieldct.org>

Cc: Courtemanche, Joanne < <a href="mailto:JCourtemanche@fairfieldct.org">JCourtemanche@fairfieldct.org</a>; Schmitt, Jared < <a href="mailto:JSchmitt@fairfieldct.org">JSchmitt@fairfieldct.org</a>; McCarthy,

Denis < DMcCarthy@fairfieldct.org>; Dunn, Kyran < KDunn@fairfieldct.org>; Eric Chester

<ericchester@fdclawoffice.com>

Subject: RE: HR Review Town Issued Credit Cards

#### Good morning,

Any member of Local 1426 who receives a questionnaire will need an extension. We will have all questions and answers reviewed by our attorney and this notice is an insufficient amount of time considering our shift work and vacations.

Thanks in advance,
Bill Tuttle
President IAFF 1426

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Wednesday, June 14, 2023 4:09 PM

To: Tuttle, William < WTuttle@fairfieldct.org>; Fitzgerald, Jude < JFitzgerald@fairfieldct.org>; Saxl, Concetta

< CSaxl@fairfieldct.org>; Kaczegowicz, Daniel < DKaczegowicz@fairfieldct.org>; Quiles, Raymond

<RQuiles@fairfieldct.org>

Cc: Courtemanche, Joanne < <a href="mailto:JCourtemanche@fairfieldct.org">JCourtemanche@fairfieldct.org</a>; Schmitt, Jared < <a href="mailto:JSchmitt@fairfieldct.org">JSchmitt@fairfieldct.org</a>;

Subject: HR Review Town Issued Credit Cards

Importance: High

Good Afternoon,

Human Resources is conducting an investigation concerning Town issued credit cards by Town employees. As part of our review, we took samples of reconciliation records from 2018 to 2022. From those samples, we then identified which ones may require further explanation. Accordingly, we are issuing questionnaires to those cardholders who we would like to obtain additional information so that we can close the investigation as soon as possible. As some of the cardholders under review are members of your respective unions, I wanted you to be noticed in advance of issuing the questionnaires. You will be copied on any communication to your members from HR about this matter and of course may assist the member in responding to the questionnaires.

Because some of the reconciliation reports do not either identify the reason for the purchase or explain the business purpose for the purchase, it necessitates further review. With our partners in Finance, we have since required more detailed reconciliation reports to identify and explain the business reason to avoid speculation about the nature of the purchase.

HR is putting deadline for return of the information by June 19, 2023 close of business but if an employee needs additional time, we of course can accommodate any such requests.

Please feel free to contact me with any questions or if you wish to discuss.

Sincerely,

Cathleen

Cathleen A. Simpson
Suman Resources Director
Town of Fairfield
Sultivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

From:

Quiles, Raymond

Sent:

Thursday, June 15, 2023 3:47 PM

To:

Simpson, Cathleen

Subject:

Re: HR Review Town Issued Credit Cards

Yes, garrity warnings for each employee making a submission would be appreciated. Thank you

#### Ray Quiles #5531

Fairfield Police Department RQuiles@Fairfieldct.orq

W: 203-254-4808 C: 203-260-8755

On Jun 15, 2023, at 14:52, Simpson, Cathleen <CSimpson@fairfieldct.org> wrote:

Sure thing. Do you want Garrity warnings for each? I also understand if employees cannot recall as some of this was some time ago. It does not have to be detailed-something like "training" or "promotion event" or "equipment/supplies" is sufficient. I am also available for a conference call to discuss the scope etc.

From: Quiles, Raymond <RQuiles@fairfieldct.org>

Sent: Thursday, June 15, 2023 12:05 PM

**To:** Simpson, Cathleen <CSimpson@fairfieldct.org> **Subject:** RE: HR Review Town Issued Credit Cards

Cathleen,

Our members will need more time than the June 19<sup>th</sup> deadline allows to complete your requests. I am working with our members and our attorney to process your requests as quickly as possible, but the 19<sup>th</sup> is unfortunately too short notice. Attorney Craig Manemeit will also be reaching out to you at some point regarding this matter.

Thank you, Ray

Raymond Quiles

President

C.O.B. S. Local EEO

C.O.P.S Local 550 100 Reef Road Fairfield CT 06824 (203)254-4674 (203)260-8755 From: Simpson, Cathleen <CSimpson@fairfieldct.org>

Sent: Thursday, June 15, 2023 10:32 AM

**To:** Tuttle, William < <u>WTuttle@fairfieldct.org</u>>; Fitzgerald, Jude < <u>JFitzgerald@fairfieldct.org</u>>; Saxl, Concetta < <u>CSaxl@fairfieldct.org</u>>; Kaczegowicz, Daniel < <u>DKaczegowicz@fairfieldct.org</u>>; Quiles,

Raymond < RQuiles@fairfieldct.org>

**Cc:** Courtemanche, Joanne < <u>JCourtemanche@fairfieldct.org</u>>; Schmitt, Jared < <u>JSchmitt@fairfieldct.org</u>>; McCarthy, Denis < <u>DMcCarthy@fairfieldct.org</u>>; Dunn, Kyran < <u>KDunn@fairfieldct.org</u>>; Eric Chester < ericchester@fdclawoffice.com>

Subject: RE: HR Review Town Issued Credit Cards

Good Morning,

Of course anyone who needs an extension can have one. I put a deadline on the return of the information for Monday, thinking that it would not take much time. I have already received responses this am from those I sent last night. I plan on sending the rest o the questionnaires this am.

I have included Department Heads who may have signed on the reconciliation forms so they may be able to respond as to the business reason. HR has learned that the credit card policy and agreement signed by cardholders was not consistently followed with respect to providing sufficient information to easily identify the business purpose. Since January, 2023, HR, Finance and Purchasing have worked together to issue notice and revise the reporting requirements.

This investigation is a result of a complaint by a resident who in part is questioning credit card usage by Town employees. Under the code of conduct policy attached, such allegations must be investigated by HR. As indicated, I sent some of the questionnaires last evening and will finish sending the rest this morning. Once you see them, it may not take much time to respond. Again, the Department Head who signed the reconciliation may be able to help if s/he were there at the time or may know what the purchase is as a normal course of business. The Department Head will be copied on the questionnaire for that reason.

I very much appreciate your concerns and thank you for making me aware of them. This is not meant to cause undue stress. I understand that email can be misconstrued and I take responsibility for that.

Please call me if you have any questions or wish to discuss.

Best,

Cathleen

From: Tuttle, William < WTuttle@fairfieldct.org>

Sent: Thursday, June 15, 2023 8:06 AM

**To:** Simpson, Cathleen < <a href="mailto:CSimpson@fairfieldct.org">CSimpson@fairfieldct.org</a>; Fitzgerald, Jude < <a href="mailto:JFitzgerald@fairfieldct.org">JFitzgerald@fairfieldct.org</a>; Saxl, Concetta < <a href="mailto:CSaxl@fairfieldct.org">CSaxl@fairfieldct.org</a>; Kaczegowicz, Daniel < <a href="mailto:DKaczegowicz@fairfieldct.org">DKaczegowicz@fairfieldct.org</a>; Quiles,

Raymond < RQuiles@fairfieldct.org>

**Cc:** Courtemanche, Joanne < <u>JCourtemanche@fairfieldct.org</u>>; Schmitt, Jared < <u>JSchmitt@fairfieldct.org</u>>; McCarthy, Denis < <u>DMcCarthy@fairfieldct.org</u>>; Dunn, Kyran < <u>KDunn@fairfieldct.org</u>>; Eric Chester

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Raymond < RQuiles@fairfieldct.org>

Cc: Courtemanche, Joanne < <a href="mailto:JCourtemanche@fairfieldct.org">JCourtemanche@fairfieldct.org</a>; Schmitt, Jared < <a href="mailto:JSchmitt@fairfieldct.org">JSchmitt@fairfieldct.org</a>;

Subject: HR Review Town Issued Credit Cards

Importance: High

Good Afternoon,

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Please feel free to contact me with any questions or if you wish to discuss.

Sincerel	у,
----------	----

Cathleen

Cathleen H. Simpson

Human Resources Director Town of Fairfield Gultivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

From: Simpson, Cathleen

**Sent:** Thursday, June 15, 2023 4:33 PM

To: Tuttle, William; Fitzgerald, Jude; Saxl, Concetta; Kaczegowicz, Daniel; Quiles, Raymond

Cc: Courtemanche, Joanne; Schmitt, Jared; McCarthy, Denis; Dunn, Kyran; Eric Chester

**Subject:** RE: HR Review Town Issued Credit Cards

Hi Bill,

I have a history of that policy and MOU for cardholders which I can share with you. The MOU is akin to a acknowledgement of receipt of a policy. I will send that to you but I don't believe the recent notices issued in 2021 and 2023 were copied to union leadership.

If you have the time, could you give me a call to discuss at (203) 526-3332.

Thanks very much

Cathleen

From: Tuttle, William <WTuttle@fairfieldct.org>

Sent: Thursday, June 15, 2023 4:24 PM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>; Fitzgerald, Jude <JFitzgerald@fairfieldct.org>; Saxl, Concetta

<CSaxl@fairfieldct.org>; Kaczegowicz, Daniel <DKaczegowicz@fairfieldct.org>; Quiles, Raymond

<RQuiles@fairfieldct.org>

Cc: Courtemanche, Joanne <JCourtemanche@fairfieldct.org>; Schmitt, Jared <JSchmitt@fairfieldct.org>; McCarthy,

Denis <DMcCarthy@fairfieldct.org>; Dunn, Kyran <KDunn@fairfieldct.org>; Eric Chester

<ericchester@fdclawoffice.com>

Subject: RE: HR Review Town Issued Credit Cards

#### Good afternoon,

These MOUs signed by card holders do you know if these were ever given to the union as we are the sole bargainer for the members of the Local? I know this is the first I have seen them and I have been the President during the time in question but maybe they were signed before then and agreed upon?

Thanks I look forward to your reply, Bill

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Thursday, June 15, 2023 10:53 AM

To: Tuttle, William < WTuttle@fairfieldct.org>; Fitzgerald, Jude < JFitzgerald@fairfieldct.org>; Saxl, Concetta

< CSaxl@fairfieldct.org>; Kaczegowicz, Daniel < DKaczegowicz@fairfieldct.org>; Quiles, Raymond

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Denis < DMcCarthy@fairfieldct.org>; Dunn, Kyran < KDunn@fairfieldct.org>; Eric Chester

#### <ericchester@fdclawoffice.com>

Subject: RE: HR Review Town Issued Credit Cards

Here is the policy as referenced below. Please be assured there is no presumption of wrong doing or violation of the policy by HR. Please understand that we are required to investigate the allegations. Because not all of the submissions clearly identify the reason for the purchase, we need the clarification to demonstrate the purchases related to Town business. Again we have since rectified the reporting requirement to ensure that the business purpose is part of the reconciliation submission. Also, we are aware that the reconciliation reports from 2018-2022 were approved and accepted.

Again, any questions or if you wish to discuss, please do not hesitate to contact me.

From: Simpson, Cathleen

Sent: Thursday, June 15, 2023 10:32 AM

To: Tuttle, William <WTuttle@fairfieldct.org>; Fitzgerald, Jude <JFitzgerald@fairfieldct.org>; Saxl, Concetta

<CSaxl@fairfieldct.org>; Kaczegowicz, Darriel < DKaczegowicz@fairfieldct.org>, Quiles, Raymond

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<<u>CSaxl@fairfieldct.org</u>>; Kaczegowicz, Daniel <<u>DKaczegowicz@fairfieldct.org</u>>; Quiles, Raymond

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Sincerely,

# Cathleen

Cathleen H. Gimpson
Human Resources Director
Town of Fairfield
Sultivan Independence Hall
725 Old Post Road
Fairfield. CT 06824
(475) 350-6002

From:

Simpson, Cathleen

Sent:

Tuesday, June 20, 2023 1:51 PM

To:

Quiles, Raymond; Craig Manemeit

Cc:

Kalamaras, Robert; Broderick, Keith

Subject:

Follow up

Thank-you Ray for taking the time to discuss the credit card investigation scope with me today. As discussed, in no way does HR expect employees to recall purchases that may have been made several years ago or all of the ones that may be listed. I understand completely that some make purchases regularly, daily for many items such as light bulbs, ice, hardware, etc upon directives from a commanding officer. These items are for business reasons and are made regularly. Accordingly, it is acceptable for members to respond with general statements such as "items listed were made for business reasons in the normal course of business and/or at the direction and approval of the commanding officer".

I understand from our conversation that none of these purchases were made for personal reasons and were for legitimate business reasons. I further acknowledge from our conversation the business necessity to allow credit card purchases to meet the critical operational needs of a 24/7 public safety operation.

I hope this helps to further clarify the scope of this inquiry. Again my apologies for the manner in how I approached it initially and hope this eases understandable concern for your members. I appreciate your assistance with this and your excellent leadership as Union President for your members.

Best,

Cathleen

Cathleon M. Simpson

Human Resources Director

Town of Fairfield

Sullivan Independence Hall

725 Old Post Road

Fairfield, CT06824

(475) 350-6002

From:

Simpson, Cathleen

Sent:

Tuesday, June 27, 2023 9:54 AM

To:

Hurley, William

Cc:

Ritchey, Peter; Courtemanche, Joanne; Schmitt, Jared; Saxl, Concetta

Subject: Attachments: RE: HR Review John Chizmadia Code of Conduct Policy.pdf

Hi Bill,

Because of the Code of Conduct policy (attached), HR must investigate allegations of misuse. The complainant in this case after a review of credit card statements resulting from a FOA request, pointed to this employee's purchase of over the counter cold and allergy medications, cough drops, etc. It was clearly was not an intent to defraud the public but it does violate the Senior Internal Auditor's policy. Now that it has come to light, we need to ensure the policies and protocols are strictly adhered to.

Over the counter medication for personal use to avoid sickness or be able to function at a job is not prohibited. It's something however that should not be subsidized by the Town for the reasons cited below. Please let this employee know that this is not to single him out or fail to appreciate his work ethic. We are going to reiterate the policy at the next Department Head meeting, including training from Finance, Purchasing and HR as apparently not all Department Heads and/or credit card holders were given sufficient notice and/or training. We also plan on having separate training sessions for employees who are credit card holders.

Thanks for the explanation and understanding.

Best,

Cathleen

From: Hurley, William <WHurley@fairfieldct.org>

Sent: Sunday, June 25, 2023 9:50 PM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>

Cc: Ritchey, Peter < PRitchey@fairfieldct.org>; Courtemanche, Joanne < JCourtemanche@fairfieldct.org>; Schmitt, Jared

<JSchmitt@fairfieldct.org>

Subject: Re: HR Review John Chizmadia

Understood. A few of us used zicam and found it effective if used immediately. Since we have only one other person with credit card John C I will notify him of the rules and concerns. Thanks, we were just trying to reduce sick time since we have been real busy for a few years. Thanks again. Bill

On Jun 21, 2023, at 1:09 PM, Simpson, Cathleen < CSimpson@fairfieldct.org > wrote:

Sorry Bill. I forgot to add one other issue is the concern that if we are allowing this employee to buy allergy, cold, cough OTC medication for himself then other employees may request the same

entitlement creating a greater risk of liability as described below as it would involve more employees and it would become cost prohibitive.

Again, I know the intent was well meaning so this is not to criticize but to explain why it could be a problem going forward.

Best,

Cathleen

From: Simpson, Cathleen

**Sent:** Wednesday, June 21, 2023 12:50 PM **To:** Hurley, William < <u>WHurley@fairfieldct.org</u>>

Cc: Ritchey, Peter < PRitchey@fairfieldct.org>; Courtemanche, Joanne < JCourtemanche@fairfieldct.org>;

Schmitt, Jared < JSchmitt@fairfieldct.org > Subject: RE: HR Review John Chizmadia

Hi Bill,

Thank you for your prompt response! I appreciate you doing so and sorry to interrupt your vacation. I am hoping you are taking time to relax.

I completely understand the good intention, but there are issues with the OTC medication in terms of the Credit Card Holder policy and risk management.

Credit Card Holder Policy

WB Mason sells sun screen (including sunscreen towelettes) as well as first aid supplies including alcohol cleansing pads and OSHA compliant first aid kits so these items should not be purchased using a town issued credit card (see links below) for several reasons including avoiding CT sales tax and the use of the credit card is not intended to replace effective procurement practices. Notably, the Credit Card Holder Policy prohibits use for purchases that are personal in nature, including pharmaceuticals. I note there are purchases in addition to allergy/cold medication for cough medicine, cough drops and for a child's Zicam. The Town's first aid kit located at Sullivan Hall includes low dose aspirin and Tylenol but not Zicam or other allergy/cold remedies. Over the counter (OTC) medications are not required by OSHA.

#### Risk Management

We only are required to provide items in first aid kits required by OSHA. Occupational Health and Safety Administration regulations don't prohibit OTC medications, and while American National Standard Institute minimum requirements for workplace first-aid kits and supplies don't include OTC medications, analgesics are included in a list of optional items. Despite this, the Town must think twice before supplying OTC medications. Good intentions may unintentionally expose the Town to potential liability.

Regardless of the fact that OTC medication is readily available on the retail market, it's still powerful medication and can have unintended side effects. Because everyone's physiology is different, some may be allergic to certain OTC medications, some may suffer a degree of lethargy despite the absence of ingredients that commonly cause drowsiness and some may get

sicker after taking OTC medications than they were before. It's possible that supplying OTC medications can lead to workplace accidents or make it unwise for an employee to drive home the end of the day.

Because this employee purchases Zicam on a regular basis with the Town issued credit card. I looked up the potential side effects. Zicam sinus relief has the following side effects:

- 1. severe burning or stinging in the nose after using the nasal spray;
- 2. chest pain, fast or uneven heart rate; or
- 3. severe headache, buzzing in the ears, anxiety, confusion, or feeling short of breath.

Signs of a Zicam Cold Remedy allergy include:

- 1. Hives
- 2. Shortness of breath
- 3. Swelling of the throat, lips, or face
- 4. Wheezing
- 5. Runny nose
- 6. Itchy, watery eyes

Anaphylaxis is a rare but life-threatening allergic reaction. Signs of anaphylaxis include:

- 1. Closing of the airways and throat
- 2. Nausea
- 3. Abdominal pain
- 4. Vomiting
- 5. Diarrhea
- 6. Dizziness or lightheadedness
- 7. Weak or rapid heart rate
- 8. Low blood pressure
- 9. Seizures
- 10. Passing out

It's also important to consider potential legal liability. First, supplying any type of OTC medication may seem to an employee as if you're expecting the employee to take medication to keep the employee working or to prevent the employee from leaving work because the employee is in pain or feeling ill. It's possible this could at some point become the basis of a liability. Another thing to consider is the Town could face potential legal actions if an employee gets sicker or has a reaction after taking OTC medication supplied by your Department.

## Going Forward

I would recommend issuing notice to your credit card holders that purchasing first aid items and sun-screen are not permitted under the Card Holder Policy. Such purchases should be made through WB Mason or they can take what they need from the Town first aid kit located in Sullivan Hall. Purchases of OTC pharmaceuticals other than what it provided by the Town's first aid kit are not authorized as they are considered personal in nature. Staff should also be advised that no one should be taking any substance, including OTC medication, that makes them unfit for duty, such as causing drowsiness.

I hope this explanation helps and thank you again for your prompt response, particularly as being away from the office.

From: Hurley, William < WHurley@fairfieldct.org>

Sent: Wednesday, June 21, 2023 8:50 AM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Subject: Re: HR Review John Chizmadia

Although on the surface these could be considered marginal or for personal use they are not. Many items are related to field work, alcohol squares are for tick bites, suntan lotion, poisonous ivy lotion etc. some pharmaceuticals are for entire office that aren't covered by Town wide first aid kit. snow shovel was approved by me, as crew shoveled out 4 Town cars. In almost all cases john notified me before or immediately after such purchases. Thanks Bill

On Jun 20, 2023, at 1:39 PM, Simpson, Cathleen < CSimpson@fairfieldct.org > wrote:

Hi Bill,

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase due to lack of training and/or sufficient notice, we are seeking that information from those prior submissions that may be unclear. We recognize that the Finance Department approved these purchases. Accordingly, there is no presumption that of misconduct; however, we are seeking more detail from Town credit card holders for our report and to ensure proper purchases were made.

As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason. As the one who prepares the reconciliation reports for this department, could you kindly identify the business purpose for the items listed below. I have attached back up as well to assist you with this request. If these purchases were personal, then we will follow up with this employee and his union representative.

- 1. 12/14/20 ZCM Cold remedy \$12.79 CVS
- 2. 6/17/21 Walgreens \$14.99 cold remedy \$14.99
- 3. 12/14/20 \$40.78 Staples
- 4. 12/21/20 combination snow shovel Home Depot \$12.98
- 5. 7/11/22 BJ's receipt \$32.96-nothing is itemized
- 6. 6/28/22Walgreens: Alcohol squares, Tylenol, Ricola, FSA, Coppertone \$31.41

You are not required to provide detailed responses. For instance responses such as "meeting", "training", "office supplies", "subscription related to Town business" suffice.

This employee seems to have a pattern of charging pharmaceutical items such as allergy/cold medication, cough drops and Coppertone.

Please do not hesitate if you have any questions or need further clarification. Thank you for your assistance with this matter. I note you are out of the office until 6/23 so we can follow up upon your return.

Cathleen H. Gimpson Human Resources Director Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

<br/><br/>back up Engineering.pdf>



# TOWN OF FAIRFIELD STANDARDS OF CONDUCT MUNICIPAL FRAUD POLICIES AND PROCEDURES

Public service is a public trust, and the proper operation of the Town of Fairfield requires that all Town officials and employees, whether elected or appointed, paid or unpaid, be impartial and responsible to the public. Public office and employment must not be used for unfair personal or financial advantage. The public needs and deserves to have confidence in the integrity of the municipal government of our Town.

Officers and employees of the Town of Fairfield must refrain from personal, business, and financial activities that adversely affect the individual's fidelity and impartiality, having regards for the nature and scope of their official responsibilities

#### STANDARDS OF CONDUCT

The Town of Fairfield official STANDARDS OF CONDUCT is described in detail in the TOWN CHARTER -ARTICLE XI, sections 11.1 thru 11.5 (copy attached).

## MUNICIPAL FRAUD POLICIES AND PROCEDURES

The Town of Fairfield is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town of Fairfield to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, pursue legal remedies available under the law.

This Municipal Fraud Policy was created to:

- Establish policies and procedures for clarifying acts that are considered to be fraudulent, describing steps to be taken when fraud or other related dishonest activities are suspected.
- Providing procedures to follow in accounting for missing funds, restitution and recoveries.
- To strengthen the public's confidence in the integrity of Town employees by establishing a formal process for reporting, investigating, and resolving cases of fraud and abuse.
- To raise awareness of Town officials/employees to the integrity-related issues by initiating integrity-related programs and policies throughout Town Department's.

 To provide guidance and assistance to Town Department Heads concerning recommendations for specific integrity related issues that emphasize prevention, detection and correction of fraud, corruption and abuse within their departments.

## Definition of terms:

**FRAUD** is understood to mean a dishonest and deliberate course of action which results in the obtaining of money, property or an advantage to which the recipient would not normally be entitled to. This may include:

- · Theft, misuse, or diversion of money, equipment and/or materials
  - Claim for reimbursement of expenses that are not job-related or authorized by the current bargaining agreement.
  - Forgery or unauthorized alterations of documents (checks, purchase orders/requisitions, time sheets, independent contractor agreements, budgets, etc.
  - Misappropriation of Town assets (funds, securities, supplies, furniture, equipment, etc.).
  - o Improprieties in the handling or reporting of money transactions.
  - Authorizing or receiving payments for goods not received or services not performed.
  - Computer related activities involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
- Worker's Compensation Fraud
- Misrepresentation of information on documents
- Intentional failure to report damage
- Intentional failure to provide product or services that are part of your job
- Intentional misrepresentation of the Towns or governmental policies
- Payroll falsification (theft of time)
- Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud

**ABUSE** entails the exploitation of "loopholes: to the limits of the law, primarily for personal advantage.

**EMPLOYEE**- in this context, employee refers to any individual or group of individuals who receive compensation, either full or part time, from the Town of Fairfield. The term also includes any volunteer who provides services to the Town through an arrangement with the Town or a Town organization.

**MANAGEMENT-** In this context, management refers to any administrator, manager, direct, supervisor, or other individual who manages or supervises funds or other resources, including human resources.

**POLICE CHIEF AND DIRECTOR OF HUMAN RESOURCES** – in this context, Police Chief and Director of Human Resources refers to the persons who shall investigate credible claims of fraud.

**EXTERNAL AUDITOR** – in this context, External Auditor refers to independent audit professionals who perform annual audits of the Town's financial statements.

#### GENERAL POLICY

- A. It is the Towns intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the Town of any party who might be or become involved in or becomes the subject of such investigation.
- B. Each department of the Town is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- C. The Director of Human Resources, in conjunction with the Town Attorney, the First Selectman, the Chief of Police and, if needed, the Chief Fiscal Officer, have the primary responsibility for the investigation of all activity as defined in this policy.
- D. Throughout the investigation, the Director of Human Resources will inform the Town Chief Fiscal Officer of pertinent investigative findings in relation to financial fraud or misconduct
- E. Employees will be granted whistle-blower protection when acting in accordance with this policy, When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
  - a. Dismiss or threaten to dismiss the employee
  - **b.** Discipline, suspend, or threaten to discipline or suspend the employee
  - c. Impose any penalty upon the employee
  - d. Intimidate or coerce the employee

Violations of the whistle-blower protection will result in discipline up to and including dismissal.

- F. Upon conclusion of the investigation, the results will be reported to the First Selectman and the Board of Selectman.
- G. The Director of Human Resources, following review of investigation results, shall take the appropriate action regarding employee misconduct. Disciplinary action can include termination, and referral of the case to the State's Attorney for possible prosecution.
- H. The Town will pursue every reasonable effort, including court ordered restitution, to obtain recovery of Town losses from the offender, or other appropriate sources.

#### **PROCEDURES**

## A. First Selectmen Responsibilities

- a. If the First Selectman has reason to suspect a fraud has occurred, he/she shall immediately contact the Town Attorney, Chief of Police, Director of Human Resources or the Town Chief Fiscal Officer.
- **b.** The alleged fraud or audit investigation shall not be discussed with the media by any person other than the First Selectman, Police Chief or his designee, the Town Attorney or Director of Human Resources.

## B. Management Responsibilities

- a. Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in the area of responsibility.
- **b.** Each manager should be familiar with the types of improprieties that might occur in his/her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence in his/her area.
- c. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- d. If management determines a suspected activity many involve fraud or related dishonest activity, they should contact their immediate supervisor (or contact the Town Attorney, First Selectman or Director of human Resources if supervisor is involved).
- e. Department Heads should inform the First Selectman immediately upon learning of a credible allegation of fraud (or contact the Town Attorney, Chief of Police or Director of Human Resources if the First Selectman is implicated).
- f. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
- g. Management should support the Town's responsibilities and cooperate fully with the Director of Human Resources, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- h. Management must give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computer, are open to inspection at any time. There is no assumption of privacy.
- In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should not:
  - 1. Make unfounded accusations

- ii. Alert suspected individuals that an investigation is underway
- iii. Treat employees unfairly
- iv. Make statements that could lead to claims of false accusations or other offenses
- j. In handling dishonest or fraudulent activities, management has the responsibility to:
  - i. Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
  - il. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
  - 111. Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the First Selectman, Town Chief Fiscal Officer, Director of Human Resources, Town Attorney or law enforcement personnel.
  - iv. Direct all inquiries from the suspected individual, or his/her representative, to the Town Attorney. All inquiries by any attorney of the suspected individual should be direct to the Town Attorney. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the First Selectman, Police Chief or his designee, the Town Attorney and the Director of Human Resources.
  - v. Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Director of Human Resources and the Town Attorney, in conformance with the Town' Personnel Policies and Procedures or the appropriate bargaining document.

## C. Employee Responsibilities

- a. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
- b. When the employed believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management or contact the Town Attorney, the Town Chief Fiscal Officer or Director of Human Resources.
- c. The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Director of Human Resources or law enforcement personnel.

## D. Director of Human Resources responsibilities

- a. Upon request of any town employee, the Director of Human Resources will promptly investigate allegations of fraud and notify either the Town Attorney or Police Chief, and in case of financial fraud, the Chief Fiscal Officer.
- **b.** In all circumstance where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Director, in consultation with the Town Attorney, shall contact the Town of Fairfield Police Department.
- c. The Director shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- d. If evidence is uncovered showing possible dishonest or fraudulent activities, the Director of Human Resources will proceed as follows:
  - i. Discuss the finding with the appropriate management/supervisor and the Department Head.
  - ii. Advise management, if the case involves staff members, to meet with the Directors of Human Resources (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
  - iii. Report to the External Auditor such activities in order to assess the effect if the illegal activity on the Town's financial statements.
  - iv. Coordinate with the Town's Risk Management insurer regarding notification to insurers and filing of insurance claims.
  - v. Tale immediate action, in consultation with the Town Attorney and Chief Fiscal Officer, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but not limited to:
    - 1. Removing the record and placing them in a secure location, or limiting access to the location where the records currently exist.
    - 2. Preventing the individual suspected of committing the fraud from having access to the records.
- e. In consultation with the Town Attorney and the Town of Fairfield Police Department, the Director may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- f. If the Director is contacted by the media regarding an alleged fraud or audit investigation, the Director will consult with the First Selectman and the Town Attorney, as appropriate, before responding to a media request for information or interview.
- g. At the conclusion of the investigation, the Director will document the results in a confidential memorandum report to the First Selectman, the Town Attorney, and in cases of financial fraud to the Chief Fiscal Officer. If the report concludes that the allegations

are founded, the report will be forwarded to the Town of Fairfield Police Department.

- h. Unless exceptional circumstances exist, a person under investigation for fraud shall be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom the allegations are being made may submit a written explanation to the Director of Human Resources no later than seven (7) calendar days after notice is sent.
- The Director of Human Resources will be required to make recommendations to the appropriate department for assistant in the prevention of further similar occurrences.
- J. Upon completion of the investigation, including all legal and personnel actions, all records, document, and other evidentiary material, obtained from the department under investigation will be returned by the Director to that department.

#### **EXCEPTIONS**

There are no exceptions to this policy unless provided and approved by the First Selectman and the Town Attorney.

Brenda Kupchick, First Selectman

November 25, 2019

From:

Miller, Paul

Sent:

Wednesday, June 14, 2023 5:29 PM

To:

Simpson, Cathleen

Subject:

RE: HR Review

Hi Cathleen, Galls is an on line uniform supply shop. We frequently purchase starter uniform items for new Animal Control Officers in this case green pants and a tan shirt, and then have patches and a badge sewn on the shirt. The wait time for uniform delivery from our regular uniform supplier New England Uniform is at least 6 months. So this is to give the new employee at least something to wear until the regular order is filled by New England.

The Rite Aide surge protector is just that. At that time Craig Kimball after doing work at the shelter and strongly advised that a new surge protector for a shelter computer was needed. Closest store to the shelter was Rite Aide. I think because I used my own Rite Aide card to try and get a sale price that kids cents .17 (some type of unwanted donation) was anchored to my purchases using my card. I know in the past I discontinued the kids cents because I did not know it was anchored to my Rite Aide discount card for every purchase.

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

**Sent:** Wednesday, June 14, 2023 4:54 PM **To:** Miller, Paul <PMiller@fairfieldct.org>

Cc: Saxl, Concetta < CSaxl@fairfieldct.org>; Kalamaras, Robert < RKalamaras@fairfieldct.org>

Subject: RE: HR Review

I sent this too quickly. See the attached back up and the deadline if June 19<sup>th</sup>, close of business. Sorry for any confusion.

From: Simpson, Cathleen

**Sent:** Wednesday, June 14, 2023 4:46 PM **To:** Miller, Paul < <u>PMiller@fairfieldct.org</u>>

Cc: Saxl, Concetta < CSaxl@fairfieldct.org>; Kalamaras, Robert < RKalamaras@fairfieldct.org>

Subject: HR Review

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card users records for the years 2018-2022. For each of the charges listed below, could you kindly identify how the purchase relates to town business and the nature of the town business.

- 7/9/22 Galls' women's pant and short sleeve \$168.02
- 6/26/22 Rite Aide surge protector Kidcents contribution \$21.00

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representatives so they are aware and may assist you if you so choose with responding to this request.

Cathleen H. Simpson Human Resources Divector Town of Fairfield Gullivan Independence Stall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 4:54 PM

To:

Miller, Paul

Cc:

Saxl, Concetta; Kalamaras, Robert

Subject:

RE: HR Review

**Attachments:** 

Paul Miller Back Up.pdf

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**Sent:** Wednesday, June 14, 2023 4:46 PM **To:** Miller, Paul <PMiller@fairfieldct.org>

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Cathleen II. Simpson Human Resources Director Town of Fairfield Gullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

# TOWN OF FAIRFIELD AMERICAN EXPRESS

### **RECONCILIATION VOUCHER**

DEPT. OR NAME:	FAIRFIELD ANIMAL CONTROL		
DATE:	13-Jul-22		

ACCOUNT	AMOUNT
01004050-56120	\$168.02
Galls	
01004050-54370	\$40.49
Hemlock Hardware	
01004050-54370	\$20.98
Hemlock Hardware	
01004050-56140	\$21.00
Rite Aid	
01004050-56140	\$83.31
Stop & Shop	
	30
4	

**TOTAL** 

\$333.80

APPROVED FOR PAYMENT BY: 1.

AMEX CORP PURCHASING CARDMEMBER REPORT ATTACHED DATE OF AMEX REPORT:



# Corporate Purchasing Cardmember Report

### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For PAUL MILLER TOWN OF FAIRFIELD

Account Number XXXX-XXXXX4-82002

Closing Date 07/13/22

Page 1 of 2

Previous Balance \$ New Charges \$ Other Debits \$ Payments \$ Other Credits \$ Due \$ Do Not Pay

325.56 333.80 0.00 325.56 0.00 333.80 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at <a href="https://www.americanexpress.com/checkyourbillor.ca/l">www.americanexpress.com/checkyourbillor</a> call Customer Service at 1-800-492-4920.

Card Nu	ımber XXXX-XXXXX4-82002		Reference Code	Amount \$
06/23/22	CORPORATE REMITTANCE RECEIVED	06/23		-325.56
07/09/22	GALLS LEXINGTON REF# 18849664476 859-266-7227 WOMENSSTRYKE PANT WOMENSDEPUTY DELUXE SS SH ROC NUMBER 188496644763 TAX	KY 07/08/22 \$10.04	18849664476	168.02
07/09/22	HEMLOCK HARDWARE 000 FAIRFIELD REF# 1079981611 2032551771	CT 07/08/22	10799816110	40.49
07/10/22	HEMLOCK HARDWARE 000 FAIRFIELD REF# 1093930790 2032551771	CT 07/09/22	10939307900	20.98
06/27/22	RITE AID 10386 1038 FAIRFIELD REF# 00000535914 717-975-5881 PRESCRIPTIONS/SUNDR ROC NUMBER 000005359141	CT 06/26/22	00000535914	21.00
07/10/22	STOP & SHOP #650 FAIRFIELD REF# 841936 GROCERY STORE ROC NUMBER 841936 TAX	CT 07/10/22 \$4.97	84193600000	83.31
Total for	PAUL MILLER		New Charges/Other Debits Payments/Other Credits	333.80 -325.56

Do not staple or use paper clips **Payment Coupon** 

Account Number Enter 15 digit account 3787-356804-82002 number on all payments.

PAUL MILLER TOWN OF FAIRFIELD 725 OLD POST RD. FAIRFIELD

CT 06824

See reverse side for instructions on how to update your address, phone number, or email.

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

**Authorizations for Electronic Payments:** By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



Manage your Card account online at: www.americanexpress.com /checkyourbill



For all further inquiries, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-492-4920.

International Collect: 1-336-393-1111.

Hearing Impaired Services: Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements: 1-800-492-4920.



Customer Service P.O. Box 53611 Phoenix, AZ 85072-3611

### Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.

### Wikman, Sandra

From:

Miller, Paul

Sent:

Thursday, July 7, 2022 1:22 PM

To:

Wikman, Sandra

**Subject:** 

Fwd: Galls Order Confirmation

Sent from my iPhone

Begin forwarded message:

From: Galls <donotreply@galls.com>
Date: July 7, 2022 at 12:26:10 PM EDT
To: "Miller, Paul" <PMiller@fairfieldct.org>

**Subject: Galls Order Confirmation** 



**CATEGORIES** 

BRANDS

**CLOTHING** 

**FOOTWEAR** 

**EQUIPMENT** 

**CLEARANCE** 

Hi PAUL MILLER,

ORDER INFORMATION

Thank you for shopping at Galls. This is a summary of your order.

We are currently experiencing COVID-related shipping delays up to 7 days out of our Lexington Distribution Center. We're making investments in additional staff and working with FedEx to get back to normal lead times.

**Order Number:** 21142615 **Order Date:** 07/07/2022

Payments:

Credit Card #: \*\*\*\*\*\*\*\*\*2002

Ship To:

PAUL MILLER 211 RICHARD WHITE WAY FAIRFIELD, CT 06824

Customer PO#: Paul Miller

### **Order Status**

You can check your order status anytime by signing in to your Galls account or by clicking <u>here</u>. If you have any questions or concerns, <u>email us</u> or call us toll-free at 866.673.7643.

### **Order Summary**

Item No.	Description	Ordered	Item Price	Total Price
TR980 TDGN 08 REG	5.11 Tactical Women's Stryke Pants COLOR: TDU GREEN SIZE: 08 LENGTH: Regular = 31.5 Estimated ship date 07/08/2022 Fulfillment Location: LEX - Galls Lexington - Corporate	1	82.00	82.00
ZF882 STN MD	Horace Small Deputy Deluxe Women's Short Sleeve Shirt COLOR: SILVER TAN SIZE: Medium Estimated ship date 07/08/2022 Fulfillment Location: LEX - Galls Lexington - Corporate	1	70.99	70.99

Standard Shipping: 4.99 Sales Tax: 10.04 Order Total: 168.02

152.99

Merchandise Total:

Your order may ship in various intervals. If an item is on backorder your credit card is not charged until the item ships. Your credit card statement will show this purchase from GALLS, If items have shipped from our suppliers, we may not be able to process cancelation requests.

### **Order Status**

You can check your order status anytime by signing in to your Galls account or by clicking here. If you have any questions or concerns, email us or call us toll-free at 866.673.7643.

### **Recommendations Just for You**

Below are some popular products for you based on your past selections. If you need help completing another purchase, let us know. Call, click or visit us.



Salomon Quest 4D GTX Forces 2 Waterproof Tactical



Uncle Mike's Standard Nylon Belt Clip Key Ring Holder



BigEasy GLO Easy Wedge Kit



Danner Tachyon 8" GTX Boot



Store #10386 1619 POST ROAD FAIRFIELD, CT 06824 (203) 259-2353

Register #4 Transaction #966162 Cashi er #103863576 6/26/22 3:24PM

Rite Aid Rewards Member Account#: 95XXXXXX8251 1 SURGE PROTECTOR 800J 19 1 KIDCENTS CONTRIBUTION 19.59 T .17

2 Items

Subtotal

\$19.59 \$1.24

Tax KidCents

\$.17

\*AMEX SALE\* Total

\$21.00

AMEX card \* #XXXXXXXXXXXXXXXXX2002 App #AA APPROVAL AUTO Ref # 825272 Entry Method: Chip

Application Label: AMERICAN EXPRESS

AID: A000000025010801 TVR: 0800008000

TSI: E800

AC: 7A08083BE3D83BC6 ARC: 00

Tendered \$21.00 Cash Change \$.00

BonusCash Balancex: Rewards Points Total:

\$0.00

# Welcome to Rite Aid Rewards!

Members, login or create your digital account at RiteAid.com/rewards to convert your points into Bonus Cash. Not a Member? Sign up and create your digital account at RiteAid.com/rewards and start earning points!

# Rite Aid Rewards Status:

Active

THANK YOU FOR SHOPPING AT Rite Aid You were served by SHANA today.



# TOWN OF FAIRFIELD AMERICAN EXPRESS

### **RECONCILIATION VOUCHER**

DEPT. OR NAME:	FAIRFIELD ANIMAL CONTROL		
DATE:	13-Jan-19	36	

AMOUNT
\$130.00
\$149.99
<b>#20.00</b>
\$38.26
\$64.55
16

TOTAL

\$382.80

APPROVED FOR PAYMENT BY: Q. Kalann \*104

AMEX CORP PURCHASING CARDMEMBER REPORT ATTACHED DATE OF AMEX REPORT:



# Corporate Purchasing Cardmember Report

### Sign-up For Online **Statements**

www.americanexpress.com/checkyourbill

Prepared For PAUL MILLER TOWN OF FAIRFIELD

Account Number XXXX-XXXXX4-82002

Closing Date 01/13/19

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
0.00	382.80	0.00	0.00	0.00	382.80 For important information regarding your account
			(4)		refer to page 2.

### See Page 3 for an important change to the Late Fee assessment.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920.

Card Nu	ımber XXXX-XXXXX4-82002		Reference Code	Amount \$
12/19/18	ABELLOS DELI 6500000 FAIRFIELD REF# 10156320181 2032929687	CT 12/19/18	10156320181	130.00
12/28/18	BASS PRO STORE BRIDG BRIDGEPORT REF# 38597126 203-362-4200 SPORTING GOODS/APPA ROC NUMBER 38597126	CT 12/27/18	38597126000	149.99
01/03/19	HEMLOCK HARDWARE 000 FAIRFIELD REF# 2065794383 2032551771	CT 01/02/19	20657943830	38.26
12/18/18	STOP & SHOP #650 FAIRFIELD REF# 862235 GROCERY STORE	CT 12/18/18	86223500000	64.55
Total for	PAUL MILLER		New Charges/Other Debits Payments/Other Credits	382.80 0.00

Do not staple or use paper clips Payment Coupon

Account Number Enter 15 digit account number on all payments.

PAUL MILLER TOWN OF FAIRFIELD 725 OLD POST RD. FAIRFIELD

CT 06824

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Closing Date

01/13/19

Prepared For PAUL MILLER TOWN OF FAIRFIELD

### Notice of Important Changes to Your Account Terms

We are making changes summarized below to your account terms, which are contained in the American Express Card Member Agreement ("Agreement") governing your Account referenced in this notice. We encourage you to read this notice, share it and file it for future reference. If you have any questions about this change, please call the number on the back of your Card.

	Summary of Changes
Late Fee	Starting with billing periods beginning January 1, 2019, if you do not pay the required payment by the Next Closing Date, we will charge a late fee.
	Previously, you had to make the required payment within 15 days after the Next Closing Date to avoid the late fee.

### Detail of Changes to Your Card Member Agreement

This notice amends the Card Member Agreement (the "Agreement") as described below effective February 1, 2019. We have the right to amend as described in the Agreement. Any terms in the Agreement conflicting with this change are replaced fully and completely. Terms not changed by this notice remain in full force and effect.

The current clause of the Agreement regarding Late Fees is replaced in its entirety with the following clause:

"Late Fees. We will provide a billing statement to you at the end of each statement billing period (intervals of approximately one month). Each billing statement will identify a "Closing Date" which is the cutoff date we determine for including Charges and payments for that statement billing period. "Next Closing Date" with respect to any billing statement means the Closing Date of the billing statement that immediately follows such billing statement. If Charges on a billing statement remain unpaid, we may assess a late fee. The amount of the late fee depends on the length of time your account has remained unpaid and the billing address that we have on file for you. Late fees will accrue as follows, unless prohibited by applicable state law: (a) if there are any amounts totaling more than \$50.00, in the aggregate, that were incurred during a statement billing period and that have not been paid and credited to your account by the Next Closing Date, a late fee of \$39.00 may be charged; (b) if there are any amounts totaling more than \$50.00, in the aggregate, that were incurred during a statement billing period and that have not been paid and credited to your account by the following Next Closing Date, a late fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period may be charged; and (c) if payment of the total amount due is not credited to the account by successive Next Closing Dates, Amex may assess a fee equal to the greater of \$39.00 or 2.99% of all amounts not credited for at least one statement billing period. For purposes of calculating late fees, we will disregard amounts owed for any annual Corporate Card fee. Late fees will not exceed the maximum allowed by law."

This change will not apply to accounts: (1) if the late fee is not permitted by law or (2) if your company has a specific agreement with American Express that is contrary to the change. Except for the change noted above, all terms and conditions of your Agreement remain in effect.



1160 KINGS HWY CUTOFF FAIRFIELD, CT 06824

Store Telephone: (203) 254-8478 Pharmacy Telephone: (203) 254-8538 Store #650 12/18/18 01:10pm

12.99 F

5.99 F

15.99 F

2.50 F

1.80-F

8.99

7.00-F

START SCAN IT ORDER BAKE SHOP

CKI ASST HLDY

CHEESE SHOP

HRML PARTY TRAY
BONUS BUY SAVINGS

PRICE YOU PAY

DAIRY 1 @ 2/5.00

GROCERY FR RIN SWT&TS24Z

RINALDI SPAG SC 1.69 F
FR RIN SWISISZ4Z 1.69 F
FR RIN SWISISZ4Z 1.69 F
CHNT CRYSTAL PL 2.99 I
BONUS BUY SAVINGS 0.49-T

PRICE YOU PAY 2,50
CHNT CRYSTAL PL 2,99 T
BONUS BUY SAVINGS
PRICE YOU PAY 2,50

SB MINI MALLOWS 0.99 F

CP ANGUS MTBALL 7.79 F
BONUS BUY SAVINGS 1.80-F
PRICE YOU PAY 5.99
CP ANGUS MTBALL 7.79 F

PRICE YOU PAY

CP ANGUS MIBALL

PROMISS BUY SAVINGS

1.80-F

5-99

PRICE YOU PAY 5.99

SWEET POTATOES 4.73 F

Total After Savines 64.23
TAX 0.32
\*\*\*\*\* BALANCE 64.55

CHIP Purchase Card: \*\*\*\*\*\*\*\*\*\*\*\*2002 Payment Amt: \$64.55 BALANCE: \$

ATTI. ANNONNOSENTARAT



203-362-4200 All Firearm, Ammo, Gun Powder and Fishing Line Sales Are Final.

#### SALE TRANSACTION

\$149.99

M-50 Camera

## PAYMENT CARD PURCHASE TRANSACTION CUSTOMER COPY

OMEX	****	****2002
Type Chip Read	Auth Code:	845309
TC: 9739E87A83E4E5E2	ARC:	00
HID: A000000025010801	PAN Seq:	
TVR= 0000008000	TSI:	E800
TAD 0648010360A002		
MID ******58880	TID:	6427
TOTAL PURCHASE		\$149.99

### **HOLIDAY PARTY**

### ANIMAL CONTROL

# WEDNESDAY, DECEMBER 19, 2018

DELI PLATTER FOR 12 PEOPLE	
2# POTATO SALAD	
2# MACARONI SALAD	
2# PASTA SALAD	
1 MEDIUM CHICKEN SALAD	
ASSORTED ROLLS AND BREADS	

TOTAL: \$130.00

**ABELLO'S DELI and CATERING** 

740 FAIRFIELD BEACH ROAD

FAIRFIELD, CT. 06824

THANK YOU!!!

### ABELLOS DELI 740 FAIRFIELD BEACH RD FAIRFIELD CT 06824 203-292-9687

Terminal ID: *****919	***
12/19/18	1:45 PI
SERVER #:	
AMERICAN EXPRESS - INSER AID: A000000025010801 ACCT #: - **********************************	Т
	# 3 <b>560</b>
AMOUNT	\$130.00
TIP \$	
TOTAL	

APPROVED

ARQC - 3D94373381D84EB9

CUSTOMER COPY

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 11:52 AM

To: Subject: Miller, Paul RE: HR Review

Good Morning,

Thank you again for your quick response.

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice. My understanding is your Department has been utilizing the updated reconciliation forms which is very helpful.

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. I hope I did not cause any undue stress or worry.

Best,

#### Cathleen

From: Simpson, Cathleen

**Sent:** Wednesday, June 14, 2023 5:30 PM **To:** Miller, Paul <PMiller@fairfieldct.org>

Subject: RE: HR Review

Thank you very much for your prompt response. This is very helpful.

From: Miller, Paul < <a href="Miller@fairfieldct.org">PMiller@fairfieldct.org</a> Sent: Wednesday, June 14, 2023 5:29 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Subject: RE: HR Review

Hi Cathleen, Galls is an on line uniform supply shop. We frequently purchase starter uniform items for new Animal Control Officers in this case green pants and a tan shirt, and then have patches and a badge sewn on the shirt. The wait time for uniform delivery from our regular uniform supplier New England Uniform is at least 6 months. So this is to give the new employee at least something to wear until the regular order is filled by New England.

The Rite Aide surge protector is just that. At that time Craig Kimball after doing work at the shelter and strongly advised that a new surge protector for a shelter computer was needed. Closest store to the shelter was Rite Aide. I think because I used my own Rite Aide card to try and get a sale price that kids cents .17 (some type of unwanted donation) was anchored to my purchases using my card. I know in the past I discontinued the kids cents because I did not know it was anchored to my Rite Aide discount card for every purchase.

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Wednesday, June 14, 2023 4:54 PM To: Miller, Paul < PMiller@fairfieldct.org>

Cc: Saxl, Concetta <CSaxl@fairfieldct.org>; Kalamaras, Robert <RKalamaras@fairfieldct.org>

Subject: RE: HR Review

I sent this too quickly. See the attached back up and the deadline if June 19<sup>th</sup>, close of business. Sorry for any confusion.

From: Simpson, Cathleen

**Sent:** Wednesday, June 14, 2023 4:46 PM **To:** Miller, Paul < PMiller@fairfieldct.org>

Cc: Saxl, Concetta < CSaxl@fairfieldct.org >; Kalamaras, Robert < RKalamaras@fairfieldct.org >

Subject: HR Review

### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card users records for the years 2018-2022. For each of the charges listed below, could you kindly identify how the purchase relates to town business and the nature of the town business.

- 7/9/22 Galls' women's pant and short sleeve \$168.02
- 6/26/22 Rite Aide surge protector Kidcents contribution \$21.00

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representatives so they are aware and may assist you if you so choose with responding to this request.

Cathleen B. Gimpson
Suman Resources Director
Town of Fairfield
Sultivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002



# Town of Fairfield

725 Old Post Roa Fairfield, CT 068:



Cathleen A. Simpson **DIRECTOR OF HUMAN RESOURCES** 

June 20, 2023

Mr. Shawn Reed 415 Milford Point Road Milford CT 06460

TOWN OF FAIRFIELD SULLIVAN INDEPENDENCE HALL 725 OLD POST ROAD FAIRFIELD, CT 06824

(203) 256-3057 FAX (203) 256-3059 www.fairfieldct.org csimpson@fairfieldct.org

Re: Town of Fairfield HR Review

Dear Mr. Reed,

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. Pursuant to the Town's Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked.

As a result of this investigation, it has come to our attention that in June 2022, there was a purchase on your AMEX Town issued credit card for an Apple pen shipped to your home address. Accordingly, we are seeking more information as part of our investigation to determine If this was a purchase for legitimate Town business or of a personal nature.

We are therefore requesting your assistance in identifying the purpose of this purchase and whether you returned this item to the Town upon your departure from employment. If not, please verify whether you have it in your possession as it would be considered Town property.

I would kindly request a response no later than the close of business on June 27, 2023. I have enclosed my business card for my contact information. If I do not hear back from you on or before this date, it will be presumed the purchase was of a personal nature and the Town will proceed as appropriate.

Thank-you for your assistance with this matter.

Sincerely,

Catilleen a Simpson

Phone: (203) 256-3057 Fax: (203) 256-3059

### Simpson, Cathleen

From: Ritchey, Peter

**Sent:** Wednesday, June 28, 2023 12:23 PM

**To:** Simpson, Cathleen

**Subject:** Credit Card Usage Justification: Shawn Reed (Former Building Official)

**Attachments:** Shawn Reed Credit Card Letter.pdf

### Hi Cathleen,

You received a call today from Shawn in response to your letter to him (attached) requesting his assistance in providing the rationale for a credit card spend for an iPad pen sent to his home address. I covered the general questions with Shawn and in summary, he said the iPad pen was for Town usage and not a personal purchase. Here is additional context he provided as to why it was sent to his home address:

- The ToF Building Department used (and I verified today still uses) iPads in the field to capture/report/access information related to their job duties.
- At one point when formerly employed by the ToF (currently Sr. Building Office Stamford), Shawn had ordered iPads/iPad pens for delivery to SIH and they didn't arrive on the scheduled day.
- When Shawn arrived at SIH the day after the scheduled arrival date, he found the package sitting on the front steps of the building.
- While no one had taken the box overnight, he recognized the risk going forward so he subsequently had these types of purchases sent to his home address. Once they arrived, Shawn brought them in to the SIH Building Department.

I thanked him for the background information and said we'd be in touch if we had any additional questions. Let me know if you need any additional information.

Peter Ritchey
Assistant Director of Human Resources
Town of Fairfield
725 Old Post Road
Fairfield, CT. 06824
O: 203-256-3077
C: 475-450-3413





## Town of Hairfield

725 Old Post Roa Fairfield, CT 068;



Cathleen A. Simpson **DIRECTOR OF HUMAN RESOURCES** 

June 20, 2023

Mr. Shawn Reed 415 Milford Point Road Milford CT 06460

**TOWN OF FAIRFIELD** SULLIVAN INDEPENDENCE HALL 725 OLD POST ROAD FAIRFIELD, CT 06824

(203) 256-3057 FAX (203) 256-3059 www.fairfieldct.org csimpson@fairfieldct.org

Re: Town of Fairfield HR Review

Dear Mr. Reed,

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. Pursuant to the Town's Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked.

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Thank-you for your assistance with this matter.

Cathleen Glasson

Cathleen Glasson

Cathleen A. Simpson

Phone: (203) 256-3057

(203) 256-3059

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 5:13 PM

To:

Bishop, Timothy

Cc:

Courtemanche, Joanne

Subject:

**HR** Review

**Attachments:** 

Back up Tim Bishop.pdf

### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card users records for the years 2018-2022. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 6/17/22 Al's Warehouse \$26.32
- 7/1/22 LL Bean \$47.85
- 7/1/22 Panera Bread \$12.69

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me.

Cathleen B. Simpson Human Resources Director Town of Fairfield

Sullivan Independence Hall 725 Old Post Road

Fairfield, CT 06824

(475) 350-6002

# TOWN OF FAIRFIELD AMERICAN EXPRESS

### **RECONCILIATION VOUCHER**

DEPT; DATE;	CONSERVATION- Timothy Bishop, June, 2022  July 18, 2022				
	ACCOUNT	AMOUNT			
	010-01230-56140	\$26.32			
	010-01230-54370	\$1,000.00			
	010-01230-56120	\$47.85			
	010-01230-56140	\$236.00			
	010-01230-56140	\$12.69			
	010-01230-56140	\$638.07			
	010-01230-58100	\$583.00			

TOTAL: \$2,543.93

APPROVED FOR PAYMENT BY:

AMEX STATEMENT ATTACHEDH:\AMEX.docx



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For TIMOTHY J BISHOP TOWN OF FAIRFIELD Account Number XXXX-XXXXX4-61005

Closing Date 07/13/22

Page 1 of 3

Balance

 Previous Balance \$
 New Charges \$
 Other Debits \$
 Payments \$
 Other Credits \$

 213.18
 2,543.93
 0.00
 213.18
 0.00

Due \$ Do Not Pay

2,543.93 For important information regarding your account refer to page 2.

For your records only - do not pay,

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Activity	Date reflects either transaction or posting date
----------	--

Card Nu	ımber XXXX-XXXXX4-61005		Reference Code	Amount \$
06/23/22	CORPORATE REMITTANCE RECEIVED	06/23	11 - 11 - 17 - 17 - 17 - 17 - 17 - 17 -	-213.18
06/17/22	ALS WAREHOUSE650000 FAIRFIELD REF# 10156320220 2039083311 PACKAGE STORE-BEER/ ROC NUMBER 1015632022061600	CT 06/16/22	10156320220	26.32
06/16/22	Eagle Fence & Guardr Plainville REF# 85544022167 860-747-1288 ROC NUMBER 8554402216798000	CT 06/16/22	85544022167	1,000.00
07/01/22	LLBEAN-DIRECT 084870 207-8654761 REF# 451701904 2078654761	ME 06/30/22	45170190400	47.85
06/14/22	NORTH AMERICAN SAFET BELLE PLAINE REF# 99999992164 8005566581 REFER TO RECEIPT ROC NUMBER 9999999216430009	MN 06/13/22	9999992164	236.00
07/01/22	PANERA BREAD #601621 WESTPORT 886329 006880 ROC NUMBER 886329	CT 06/30/22	88632900000	12.69
06/28/22	SP ANKERWORKUS ONTARIO REF# NT LXATJ5E6 +18009887973	CA 06/28/22		638.07

Do not staple or use paper clips **Payment Coupon** 

JUL 18 2022
CONSERVATION DEPT.

Continued on Page 3

Account Number

Account Number Enter 15 digit account number on all payments,

TIMOTHY J BISHOP TOWN OF FAIRFIELD 725 OLD POST ROAD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.



Prepared For TIMOTHY J BISHOP TOWN OF FAIRFIELD

Account Number Closing Date XXXX-XXXXX4-61005 07/13/22

Page 3 of 3

Activity Continued			Reference Code	Amount \$
07/08/22	UNH LEARN FOR LIFE 0 DURHAM REF# 79930061 603-862-7380 COLLEGES, UNIVERSIT ROC NUMBER 79930061	REF# 79930061 603-862-7380 07/07/22 COLLEGES, UNIVERSIT	79930061000	583.00
Total for TIMOTHY J BISHOP			New Charges/Other Debits Payments/Other Credits	2,543.93 -213.18

@ \$0.10 \$0.10

tems — \$24.78
Lototal \$0.00
Env Fee \$1.54
Sales Tax \$26.32
Total Sale \$26.32
Tendered \$0.00

Authorization # 841184
Merchant # Trace Code 643596
Charge Trans ID # 7561991105
AMEX Account # 1655 Chip Read
Authorized Amount: 26.32
Application ID: A000000025010801
Application Label: AMERICAN EXPRESS

PIN Statement: null Card Expiry Date: null AID: A000000025010801 LAB: AMERICAN EXPRESS

TVR: 0000001000 TSI: F800

IAD: 06570103602002

ARC: OC

CVM: SIGNATURE

# Customer Copy

Register: 2 Cashier: REG2

Store Date: 06/16/2022 Trans ID: 1655392637291

Actual: 2022-06-16 11:17:17.291

THANK YOU!!

# Eagle Fence ... Guardrail SALES QUOTE

DATE:

JUNE 16 2022

PROJECT:

ATTN:

TIM BISHOP 203-256-3071

TO:

TOWN OF FAIRFIELD - CONSERVATION DEPT

STREET ADDRESS CITY, CT ZIP CODE ATTN:

TIM BISHOP 203-256-3071

**DELIVER TO:** 

TOWN OF FAIRFIELD - CONSERVATION DEPT

STREET ADDRESS CITY, CT ZIP CODE

QUANTITY	DESCRIPTION	and the second s		UNIT		TOTAL
			\$		\$	
25	ACT-31B TRANSMITT	ER	\$	40.0000	\$	1,000.0000
			\$	40.0000	\$	1,000.0000
			\$	2	\$	
			\$	le:	\$	72
	Eagle Fe	ence Guardiail	\$		\$	S#
	15 Robe	rt Jackson Way	\$	/ <del>e</del> :	\$	969
	Plainvil	le, CT 06062	\$		\$	page 2
	(860) 06-16-2022	747-1288	\$	12:	\$	790
		15:57:06 DIT CARD	\$		\$	
		EX SALE	\$	S#8	\$	
	Card #		\$	•	\$	
	SEQ #:	XXXXXXXXXXX1005 3	\$		\$	
	Batch #	9	\$	[€	\$	343
	Trans #:	3	\$	350	\$	( <del>4</del> ))
	Approval Code: TRANS ID:	208462	\$		\$	580
	Entry Method:	000104230476061	\$	120	\$	-
	Mode:	Manual Online	\$	5 <b>2</b> ).	\$	<b>=</b> (
	Avs Code:	Y	\$	(#);	\$	Sen.
	Card Code:	M	\$	25.0	\$	:=
	CALCAMOUNT		\$	-	\$	=
	SALE AMOUNT	\$1000,00	\$	2	\$	9
			\$	*	\$	9
	THANK	( YOÙ	\$		\$	=
	CHETOLIC	70 5-01	\$	-	\$	-
	CUSTOME	ER COPY	\$	3	\$	酒
			\$	2	\$	8
BJECT TO TERMS/CONDITIONS OF A						
JSTOMER ACCEPTANCE:		SUBTOTAL SAL	LES QUOTE		\$	1,000.00
SALES		ΓAX	52	\$		
TOTAL SALES		S QUOTE	15	\$ <b>\$</b>	1,000.00	
SNATURE	DATE					



Freeport, Maine 04033 phone:1-800-832-1889 fax: 1-800-243-4994 email: business@llbean.com Order #: 718836 Invoice Date: 06-21-2022 Order Date: 06-20-2022 Acct Rep: Tara L. Greene

### **Order Verification**

Billing Address

Company Contact Address

TOWN OF FAIRFIELD TIMOTHY BISHOP CONSERVATION DEPT 725 OLD POST RD FL 2 FAIRFIELD CT 06824-6684

Phone Fax

1-203-256-3071

Shipping Address

Company Contact Address

TOWN OF FAIRFIELD TIMOTHY BISHOP CONSERVATION DEPT 725 OLD POST RD FL 2 FAIRFIELD CT 06824-6684

1-203-256-3071

Phone

Fax

Line No.		Catalog Item No.		Color	Size	Unit Price	Extended Price	Discount Rate	Discount Amt	TOTAL
Merc	hand	lise/Gift C	ards							
1.	1	300494	Premium Double L Polo Short Sleeve Men's Regular/Direct To Business	Night	X-Large	34.95	34.95	0.0%	0.00	34.95
	1	Total Un	its							
Servi	ice ar 1	1 <b>d Applica</b> 150555	ation Fees I Embroidery Application Direct to Business			5.95	5.95	0.0%	0.00	5.95
MOTI	ES:						Ship	ping & Han T	Total: idling: axes: DTAL;	\$40.90 \$6.95 \$0.00 \$47.85

This summary represents the merchandise and services you have requested to order from L.L.Bean. If shipping to more than one address or if shipping is expedited, additional fees may apply. Inventory availability is subject to change. Taxes are estimated and may change based upon actual Goods shipped and shipping destination.

Discounted gift cards cannot be used as payment on discounted orders.

The recipient is responsible for all duties, taxes, and fees assessed by United States (U.S.) and foreign Customs agencies, if applicable. After verifying this summary is accurate and you have reviewed the attached L.L.Bean, Inc. for Business Terms and Conditions, please acknowledge your agreement with the Terms and Conditions and your approval to proceed with your order by signing below and returning this form to L.L.Bean, Inc. for Business via email or fax . Our email address is business@llbean.com and our fax number is 1-800-243-4994.

Company	
Signature:	

Name (printed):



### ordersafety.com 326 S. Ash St. | Belle Plaine, MN 56011 1-800-556-6581



# JUN 13 2022 CONSERVATION DEPT

### INVOICE

Ship To:

Timothy Bishop

Town of Fairfield - Conservation

Dept.

725 Old Post Road

2nd Floor

Fairfield, CT 06824

tbishop@fairfieldct.org

203-256-3071

Bill To:

Timothy Bishop

Town of Fairfield - Conservation

Dept.

725 Old Post Road

2nd Floor

Fairfield, CT 06824

Invoice Number:

30842

Invoice Date:

June 13, 2022

Order Number:

30842

Order Date:

June 13, 2022

Payment Method:

Credit card

Product Product	Quantity	Price
Majestic - High Visibility Waterproof Bib Overall with Quilted Insulation - 75-2357 - XL, Safety Green	3	\$177.00
SKU: 75-2357-SG-XL		
Free-Handheld Flashlight	ĭ	\$0.00
Discount: Free		
SKU: Free-Handheld Flashlight		
Majestic - High Visibility Waterproof Bib Overall with Quilted	1	\$59.00
Insulation - 75-2357 - 2XL, Safety Green		
SKU: 75-2357-SG-2XL		
Customer Notes		
Town government – tax exempt	Subtotal	\$236.00
	Shipping	Free shipping
	Тах	\$0.00
	Total	\$236.00

Panera Bread Cafe #: 601621 1860 Post Road East Westport, CT 06880 Phone: 203-255-0849

Accuracy Matters

Your order should be correct every time. If it's not, we'll fix it right away. and give you a free treat for your trouble. Just let an associate know.

06/30/2022 8:33:40 AM Order Number: 208507 Cashier: Rose

1 Bakers Dozen

12.69

3 Chocolate Chip Bagel 3 Everything Bagel

3 Plain Bagel

2 Cin Swirl Raisin Bgl 2 Cinnamion Crunch Bgl

> Subtotal 12.69 Tax 0.00 Gratuity 0.00 Total 12.69 American Express 12.69

Acct: \*\*\*\*\*\*\*\*\*\*1005 AuthCode: 886329 Trans#: 00000009

View your Account at: www.mypanera.com MyPanera Member: \*\*\*\*\*\*\*\*\*52823 MyPanera Offers Earned: \$2 Off Salad: 1 [Exp Date 07/17/22] Visits To Next Reward: 3

www.panerabread.com

To Go Your Order Number is: 208507 Customer / Pager: Timothy O

Inter-Dept.
Meeting

### Bishop, Timothy

From:

AnkerWork <noreply-service@ankerwork.com>

Sent:

Tuesday, June 28, 2022 10:21 AM

To:

Bishop, Timothy

Subject:

Order R0105017025S confirmed

### **AnkerWork**

ORDER R0105017025S

\$60.00 Free

### Thank you for your purchase!

Hi Timothy, we're getting your order ready to be shipped. We will notify you when it has been sent.

View your order

or Visit our store

### Order summary

	Extended Warranty × 3
AnkerWork	GRATIS (-\$60.00)

PowerConf S500 Speakerphone × 3	<del>\$659.97</del>
PowerConf S500 Speakerphone × 3  PRICE_BREAK_DISCOUNT (-\$60.00)	\$599.97

Subtotal	\$599.97
Shipping	\$0.00
Taxes	\$38.10



**UNH Professional Development and Training** Cole Hall, 34 Sage Way Durham, NH, 03824 Tel: (603) 862-7380 pdt.enrollment@unh.edu https://learnforlife.unh.edu

RECEIPT

**Timothy Bishop** 

Student Number: X069182

Transaction Basket

Date:

150130 07/Jul/2022 12:49 PM

Page 1 of 3

\$ 359.00

### **SELECTED ITEMS:**

Refer to Account Activity page for payment details

Course Enrollments

PDT-SoilSc-25-222648 Basics of Soil Morphology Tuition Fee \$359.00 Sub-total: \$ 359.00

TOTAL:

Course Schedule: Tue 9:00AM - 3:30PM Oct/18/2022 - Oct/18/2022

At: Portsmouth - 231 Corporate Drive

Address: 231 Corporate Drive, Portsmouth, NH, 03801 Tue 9:00AM - 3:30PM Oct/25/2022 - Oct/25/2022

At: Field Work - TBA

Receipt Notes:

### Download the Welcome Letter with important information.

Thank you for registering for a UNH Professional Development & Training offering. Please be sure to download the "Welcome Letter" with important information about weather cancellations, site information and parking, refund policy, and more.

To download a pdf:

https://unh.app.box.com/s/ff4tnedhq02tkuzovx3dj7hsqljju1i8

PDT-SoilSc-28-222647

Introduction to Soil Mapping

**Tuition Fee** \$ 224.00 Sub-total: \$ 224.00

\$ 224.00

Course Schedule: Wed 9:00AM - 3:30PM Nov/16/2022 - Nov/16/2022

At: Portsmouth - 231 Corporate Drive

Address: 231 Corporate Drive, Portsmouth, NH, 03801

TOTAL:

Timothy Bishop 725 Old Post Road, 2nd Floor - Conservation Dept. Fairfield, CT 06824

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 12:08 PM

To:

Bishop, Timothy

Cc:

Courtemanche, Joanne

Subject:

RE: HR Review

#### Good Afternoon

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint. If you are unable to recall the reason for the purchases, simply state so and you are not required to provide elaborate justifications. Responses such as "meeting", "training", "office supplies" for instance will suffice.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice. My understanding is your Department has been utilizing the updated reconciliation forms which is very helpful.

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

Best,

### Cathleen

From: Simpson, Cathleen

**Sent:** Wednesday, June 14, 2023 5:13 PM **To:** Bishop, Timothy <TBishop@fairfieldct.org>

Cc: Courtemanche, Joanne < JCourtemanche@fairfieldct.org>

Subject: HR Review

Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card users records for the years 2018-2022. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 6/17/22 Al's Warehouse \$26.32
- 7/1/22 LL Bean \$47.85
- 7/1/22 Panera Bread \$12.69

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me.

Cathleen H. Gimpson

Suman Resources Director

Town of Fairfield

Sultivan Independence Hall

725 Old Post Road

Fairfield, CT 06824

(475) 350-6002

### Simpson, Cathleen

From:

Bishop, Timothy

Sent:

Tuesday, June 20, 2023 9:41 AM

To:

Simpson, Cathleen

Cc:

Courtemanche, Joanne

Subject:

RE: HR Review

### Good morning Kathleen,

Per your inquiry, clarification on the requested items were related to:

- Soda/ice
- Town collared shirts
- Bagels for Department meeting

Please let me know if you need anything else on this matter.

Thank you.

Regards,

## Timothy J. Bishop, MS, CEP, WPIT Director



Town of Fairfield - Conservation Department

725 Old Post Road – 1st Floor

Fairfield, CT 06824

Office: (203) 256-3071

Email: tbishop@fairfieldct.org

Web: https://www.fairfieldct.org/conservation

Online Wetland Permits: https://citysquared.com/#/app/FairfieldTownCT/landing

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

**Sent:** Wednesday, June 14, 2023 5:13 PM **To:** Bishop, Timothy <TBishop@fairfieldct.org>

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Subject: HR Review

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### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 5:28 PM

To:

Minder, Jeffrey

Cc:

Cottell, John; Saxl, Concetta; Courtemanche, Joanne

Subject:

HR Review

Attachments:

Back up J Minder.pdf

### Good Afternoon,

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- 12/23/20 UCONN marketplace \$375.00; \$46.64
- 7/12/21 Sirius Radio \$6.44
- 8/12/21 Sirius Radio \$21.94

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if

Cathleen H. Simpson

Human Resources Director

Town of Fairfield

Sultivan Independence Hall

725 Old Post Road

Fairfield, CT06824

(475) 350-6002

Jeff Minder

# Town of Fairfield AMERICAN EXPRESS

# RECONCILIATION VOUCHER

DEPARTMENT:DPW Operation	ions	
DATE:		
	•	
ACCOUNT	AMOUNT	
01005030-56140	70,01	
01005030758100	475.32	
	545, 33	
Crzat 01005030-58100	2.64	Crodit
	542.69	
		7
Total	\$542.69	
	/	
Approved for payment by:	hade	
AmEx Detail Statement Attached		



# Corporate Purchasing Cardmember Report

### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For JEFFREY MINDER TOWN OF FAIRFIELD

Account Number XXXX-XXXXX2-31005

Closing Date 01/13/21

Page 1 of 2

Previous Balance \$ 30.97	New Charges \$ 545.33	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
00.07	545.33	0.00	30.97	2.64	542.69

Do Not Pay

For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call

Activity	Date reflects either transaction or posting date

12/22/20	umber XXXX-XXX		Reference Code		Amounta	
	CORPORATE REMITTANCE RECEIVED		12/22			Amount \$
12/16/20	STOP & SHOP #65 REF# 804685 ROC NUMBER 80468	O FAIRFIELD	CT 12/16/20	80468500000		-30.97 70.01
12/23/20	THE CORNELL STO REF# CS152804 TUITION/FEES ROC NUMBER CS152	607-255-6146	NY 12/22/20		56140	53.68
12/23/20	Uconn Marketplace REF# 20201222103	STORRS 8604866454	CT 40/00 in a	20201222103	58100	
2/23/20	Uconn Marketplace REF# 20201222103	STORRS 8604866454	12/22/20 CT	20201222103	58100	375.00
2/25/20	Uconn Marketplace REF# 20201222103	STORRS 8604866454	12/22/20 CT	20201222103		46.64
otal for	JEFFREY MINDE	R	12/24/20		58100	-2.64 Credit
				New Charges/Or	ther Debits	545.33

New Charges/Other Debits Payments/Other Credits

545.33 -33.61

Do not staple or use paper clips Payment Coupon

Enter 15 digit account number on all payments.

JEFFREY MINDER TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

# STOP&SHOP

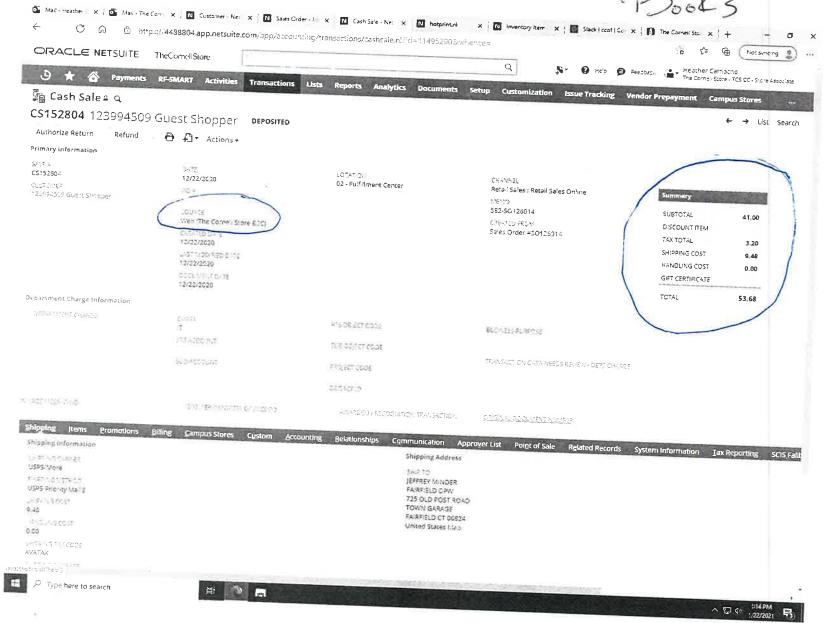
1160 KINGS HWY CUTOFF

FAIRFIELD, CT 06824 Store Telephone: (203) 254-8478 Pharmacy Telephone: (203) 254-8538 Store #650 12/16/20 08:54am GROCERY 42FLV MX 41.375Z 19.99 F BONUS BUY SAVINGS PRICE YOU PAY 5.00-F 14.99 42CT MEGA 38.75Z 19.99 F BONUS BUY SAVINGS PRICE YOU PAY 5.00-F 14.99 SB ACDA WTR 35PK 3.99 F BONUS BUY SAVINGS PRICE YOU PAY 0.32-F 3.67 BTL/CAN DEPOSIT 1.75 F SPRITE 12P 12Z C SC 7.29 B FREE COKE 12PK PRICE YOU PAY 7.29-B FREE DP BTL/CAN DEPOSIT 0.60 F SPRITE 12P 12Z C 7.29 B SC FREE COKE 12PK 7.29~B PRICE YOU PAY FREF DΡ BTL/CAN DEPOSIT 0.60 F COKE CLASIC 12PK 7.29 B DΡ BTL/CAN DEPOSIT 0.60 F DIET COKE 12PK DP 7,29 B BTL/CAN DEPOSIT 0.60 F CD GNGR ALE 12PK DP 7.29 B BTL/CAN DEPOSIT COKE CLASIC 12PK 0.60 F DP 7.29 B BTL/CAN DEPOSIT 0.60 F

Total After Savings

68.16





### **Order Receipt**

#### Thank you! Please note, charges will show on your debit/credit card as "UConn Marketplace".

Ornamental and Turf Short Course

Welcome and thank you for registering for the "Winter 2021 Ornamental and Turf" online course. We hope you that will find this course deepens your understanding of pest management in the landscape and provides a step As mentioned in our announcement for the course this is an in depth review of the information necessary for studying and fulfilling the requirements of the Ornamental and Turf/Golf Course Superintendents State of Connecticut Supervisory Pesticide Applicator Certification exam. We will cover all of the information for the Ornamental and Turf certification, which includes the Golf Course As students you are expected to complete all the modules, work through the knowledge checks and write down the answers for them, (this will reinforce your learning and provide you with study notes), take and learn from the quizzes, and study the resources materials independently. Expect to spend The course will focus on pest management in the landscape including turf management, which covers one part of the state certification exam. The second part of the exam is about basic pesticide safety, reading a pesticide label, understanding pesticide formulations, personal protective equipment, mixing and loading application equipment safely etc. This material is contained in the "Pesticide Applicator Training Manual", commonly known as the, "Core Manual". Our experience in teaching this class over the course of 30 years is that most people pass this part of the state exam simply by taking the time to read this manual. We will not spend time reviewing the contents of the manual WE STRONGLY ENCOURAGE YOU TO OBTAIN AND READ THE "CORE MANUAL" BEFORE THE CLASS BEGINS. The "Pesticide Applicator Training Manual" can be ordered from UConn MarketPlace under the College of Agriculture, Health and Natural Resources Extension, https://secure.touchnet.com/C21646\_ustores/web/store\_main.jsp?STOREID=29

Training Manual" can also be found and downloaded for free from the "National Association of State The "Pesticide Applicator Departments of Agriculture" at the following link: https://www.nasda.org/foundation/pesticide-applicatorcertification-and-training. Another resource you will need, also free is, "Turfgrass Nutrient and Integrated Pest Management Manual", edited by Tim Abbey. CT DEEP highly recommends this resource. http://cag.uconn.edu/documents/Turfgrass-IPM-manual-s.pdf "Ornamental and Turf, Category 3 manual" available from Cornell, it cost \$41.00 plus shipping and handling. Check for used copies of these books with your colleagues or online, yes, even check Amazon. We look forward to meeting with you in the very near Best Regards, Candace Bartholomew, Course Coordinator and Instructor future.

Order:

Store:

Date/Time:

Total:

144831

**UConn Extension** 

December 22, 2020 11:32:50 AM EST

\$375.00

Billed To:

JEFFREY MINDER **DPW GARAGE** 725 OLD POST ROAD

FAIRFIELD, CT

06824

**United States** 

Contact Email:

JMinder@fairfieldct.org

Payment Information:

Payment Type:

Credit Card Number:

Reference Number:

Card Type:

Terminal ID:

Additional Amount:

Processor Transaction ID:

Approval Code:

Credit Card

XXXXXXXXXXX1005 20201222000039

American Express XXXXXXXXXXXXX230

000644802773064

204759

### Review Order

### **Payment Information**

Payment	Details	Billing Information	Summary	
American Express	xxxxxxxxxx1005	JEFFREY MINDER DPW GARAGE 725 OLD POST ROAD FAIRFIELD,CT 06824	Ornamental and Turf Short Course: Tax:	\$375.00 \$0.00
		United States	Total: †	\$375.00

### † Business Correspondence Address

UCONN MARKETPLACE 233 GLENBROOK ROAD UNIT 4231 STORRS, CT 06269-4231 UNITED STATE OF AMERICA

**Change Payment Information** 

### **Contact Information**

JMinder@fairfieldct.org

### **Order Receipt**

#### Thank you! Please note, charges will show on your debit/credit card as "UConn Marketplace".

Pesticide Applicator CORE MANUAL

Thank you for your order. Please allow 5-7 business days for delivery. All state exam information can be found on the CT DEEP website: https://portal.ct.gov/DEEP/Pesticides/Pesticide-Management-Program

Order:

Store:

Date/Time:

Total:

144832

**UConn Extension** 

December 22, 2020 11:38:03 AM EST

\$46.64

Billed To:

JEFFREY MINDER

**DPW GARAGE** 

725 OLD POST ROAD

FAIRFIELD, CT

06824-6684

United States

Ship To:

JEFFREY MINDER

725 OLD POST ROAD

FAIRFIELD, CT

Contact Email:

JMinder@FairfieldCT.org

Payment Information:

Payment Type:

Credit Card Number:

Reference Number:

Card Type:

Terminal ID:

Additional Amount:

Processor Transaction ID:

Approval Code:

Address Verification Result:

Security Code Validation Result:

Validation Code:

\*\*\* Card Not Present \*\*\*

**DPW GARAGE** 

06824-6684

**United States** 

Credit Card

XXXXXXXXXXXX1005

20201222000040

American Express

XXXXXXXXXXXX230

000626917469076

226894

Ζ

M

Shipping Information:

Shipping Information:

135255

Delivery Method:

US Mail

Item	Stock Number	Quantity		
Pesticide Applicator CORE MANUAL		Quantity	Unit Price	Detail Total
Total Applicator CORE MANUAL	CoreManual	1	\$36.00	\$36.00
O DESCRIPTION OF THE PROPERTY		- 141177	Subtotal:	\$36.00
Constitution of the second			Shipping:	\$10.00
			Tax:	\$0.64
			Total:	\$46.64

#### Order Information:

First Name

**JEFFREY** 

Jeff Minder

### Town of Fairfield AMERICAN EXPRESS

#### RECONCILIATION VOUCHER

DEPARTMENT:DPW Operation	ions
DATE:8-13-21	
ACCOUNT	AMOUNT
01005030 - 54330	2194
01005030-58100	
58100 see Colleen	270.00
	**************************************
Total	\$316.92

Approved for payment by:

Department Head

AmEx Detail Statement Attached



### Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For JEFFREY MINDER TOWN OF FAIRFIELD

Account Number XXXX-XXXXX2-32003

Closing Date 08/13/21

Page 1 of 2

Previous Balance \$ New Charges \$ Other Debits \$ Payments \$ Other Credits \$ Due \$ Do Not Pay \$ 96.44 \$ 316.92 \$ 0.00 \$ 96.44 \$ 0.00 \$ 316.92 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at <a href="https://www.americanexpress.com/checkyourbillor">www.americanexpress.com/checkyourbillor</a> call Customer Service at 1-800-492-4920.

Activity Date reflects either transaction or posting date

Card No	ımber XXXX-XXXXX2-32003		Reference Code		Amount \$
07/23/21	CORPORATE REMITTANCE RECEIVED 07/23				-96.44
07/28/21	CLDTKN PAYPAL *YAHOO 8664381582 REF# 10072296329 8664381582 07/27/21 ECOMMERCESERVICES ROC NUMBER 100722963290	С	10072296329	sechelow	24.98
08/12/21	SIRIUS XM RADIO INC. 888-635-5144 NY REF# T1,199C3DA2 RADIO SERVICE 08/12/21			54330	21.94
08/03/21	VERMEERMIDATLANTIC.C ANNAPOLIS JUNCTION MD REF# NT_JYLAQUXC 3014985200 08/03/21			58100	270.00

Total for JEFFREY MINDER

New Charges/Other Debits Payments/Other Credits

316.92 -96.44

Do not staple or use paper clips **Payment Coupon** 

JEFFREY MINDER TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

15 digit account or on all payments.

See reverse side for instructions on how to update your address, phone number, or email.

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Thursday, June 15, 2023 2:47 PM

To:

Minder, Jeffrey

Cc:

Cottell, John; Saxl, Concetta; Courtemanche, Joanne; 'Christopher Sugar'; Kaczegowicz,

George

Subject:

RE: HR Review

Thank you very much for the prompt responses. This is very helpful.

From: Minder, Jeffrey < JMinder@fairfieldct.org>

Sent: Thursday, June 15, 2023 2:39 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: Cottell, John <JCottell@fairfieldct.org>; Saxl, Concetta <CSaxl@fairfieldct.org>; Courtemanche, Joanne

<JCourtemanche@fairfieldct.org>; 'Christopher Sugar' <csugar@Council4.org>; Kaczegowicz, George

<GKaczegowicz@fairfieldct.org>

Subject: RE: HR Review

Good afternoon Cathleen,

Please see below response to the review of the following charges.

- 12/16/20 Stop & Shop \$70.01- I was instructed by my supervisor Doug Novak to purchase water and soda for the DPW employee Christmas party.
- 12/23/20 Cornell Store Ithaca \$53.68 Book needed for continuing education for the UConn Turf and Ornamental Short Course . Approved by Supervisor Doug Novak
- 12/23/20 UCONN marketplace \$375.00; \$46.64 Signup fee and books needed for the UConn Turf and Ornamental Short course. This is a continuing education course for licensing, knowledge of new laws, fertilizer/insect management and industry practices pertaining to my position as Town Tree Warden. Approved by Supervisor Doug Novak
- 7/12/21 Sirius Radio \$6.44- Sirius Xm purchase for Dpw Superintendent Doug Novak. Office staff was instructed by Doug Novak to use my credit card for the purchase.
- 8/12/21 Sirius Radio \$21.94- Sirius Xm purchase for Dpw Superintendent Doug Novak. Office staff was instructed by Doug Novak to use my credit card for the purchase

Jeffrey Minder Tree Warden Town of Fairfield DPW 725 Old Post Road Fairfield, CT 06824-6690

T: (203) 256-3178 F: (203) 256-3187

<sup>\*</sup>Doug Novak was the DPW Superintendent at the time, who reviewed and approved all credit card purchases before submitting to Finance for processing.

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Wednesday, June 14, 2023 5:28 PM To: Minder, Jeffrey < JMinder@fairfieldct.org>

 $\textbf{Cc: Cottell, John} < \underline{\textbf{JCottell@fairfieldct.org}}; \textbf{Saxl, Concetta} < \underline{\textbf{CSaxl@fairfieldct.org}}; \textbf{Courtemanche, Joanne}; \textbf{Courtemanche,$ <JCourtemanche@fairfieldct.org>

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Cathleen H. Simpson Human Resources Director Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT06824 (475) 350-6002

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 11:53 AM

To:

Minder, Jeffrey

Cc:

Cottell, John; Saxl, Concetta; Courtemanche, Joanne; 'Christopher Sugar'; Kaczegowicz,

George

Subject:

RE: HR Review

Good Morning,

Thank you again for your quick response.

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice.

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Best.

#### Cathleen

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Sent: Thursday, June 15, 2023 2:47 PM

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Cc: Cottell, John <JCottell@fairfieldct.org>; Saxl, Concetta <CSaxl@fairfieldct.org>; Courtemanche, Joanne

<JCourtemanche@fairfieldct.org>; 'Christopher Sugar' <csugar@Council4.org>; Kaczegowicz, George

<GKaczegowicz@fairfieldct.org>

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Cc: Cottell, John < JCottell@fairfieldct.org>; Saxl, Concetta < CSaxl@fairfieldct.org>; Courtemanche, Joanne

<<u>JCourtemanche@fairfieldct.org</u>>; 'Christopher Sugar' <<u>csugar@Council4.org</u>>; Kaczegowicz, George

<GKaczegowicz@fairfieldct.org>

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- 12/16/20 Stop & Shop \$70.01- I was instructed by my supervisor Doug Novak to purchase water and soda for the DPW employee Christmas party.
- 12/23/20 Cornell Store Ithaca \$53.68 Book needed for continuing education for the UConn Turf and Ornamental Short Course . Approved by Supervisor Doug Novak
- 12/23/20 UCONN marketplace \$375.00; \$46.64 Signup fee and books needed for the UConn Turf and Ornamental Short course. This is a continuing education course for licensing, knowledge of new laws, fertilizer/insect management and industry practices pertaining to my position as Town Tree Warden. Approved by Supervisor Doug Novak
- 7/12/21 Sirius Radio \$6.44- Sirius Xm purchase for Dpw Superintendent Doug Novak. Office staff was instructed by Doug Novak to use my credit card for the purchase.
- 8/12/21 Sirius Radio \$21.94- Sirius Xm purchase for Dpw Superintendent Doug Novak. Office staff was instructed by Doug Novak to use my credit card for the purchase

\*Doug Novak was the DPW Superintendent at the time, who reviewed and approved all credit card purchases before submitting to Finance for processing.

Jeffrey Minder Tree Warden Town of Fairfield DPW 725 Old Post Road Fairfield, CT 06824-6690 T: (203) 256-3178 From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Wednesday, June 14, 2023 5:28 PM To: Minder, Jeffrey < JMinder@fairfieldct.org>

Cc: Cottell, John < JCottell@fairfieldct.org>; Saxl, Concetta < CSaxl@fairfieldct.org>; Courtemanche, Joanne

<JCourtemanche@fairfieldct.org>

Subject: HR Review

Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town

- 12/16/20 Stop & Shop \$70.01
- 12/23/20 Cornell Store Ithaca \$53.68
- 12/23/20 UCONN marketplace \$375.00; \$46.64
- 7/12/21 Sirius Radio \$6.44
- 8/12/21 Sirius Radio \$21.94

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen H. Simpson Human Resources Director Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT06824 (475) 350-6002

# TOWN OF FAIRFIELD AMERICAN EXPRESS RECONCILIATION VOUCHER - 2023 Please complete both pages

DEPARTMENT / NAME OF CARDHOLDER: Mark Barnhart

DATE OF AMEX STATEMENT: 5/14/2023

DATE SUBMITTED: <u>5/17/2023</u>

VENDOR*	ACCOUNT	AMOUNT (PRIOR EMAIL APPROVAL FOR PURCHASES \$1,000 OR MORE MUST BE ATTACHED TO THIS FORM)	ITEMIZED PURCHASE & JUSTIFICATION*
BT*THE Events Calendar Lansing	010-01350-58120	\$8.00	Monthly fee for Loxi event calendar on Experience Fairfield site
Hearst CT Media	010-01350-58100	\$29.99	Monthly CT Post Subscription fee
Mailchimp	010-01350-53200	\$52.78	Monthly Subscription fee
NY Times	010-01350-58100	\$4.04	Monthly online Subscription fee
Squarespace Inc	010-01350-53200	\$6.38	Monthly fee Experience Fairfield site
Patch	133-01350-55400	\$70.00	Spring Shop & Stroll Advertisement
Menlo Park	133-01350-55400	\$25.00	Paid Ad on Instagram for Spring Shop & Stroll
Kinsman Gardens	133-01350-56140	\$507.42	Partial bill - hanging baskets & new liners – downtown & Bigelow Senior Center
TOTAL		\$703.61	

**PAGE 1 OF 2** 

UPDATED FEBRUARY 2023

#### JUSTIFICATION REQUIRED:

- DESCRIPTION OF PRODUCT, PURPOSE, WHY THE ITEM WAS ORDERED ON THE CREDIT CARD RATHER THAN THROUGH THE PURCHASING/BIDDING PROCESS OR A PINK VOUCHER. FOR TRAVEL, MEETINGS AND MEALS, PLEASE REFER TO THE NECESSARY REQUIRED INFORMATION OUTLINED ON YOUR SIGNED CREDIT CARD POLICY AND COMPLETE THE ATTACHED MEETING & MEAL BACKUP IF APPROPRIATE..
- IF ANY OF THE ABOVE INFORMATION IS NOT INCLUDED, THE RECONCILIATION VOUCHER WILL BE RETURNED TO THE CARDHOLDER FOR IMMEDIATE COMPLETION.
- ALL SALES RECEIPTS MUST BE INCLUDED WITH THIS VOUCHER.
- IF THE TOWN PAYS THE INVOICE PRIOR TO THE SUBMISSION OF JUSTIFICATION DETAILS AND RECEIPT/BACKUP, THE CARDHOLDER MAY BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION, LOSS OF CREDIT CARD PRIVILEGES AND/OR REPAYMENT TO THE TOWN FOR THE PURCHASE(S), OR OTHER LEGAL ACTION.

I ATTEST THAT NONE OF THESE PURCHASES HAVE BEEN SPLIT TO AVOID TOWN BIDDING AND/OR APPROVAL

REQUIREMENTS, NOR DO ANY OF THESE PURCHASES CIRCUMVENT PRO	OPER PURCHASING POLICIES.
CARDHOLDER: MMUJMM	DATE: 5/17/23
APPROVED FOR PAYMENT BY:	7
DEPARTMENT HEAD:	DATE: 6/26/23

Missing recepts per my email

(THE ABOVE TWO SIGNATURES ARE REQUIRED)

**OVERLAPPING POLICIES AND RULES:** 

TOWN TRAVEL & MEETING POLICY, PURCHASING POLICY, FRAUD POLICY, ETHICS POLICY, EMPLOYEE OATH, CHARTER

PAGE 2 OF 2

UPDATED FEBRUARY 2023



### Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For MARK S. BARNHART TOWN OF FAIRFIELD

Account Number XXXX-XXXXX7-62001

Closing Date 05/14/23

Page 1 of 2

Balance

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Due \$ Do Not Pay
736.64	703.61	0.00	736.64	0.00	703.61 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Activity	Date reflects either transaction or posting date

Card Nu	ımber XXXX-XXXXX7-62001		Reference Code	Amount \$
04/26/23	CORPORATE REMITTANCE RECEIVED	04/26		-736.64
05/12/23	BT*THE EVENTS CALEND LANSING REF# J6WXG5H4 5173220434	MI 05/12/23		8.00
04/26/23	FACEBK*792B6PBWM2 MENLO PARK REF# P6043013875 ADVERTISING SERV	US 04/26/23		25.00
05/02/23	HEARST CT MEDIA NORWALK REF# 251618076 203-842-2500 CONTINUITY/SUBSCRIP ROC NUMBER 251618076	CT 05/01/23	25161807600	29.99
04/29/23	KINSMAN GARDEN COMPA PIPERSVILLE REF# 73011003118 KINSCO@KINSMANGA	PA 04/28/23	73011003118	507.42
04/22/23	MAILCHIMP ATLANTA REF# 49190461-14 LARGE DIGITAL GO	GA 04/22/23		52.78
04/19/23	NYTIMES*NYTIMES DISC 800-698-4637 REF# 3F4847B4071 ONLINE SUBS	NY 04/19/23		4.04
04/20/23	PATCH.COM NEW YORK CITY REF# NT_NKBIV3US 8778877815	NY 04/20/23		70.00
05/02/23	SQUARESPACE INC. NEW YORK REF# NT_NOZHGXGC 6465803456	NY 05/02/23		6.38
Total for	MARK S. BARNHART		New Charges/Other Debits Payments/Other Credits	703.61 -736.64

Do not staple or use paper clips **Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

MARK S. BARNHART TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

Prepared For MARK S. BARNHART TOWN OF FAIRFIELD

#### Account Number XXXX-XXXXX7-62001

Page 2 of 2

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



Manage your Card account online at: www.americanexpress.com /checkyourbill



For all further inquiries, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-492-4920.

International Collect: 1-336-393-1111.

Hearing Impaired Services: Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements: 1-800-492-4920.



Customer Service P.O. Box 53611 Phoenix, AZ 85072-3611

#### Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



#### Invoice

#98911669

Charged on Tuesday, May 2, 2023

ISSUED TO

Mark Barnhart

725 Old Post Road

Fairfield, CT 06824

**United States** 

Card Number •••• 2001

ISSUED BY

Squarespace, Inc.

225 Varick Street, 12th Floor

New York, NY 10014

#### Charges

All prices in US Dollar.

Subscription: Google Workspace (Monthly)

\$6.00

(C00qa2ez8) -

experiencefairfieldct.squarespace.com

Seats: 1

Subtotal \$6.00

Discount

Sales Tax (6.35%) \$0.38

Due \$0.00

Paid \$6.38



6805 Easton Road P.O. Box 428 Pipersville, PA 18947





1-800-733-5613 Email: dealersales@kinsmanwholesale.com Website: www.kinsmanwholesale.com

Mark Barnhart Town Of Fairfield 611 Old Post Rd Fl 2 Fairfield, CT 06824-6646



Customer No. Sales I.D. Reference # Media Code 500302 RMA/MOM WX /NONE Phone Number Fax Number (203) 256-3120 Message:

Thank you for your order

Orde Qty.		Shipped	Item #		18-71	Desci	ription		Uı	nit Price	Disc	Extension
1:	3 0	13 I	MLTC7-5	CS/5	17"	PREMOLDED	BASKET	LINER		34.85		453.05
							MER	CHANDISE	INVOIC	E TOTAL	\$	453.05
								SHIPP	ING & H	ANDLING	\$	54.37
									INVOIC		•	507.42
							CR	. CARD: A	AE, APPI	R:18181	7\$	-507.42

A charge of 1.5% will be applied to balances over 30 days old. Shortages or damage must be reported within 5 days of receipt of merchandise to claim.

Invoice Date	Invoice #	Customer #	Customer Comments	Amount Poid
04/28/23	1109818B	500302	Sustainer Comments	Amount Paid
	Dinger detack			FOLEY BE&DS (610) 3

Please detach and return with payment to: Kinsman Company, PO Box 428, Pipersville, PA 18947

1 04	1/28/23	1109818B
	727988	
	Terms	
	X2001 AMERIC Zone Packages	Ship Via
0.0	1 1	W9G
	Price Disc	Extension
ER IDISE INVOICE SHIPPING & HAN	34.85 TOTAL \$	453.05 453.05 54.37
INVOICE ARD: AE, APPR:	TOTAL \$	507.42 -507.42

#### Limperopulos, Mary Alice

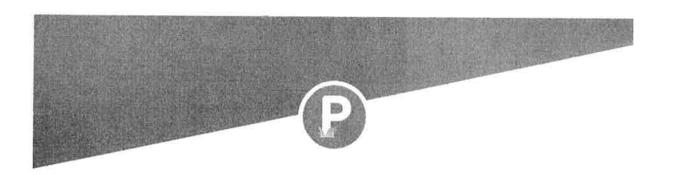
From:

Patch.com <receipts+acct\_17wMIXB4zdVQeb6K@stripe.com>

Sent:

Thursday, April 20, 2023 4:07 PM

To: Subject: Limperopulos, Mary Alice Your Patch.com receipt [#1930-1328]



Receipt from <u>Patch.com</u>

AMOUNT PAID

DATE PAID

\$70.00

Apr 20, 2023, 8:06:05 PM

PAYMENT METHOD

AMERICAN EXPRESS - 2001

SUMMARY

Patch Promoted Event

\$70.00

**Amount charged** 

\$70.00

If you have any questions, contact us at moderation@patch.com.

Something wrong with the email? View it in your browser.

You're receiving this small because you made a purchase at Patch.com, which partners with Stripe to provide invoicing and payment processing.

.

# Mailchimp Receipt MC14246401

#### Issued to

Mark Barnhart

Town of Fairfield

mbarnhart@fairfieldct.org

Office phone: 203-256-3120

611 Old Post Rd Fl 2

Fairfield, CT 06824-6646

Tax ID: 066001998

#### Issued by

Mailchimp

c/o The Rocket Science

Group, LLC

675 Ponce de Leon Ave NE

Suite 5000

Atlanta, GA 30308

www.mailchimp.com

Tax ID: US EIN 58-2554149

#### Details

Order # MC14246401

Date Paid: Apr 22, 2023 3:28

am New York

#### Billing statement

#### Essentials plan

2,500 contacts

\$39.50

#### **Additional Contact Blocks**

Up to 500 contacts

\$12.75 x 1 contact blocks

**\$12.75** 

\$0.53

#### Tax

State Sales/Use

Tax Rate: 1%

Paid via Amex ending in 2001 which expires

\$52.78

08/2026

on April 22, 2023

#### Simpson, Cathleen

From:

Barnhart, Mark

Sent:

Wednesday, June 28, 2023 8:59 AM

To:

Schmitt, Jared

Cc:

Simpson, Cathleen; Limperopulos, Mary Alice

Subject:

RE: AMEX Reconciliation

#### Jared,

The NY Times and CT Post are digital subscriptions. They are both set up as recurring monthly charges. I don't get an invoice or bill nor do I get receipts. I'm not sure what you would you have me provide. I'm sure that I am not the only one with a digital subscription to either publication. BT Events is our calendar function on our Experience Fairfield website. Again, it is a recurring monthly charge, for which we neither get an invoice or receipt. Menlo Park is for a paid advertisement on Instagram to promote various community events. Again, we have not been provided an invoice or receipt or been able to download anything on the back end of our social media accounts to attach to the voucher. We provide a detailed description of the charge and as much back-up as we can, but not entirely sure what more we can do in these instances.

#### Mark

From: Schmitt, Jared <JSchmitt@fairfieldct.org>

**Sent:** Tuesday, June 27, 2023 4:54 PM

**To:** Barnhart, Mark < MBarnhart@fairfieldct.org> **Cc:** Simpson, Cathleen < CSimpson@fairfieldct.org>

Subject: AMEX Reconciliation

Hi Mark,

I received your April and May AMEX reconciliation vouchers. Please note the following:

- Your packet is missing receipts for: Hearst Media, BT Events, New York Times, and Menlo Park (Facebook?). Please submit those receipts.

Let me know if you have questions.

Thanks,

#### **Jared Schmitt**

Chief Fiscal Officer

Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824

203.256.3032

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Tuesday, June 20, 2023 1:39 PM

To:

Hurley, William

Subject: Attachments: HR Review John Chizmadia back up Engineering.pdf

Hi Bill,

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase due to lack of training and/or sufficient notice, we are seeking that information from those prior submissions that may be unclear. We recognize that the Finance Department approved these purchases. Accordingly, there is no presumption that of misconduct; however, we are seeking more detail from Town credit card holders for our report and to ensure proper purchases were made.

As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason. As the one who prepares the reconciliation reports for this department, could you kindly identify the business purpose for the items listed below. I have attached back up as well to assist you with this request. If these purchases were personal, then we will follow up with this employee and his union representative.

- 12/14/20 ZCM Cold remedy \$12.79 CVS
- 6/17/21 Walgreens \$14.99 cold remedy \$14.99
- 12/14/20 \$40.78 Staples
- 12/21/20 combination snow shovel Home Depot \$12.98
- 7/11/22 BJ's receipt \$32.96-nothing is itemized
- 6/28/22Walgreens: Alcohol squares, Tylenol, Ricola, FSA, Coppertone \$31.41

You are not required to provide detailed responses. For instance responses such as "meeting", "training", "office supplies", "subscription related to Town business" suffice.

This employee seems to have a pattern of charging pharmaceutical items such as allergy/cold medication, cough drops and Coppertone.

Please do not hesitate if you have any questions or need further clarification. Thank you for your assistance with this matter. I note you are out of the office until 6/23 so we can follow up upon your return.

Cathleon M. Gimpson
Suman Resources Director
Town of Fairfield
Sultivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

#### **RECONCILIATION VOUCHER**

DEPARTMENT		9	Engine	eng	W, Man	Huly
**					288	
DATE:	ه انځان	£ .	Feb 5	2021	(Jan	B, 11)

§ *	ACCOUNT	AMOUNT	(de 8)
Comm	5.07 - 55300	\$1.00	w#
Ed/men	507 - 58100	\$ 285.00	WH >
Ed/men	507 - 58100	\$ 25.00	WH
Roxeq.	507- 54310	\$ 240.00.	WH!
5D5	507-56140	\$ 87.04	JC
	* *************************************		
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			<u>.</u>
			:
120 E 128			

TOTAL 551,00

APPROVED FOR PAYMENT BY: William this

AMEX DETAIL STATEMENT ATTACHED (105 mg Jon 13: 2021

#### **RECONCILIATION VOUCHER**

DEPARTMENT	T:	€ N	Engineering	02	A. A.
*				Y G	0.00
DATE:	96 1965	#3 65	7/20/21		28

ACCOUNT		AMOUNT	i s	24 -2	8
507 - 55	300	# 1.00		1 cust (	last prises)
507 - 56	140	# 14.99		Jc	:
		2 s	¥		
•			2.2		***
			•		20
	* ::				x x <sup>2</sup>
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	*				. 5
. 89 % 5%		7/27			# # # # # # # # # # # # # # # # # # #
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		€  /A	*	1.	*
	545. gr	*		: -	
					520
	31		•		×

TOTAL \$ 1.00 W4

\$ 14.99 JC

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED While

#### **RECONCILIATION VOUCHER**

DEPT:	ENGINEERING - BILL HURLEY	
	To Viv	
DATE:	August 25, 2022	

ACCOUNT	AMO	UNT
5070-56140 (JULY)	\$	1.00
5070-56140 (AUG)	\$	1.00
S		

TOTAL: \$

2.00

July

APPROVED FOR PAYMENT BY:

Willem Kyl

AMEX DETAIL STATEMENT ATTACHED



### Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For JOHN G CHIZMADIA TOWN OF FAIRFIELD Account Number XXXX-XXXXX2-71002

Closing Date 01/13/21

Page 1 of 2

Previous Balance \$ New Charges \$ Other Debits \$ Payments \$ Other Credits \$ Due \$ Do Not Pay \$ 59.20 \$ 87.04 \$ 0.00 \$ 59.20 \$ 0.00 \$ 87.04 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Activity	Date reflects either transaction or posting date

Card Number XXXX-XXXXX2-71002			Reference Code	Amount \$
12/22/20	CORPORATE REMITTANCE RECEIVED	12/22		-59.20
12/15/20	CVS/PHARMACY #00133 FAIRFIELD REF# 10036227 8007467287 PHARMACIES ROC NUMBER 10036227	CT 12/14/20	10036227000	12.79
01/05/21	CVS/PHARMACY #00133 FAIRFIELD REF# 10012311 8007467287 PHARMACIES ROC NUMBER 10012311	CT 01/04/21	10012311000	11.49
12/15/20	STAPLES 00158 FAIRFIELD 000214857 00158000214857 06824 2021 AAG MNTH PLNMO WAL 20X30 RY21 AAG HARMONY RFL MNTH 8X11 ROC NUMBER 000214857 TAX	CT 12/14/20 \$15.79	00021485700	49.78
12/22/20	THE HOME DEPOT #6206 FAIRFIELD REF# 12210620604 800-654-0688	CT 12/21/20	12210620604	12.98
Total for	r JOHN G CHIZMADIA		New Charges/Other Debits Payments/Other Credits	87.04 -59.20

Do not staple or use paper clips Payment Coupon

Account Number Enter 15 digit account 3787-333362-71002 number on all payments.

JOHN G CHIZMADIA TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.



### **♥CVS**pharmacy®

700 POST ROAD FAIRFIELD, CT 06430 203,255.1089

REG#03 TRN#6227 CSFR#1916849 STR#133

Helped by: JULIAN

ExtraCare Card #: \*\*\*\*\*\*7448

F 1 ZCM CLDREM CHRY TE 25CT 12.79N
ORIGINAL PRICE
COUPON SAVINGS 2.00 -

CHANGE

.00



3500 1330 3496 2270 37
Returns with receipt, subject to
CVS Return Police, thru 02/12/2021
Refund amount is based on price
after all coupors and discounts.

DECEMBER 14, 2020

3:25 PM

TRIP SUMMARY:

Today You Saved Savings Value 2.00

F=FLEXIBLE SPENDING ACCT SUMMARY (FSA) Health Care Elisible Total 12.79

 Your origings as L

idtiw sə əd

## 7 Staples

1201 Kings Highway Fairfield, Cl 06432 (203) 579 4051

SALE

1030464 8 002 14857 0158 12/14/20 10:00 PRICE

OTY SKU

REMARKIS NUMBER 349G291729 2021 AAG MNTH PLNM

0385/6226h14

RY21 AAG HARMONY R

33.99N

038576261316 SUBTOTAL

15.79N 49.78

Tax Exempt Number 3496291729

TOTAL

\$49.78

USD\$49.78

AMERICAN EXPRESS

Card No. : XXXXXXXXXXXXX1002 [C] Chip Read

Auth No.: 849553

AID.: 4000000025010801

TOTAL ITEMS

Dotivence without a ronaint: If you don't have your receipt.

as used in the original transaction. Cash and check refunds over \$500 will be made by corporate check. Generally, refunds will be made in the same method of payment Original packaging and in compliance with our full Return Policy. 9rit ritiw noitibnoo sidaslas ni benrutet be returne sandina some naine sand lenining of base agine sand lenining of base sand lenining of base agine sand lenining of base sand l

be exchanged for the same title and version. Within 14 days of the date of receipt. Open software can only Technology and furniture items may only be returned or exchanged Refund policy: Office Supplies may be returned at any time.

Technology and furniting items may only be returned at any time.

Easy returns.



STORE MANAGER JACK CRUZ (203)254-3888 JACK O CRUZOHOMEDEPOT COM

6206 00005 82155 12/21/20 01:59 PM SALE CASHIER VERONICA

842470124516 18 IN. COMBI <A> 12.98N 18 IN. COMBINATION SNOW SHOVEL / PUSHE

> SUBTOTAL 12.98 SALES TAX 0.00

TAX EXEMPT

TOTAL

\$12.98

USD\$ 12.98

AUTH CODE 848446/2050472

TA

Chip Read ATD A00000002501080

AMERICAN EXPRESS



RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
1 180 06/19/2021

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 170805 164604 PASSWORD: 20621 164599

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.



### Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For JOHN G CHIZMADIA TOWN OF FAIRFIELD

Account Number XXXX-XXXXX2-71002

Closing Date 07/13/21

Page 1 of 2

Previous Balance \$ New Charges \$ Other Debits \$ Payments \$ Other Credits \$ Due \$ Do Not Pay

302.93 14.99 0.00 302.93 0.00 14.99 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX2-71002 Reference Code Amount \$ 06/24/21 CORPORATE REMITTANCE RECEIVED 06/24 -302.93 WALGREENS #16080 000 FAIRFIELD 06/17/21 СТ 99999991168 14.99 REF# 99999991168 8002892273 06/16/21 **PHARMACIES** ROC NUMBER 9999999116800010

Total for JOHN G CHIZMADIA

New Charges/Other Debits Payments/Other Credits 14.99 -302.93

Do not staple or use paper clips Payment Coupon

Account Number Enter 15 digit account 3787-333362-71002 number on all payments.

JOHN G CHIZMADIA TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

# Walgreens

#16080 414 KINGS HWY E FAIRFIELD, CT 06825 203-336-3551

463

1033 0071 06/16/2021 2:01 PM

ZICAM CLD RMDY RAPIDMLT CHRRY 25S FSA 73221630004 OTC 14.99 RETURN VALUE 14.99

14.99 14.99 841120 AMEX ACCT 1002 AUTH CODE CHANGE .00

A11. Aprilia juni 5010801 AMERICAN EXPRESS Inlegated chip card

TOTAL	FSA ITEMS RX ITEMS FSA AND RX	ITEMS	14.99 0.00 14.99
5,00			0.00

APEROVED FSA/HRA AMOUNT

0.00

THANK YOU FOR SHOPPING AT WALGREENS

GET MORE WITH MYWALGREENS, REDEEM WALGREENS CASH REWARDS FOR SOMETHING EXTRA IN A FUTURE PURCHASE. RESTRICTIONS APPLY. FOR FULL DETAILS SEE MYWALGREENS.COM.

REN# 1608-0711-0333-2106-1603

\*\*\*\*\*\*\*\*\*\*

#### **RECONCILIATION VOUCHER**

DEPT:	ENGINEERING - JOHN CHIZMADIA			
DATE:	August 25, 2022			

ACCOUNT	AMO	DUNT
5070-561 <b>4</b> 0	\$	405.58
Statement Jun14-Jul13		

Spel Dept Supplies
56140

TOTAL: \$ 405.58

APPROVED FOR PAYMENT BY:

wee

AMEX DETAIL STATEMENT ATTACHED



40 Black Rock Turnpike Fairfield, CT Club Mar. Ryan Flores

ub:31 Reg:86 Trans:2002 shier:806 07/11/22 02:40pm 

MEMBERSHIP ID. 19341676974 MEMBERSHIP EXPIRES ON 04/23 \*\*\*

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SH CREDT DBIT ONLY 32.99 T 20GALTOTE2PK 8295 2.00-T CCPN-20GALTO 28742 30.99 \*\*\* SUBTOTAL T 6.35% Tax 1.97 32.96 \*\*\*\* TOTAL

\*\*\*\*\*\*\*\*1002 ENTRY: C

irchase 00 APPROVED

JTH 804136

ERMINAL NUMBER 7807303186 7/11/22 02:41pm 31 86 2002 806

1ERICAN EXPRESS [D: A000000025010801

> 32.96 American Express CHANGE

0.00

OTAL ITEMS=

of purchase, Englants must be to se older to enter. See complete rules on website. No purchase necessary.

tails for Order #112-2362615-4477010 Print this page for your records.

2615-4477010

#### Shipped on June 30, 2022

Price

or Wall - 48 x 36 inch Wall Mounted Magnetic Whiteboard Large - Ideal for \$59.99 ects - Kids Dry Erase Board with Magnetic Eraser & Pen and (seller profile)

NEERING DEPT

#### Payment information

Item(s) Subtotal: \$59.99

Shipping & Handling: \$0.00

Total before tax: \$59.99

Estimated tax to be collected: \$3.81

**INEERING DEPT** 

Grand Total: \$63.80

AmericanExpress ending in 1002: June 30, 2022: \$63.80

the status of your order, return to Order Summary.

f Use | Privacy Notice © 1996-2022, Amazon.com, Inc. or its affiliates

## Dalgreens

#16080 414 KINGS HWY E FAIRFIELD, CT 06825 203-336-3551 for Order #112-2147204-9; rint this page for your records.

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RFN# 1608-0210-9811-2206-2803

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Tuesday, June 27, 2023 9:54 AM

To:

Hurley, William

Cc:

Ritchey, Peter; Courtemanche, Joanne; Schmitt, Jared; Saxl, Concetta

Subject:

RE: HR Review John Chizmadia

Attachments:

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Thanks for the explanation and understanding.

Best,

Cathleen

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Sent: Sunday, June 25, 2023 9:50 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: Ritchey, Peter < PRitchey@fairfieldct.org>; Courtemanche, Joanne < JCourtemanche@fairfieldct.org>; Schmitt, Jared

<JSchmitt@fairfieldct.org>

Subject: Re: HR Review John Chizmadia

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## Credit Card Holder Policy

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#### Risk Management

We only are required to provide items in first aid kits required by OSHA. Occupational Health and Safety Administration regulations don't prohibit OTC medications, and while American National Standard Institute minimum requirements for workplace first-aid kits and supplies don't include OTC medications, analgesics are included in a list of optional items. Despite this, the Town must think twice before supplying OTC medications. Good intentions may unintentionally expose the Town to potential liability.

Regardless of the fact that OTC medication is readily available on the retail market, it's still powerful medication and can have unintended side effects. Because everyone's physiology is different, some may be allergic to certain OTC medications, some may suffer a degree of lethargy despite the absence of ingredients that commonly cause drowsiness and some may get

sicker after taking OTC medications than they were before. It's possible that supplying OTC medications can lead to workplace accidents or make it unwise for an employee to drive home the end of the day.

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- 7. Weak or rapid heart rate
- 8. Low blood pressure
- 9. Seizures
- 10. Passing out

It's also important to consider potential legal liability. First, supplying any type of OTC medication may seem to an employee as if you're expecting the employee to take medication to keep the employee working or to prevent the employee from leaving work because the employee is in pain or feeling ill. It's possible this could at some point become the basis of a liability. Another thing to consider is the Town could face potential legal actions if an employee gets sicker or has a reaction after taking OTC medication supplied by your Department.

#### Going Forward

I would recommend issuing notice to your credit card holders that purchasing first aid items and sun-screen are not permitted under the Card Holder Policy. Such purchases should be made through WB Mason or they can take what they need from the Town first aid kit located in Sullivan Hall. Purchases of OTC pharmaceuticals other than what it provided by the Town's first aid kit are not authorized as they are considered personal in nature. Staff should also be advised that no one should be taking any substance, including OTC medication, that makes them unfit for duty, such as causing drowsiness.

I hope this explanation helps and thank you again for your prompt response, particularly as being away from the office.

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To: Simpson, Cathleen < <a href="mailto:CSimpson@fairfieldct.org">CSimpson@fairfieldct.org</a>

Subject: Re: HR Review John Chizmadia

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Please do not hesitate if you have any questions or need further clarification. Thank you for your assistance with this matter. I note you are out of the office until 6/23 so we can follow up upon your return.

Cathleen H. Qimpson Human Resources Director Town of Fairfield Gultivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

<br/><br/>back up Engineering.pdf>

## Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Tuesday, June 27, 2023 10:02 AM

To:

Fitzgerald, Jude

Subject:

FW: HR Review John Chizmadia

**Attachments:** 

Code of Conduct Policy.pdf

Hi Jude,

FYI-in case this employee contacts you. Bill as the Department Head signed off on this and gave him permission to buy the over the counter medication so there is no disciplinary action. However, he will be informed by Bill to cease purchasing such items and this may result at some point of the credit card being returned as this employee makes very few purchases other than the over the counter medication.

Best,

Cathleen

From: Simpson, Cathleen

Sent: Tuesday, June 27, 2023 9:54 AM

To: Hurley, William < WHurley@fairfieldct.org>

Cc: Ritchey, Peter < PRitchey@fairfieldct.org>; Courtemanche, Joanne < JCourtemanche@fairfieldct.org>; Schmitt, Jared

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Cathleen F. Gimpson
Human Resources Director
Town of Fairfield
Gullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

<back up Engineering.pdf>

# TOWN OF FAIRFIELD AMERICAN EXPRESS RECONCILIATION VOUCHER - 2023

Please complete both pages

VENDOR*	507D-	AMOUNT (PRIOR EMAIL APPROVAL FOR PURCHASES \$1,000 OR MORE MUST BE ATTACHED TO THIS FORM)	ITEMIZED PURCHASE & JUSTIFICATION*
AMAZON	56140	287.13	50" T.V.
AMAZON	56140	35.08	IN WALL MOUNT
AMAZON	56140	6.37	I Phone Scroen Protoc
AMAZON	56140	37.191	Now Slip Shoes
<del>*</del>			
		15,634	
			+1
7.36			No. (S
			all ay any
			0 600
	TOTAL	\$ 36577	lu la

PAGE 1 OF 2

**UPDATED FEBRUARY 2023** 

#### JUSTIFICATION REQUIRED:

- DESCRIPTION OF PRODUCT, PURPOSE, WHY THE ITEM WAS ORDERED ON THE CREDIT CARD RATHER
  THAN THROUGH THE PURCHASING/BIDDING PROCESS OR A PINK VOUCHER. FOR TRAVEL, MEETINGS
  AND MEALS, PLEASE REFER TO THE NECESSARY REQUIRED INFORMATION OUTLINED ON YOUR SIGNED
  CREDIT CARD POLICY AND COMPLETE THE ATTACHED MEETING & MEAL BACKUP IF APPROPRIATE...
- IF ANY OF THE ABOVE INFORMATION IS NOT INCLUDED, THE RECONCILIATION VOUCHER WILL BE RETURNED TO THE CARDHOLDER FOR IMMEDIATE COMPLETION.
- ALL SALES RECEIPTS MUST BE INCLUDED WITH THIS VOUCHER.
- IF THE TOWN PAYS THE INVOICE PRIOR TO THE SUBMISSION OF JUSTIFICATION DETAILS AND RECEIPT/BACKUP, THE CARDHOLDER MAY BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION, LOSS OF CREDIT CARD PRIVILEGES AND/OR REPAYMENT TO THE TOWN FOR THE PURCHASE(S), OR OTHER LEGAL ACTION.

I ATTEST THAT NONE OF THESE PURCHASES HAVE BEEN SPLIT TO AVOID TOWN BIDDING AND/OR APPROVAL REQUIREMENTS, NOR DO ANY OF THESE PURCHASES CIRCUMVENT PROPER PURCHASING POLICIES.

CARDHOLDER:

DATE:

APPROVED FOR PAYMENT BY:

DEPARTMENT HEAD: William

DATE: 5/18/

(OR CFO IF CARDHOLDER IS A DEPARTMENT HEAD)

(THE ABOVE TWO SIGNATURES ARE REQUIRED)

**OVERLAPPING POLICIES AND RULES:** 

TOWN TRAVEL & MEETING POLICY, PURCHASING POLICY, FRAUD POLICY, ETHICS POLICY, EMPLOYEE OATH, CHARTER

PAGE 2 OF 2

**UPDATED FEBRUARY 2023** 

# TOWN OF FAIRFIELD AMERICAN EXPRESS RECONCILIATION VOUCHER - 2023

Please complete both pages

VENDOR*	ACCOUNT	AMOUNT (PRIOR EMAIL APPROVAL FOR	ITEMIZED PURCHASE & JUSTIFICATION*	
DEPARTMENT / NA DATE OF AMEX STA	ME OF CARDHOLDER: CATEMENT: 5-14-5	23 DATE SUBMI	TED: 5-18-2	IdiA
252127111111111111111111111111111111111		6001	11101.	

VENDOR*	507D-	AMOUNT (PRIOR EMAIL APPROVAL FOR PURCHASES \$1,000 OR MORE MUST BE ATTACHED TO THIS FORM)	ITEMIZED PURCHASE & JUSTIFICATION*
AMAZON	56140	287.13	50" T.V.
AMAZON	56140	35.08	WALL MOUNT
AMAZON	56140	6.37	IPhone Screen Protector
AMAZON	56140	37.191	Non Slip Shoes
			÷ ,
			-
			M lay ands
			of by cont
		\$ 3150 <b>n</b>	00
	IOTAL	262.19	



## Corporate Purchasing Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

Prepared For JOHN G CHIZMADIA TOWN OF FAIRFIELD

Account Number XXXX-XXXXX2-72000

Closing Date 05/14/23

Page 1 of 2

New Charges \$ Previous Balance \$ Other Debits S Payments \$ Other Credits S 112.63 365.77 0.00 112.63 0.00

Balance Due \$ Do Not Pay For important information regarding your account efer to page 2,

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Card Number XXXX-XXXXX2-72000 Reference Code			Amount \$
04/26/23	CORPORATE REMITTANCE RECEIVED 04/26		-112.63
05/01/23	CLDTKN AMAZON.COM*HM1DN81T1 AMZN.COM/BILL 70VT2QHVF 114-2581498-5538698109 04/27/23 ROC NUMBER 70VT2QHVFQ7F TAX	W	287.13
04/16/23	CLDTKN AMZN MKTP US*HJ5F32Y AMZN.COM/BILL O01CB9UKN 114-4803771-9627498109 04/14/23 ROC NUMBER 001CB9UKNDKG TAX	\$17.14 \$2.22	37.19
04/30/23	CLDTKN AMZN MKTP US*HM4FA3J AMZN.COM/BILL 6VV2CZVH1 114-5018171-0751498109 04/29/23 ROC NUMBER 6VV2CZVH12UU TAX	\$2.09	35.08
04/17/23	CLDTKN AMZN MKTP US*HV5GH13 AMZN.COM/BILL 46YN2YT5C 114-1469928-8238698109 04/17/23 ROC NUMBER 46YN2YT5C2UF TAX	W \$0.38	6.37

otal for JOHN G CHIZMADIA

New Charges/Other Debits Payments/Other Credits

365.77

Do not staple or use paper clips

Payment Coupon



Account Number Enter 15 digit account 00 number on all payments.

JOHN G CHIZMADIA TOWN OF FAIRFIELD 725 OLD POST RD **FAIRFIELD** 

CT 06824-6689 See reverse side for instructions on how to update your address, phone number, or email.

#### JUSTIFICATION REQUIRED:

- DESCRIPTION OF PRODUCT, PURPOSE, WHY THE ITEM WAS ORDERED ON THE CREDIT CARD RATHER
  THAN THROUGH THE PURCHASING/BIDDING PROCESS OR A PINK VOUCHER. FOR TRAVEL, MEETINGS
  AND MEALS, PLEASE REFER TO THE NECESSARY REQUIRED INFORMATION OUTLINED ON YOUR SIGNED
  CREDIT CARD POLICY AND COMPLETE THE ATTACHED MEETING & MEAL BACKUP IF APPROPRIATE...
- IF ANY OF THE ABOVE INFORMATION IS NOT INCLUDED, THE RECONCILIATION VOUCHER WILL BE RETURNED TO THE CARDHOLDER FOR IMMEDIATE COMPLETION.
- ALL SALES RECEIPTS MUST BE INCLUDED WITH THIS VOUCHER.
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I ATTEST THAT NONE OF THESE PURCHASES HAVE BEEN SPLIT TO AVOID TOWN BIDDING AND/OR APPROVAL REQUIREMENTS, NOR DO ANY OF THESE PURCHASES CIRCUMVENT PROPER PURCHASING POLICIES.

CARDHOLDER:

DATE:

APPROVED FOR PAYMENT BY:

DEPARTMENT HEAD:

William Kines

DATE: 5/18/23

(OR CFO IF CARDHOLDER IS A DEPARTMENT HEAD)

(THE ABOVE TWO SIGNATURES ARE REQUIRED)

**OVERLAPPING POLICIES AND RULES:** 

TOWN TRAVEL & MEETING POLICY, PURCHASING POLICY, FRAUD POLICY, ETHICS POLICY, EMPLOYEE OATH, CHARTER



## Corporate Purchasing Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

Prepared For JOHN G CHIZMADIA TOWN OF FAIRFIELD

Account Number XXXX-XXXXX2-72000

Closing Date 05/14/23

Page 1 of 2

New Charges \$ Previous Balance \$ Other Debits \$ Payments \$ Other Credits \$ 112.63 365.77 0.00 112.63 0.00 Balance Do Not Pay Due \$ For important information regarding your account efer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Activity	Date reflects either transaction or posling date
----------	--

Card Number XXXX-XXXXX2-72000		Reference Code	Amount \$
04/26/23	CORPORATE REMITTANCE RECEIVED 04/26	5	-112.63
05/01/23	CLDTKN AMAZON.COM*HM1DN81T1 AMZN.COM/E 70VT2QHVF 114-2581498-5538698109 04/27 ROC NUMBER 70VT2QHVFQ7F TAX		287.13
04/16/23	CLDTKN AMZN MKTP US*HJ5F32Y AMZN COM/E O01CB9UKN 114-4803771-9627498109 04/14 ROC NUMBER O01CB9UKNDKG TAX		37.19
04/30/23	CLDTKN AMZN MKTP US*HM4FA3J AMZN.COM/E 6VV2CZVH1 114-5018171-0751498109 04/29 ROC NUMBER 6VV2CZVH12UU TAX		35.08
04/17/23	CLDTKN AMZN MKTP US*HV5GH13 AMZN.COM/B 46YN2YT5C 114-1469928-8238698109 04/17 ROC NUMBER 46YN2YT5C2UF TAX		6.37

Total for JOHN G CHIZMADIA

New Charges/Other Debits Payments/Other Credits

365.77 -112.63

Do not staple or use paper clips Payment Coupon

Enter 15 digit account number on all payments.

JOHN G CHIZMADIA TOWN OF FAIRFIELD 725 OLD POST RD **FAIRFIELD** 

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

## Final Details for Order #114-2581498-5538639 Print this page for your records.

Order Placed: April 27, 2023

Amazon.com order number: 114-2581498-5538639

Order Total: \$287.13

## Shipped on May 1, 2023

**Items Ordered** 

**Price** 

1 of: TCL 50" Class 4-Series 4K UHD HDR Smart Roku TV - 50S455 2022, Black

\$269.99

Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:** 

John Chizmadia 725 OLD POST RD SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT FAIRFIELD, CT 06824-6684 United States

Shipping Speed:

Standard Shipping

## Payment information

**Payment Method:** 

American Express | Last digits: 2000

Item(s) Subtotal: \$269.99

Shipping & Handling:

Billing address

John Chizmadia

725 OLD POST RD

SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT

FAIRFIELD, CT 06824-6684

**United States** 

\$0.00

Total before tax: \$269.99

Estimated tax to be collected: \$17.14

Grand Total: \$287.13

**Credit Card transactions** 

AmericanExpress ending in 2000: May 1, 2023:\$287.13

To view the status of your order, return to Order Summary.

## Final Details for Order #114-6211738-3118643 Print this page for your records.

Order Placed: April 19, 2023

**Amazon.com order number:** 114-6211738-3118643

Order Total: \$37.21

## Shipped on April 20, 2023

Items Ordered **Price** 

1 of: Pujcs Running Shoes for Men Tenis para Hombres Non Slip Shoes Workout Sports \$\, \$34.99 Fitness Walking Jogging Teens Jogger Lightweight Exercise Man Gym Athletic Tennis

Sneakers Black 12

Sold by: Pujcs-Selection (seller profile)

Condition: New

#### Shipping Address:

John Chizmadia 273 PRISCILLA ST BRIDGEPORT, CT 06610-1417 United States

#### Shipping Speed:

FREE Prime Delivery

## **Payment information**

**Payment Method:** 

Visa | Last digits: 6451

Item(s) Subtotal: \$34.99

Shipping & Handling: \$0.00

Billing address

John Chizmadia 273 PRISCILLA ST

BRIDGEPORT, CT 06610-1417

United States

Total before tax: \$34.99

Estimated tax to be collected: \$2.22

Grand Total: \$37.21

#### **Credit Card transactions**

Visa ending in 6451: April 20, 2023: \$37.21

To view the status of your order, return to Order Summary.

### Final Details for Order #114-5018171-0751435 Print this page for your records.

Order Placed: April 27, 2023

Amazon.com order number: 114-5018171-0751435

Order Total: \$35.08

## Shipped on April 30, 2023

Items Ordered **Price** 

1 of: PERLESMITH TV Wall Mount for Most 37-82 inch TVs Fits 16"/18"/24" Wood Studs, \$32.99 Tilt Wall Mount TV Bracket Up to 132 lbs, Low Profile Flat TV Mount with Max VESA 600x400mm, PSLTK1

Sold by: PERLESMITH (seller profile) | Product question? Ask Seller

Condition: New

#### **Shipping Address:**

John Chizmadia 725 OLD POST RD SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT FAIRFIELD, CT 06824-6684 **United States** 

SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT

#### **Shipping Speed:**

Standard Shipping

## **Payment information**

Payment Method:

American Express | Last digits: 2000

Item(s) Subtotal: \$32.99

Shipping & Handling: \$0.00

Billing address

John Chizmadia

Estimated tax to be collected: \$2.09

Total before tax: \$32.99

Grand Total: \$35.08

FAIRFIELD, CT 06824-6684

United States

725 OLD POST RD

**Credit Card transactions** 

AmericanExpress ending in 2000: April 30, 2023: \$35.08

To view the status of your order, return to Order Summary.

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, July 19, 2023 4:28 PM

To:

Hurley, William

Cc:

Saxl, Concetta; Marsilio, John; Schmitt, Jared

Subject:

RE: Credit Card Reconciliation May 2023

Thanks Bill. I would recommend for John to submit as revised reconciliation report with the explanation to Finance, but I will let Jared weigh in as perhaps this email and attachment is sufficient. The other issue is he used the Town Amazon Prime account for this purchase on his personal VISA card. He should have his own Amazon account separate from the Town to purchase personal items.

Appreciate the time you spent on this and making it a priority. I know you are up to your eyeballs with work.

Best.

#### Cathleen

From: Hurley, William <WHurley@fairfieldct.org>

Sent: Tuesday, July 18, 2023 6:55 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: Saxl, Concetta < CSaxl@fairfieldct.org>; Marsilio, John < JMarsilio@fairfieldct.org>; Schmitt, Jared

<JSchmitt@fairfieldct.org>

Subject: RE: Credit Card Reconciliation May 2023

Please see responses below and attachment. Purchases were valid for the Engineering Dept. and were verbally approved by IT Director. There was a sneaker invoice inadvertently submitted and was not a town purchase, not charged with AMEX but with a personal visa card. Unfortunately, there was a similar Town AMEX Amazon purchase, that should have been submitted- please use the correct invoice (submitted/attached) as back up for the AMEX purchase for your records. Let me know if I need to resubmit the AMEX statements. Sincerely, Bill

William Hurley P.E.
Engineering Manager
Fairfield Engineering Department
725 Old Post Road
Fairfield CT 06824
p 203-256-3015

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Monday, July 17, 2023 12:50 PM

To: Hurley, William < WHurley@fairfieldct.org>

Cc: Saxl, Concetta < CSaxl@fairfieldct.org>; Marsilio, John < JMarsilio@fairfieldct.org>; Schmitt, Jared

</pre

Subject: Credit Card Reconciliation May 2023

Importance: High

Good Afternoon Bill.

I am following up as part of the credit card investigation for credit card purchases during the Month of May, 2023. Please ensure going forward that credit card holders submitting reconciliation reports to you justify the purchase by identifying the business purpose. You will note that Mr. Chizmadia failed to do so. For the attached reconciliation for John Chizmadia, please provide the following responses at your earliest convenience and thank you very much for your assistance with this:

For the attached purchased, Mr. Chizmadia failed to provide a justification as required by policy for the purchase. The justification should be for legitimate business reasons and not to circumvent purchasing rules or policy.

- Amazon \$287.13 50" TV This TV/monitor is used for Dept. meetings/education sessions and public display of maps and aerial photos which are hard to see on a small screen.
- Amazon \$35.06 Wall mount -item purchased as IT model in stock did not meet Engineering needs as model would have protruded into walkway.
- Amazon \$6.37 IPHONE screen protector For Town Issued phone for Raymond Smith.

What is the justification for the above purchases and why was it not made through IT (see excerpt below from the attached Technology policy, pp. 4-5)? Purchases were discussed with IT Director. In fact IT helped install TV/Monitor.

For each item listed above where is the item located? ON back wall on Engineering office.

What process if any do you have in place to inventory these items? NO as items were less than \$ 1000-2 of the items are in high visibility places, centrally located in the Engineering office.

Was there an alternative means to purchase these items? Several years ago, Purchasing directed Departments to not create purchase orders for purchases under \$ 75. The TV /Monitor could have gone through the Purchasing Requisition process but late fiscal year purchases would only add to workload. Price was deemed reasonable by Eng Manager and IT Director. Intent not to bypass system.

Why was sales tax paid for these items (see attached credit card policy and MOU) – This was employee error But when filling out most on line purchases, there is no slot for tax exempt entry. NOTE- After recent discussion with IT Director, Engineering can have IT director order as he has tax exempt approval/account through Amazon and Best Buy. Then when credit card bill comes in , he has to charge to Engineering Account. He is looking at better methods to improve on this.

• Amazon \$37.19 Non slip shoes - Was a personal purchase that used a person VISA account as stated in receipt. The receipt was incorrectly and inadvertently submitted- see attachment for proper receipt.

What is the justification for the purchase of running shoes? (See Thea language below and further inquiry) NOT a Town purchase AMEX was never used- see receipt.

Why was sales tax paid for this item? Personal purchase- AMEX not used.

Why were the shoes sent to Mr. Chizmadia's home address? Personal Purchase- AMEX not used.

Excerpt from Technology Policy re Purchasing of computer, network, software and related items:

In order to ensure compatibility with existing Town systems, and future support and sustainability, all purchases of computer or network equipment, software systems, application and/or web development services, systems that monitor and/or control Town systems or infrastructure, and any other devices that connect to the computer network are to be approved by Information Technology prior to submission for Town funding, application for grants, or requisition for purchase order. Information Technology, Finance, and Purchasing will evaluate proposed items to identify opportunities to share them across multiple departments, and to ensure that they integrate efficiently and safely and with the Town's financial and technical systems where applicable, maintain a high level information system security (i.e., "cybersecurity"), align with the Town's long term strategic technology goals, and are an effective and efficient use of the Town's financial resources.

## THEA CBA language and further inquiry regarding the purchase of the running shoes

Under THEA ARTICLE XXIV-Safety Clothing, Section 24.01:. The Town will pay up to one hundred (\$125.00) by separate check with an original receipt presented to Human Resources, for one pair of safety shoes to inspectors and field workers in the following departments: Assessors, Town Planning & Zoning, Building, Health, Engineering, Sewer, and Conservation Department. Please note that in order for reimbursement the shoes must be bona fide safety shoes, purchased by the employee for reimbursement through HR. It does not allow for purchase with a town credit card. Notwithstanding purchasing rules under the CBA, please explain how these shoes would fall under the safety shoe definition if they are in fact being identified as safety shoes under the CBA?

Cathleen H. Gimpson Human Resources Director Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002 Final Details for Order #114-2581498-5538639 Print this page for your records.

Order Placed: April 27, 2023

Amazon.com order number: 114-2581498-5538639

Order Total: \$287.13

## Shipped on May 1, 2023

**Items Ordered Price** 

1 of: TCL 50" Class 4-Series 4K UHD HDR Smart Roku TV - 50S455 2022, Black Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

John Chizmadia 725 OLD POST RD SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT FAIRFIELD, CT 06824-6684 United States

Shipping Speed:

Standard Shipping

## **Payment information**

**Payment Method:** 

American Express | Last digits: 2000

Billing address

John Chizmadia

725 OLD POST RD

SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT

FAIRFIELD, CT 06824-6684

United States

Item(s) Subtotal: \$269.99

Shipping & Handling: \$0.00

\$269.99

Total before tax: \$269.99

Estimated tax to be collected: \$17.14

Grand Total: \$287.13

**Credit Card transactions** 

AmericanExpress ending in 2000: May 1, 2023:\$287.13

To view the status of your order, return to Order Summary.

## Final Details for Order #114-6211738-3118643 Print this page for your records.

Order Placed: April 19, 2023

**Amazon.com order number:** 114-6211738-3118643

Order Total: \$37,21

## Shipped on April 20, 2023

**Items Ordered** Price

1 of: Pujcs Running Shoes for Men Tenis para Hombres Non Slip Shoes Workout Sports Fitness Walking Jogging Teens Jogger Lightweight Exercise Man Gym Athletic Tennis Sneakers Black 12

Sold by: Pujcs-Selection (seller profile)

Condition: New

Shipping Address:

John Chizmadia 273 PRISCILLA ST BRIDGEPORT, CT 06610-1417 United States

**Shipping Speed:** 

FREE Prime Delivery

## Payment information

**Payment Method:** 

Visa | Last digits: 6451

Item(s) Subtotal: \$34.99

Shipping & Handling: \$0.00

\$34.99

Billing address Total before tax: \$34.99 John Chizmadia

Estimated tax to be collected: \$2,22 273 PRISCILLA ST

BRIDGEPORT, CT 06610-1417

Grand Total: \$37.21 United States

**Credit Card transactions** 

Visa ending in 6451: April 20, 2023: \$37.21

To view the status of your order, return to Order Summary.

Final Details for Order #114-5018171-0751435

Print this page for your records.

Order Placed: April 27, 2023

**Amazon.com order number:** 114-5018171-0751435

Order Total: \$35.08

## Shipped on April 30, 2023

Items Ordered Price

1 of: PERLESMITH TV Wall Mount for Most 37-82 inch TVs Fits 16"/18"/24" Wood Studs, \$32.99 Tilt Wall Mount TV Bracket Up to 132 lbs, Low Profile Flat TV Mount with Max VESA 600x400mm, PSLTK1

Sold by: PERLESMITH (seller profile) | Product question? Ask Seller

Condition: New

**Shipping Address:** 

John Chizmadia
725 OLD POST RD
SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT
FAIRFIELD, CT 06824-6684
United States

**Shipping Speed:** 

Standard Shipping

## **Payment information**

Payment Method:

American Express | Last digits: 2000

Item(s) Subtotal: \$32.99

Shipping & Handling: \$0.00

----

Billing address

John Chizmadia

725 OLD POST RD

\_\_\_

Total before tax: \$32.99

Estimated tax to be collected: \$2,09

----

SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT

FAIRFIELD, CT 06824-6684

United States

Grand Total: \$35.08

**Credit Card transactions** 

AmericanExpress ending in 2000: April 30, 2023: \$35.08

To view the status of your order, return to Order Summary.

## Final Details for Order #114-1469928-8238632 Print this page for your records.

Order Placed: April 17, 2023

Amazon.com order number: 114-1469928-8238632

Order Total: \$6.37

## Shipped on April 17, 2023

Items Ordered Price

1 of: TOZO Compatible for iPhone 12 and Compatible for iPhone 12 Pro Screen Protector 3 \$5.99 Pack Premium Tempered Glass 0.26mm 9H Hardness 2.5D Film Easy install 6.1 inch

Condition: New

**Shipping Address:** 

John Chizmadia
725 OLD POST RD
SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT
FAIRFIELD, CT 06824-6684
United States

**Shipping Speed:** 

Standard Shipping

## **Payment information**

Payment Method:

American Express | Last digits: 2000

Item(s) Subtotal: \$5.99

Shipping & Handling: \$0.00

Billing address

John Chizmadia 725 OLD POST RD

SULLIVAN INDEPENDENCE HALL / ENGINEERING DEPT

FAIRFIELD, CT 06824-6684

United States

Total before tax: \$5.99

Estimated tax to be collected: \$0.38

Grand Total:\$6.37

**Credit Card transactions** 

AmericanExpress ending in 2000: April 17, 2023: \$6.37

To view the status of your order, return to Order Summary.

Hello
Select your address

All ▼ Search Amazon

Amazon Basics

Kids

Hello, sign in

EN Account & Lists

Returns & Orders

Save on school essentials

0

Amazon Fashion

Best Sellers

Women

**Customer Service** 

Luggage

Prime

Today's Deals

Sales & Deals

Music New Arrivals

New Releases
Our Brands

prime try before you buy



CAMEL CROWN Men's Hiking Sandals Sport Waterproof Sandal Comfortable for Athletic Outdoor Beach Summer...

★★★☆☆ 738

\$3799 **prime** 

Save 20% with coupon



Clothing, Shoes & Jewelry > Men > Shoes

Visit the Pujcs Store

Pujcs Non Slip Sneakers for Men Lightweight Breathable Athletic Mens Slip on Running Shoes

#### Currently unavailable.

We don't know when or if this item will be back in stock.

- · Synthetic sole
- Breathable mesh upper Pujcs mens sneakers with the comfortable mesh upper provides ultra lightweight support and breathability. Can maximizes the upper surface, let your foot always keeps dry and cool. Meanwhile elastic topline is more convenient to put on and take off the sneaker.
- Anti-Slip Sole Anti-skid grooves on the bottom can increase thancee traction and provides impact cushioning, anti-twist, abrasion-resistant and anti-slip perform with the ground. Slip-resistant and safe as excellent mens running shoes.
- Comfortable Insole The mens walking shoes include soft insole, it fits well to protect your ankle, tongues and feet from hurt and absorbs shock. You can walk all day without feeling uncomfortable.
- Occacion suitable for daily, walking, running, indoor, sports, outdoor, travel, exercise, workout, vacation.
- Risk free If you are not satisfied with your purchase, please feel free to contact us.



We don't know when or if this item will be back in stock.
Select delivery location

Add to List

Have one to sell? Sell on Amazon



Chlorine Is My Perfume Swimmers Swim Sport T-Shirt

\$2295 yprime

Sponsored



PS by Paul Smith Men Belt Ps Reflective \$175.00 \( \text{prime} \)

Sponsored

Customers also viewed these products

Page 1 of 9

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Thursday, June 15, 2023 3:13 PM

To:

Dunn, Kyran

Cc:

McCarthy, Denis; Courtemanche, Joanne

Subject:

HR Review

Attachments:

Back Up DC Dunn.pdf

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchase listed below. We are issuing you a **Garrity Warning** as follows as we are seeking information as to the nature of the purchase of a treadmill with a Town issued credit card (see below):

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of the questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in disciplinary action up to and including dismissal from the Town.

#### Purchases:

8/1/19 Treadmill Amazon \$1,3999.00

We are seeking to obtain this information by the close of business on Monday, June 19, 2023 but of course will provide additional time should you need it.

Cathleen H. Simpson

Human Resources Director

Town of Fairfield

Sullivan Independence Hall

725 Old Post Road

Fairfield, CT 06824 (475) 350-6002

. -> ----

# TOWN OF FAIRFIELD AMERICAN EXPRESS

## **RECONCILIATION VOUCHER**

DEPARTMENT	0401 - FIRE DEPARTMENT	
DATE:	August 24, 2010	
DAIE.	August 21, 2019	
	ACCOUNT	AMOUNT
	1-110-04010-56140 DONATIONS	1,399.00
	7	

**TOTAL** 

1,399.00

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED - Dunn



## Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For KYRAN V DUNN **TOWN OF FAIRFIELD** 

Account Number XXXX-XXXXX7-61006

Closing Date 08/13/19

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
3,387.68	1,399.00	0.00	3,387.68	0.00	1,399,00 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or

call Customer Service at 1-800-492-4920 .  Activity Date reflects either transaction or posling date					
Card Nu	Imber XXXX-XXXXX7-61006		Reference Code	Amount \$	
07/22/19	CORPORATE REMITTANCE RECEIVED	07/22		-3,387.68	
08/02/19	AMAZON.COM*MA7773TK0 AMZN.COM/BILL 5A67T9QQB 114-9730435-3162698109 ROC NUMBER 5A67T9QQB5WR	WA 08/01/19		1,399.00	
Total for	KYRAN V DUNN		New Charges/Other Debits	1,399.00	

Payments/Other Credits

-3,387.68

Do not staple or use paper clips Payment Coupon

Account Number Enter 15 digit account 3796-529297-61006 number on all payments.

KYRAN V DUNN TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Details for Order #114-9730435-3162631

<u>Print this page for your records.</u>

Order Placed: August 1, 2019

Amazon.com order number: 114-9730435-3162631

Order Total: \$1,399.00

## **Not Yet Shipped**

Items Ordered Price

1 of: ProForm Pro 2000 Treadmill Includes a 1-Year iFit Membership (\$396 value) A True \$1,399.00 Club Membership with World-class Personal Training in the Comfort of Your Home

Sold by: Amazon.com Services, Inc.

Condition: New

**Shipping Address:** 

Lieutenant 69 MAIN ST FIRE STATION 4 SOUTHPORT, CT 06890-1322 United States

**Shipping Speed:** 

Scheduled Delivery

## **Payment information**

**Payment Method:** 

American Express | Last digits: 1006

Item(s) Subtotal: \$1,399.00

Shipping & Handling:

\$0.00

Billing address

Kyran Dunn 140 Reef Road Fairfield, CT 06824 United States Total before tax: \$1,399.00

Estimated tax to be collected:

\$0.00

1/ 7

Grand Total: \$1,399.00 K - D∪∧n

To view the status of your order, return to Order Summary.

Amex

Conditions of Use | Privacy Notice © 1996-2019, Amazon.com, Inc. or its affiliates

To be delivered to Sta. 4 Thu. Aug. 8 3-6 pm

### Simpson, Cathleen

From: Dunn, Kyran

**Sent:** Thursday, June 15, 2023 3:27 PM

**To:** Simpson, Cathleen

**Cc:** McCarthy, Denis; Courtemanche, Joanne

**Subject:** RE: HR Review

Attachments: Station 4 Treadmill screen.jpg; Station 4 Treadmill on apparatus floor.jpg

#### Ms. Simpson,

• This expense was funded out of Fire Department Donation Funds Account 1110-04010-56140.

- It is for a ProForm 2000 Treadmill.
- The Treadmill was delivered to Fire Station 4 on or about Thursday Aug. 8, 2019.
- Attached are pictures sent to me (today) from Lt. Jeff Pinckney of the Treadmill located on the Apparatus floor of Fire Station 4 at 69 Main Street, Southport.

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

**Sent:** Thursday, June 15, 2023 3:13 PM **To:** Dunn, Kyran <KDunn@fairfieldct.org>

Cc: McCarthy, Denis < DMcCarthy@fairfieldct.org>; Courtemanche, Joanne < JCourtemanche@fairfieldct.org>

Subject: HR Review

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchase listed below. We are issuing you a **Garrity Warning** as follows as we are seeking information as to the nature of the purchase of a treadmill with a Town issued credit card (see below):

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of the questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in disciplinary action up to and including dismissal from the Town.

#### Purchases:

8/1/19 Treadmill Amazon \$1,3999.00

#### Simpson, Cathleen

From: Dunn, Kyran

**Sent:** Thursday, June 15, 2023 3:27 PM

**To:** Simpson, Cathleen

**Cc:** McCarthy, Denis; Courtemanche, Joanne

Subject: RE: HR Review

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**Sent:** Thursday, June 15, 2023 3:13 PM **To:** Dunn, Kyran <KDunn@fairfieldct.org>

Cc: McCarthy, Denis < DMcCarthy@fairfieldct.org>; Courtemanche, Joanne < JCourtemanche@fairfieldct.org>

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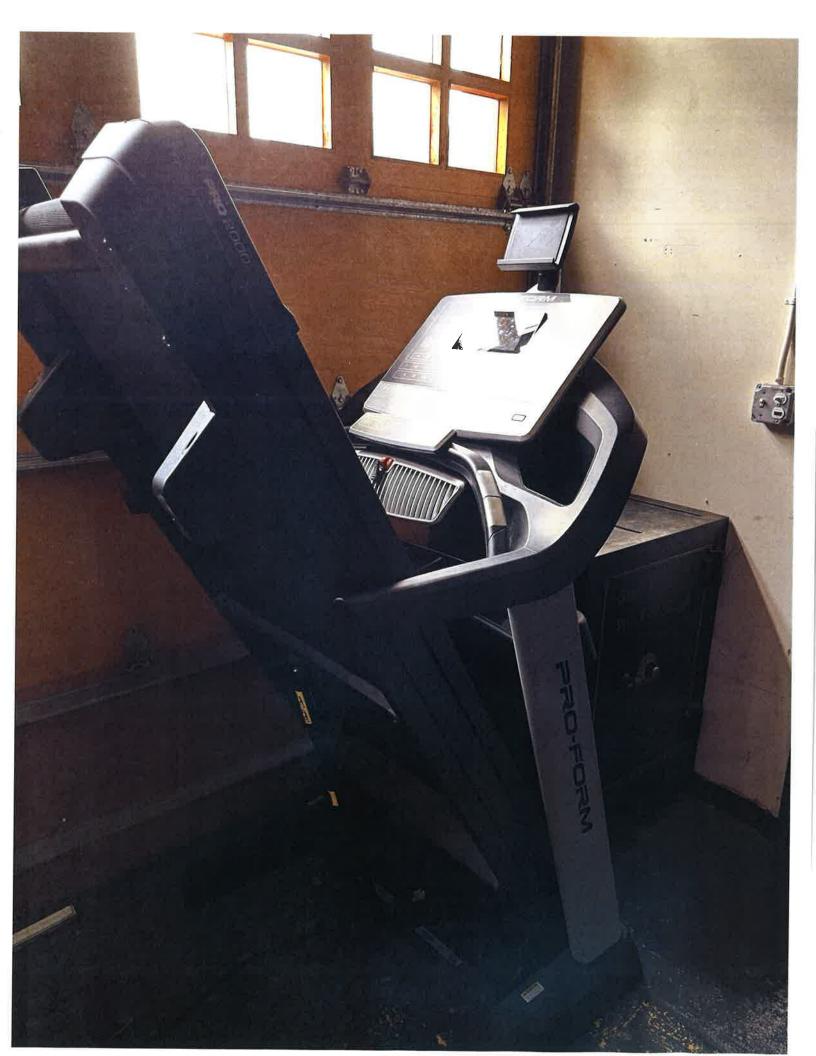
#### Purchases:

8/1/19 Treadmill Amazon \$1,3999.00

We are seeking to obtain this information by the close of business on Monday, June 19, 2023 but of course will provide additional time should you need it.

Cathleon A. Simpson
Human Resources Director
Town of Fairfield
Sullwan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002





### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Thursday, June 15, 2023 11:15 AM

To:

Dunn, Kyran; Gomola, George

Cc:

McCarthy, Denis; Courtemanche, Joanne; 'Eric Chester'; Tuttle, William

Subject:

RE: HR Review

Attachments:

Back up AC Gomola.pdf

Please disregard the previous attachment for back up as it was incomplete. The one attached to this email should be the one for review. I apologize for any inconvenience.

From: Simpson, Cathleen

Sent: Thursday, June 15, 2023 11:09 AM

To: Dunn, Kyran <KDunn@fairfieldct.org>; Gomola, George <GGomola@fairfieldct.org>

Cc: McCarthy, Denis < DMcCarthy@fairfieldct.org>; Courtemanche, Joanne < JCourtemanche@fairfieldct.org>; 'Eric

Chester' <ericchester@fdclawoffice.com>; Tuttle, William <WTuttle@fairfieldct.org>

Subject: HR Review

#### Good Morning,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business. The Chief or Deputy Chief may respond on your behalf if that is preferable.

- 12/27/18 International ASSN- Farifax VA \$249.00
- 1/15/19 International Assn-F Fairfax \$249.00
- 7/30/20 Athletic & Perfor Cranston \$424.00
- 12/24/20/12/31/20 NSCA recertification for National Strength and Conditioning Assoc \$50.00/\$45.00
- 12/15/20 SPUD Inc \$278.71
- 7/30/21 Globe Equipment \$133.24
- 6/16/22 Globe Equipment \$15.51
- 7/10/22 Wheels propane exchange \$26.99

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representatives who may assist you if you so choose with this matter.

Cathleen H. Simpson Luman Resources Director Town of Fairfield Sullivan Independence Hall

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Thursday, June 15, 2023 11:09 AM

To:

Dunn, Kyran; Gomola, George

Cc:

McCarthy, Denis; Courtemanche, Joanne; 'Eric Chester'; Tuttle, William

Subject:

HR Review

Attachments:

Back up G Gomola.pdf

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- 1/15/19 International Assn-F Fairfax \$249.00
- 7/30/20 Athletic & Perfor Cranston \$424.00
- 12/24/20/12/31/20 NSCA recertification for National Strength and Conditioning Assoc \$50.00/\$45.00
- 12/15/20 SPUD Inc \$278.71
- 7/30/21 Globe Equipment \$133.24
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Cathleen H. Simpson Human Resources Director Town of Fairfield Sultivan Independence Hall

725 Old Post Road Fairfield, CT 06824

(475) 350-6002

# TOWN OF FAIRFIELD AMERICAN EXPRESS

## **RECONCILIATION VOUCHER**

DEPARTMENT:	0401 - FIRE DEPARTMENT				
DATE:	January 15, 2019				
	ACCOUNT	AMOUNT			
	1-010-04010-58100	249.00			

TOTAL

249.00

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED - Gomola



## Corporate Purchasing Cardmember Report

## Sign-up For Online Statements

www.americanexpress.com/checkyourbill

Prepared For GEORGE GOMOLA TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-01002 Closing Date 01/13/19

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
0.00	249.00	0.00	0.00	0.00	249.00 For important information regarding your account
					refer to page 2

See Pag	ge 3 for an important change to	the Late Fee ass	sessment.	
For your	records only - do not pay.			
For assistant Custon		count, contact us	at www.americanexpress.com/check	yourbill or
Card Nu	mber XXXX-XXXXX1-01002		Reference Code	Amount \$
12/27/18	INTERNATIONAL ASSN-F FAIRFAX REF# H1AA7DACC FAIRFAX	VA 12/27/18		249.00
Total for	GEORGE GOMOLA		New Charges/Other Debits	249 00

W Charges/Other Debits Payments/Other Credits

249.00

Do not staple or use paper clips **Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

GEORGE GOMOLA TOWN OF FAIRFIELD 140 REEF ROAD **FAIRFIELD** 

CT 06824-5918 Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

# TOWN OF FAIRFIELD AMERICAN EXPRESS

## **RECONCILIATION VOUCHER**

DEPARTMENT:	0401 - FIRE DEPARTM	ENT
DATE:	July 2	20, 2022
	ACCOUNT	AMOUNT
	01004010-53200	16.51
	01004010-56110	29.09
	01004010-54150	26.99

**TOTAL** 

72.59

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED - Gomola





# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For **GEORGE GOMOLA** TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-01002

Closing Date 07/13/22

Page 1 of 2

Deview Beleeve 8					Balance
Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Due \$ Do Not Pay
0.00	72.59	0.00	0.00	0.00	72.59 For important information regarding your account
					refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Date reflects either transaction or posting date Activity

Card Nu	umber XXXX-XXXXX1-01002		Reference Code			Amount \$	700
06/17/22	GLOBE EQUIPMENT INC BRIDGEPORT REF# 73011002167 CC@GLOBEEQUIPM	CT 1EN 06/16/22	73011002167	54320	B4 0	16.51	- V
06/17/22	THE HOME DEPOT #6206 FAIRFIELD REF# 06160620626 800-654-0688	CT 06/16/22	06160620626	- 1 / 1	0(1) 50	29.09	- V
07/10/22	WHEELS #177 CITGO 00 FAIRFIELD REF# 9A05011 203-255-1361	CT 07/10/22		3 6 1,4		26.99	-
	GAS/MSC97 05111443 ROC NUMBER 9A05011			54150 fu	614106		

**Total for GEORGE GOMOLA** 

New Charges/Other Debits Payments/Other Credits

72.59 0.00

Do not staple or use paper clips

**Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

GEORGE GOMOLA TOWN OF FAIRFIELD 140 REEF ROAD **FAIRFIELD** 

CT 06824-5918 See reverse side for instructions on how to update your address, phone number, or email.



300 Dewey Street Bridgeport CT 06605 203-367-6611 · 800-972-4972 Sales@ GlobeEquipment.com

Visit us on the web at GlobeEquipment.com

## SHOWROOM PICKUP

SHOWROOM PICKUP#	DATE
CS97950	06/16/22

BILL TO:

SHIP TO:

FAIRF-5

TOWN OF FAIRFIELD/FIRE FINANCE DEPARTMENT 725 OLD POST ROAD FAIRFIELD CT 06824

FIRE DEPT HEADQUARTERS TOWN OF FAIRFIELD 140 REEF ROAD FAIRFIELD CT 06824

TOTAL DUE

16.51

PAID: AMER. EXPRESS YOU WERE ASSISTED TODAY BY BERNIE ALVES  REDEEM LIME & SCALE 4/1GAL  16.51T  16.  STA.2  AC GOMOLA AMEX  SUBTOTAL  16.51T  16.  16.51T  16.  16.51T  16.  16.51T  16.  16.51T  16.  16.51T  16.						
QUANITY ITEMNUMBER DESCRIPTION UNIT PRICE TOTAL  1 gal SIM EC309004 REDEEM LIME & SCALE 4/1GAL 16.51T 16.  STA.2  AC GOMOLA ÂMEX  PAID: AMER.EXPRESS YOU WERE ASSISTED TODAY BY BERNIE ALVES  SUBTOTAL TAX	YOUR I	URCHASE ORDER NUMBER	SALESMEN	SHIPPED VIA	PAYMENT TE	RMS
1 gal SIM EC309004 REDEEM LIME & SCALE 4/1GAL 16.51T 16.  STA.2  AC GOMOLA AMEX  PAID: AMER. EXPRESS YOU WERE ASSISTED TODAY BY BERNIE ALVES  TAX			12	PICK-UP		
STA.2  AC GOMOLA ÁMEX  PAID: AMER. EXPRESS YOU WERE ASSISTED TODAY BY BERNIE ALVES  SUBTOIAL TAX	QUANTITY	ITEM NUMBER		DESCRIPTION	UNIT PRICE	TOTAL
PAID: AMER.EXPRESS SUBTOTAL 16.5	1 gal	SIM EC309004			16.511	16.51
YOU WERE ASSISTED TODAY BY BERNIE ALVES  TAX		9	AC GON	HOLA AMEX		
YOU WERE ASSISTED TODAY BY BERNIE ALVES  TAX						
YOU WERE ASSISTED TODAY BY BERNIE ALVES  TAX						
YOU WERE ASSISTED TODAY BY BERNIE ALVES	PAID: AMER.	EXPRESS		SUBTOTAL		16.51
LECEIVEDBY:	YOU WERE AS	SSISTED TODAY BY	BERNIE ALVES	TAX		
	ECEIVEDBY:					



STORE MANAGER JACK CRUZ (203)254-3888 JACK\_O\_CRUZ@HOMEDEPOT.COM

6206 00008 01084 06/16/22 03:24 PM SALE CASHIER CRISTIAN

731161042454 RIDGID ORG <A,S> 24.97N RIDGID 22" PRO ORGANIZER

071641126336 SHARPIE 2-PK <A> 2.18N SHARPIE PERMANENT MARKER-BLACK 2PK 045242355259 RED MARKER <A,U>

MKE INKZALL RED FINE POINT MARKER 2@0.97

SUBTOTAL 29.09 SALES TAX 0.00

TAX EXEMPT

TOTAL

\$29.09

XXXXXXXXXXX1002 AMEX

USD\$ 29.09

AUTH CODE 804894/0082650

TA

Chip Read

1A

AID A000000025010801 AMERICAN EXPRESS

<U> - NON-DISCOUNTABLE ITEM



6206 08 01084 06/16/2022 978

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 09/14/2022

### DID WE NAIL IT?

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 8663 2465 PASSWORD: 22316 2457

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

WELCOME TO WHEELS 1096 POST ROAD FAIRFEILD CT 08824 00013821443 WHEELS \$177 CITED 1086 POST RD FAIFFIELD CT 08824

Description

PROPANE EXCHANGE

Subtetal

26.99 0.00

TOTAL

26.99

CREDIT \$ 26.99

CARD TYPE: AMEX AUTH TIME: 075817 ACCT NUMBER: 1002 TRANS TYPE: SALE

AUTH: 856569

Ref #: 99000050114

APPNAME: AMERICAN EXPRESS AID: A000000025010801

APP CRYPTOGRAM : AGOC 2CABEGE21AD92826

ENTRY: Insert ENV STANT: 0166589518

DEALER#: 00013821443 | Term ID: 10

THAIK YOU FOR SHOPING PLEASE VISIT AGAIN

ST# 177 ESH: 10

TILL XXXX DR# 1 TRAN# 1014522 7/10/22 7:58:19 AM

# TOWN OF FAIRFIELD AMERICAN EXPRESS

### **RECONCILIATION VOUCHER**

DEPARTMENT:	0401 - FIRE DEPARTMENT			
DATE:	January 15, 2019			
	ACCOUNT	AMOUNT		
	1-010-04010-58100	249.00		

TOTAL

249.00

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED - Gomola



## Corporate Purchasing Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/checkyourbill

Prepared For **GEORGE GOMOLA** TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-01002 Closing Date 01/13/19

Page 1 of 3

					Balance
Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Due \$ Do Not Pay
0.00	249.00	0.00	0.00	0,00	249.00 For important information regarding your account
					refer to page 2.

See Fage 3	for an important change to the Late Fee assessment.
For your rec	ords only - do not pay,
For assistan	ce or questions about your account, contact us at www.americanexpress.com/checkyourbill or

Date reflects either transaction or posting date Activity

Card Number XXXX-XXXXX1-01002 Reference Code Amount \$ 12/27/18 INTERNATIONAL ASSN-F FAIRFAX VA 249.00 REF# H1AA7DACC FAIRFAX 12/27/18

**Total for GEORGE GOMOLA** 

New Charges/Other Debits Payments/Other Credits

249.00

Do not staple or use paper clips **Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

GEORGE GOMOLA TOWN OF FAIRFIELD 140 REEF ROAD FAIRFIELD

CT 06824-5918

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

# TOWN OF FAIRFIELD AMERICAN EXPRESS

## **RECONCILIATION VOUCHER**

DEPARTMENT:	0401 - FIRE DEPARTMENT				
DATE:	August 17, 2020	)			
	ACCOUNT	AMOUNT			
	101004010-56140	424.00			
	The state of the s				
		-			

**TOTAL** 

424.00

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED - Gomola



## Corporate Purchasing Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

Prepared For **GEORGE GOMOLA** TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-01002

Closing Date 08/13/20

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$		W4240-00 = 004	Balance
0.00	424.00	0.00	Payments \$ 0.00	Other Credits \$	Due \$ Do Not Pay 424.00 For important information regarding your account
					refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920 .

07/30/20 MF ATHLETIC & PERFOR CRANSTON RI 09009594000	
07/30/20 N/F AYHLETIC & PERFOR CRANSTON RI 98988584000  REF# 98988584 800-556-7464 07/30/20  CATALOG MERCHANT  ROC NUMBER 98988584	424.00

Payments/Other Credits

0.00

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account 1974 01000 number on all payments.

GEORGE GOMOLA TOWN OF FAIRFIELD 140 REEF ROAD **FAIRFIELD** 

CT 06824-5918

See reverse side for instructions on how to update your address, phone number, or email.





## Quote

MFAC, LLC 1600 Division Rd West Warwick RI 02893

Toll Free: 1-800-556-7464 Toll Free Fax: 1-800-682-6950

Email: performbetter@performbetter.com

### www.performbetter.com

1 of 1

Bill To George Gomola Fairfield Fire Department

Fairfield Fire Depart 140 Reef Road Fairfield CT 06824 Ship To George Gomola Fairfield Fire Department 140 Reef Road Fairfield CT 06824

Customer #

CUS36039

Quote #

Terms

Date

Expires

Sales Rep

**Shipping Method** 

Q80554

Net 30

07/28/2020

08/27/2020

Marianne Mentch (800) 556-7464 ext 149 mariannem@performbetter.com .UPS Ground

Note: \*Discount Included\*

Line	Item	Quantity	UM	Price	Extended Price
1	<b>4035-01</b> Olympic Hex Bar	1	EA	\$125.00	\$125.00
2	<b>2811-01-Black</b> Yoga Mat 01 Black	3	EA	\$20.00	\$60.00
3	<b>1213-01-1/4-Orange</b> First Place Superbands 01 1/4" Orange	5	EA	\$5.00	\$25.00
4	1213-03-1/2-Black First Place Superbands 03 1/2" Black	5	EA	\$7.00	\$35.00
5	1213-04-3/4-Yellow First Place Superbands 04 3/4" Yellow	5	EA	\$11.00	\$55.00
6	1213-05-1-Black First Place Superbands 05 1" Black	5	EA	\$13.00	\$65.00

Ban + mats Station 4 bands 1-5

 Subtotal
 \$365.00

 Shipping
 \$59.00

 Tax
 \$0.00

 Total
 \$424.00

### 100% Satisfaction Guaranteed!

No matter what it takes, you will be happy!

### Simpson, Cathleen

From:

Dunn, Kyran

Sent:

Friday, June 16, 2023 8:04 AM

To:

Simpson, Cathleen; Courtemanche, Joanne

Subject:

AC Gomola attachment

**Attachments:** 

iafc renewal transactions.JPG

This attachment should have been included with Asst. Chief Gomola's explanation.

Kyran Dunn
Deputy Chief/Deputy Emergency Management Director
Fairfield Fire Department
140 Reef Rd.
Fairfield, CT 06824
203-254-4715
kdunn@fairfieldct.org

Obliti privatorum, publica curate.

Member Portal

IAFC.org

Member Directory

My Profile

Transactions

ges

et Password

scriptions

mbership Notices

**Affiliations** 

My Transactions

Receipt Number	Date	Payment Method	Total
0000059106	9/1/2020	N/A	\$255.00
0000050982	8/27/2019	N/A	\$213.00
0000036841	12/27/2018	N/A	\$249.00
0000025509	11/6/2017	N/A	\$249.00
0000015726	11/1/2016	N/A	\$239.00
0000005396	8/17/2015	N/A	\$214.00

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 11:21 AM

To:

Gomola, George

Cc:

McCarthy, Denis; Dunn, Kyran; Tuttle, William

Subject:

HR Follow Up

#### Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice. My understanding is your Department has been utilizing the updated reconciliation forms which is very helpful.

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

Best,

Cathleen

From: Dunn, Kyran <KDunn@fairfieldct.org>

Sent: Friday, June 16, 2023 8:02 AM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>; Courtemanche, Joanne <JCourtemanche@fairfieldct.org>

Cc: McCarthy, Denis < DMcCarthy@fairfieldct.org>

Subject: Asst. Chief Gomola

Director Simpson,

#### Background

**Asst. Chief Gomola** is the Human Performance Director for the Fairfield Fire Department in addition to his duties as Shift Command of "A" Platoon.

He specifies or approves all exercise equipment purchases for the Fire Department. He applied for and won a 2016 Assistance for Firefighters Grant (AFG2016) of \$110,788 which focused on Firefighter Wellness and Fitness. The previous year, 59% of all firefighter fatalities in the US were caused by medical emergencies. The program goal was to reduce the number of preventable line-of-duty injuries and deaths within the fire service as a result of these medical emergencies. This initiative strives to protect the most important asset that a Fire Department has, its personnel. AC Gomola supervises the Department's "Peer Fitness Coordinators" who are firefighters who mentor other firefighters on their platoon in exercise programs which are tailored to their needs.

- 12/27/18 International ASSN- Farifax VA \$249.00
- 1/15/19 International Assn-F Fairfax \$249.00

Dues paid to the International Association of Fire Chiefs for membership, included in the membership fee is a regional assessment for the East Coast section. A screen shot copy of the recorded transactions is included as an attachment. This practice was changed in 2021 when Sheila notified all of the Fire Chiefs that she was paying for the IAFC memberships as a group. (see email below)

From: Tesei, Sheila

Sent: Monday, September 27, 2021 10:35 AM

To: Gomola, George; Bisson, Scott; Kalapir, Erik; Higgins, Philip; Caisse, Roger

Subject: IAFC

If you receive an invoice, please do not pay w/Amex. I'm processing as a group.

#### Sheila Tesei

- 7/30/20 Athletic & Perfor Cranston \$424.00 equipment for Station 4 fitness area
- 12/15/20 SPUD Inc \$278.71 exercise equipment for fire stations (pulley system)

The above was approved equipment purchases for fire station fitness areas at Station 4 and other fire stations.

12/24/20/12/31/20 NSCA recertification for National Strength and Conditioning Assoc \$50.00/\$45.00
 NSCA

The above was recertification fees from the NSAC for TSAC-F certification. The original certification was grant funded and the recertification fees are listed above, along with the annual membership fee. The NSCA is the gold standard for health, wellness, and fitness education and certification. TSAC-F is the specific area of the NSCA that provides training, education, certification, and research for health and wellness professionals working with the tactical population, specifically firefighters in our case. This certification is necessary for my work as the Fairfield Fire Department's Health and Wellness Officer.

- 7/30/21 Globe Equipment \$133.24
- 6/16/22 Globe Equipment \$15.51

The above equipment was purchased for the kitchen at Station 2. It includes cleaning supplies and equipment that Lt. Eannotti requested as Station Officer and program director for the kitchen renovation.

7/10/22 Wheels propane exchange \$26.99

The above propane tank exchange was used to purchase propane that was used for cooking hamburgers and hotdogs for the residents at Parish Court Elderly Housing Complex during their annual picnic. This annual community service event is very important to residents and provides an opportunity for our firefighters to cultivate important relationships with the Parish Court residents. IAFF Local 1426 donates the use of their grill for this event and the above purchase paid for the propane used at this event. Asst. Chief Gomola and several other firefighters routinely donate their off-duty time to assist with this event.

Kyran Dunn
Deputy Chief/Deputy Emergency Management Director
Fairfield Fire Department
140 Reef Rd.
Fairfield, CT 06824
203-254-4715
kdunn@fairfieldct.org

Obliti privatorum, publica curate.

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Thursday, June 15, 2023 3:05 PM

To:

Kalapir, Erik

Cc:

Dunn, Kyran; McCarthy, Denis; Tuttle, William; 'Eric Chester'; Courtemanche, Joanne

Subject:

HR Review

**Attachments:** 

Back Up AC Kalapir.pdf

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below. My understanding is Deputy Chief Dunn will be reviewing the list below and attached back up and respond as to the business purpose; however, should he be unable to identify the reason for the purchase, we may need your help in responding to this inquiry.

Should we need your assistance in this regard, we are issuing you a Garrity Warning as follows:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of the questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in disciplinary action up to and including dismissal from the Town.

#### Purchases:

- 7/29/19 B&H Photo \$188.03
- 7/19/19 Stop and Shop \$7.19
- 7/16/21 Home Depot \$218.50

We are seeking to obtain this information by the close of business on Monday, June 19, 2023 but of course will provide additional time should we need your input. I have copied your union representatives who may assist you if you so choose with this matter. We will keep you apprised of any new developments.

Cathleen H. Simpson Human Resources Director Town of Fairfield Sullivan Independence Hall 725 Old Post Boad Fairfield, CT 06824 (475) 350-6002

# TOWN OF FAIRFIELD AMERICAN EXPRESS

## **RECONCILIATION VOUCHER**

DEPARTMENT:	0401 - FIRE DEPARTMENT	
DATE:	August 21, 2019	
	ACCOUNT	<b>AMOUNT</b>
	1-010-04010-54320	188.03
	1-010-04010-56140	7.19

**TOTAL** 

195.22

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED - Kalapir



## Corporate Purchasing Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

**ERIK KALAPIR** TOWN OF FAIRFIELD

Account Number XXXX-XXXXX2-01004 Closing Date 08/13/19

Page 1 of 2

**Balance** 

Previous Balance \$ Due \$ Do Not Pay New Charges \$ Other Credits \$ 637.29 195.22 0.00 637.29 195.22 For important information 0.00 regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920

Date reflects either transaction or posting date Activity

Card Nu	ımber XXXX-XXXXX2-01004		Reference Code	Amount \$
07/22/19	CORPORATE REMITTANCE RECEIVED	07/22		-637.29
07/29/19	B&H PHOTO 800-606-69 800-221-5743 105853399 A3999034 10001 RE84 STEEL ENCLOSURE F 8" S810T725 SPKR W PG8W GRLLE	NY 07/29/19	10585339980	188.03
	ROC NUMBER 1058533998 TAX	\$10.52	-	
07/19/19	SUPER STOP SHOP #673 FAIRFIELD REF# 546904 GROCERY STORE	CT 07/19/19	54690400000 56140	7.19

Total for ERIK KALAPIR

New Charges/Other Debits Payments/Other Credits

195.22 -637.29

Do not staple or use paper clips **Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

ERIK KALAPIR TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689 Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



760 VILLA AVENUE
FAIRFIELD, CT 06825
Stor: | lelephone: (203) 333-8715

Store #973

07/19/19

02:48pm

GROCERY

FILAND WATER 24P DP PIL/CAN DEPOSIT

5.99 F 1.20 F

T:X \*\*\*\* 1: LANCE

0.00

Payment 1: pe: AMER EXPRESS

SWIPED- Purchase Card: \* \*\*\*\*\*\*\*\*\*1004

Payment Fut: \$7.19

BALANCE: 1

AUTH#5499:4 RC#00 07/19/19 02:49pm

\*\*\*\*\*\*\*\*\*

F'ER EXPRESS

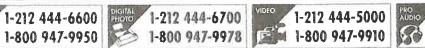
C-ANGE

07/19/1: :2:49pm 673 406 90 880006

www.Sto A dShop.com



## 420 Ninth Avenue, New York, NY 10001 Fax: 212.239.7770







To Inquire About Your Order Tel: 212.239.7765 - 800.221.5743 • Fax: 212.502.9426 - 866.527.7375

The Professional's Source

www.BandH.com



Bill To: ERIK KALAPIR ERIK KALAPIR 600 JENNINGS RD

FIRE STATION TWO FAIRFIELD, CT 06824

USA

Bill Phone: (203)414-0003

KINDER SPECKERS
SM # 2

Order No.: 816102030 Reference No.: 1058533998

Customer Code	Terms		Purchase Order Number	Salesperson WB	Ship Via MULTIPLE	
Ship Qty Bko	80	and the same of th	tion	SKU#/MFR#	Item Price	Amount
6 B			/8" CEILING SPK	BORE84 (RE84)	9.95	59
	Salesperson Code: V	VA.		A R	26.49	105
am	ex for	Ka	lapir			
			Sheet			
	A3999034 Ship Oty Bko 6 B	A3999034 Ship Qty Bko  BOGEN RE84 STEEL EN Salesperson Code: V  4 BOGEN S810T725 SPH Salesperson Code: V  AMANUAL Add  AMA	Ship Qty Bko. Item Descrip  BOGEN RE84 STEEL ENCLOSURE F Salesperson Code: WB  4 BOGEN S810T725 SPKR W/PG8W Salesperson Code: WB  Class add to	Ship Qty Bko  Ship Qty Bko  BOGEN RE84 STEEL ENCLOSURE F/8" CEILING SPK Salesperson Code: WB  4 BOGEN S810T725 SPKR W/PG8W GRLLE/R VOL CNTR Salesperson Code: WA  Place add to Gugust  Amory for Kalapir  Amory for Kalapir	A3999034 07/29/19 WB  Ship Qty Bko Item Description SKU#/MFR#  BOGEN RE84 STEEL ENCLOSURE F/8" CEILING SPK Salesperson Code: WB  BOGEN S810T725 SPKR W/PG8W GRLLE/R VOL CNTR	A399034  O7/29/19  Ship Qty Bko  Item Description  BOGEN RE84 STEEL ENCLOSURE F/8" CEILING SPK Salesperson Code: WB  4 BOGEN S810T725 SPKR W/PG8W GRLLE/R VOL CNTR Salesperson Code: WA  Plaasl add to August  Amey for Kalapir  Amey for Kalapir

Payment Type	Card/Check Number	Amount	Sub-Total:	\$165
AMERICAN EXPRESS	*********1004	188.03		
			Shipping & Handling:	\$11
			Tax:	\$11
			Total Order:	\$188
			Total Payment: Balance:	\$188

# TOWN OF FAIRFIELD AMERICAN EXPRESS

## **RECONCILIATION VOUCHER**

DEPARTMENT:	0401 - FIRE DEPARTMENT	
DATE:	August 17, 2021	
	ACCOUNT	AMOUNT
	101004010-56140	2.62
	101004010-56140	218.50
	I'	I I

TOTAL

221.12

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED - Kalapir



## Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For **ERIK KALAPIR** TOWN OF FAIRFIELD

Account Number XXXX-XXXXX2-01004

Closing Date 08/13/21

Page 1 of 2

**Balance** 

Previous Balance \$ New Charges \$ Other Debits \$ Payments \$ Other Credits \$ 0.00 221.12 0.00 0.00 0.00

Due \$ Do Not Pay 221.12 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Date reflects either transaction or posting date

Card Nu	ımber XXXX-XXXXX2-01004	Reference Code		Amount \$
08/06/21	THE HOME DEPOT #6206 FAIRFIELD CT REF# 08050620646 800-654-0688 08/05/21	08050620646	56140	2.62
07/16/21	THE HOME DEPOT 6206 FAIRFIELD CT REF# 62062021-07 HOME SUPPLY WARE 07/15/21		56140	218.50

**Total for ERIK KALAPIR** 

New Charges/Other Debits Payments/Other Credits 221.12 0.00

Do not staple or use paper clips **Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

ERIK KALAPIR TOWN OF FAIRFIELD 725 OLD POST RD **FAIRFIELD** 

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.



STORE MANAGER JACK CRUZ (203)254 3888 JACK O CRUZOLOME DEPOT LOM

- W. M. A. L. KAS 離 n 現行形 B.O.F. C.O.F.	4
6206 - 00008 - 41460 - 67715721 * AFE CASHIFF PATRICIA	11-4', 0
OSES/SOT/SOBE SZE IN THEIV AREA OF SZENIE SZ	A 97 MERIAI
76511590128 KEYCASE NAV NM. PLASTIC MAGNETIC KEY CASE	· ; ; .
MAX REFUND VALUE \$4.71 83/480037883 METRIC NUT ~A - M METRIC NUT P/1.75 12 2TMC 400 75	G_Det
MAY REFUND VALUE \$2,7774 000099012091 HANDY HOOK <a> M = EVERBILL 4" HANDY HOOK</a>	<i>G</i> _{************************************
HOT 68 MAX REFUND VALUE \$5,0474	b 72
287/480096385 5/8HTTUHPIN -A - M/ HTTCH PIN 5/8	to Its
MAX REFUND VALUE \$0.68 087480096484 374HTUHPIN -AM> HITCH PIN 324	$i = \tilde{I} \tilde{J}$
MAX REFUND VALUE \$0.69 887480074987 PINS <a> <m> WIRE LOCK PINS SQ HD 378X2 } + 403,80</m></a>	2 19-20
MAX RÉFUND VALUE \$13,6874 019442147174 374FLRELNGBK <a -="" <m<br="">374" BEK FLOOR FLANGE</a>	
206.96 MAX REFUND VALUE \$12,52-2	13.92
074523203149 CASTER <a- <m-<br="">CASTER RUBBER 4" THREALLU STE 4@18.78</a->	M BRAKI.
MAX REFUND VALUE \$67.0100 019442152345 374X6BLKN1Ft <a> +M 374"X6" BLK NIPPLE</a>	
20/3 13 MAX REFUND VALUE \$5.64/2	b 26
\$87480023244 COMBO PÅCK KAR MA FLAT WASHER ZINC 378 25FK MAX REFUND VALUE \$3.58	
019442146849 374 CAP BLAC -AM 374" BLK CAP	
202.81 MAX REFUND VALUE \$5.06/2 01/801151510 25W RED LED ~A~ ~M~	5.62
FETT 3 6(25W) A19 RED DIM HTD 4005 97	(0) 0E 23-83
MAX REFUND VALUE \$21.4974 03/000914518 DWOR75 <a> M&gt; DAWN DISH ORG 750Z</a>	6.92
MAX REFUND VALUE \$8,08 88/480010374 STRIP *A> <m> BAP FLAT STL 48X1 1/4X1/8</m>	
209 44 MAX REFUND VALUE \$17.00/2 10% off Military Discount	18,83
10% off Military Discount 228-28-10% off Military Discount MUST RETURN ALL TIEMS FOR A FULL	22 65 居上(精)

| SUBTOTAL | 20F1 45 | 50E FAX | 13 05 | 10TAL | \$218 50 | 50E FAX | 50E FAX

5D5

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 11:16 AM

To:

Dunn, Kyran; Kalapir, Erik

Cc:

McCarthy, Denis; Tuttle, William

Subject:

HR Follow up

Good Morning,

Thank you again for your quick response.

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice.

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Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

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I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

Best,

#### Cathleen

From: Simpson, Cathleen

Sent: Monday, June 19, 2023 9:21 AM

To: Dunn, Kyran < KDunn@fairfieldct.org>; Courtemanche, Joanne < JCourtemanche@fairfieldct.org>

Cc: McCarthy, Denis < DMcCarthy@fairfieldct.org>; Kalapir, Erik < EKalapir@fairfieldct.org>

Subject: RE: Kalapir

Thank-you this is helpful. I appreciate the quick turn around.

From: Dunn, Kyran < KDunn@fairfieldct.org > Sent: Saturday, June 17, 2023 6:29 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org >; Courtemanche, Joanne < JCourtemanche@fairfieldct.org >

Cc: McCarthy, Denis < DMcCarthy@fairfieldct.org>; Kalapir, Erik < EKalapir@fairfieldct.org>

Subject: Kalapir

Director Simpson,

Here is the information regarding AC Kalapir AMEX charges:

Asst. Chief Kalapir is the Shift Commander for "C" Platoon and also maintains and guides the FFD in Radio-related initiatives and equipment purchases and installations.

#### Purchases:

- 7/29/19 B&H Photo \$188.03 This are for speakers for the FIRE ALERTING SYSTEM (this is distinct and not related to the entertainment system) for the ceiling of Fire Station 2.
- 7/19/19 Stop and Shop \$7.19 This was to replenish water on fire units during a heat wave. We keep some bottles on each unit to prevent dehydration during and after incidents.
- 7/16/21 Home Depot \$218.50 This are for a combination of Fire Station 2 kitchen supplies and hardware components to construct a wheeled base for a repurposed two post rack for the Fire Station Alerting System.

Kyran Dunn
Deputy Chief/Deputy Emergency Management Director
Fairfield Fire Department
140 Reef Rd.
Fairfield, CT 06824
203-254-4715
kdunn@fairfieldct.org

Obliti privatorum, publica curate.

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Thursday, June 15, 2023 2:54 PM

To:

Sherwood, Schuyler

Cc:

McCarthy, Denis; Dunn, Kyran; Courtemanche, Joanne; 'Eric Chester'; Tuttle, William

Subject:

HR Review

Attachments:

Back up AC Sherwood.pdf

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below. My understanding is Deputy Chief Dunn will be reviewing the list below and attached back up and respond as to the business purpose: however, should he be unable to identify the reason for the purchase, we may need your help in responding to this inquiry.

Should we need your assistance in this regard, we are issuing you a Garrity Warning as follows:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of the questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in disciplinary action up to and including dismissal from the Town.

#### Purchases:

- 12/31/18 Amazon workpro tool set \$178.83
- 1/3/19 Delux LLC \$385
- 12/19/18 Home Depot\$\$199
- 1/4/19 Home Depot \$35.92
- 8/1/19 Amazon Projector \$499.94
- 7/30/'9 Projector Screen \$229.99
- 7/16/19 Home Theater Speaker, Amp \$239.99
- 8/12/21 Sunoco \$40.00

We are seeking to obtain this information by the close of business on Monday, June 19, 2023 but of course will provide additional time should we need your input. I have copied your union representatives who may assist you if you so choose with this matter. We will keep you apprised of any new developments.

Cathleen H. Jimpson
Human Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

# TOWN OF FAIRFIELD AMERICAN EXPRESS

## **RECONCILIATION VOUCHER**

DEPARTMENT:	0401 - FIRE DEPARTMENT	
DATE:	January 15, 2019	

ACCOUNT	AMOUNT
1-010-04010-54320	178.83
1-010-04010-56140	385.00
1-010-04010-56140	465.00
1-010-04010-54320	184.95
1-010-04010-54320	199
1-010-04010-54320	35.92

TOTAL

1,448.70

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED - Sherwood



### Corporate Purchasing Cardmember Report

## Sign-up For Online Statements

www.americanexpress.com/checkyourbill

Prepared For SCHUYLER SHERWOOD TOWN OF FAIRFIELD

Account Number XXXX-XXXXX7-61009

Closing Date 01/13/19

Page 1 of 3

Balance Due \$ Do Not Pay

 Previous Balance \$
 New Charges \$
 Other Debits \$
 Payments \$
 Other Credits \$

 121.36
 1,448.70
 0.00
 121.36
 0.00

1,448.70 For important information regarding your account refer to page 2.

See Page 3 for an important change to the Late Fee assessment.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920 .

Activity Date reflects either transaction or posting date

Card Nu	ımber XXXX-XXXXX7-61009		Reference Code	Amount \$
12/18/18	CORPORATE REMITTANCE RECEIVED	12/18		-121.36
01/03/19	AMAZON.COM*M220U52D2 AMZN.COM/BILL 7KO2HHNEY 111-7119560-2373098109 ROC NUMBER 7KO2HHNEY94E	WA 01/02/19	54320 B4G	178.83
01/03/19	DELUX LLC Olympia REF# HFP8x10Uihu squareup.com/rec	WA 01/03/19	56140 5DS	385.00
01/11/19	IN *FIREFIGHTER ONE SPARTA REF# 011IA0JLQO6 9739403061 ROC NUMBER 011IA0JLQO6SMPG0	NJ 01/11/19	5DS 51640	465.00
12/19/18	THE HOME DEPOT #6206 FAIRFIELD REF# 12180620636 800-654-0688	CT 12/18/18	12180820636 541320 8+G	184.95
12/27/18	THE HOME DEPOT #6206 FAIRFIELD REF# 12260620600 800-654-0638	CT 12/26/18	12260620600 54320 8+6	199.00
01/04/19	THE HOME DEPOT #6206 FAIRFIELD REF# 01030620613 800-654-0688	CT 01/03/19	01030620613 5 4320 B+G	35.92 L
Total for	SCHUYLER SHERWOOD		New Charges/Other Debits Payments/Other Credits	1,448.70 -121.36

06824-6689

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account number on all payments.

SCHUYLER SHERWOOD TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD CT

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

### amazon.com

Sherwood B46

Details for Order #111-7119560-2373029

Print this page for your records.

Order Placed: December 31, 2018

Amazon.com order number: 111-7119560-2373029

Order Total: \$178.83

### **Not Yet Shipped**

Items Ordered Price

1 of: WORKPRO W009044A Mechanics Tool Set with 3-Drawer Heavy Duty Metal Box \$178.83

(408 Piece)

Sold by: Amazon.com Services, Inc

Condition: New

**Shipping Address:** 

Schuyler Sherwood 600 JENNINGS RD FAIRFIELD, CT 06824-4767 United States

**Shipping Speed:** 

Two-Day Shipping

### **Payment information**

Payment Method: Item(s) Subtotal: \$178,83

American Express | Last digits: 1009 Shipping & Handling: \$0.00

Simplify a Handling. \$6.00

Billing address
Schuyler Sherwood
Total before tax: \$178.83

Schuyler Sherwood

600 JENNINGS PD

Estimated tax to be collected: \$0.00

600 JENNINGS RD Estimated tax to be collected: \$0.00 FAIRFIELD, CT 06824-4767

United States Grand Total: \$178.83

To view the status of your order, return to Order Summary.

Conditions of Use | Privacy Notice © 1996-2018, Amazon.com, Inc. or its affiliates

Delux LLC 7825 Canterwood Dr SE Olympia, WA 98513 (360) 350-9171 justin@geteasyassist.com www.geteasyassist.com



\$0.00

## **SALES RECEIPT**

**BILL TO** 

56140 5DS

Schuyle Sherwood Fairfield Fire 600 Jennings Road Fairfield, CT 06824 US SALES # 1168 DATE 01/03/2019

#### **PMT METHOD**

Credit Card

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/03/2019 01/03/2019	Easy Assist:Easy Assist Shipping & Handling	20 1	17.75 30.00	355.00T 30.00T
***************************************	THE PART IN A PHONE COMMUNICAL MANAGEMENT OF THE PARTY OF	SUBTOTAL TAX (0%) TOTAL		385.00 0.00 385.00

**BALANCE DUE** 

### Tesei, Sheila

From:

Sherwood, Schuyler

Sent:

Thursday, January 3, 2019 3:06 PM

To:

Tesei, Sheila

Subject:

Sherwood AMEX Receipt from Delux LLC

This is for the same thing I just sent you, my AMEX. I guess this is how they list it.

From: Delux LLC via Square <receipts@messaging.squareup.com>

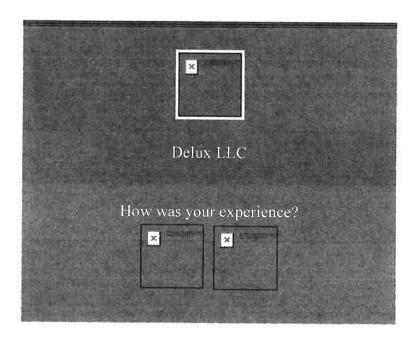
Sent: Thursday, January 3, 2019 2:35 PM

To: Sherwood, Schuyler <SSherwood@fairfieldct.org>

Subject: Receipt from Delux LLC

Now when you shop at sellers who use Square, your receipts will be delivered automatically.

Not your receipt?



\$385.00

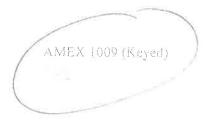
Easy Assist × 20 (\$17.75 ea.)

\$355.00

S&H \$30.00

Total \$385.00

Delux LLC 360-870-1028



#HFP8
Auth
code:
226042

Square Just Got More Rewarding
Your favorite businesses may send you news and rewards via Square. Learn
more and update preferences.

© 2019 Square, Inc.

1455 Market Street, Suite 600 San Francisco, CA 94103

Square Privacy Policy Not your receipt?

Manage preferences for digital receipts

Œ

### Sherwood SDS



#### **ORDER**

SO-00504807

Order Date: 01/11/2019

Customer:

Fairfield Fire Dept.

Account ID:

FFD06824

PO#

Bill to:

140 Reef Road

Fairfield

СТ

06824

Ship to:

140 Reef Road

Fairfield

СТ

06824

Attn: Jordan Charney

**Payment Terms:** 

**Delivery Method:** 

Drop Shipment

**Delivery Est.:** 

01/25/2019

Item	Description	Qty	Price	Total	
G10-12FGO	1/2" G100 FOUNDRY HOOK & CRADLE GRAB HOOK ON OBLONG	2.00	225.00	450.00	- 11 -

Charge	Price
Shipping / Delivery Fees	15.00

RETURN POLICY: -Special Order or Custom items are not returnable.	Item Total	450.00
<ul> <li>All Returns are subject to a 20% restocking fee.</li> <li>No returns will be accepted without an RMA # issued by FF1.</li> </ul>	Charges	15.00
-No Returns will be accepted after 60 days from date of nurchase	Tax Total	0.00
<ul> <li>Returning party responsible for shipping related charges.</li> <li>Returned merchandise must be in NEW and RESALABLE condition for credit to be applied.</li> </ul>	Total	465.00

# Sherwood SDS

Firefighter One LLC 34 Wilson Drive Sparta, NJ 07871 (973) 940-3061 Accounting@ff1.com



**BILL TO** 

Fairfield Fire Dept. 140 Reef Road Fairfield, CT 06824 SHIP TO Fairfield Fire Dept. 140 Reef Road

Attn: Jordan Charney Fairfield, CT 06824

INVOICE SI-00504807

DATE 01/11/2019 TERMS Due On Receipt

**DUE DATE** 01/11/2019

ACTIVITY		AMOUNT
<b>Sales</b> G10-12FGO - 1/2" G100 FOUNDRY H OBLONG, 2 @ \$225.00	OOK & CRADLE GRAB HOOK ON	450.00
Asst. Chief Schuyler Sherwood SSherwood@Fairfieldct.org	UBTOTAL	450.00
203-650-0404	SHIPPING	15.00
	TOTAL	465.00
	PAYMENT	465.00
	TOTAL DUE	\$0.00

Sherwood SDS

Transaction Information

Status

Name

Approved Town of Fairfield

**Amount Paid** 

\$465.00

Date

1/11/2019

Card Information

Card Type
Card Number

American Express xxxxxxxxx1009

Payment IDs Auth Code

189899

Transaction ID

PG0200954401



STORE MANAGER LACK CRUZ (200) 254 288 JACK O EPUZOHOMESEPOT COM

6206 00012 61072 12/18 to 12:21 PM

CASHIER LISA 030699151868 UNOR PULL -A-PULL DUOR 6.5" FINC 394 21 12 63N 887480017229 SCREW <A-4.37N SHT METAL SOWHX HD #12x3/4= 2TMC 0/1497175793 2.5" BRUSH -A-14.4/N WSTR PRO WH BRISTLE 2 5 AUL SASH DIE 020066430511 VPLYINISATO1 <A> 11\_98N VARA INT POLY OIL SAT OF 4500 081834102283 BULKRNUPNOL <A-JUMBO ROUND FEC 100% PENULL 490,24 0 96N 647096342135 KREG DRIVER <A> 4 97N KREG 2X6" #2 SQUARE DRIVER SET 647096805739 1=174"SCREWS -A-9 4/N 1-174" ZINC POCKET-HOLE SCREWS 25001 U37083050639 TB ORG 8 OZ <A> 2 474 TITEBOND I WOOD GLUE 8 02 U76174332810 25 FRAU TAPE <A> 5 8 44 STANLEY 25' LEVERLOCK TAPE MEASURE 079063494813 CASTER -A> CASTER RUBBER 2" RIGID 592 98 17.88N 039003494776 CASTER <A> CASTER HUBBER 2" SWIVEL PLATE 683 44 20 84N 028400420730 NACHOSLURITO KA NACHO DORITOS 291.89 3 78N 7809543804167 23/32 PLY SB -A> 23/32 4X8 RADIATA PINE PLYWOUN 2035:98 /1 AGM NLP Savings \$4:00

> SUBTOTAL 184,95 SALES TAX 0.00

TAX EXEMPT

TOTAL

\$184.95

XXXXXXXXXXX1009 AMEX

USEN 184 US TA

AUTH CODE 869255/6123673 AID A000000025010501 AMERICAN EXPRESS

PRO XIRA MEMBER STATEMENT

PRO XTRA ###=###-3065 SUMMARY THIS DEPETO! DO THE MAME I FO !

## SHERWOOD



### More saving. More doing.

STORE MANAGER JACK CRUZ (203)254-3888 JACK\_O\_CRUZ@HOMEDEPOT.COM

6206 00007 81005 12/26/18 09:22 AM CASHIER ELAINE

692042006043 EG056V BLWR <A> 199.00N EGO 56V LI-ION TURBO BLOWER 2.5AH

SUBTOTAL

199.00 0.00

TAX EXEMPT

SALES TAX

\$199.00

XXXXXXXXXXX1009

TOTAL AMEX

USD\$ 199.00 AUTH CODE 841978/8070038 TA AID A000000025010801 AMERICAN EXPRESS



RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
1 90 03/26/2019 Α

#### \*\*\*\*\*\*\*\*\*\*\*\*\*\* DID WE NAIL IT?

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 168505 162306 PASSWORD: 18626 162299

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

Therwood BY6



STORE MANAGER JACK CEUZ (203)254-3888 JACK & CRUZEHOMEDEPOT.COM

8206 60007 11838 - 01700/19 06 40 AM CASHIER ALFREDA

857150005627 27 GAL TOTE \*A >-HUX 27 GALLON TOUGH TOTE 408.98

35.92N

SUBTOTAL SALES TAX 35.92 0.00

TAX EXEMPT

TOTAL

\$35.92

6001XXXXXXXXXXXX AMEX

USIN\$ 35,92

AUTH CODE 806819/0071303 AID A000000025010801 AMERICAN EXPRESS



RETURN POLICY DEFINITIONS PULICY ID DAYS POLICY EXPIRES ON 90 04/03/2019

#### DID WE NAIL IT?

Take a short survey for a chance TO WIN A \$5,000 HOME DEPUT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 30171 23972 PASSWORD: 19053 23965

Fatries must be consisted within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

## TOWN OF FAIRFIELD AMERICAN EXPRESS

#### **RECONCILIATION VOUCHER**

**DEPARTMENT**: 0401 - FIRE DEPARTMENT

**DATE:** August 17, 2021

ACCOUNT	AMOUNT
101004010-56140	19.13
101004010-56140	321.30
101004010-56140	30.30
101004010-56140	449.88
101004010-56140	509.88
101004010-58120	96.51
101004010-56100	519.80
101004010-56140	40.00
101004010-56140	208.90

**TOTAL** 

2,195.70

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED - Sherwood



## Corporate Purchasing Cardmember Report

### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For SCHUYLER SHERWOOD TOWN OF FAIRFIELD

Account Number XXXX-XXXXX7-61009

Closing Date 08/13/21

Page 1 of 3

**Balance** 

 Previous Balance \$
 New Charges \$
 Other Debits \$
 Payments \$
 Other Credits \$

 0.00
 2,195.70
 0.00
 0.00
 0.00

Due \$ Do Not Pay
2,195.70 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at <a href="https://www.americanexpress.com/checkyourbillorcall-customer-service">www.americanexpress.com/checkyourbillor</a> call Customer Service at 1-800-492-4920.

**Activity** 

Date reflects either transaction or posting date

Card Nu	ımber XXXX-XXXXX7-61009		Reference Code	Amount \$
07/21/21	AMAZON.COM*2E8FN19F1 AMZN.COM/BILL 4Z09JRPO5 113-2713720-7720298109 ROC NUMBER 4Z09JRPO5E3W TAX	WA 07/20/21 \$1.14	56140	19.13
08/12/21	AMZN MKTP US*2D2ZA2E AMZN.COM/BILL 9TOPC58C9 112-6581993-7519498109 ROC NUMBER 9TOPC58C9PQ2	WA 08/06/21	56148	321.30
07/20/21	AMZN MKTP US*2E5P77K AMZN.COM/BILL 7GQR8GQ07 113-1039193-2981898109 ROC NUMBER 7GQR8GQ073DF TAX	WA 07/20/21 \$1.81	56140	30.30
08/06/21	AMZN MKTP US*2P4D189 AMZN.COM/BILL 19Y49YW08 112-0449738-8016298109 ROC NUMBER 19Y49YW08RI9	WA 08/06/21	56140	449.88
08/13/21	AMZN MKTP US*2P9M72U AMZN.COM/BILL 2HTNEMQW7 112-8273327-3128298109 ROC NUMBER 2HTNEMQW707I	WA 08/12/21	56140	509.88
07/21/21	COLONY GRILL STAMFORD REF# 85180891202 203-359-2184	CT 07/20/21	85180891202 58120	96.51
08/11/21	FEDEX Office 0326 15 FAIRFIELD 032600213 YARDSIGNS 06824 ROC NUMBER 03260021312	CT 08/11/21	03260021312	519.80

Continued on Page 3

Do not staple or use paper clips **Payment Coupon** 

Account Number

Account Number Enter 15 digit account number on all payments.

SCHUYLER SHERWOOD TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or emails



Prepared For SCHUYLER SHERWOOD TOWN OF FAIRFIELD Account Number
XXXX-XXXXX7-61009

Closing Date 08/13/21

Page 3 of 3

Activity Continued	Reference Code	Amount \$
08/13/21 SUNOCO 0342689700 03 FAIRFIELD (08/13/21) REF# 00013488 203-255-0328 08/12/21 General Merchandise ROC NUMBER 00013488	O0013488000	40.00
08/13/21 THE HOME DEPOT 6206 FAIRFIELD ( REF# 62062021-08 HOME SUPPLY WARE 08/12/21	56140	208.90
Total for SCHUYLER SHERWOOD	New Charges/Other Debits Payments/Other Credits	2,195.70 0.00



SUNOCO 0342689700 500 GRASMERE AVENUE FAIRFIELD CT 06824 L309651466001



08/12/2021 2:01:35 PM Register: 1 Trans #: 2850 Op ID: 52 Your cashier: JERRY

Propane Propane

\$20.00 99 \$20.00 99

Subtotal = \$40.00

Tax = \$0.00

Total = \$40.00

Change Due = \$0.00

Credit

\$40.00

XXXXXXXXXXXX1009 Amer Express

INVOICE: 048939 AUTH 863771

POS Purchase/Capture Sequence Number 13488

Chip Read

AMERICAN EXPRESS

Mode: Issuer

AID: A000000025010801 TVR: 0000008000

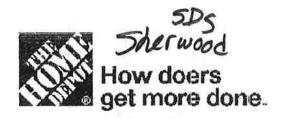
IAD: 06480103A02002

TSI: E800 ARC: 00

APPROVED 863771

I agree to pay the above total amount according to the card issuer agreement.

> THANK YOU. COME AGAIN...



STORE MANAGER JACK CRUZ (203)254-3888 JACK 0\_CRUZ@HOMEDEPOT.COM

6206 00007 92390 SALE CASHIER TIĄJAH 08/12/21 01:58 PM

818897010312 HD TRI ORG <A>
3-WIRE ORNGE VINYL HVYDTY TRIPLE TAP
203.85 7.70N

6970670970290 6 BLK OTLT <A> 6 OUTLET BLACK SURGE 8' CRD FLAT PLG 4@16.97 67.88N

032886747038 14/3 50'HSKY <A> 14/3 50' HUSKY EXTENSION CORD 4@27.59

110.36N 857150005924 17GAL TOTE <A,S> HDX 17 GALLON TOUGH TOTE

2011.48 22.96N

> SUBTOTAL 208.90 SALES TAX 0.00

TAX EXEMPT TOTAL XXXXXXXXXXXX1009 AMEX

\$208.90

AUTH CODE 829291/8074619

USD\$ 208.90

Chip Read. ATD A000000025010801 AMERICAN EXPRESS



RETURN POLICY DEFINITIONS ICY ID DAYS POLICY EXPIRES ON 1 90 11/10/2021 POLICY ID

#### DID WE NAIL IT?

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 191275 185076 PASSWORD: 21412 185069

Entries must be completed within 14 days of purchase. Entrants must be 18 or the to enter. See complete rules on No purchase necessary.

#### Simpson, Cathleen

From:

Sherwood, Schuyler

Sent:

Friday, June 16, 2023 8:55 AM

To:

Simpson, Cathleen; Dunn, Kyran; Tesei, Sheila

Cc:

McCarthy, Denis; Tuttle, William; Sherwood, Schuyler

Subject:

HR Review of Sherwood AMEX

**Attachments:** 

SHERWOOD AMEX RECONCILE JUNE 2023.pdf

Importance:

High

Dear Deputy Chief Dunn and Ms. Simpson,

Attached you will find the supplemental information that was requested by Ms. Simpson on June 15, 2023. I believe I have provided all the required supporting information prior the Monday June 19<sup>th</sup> deadline.

Please confirm receipt of this information.

Please let me know if you need any additional information.

Respectfully, Assistant Chief Schuyler Sherwood Fairfield Fire Department

From: Simpson, Cathleen <CSimpson@fairfieldct.org>

Sent: Thursday, June 15, 2023 2:54 PM

To: Sherwood, Schuyler <SSherwood@fairfieldct.org>

Cc: McCarthy, Denis < DMcCarthy@fairfieldct.org>; Dunn, Kyran < KDunn@fairfieldct.org>; Courtemanche, Joanne

<JCourtemanche@fairfieldct.org>; Eric Chester <ericchester@fdclawoffice.com>; Tuttle, William

<WTuttle@fairfieldct.org>

Subject: HR Review

Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below. My understanding is Deputy Chief Dunn will be reviewing the list below and attached back up and respond as to the business purpose: however, should he be unable to identify the reason for the purchase, we may need your help in responding to this inquiry.

Should we need your assistance in this regard, we are issuing you a Garrity Warning as follows:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of the questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.

- During the course of this questioning, even if you do disclose information which indicates that you may
  be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits
  thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in disciplinary action up to and including dismissal from the Town.

#### Purchases:

- 12/31/18 Amazon workpro tool set \$178.83
- 1/3/19 Delux LLC \$385
- 12/19/18 Home Depot\$\$199
- 1/4/19 Home Depot \$35.92
- 8/1/19 Amazon Projector \$499.94
- 7/30/`9 Projector Screen \$229.99
- 7/16/19 Home Theater Speaker, Amp \$239.99
- 8/12/21 Sunoco \$40.00

We are seeking to obtain this information by the close of business on Monday, June 19, 2023 but of course will provide additional time should we need your input. I have copied your union representatives who may assist you if you so choose with this matter. We will keep you apprised of any new developments.

Cathleen H. Gimpson
Human Resources Director
Town of Fairfield
Outlivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

June 16, 2023

Dear Chief Dunn,

I am in receipt of the e-mail from June 15, 2023 requesting information about the business purpose of the items listed below that were purchased on the Town of Fairfield American Express Card Issue to me, Assistant Chief Schuyler Sherwood.

#### The following is a description of the purchases and purposes:

#### Purchases:

#### 12/31/18 Amazon workpro tool set \$178.83

This is a tool set that we purchased for an outlying fire station to complete light equipment and facility repairs. Prior to this purchase, we only had a small travel toolbox available to our team that is carried on the Engine assigned to that building. That kit had very few tools which prior to the purchase of the tool set required our mechanic to travel to each outlying station every time there was a field level repair or adjustment. We have provided these tool kits specifically at Station 1 and Station 4. Station 5 and Station 3 have smaller kits. These tool kits were purchased to increase the efficiency of our maintenance team

#### 1/3/19 Delux LLC \$385

Delux LLC is the company that manufactures and sell a product called Easy Assist that we carry on all fire apparatus. Easy Assist is a tool to lift patients with proper lifting techniques. This is a strap that we slide under a patient to lift them. The process of lifting is relatively simple where we use this tool to slide the patient in a better position and lift with minimal back and shoulder strain. This purpose of this product is to reduce back and other musculoskeletal injuries. This product cannot be reused, it is often disposed at the scene due to contamination with body fluids such as urine or fecal matter. Below is the web site for the product

https://www.geteasyassist.com/

#### 12/19/18 Home Depot \$199

The receipt attached for \$199.00 is dated 12/26/18, I am hopeful that is the receipt you are questioning. This is for a hand-held battery-operated leaf/dust blower that we provide for each of the fire stations. Each fire station uses these blowers to clean debris both inside and outside of the building. At the time of this purchase we were in the process of converting gasoline powered blowers over to battery blowers; as it is not healthy to run the gasoline blowers inside. The attached link is provided to you for a better description:

RYOBI - Leaf Blowers - Outdoor Power Equipment - The Home Depot

#### 1/4/19 Home Depot \$35.92

The department uses 27-gallon storage totes for many items. These include storing emergency food supplies, emergency charging station supplies, equipment and other general supplies. Our department has limited storage space so these bins can be located throughout our system. I cannot tell you where the specific bins that were purchase 4 ½ years ago are, but a tour of our facility would show you that we have them everywhere. The attached link is provided to you for a better description of the bins:

HDX 27 Gal. Tough Storage Tote in Black with Yellow Lid HDX27GONLINE(5) - The Home Depot

#### 8/1/19 Amazon Projector \$499.94

In 2019 the firefighters assigned to Fire Station 2 located at 600 Jennings Road renovated the kitchen while on duty. This renovation was done to bring the largest fire station kitchen up to modern standards and incorporate technology needed to provide training at 600 Jennings Road. Having the ability to

complete some training in house limits the number of times units need to relocate to facilities such as the Fire Training Center, consequently reducing the number of times the district two would potentially have reduced fire protection. This project saved the Town of Fairfield tens of thousands of dollars as the majority of the construction work was completed on duty. The projector listed is the ceiling mounted AV projector that was used for this project. This projector is still there and in use. Please let me know if pictures are required of proof of existence. The AMEX order is attached.

#### 7/30/19 Projector Screen \$229.99

This is the ceiling mounted electronic drop-down screen that was used for the project outlined above at Fire Station 2 located at 600 Jennings Road. This screen is still there and in use. Please let me know if pictures are required of proof of existence. The AMEX order is attached.

#### 7/16/19 Home Theater Speaker, Amp \$239.99

This is the audio system for the projector and other electronic devices for the project outlined above at Fire Station 2 located at 600 Jennings Road. This system is still there and in use. Please let me know if pictures are required of proof of existence. The AMEX order is attached.

#### 8/12/21 Sunoco \$40.00

This purchase was to refill two 20-pound, gas grill size, propane tanks for our emergency response tool, the "Dragon Slayer" Propane Flare Tower. The Fire Department is required to respond to leaking propane tanks. When we find these leaking tanks, we must burn off the remaining propane in the tanks at the scene of the emergency, as it is illegal and dangerous for us to transport these tanks. We burn off the propane using the dragon slayer tool, information and video listed below. This tool requires a pilot light which is fueled by a 20-pound propane tank that we bring. The propane purchase was for the pilot light tank that would have been used in either training or at a scene.

RESPONDER PROPANE FLARE - aka "The Dragon Slayer" - the only commercially available folding 1-inch Propane Flare that can be tilted - Responder Training

Respectfully submitted.

Assistant Chief Schuyler Sherwood

#### Final Details for Order #111-7119560-2373029

Print this page for your records.

Order Placed: December 31, 2018

Amazon.com order number: 111-7119560-2373029

Order Total: \$178.83

#### Shipped on January 3, 2019

Items Ordered Price

1 of: WORKPRO W009044A Mechanics Tool Set with 3-Drawer Heavy Duty Metal Box (408 Piece) Sold by: Amazon.com Services LLC

Condition: New

#### **Shipping Address:**

Schuyler Sherwood 600 JENNINGS RD FAIRFIELD, CT 06824-4767 United States

#### **Shipping Speed:**

Two-Day Shipping

#### **Payment information**

**Payment Method:** 

American Express | Last digits: 1009

therical Express | Last digits: 100

Billing address
Schuyler Sherwood
600 JENNINGS RD
FAIRFIELD, CT 06824-4767
United States

**Credit Card transactions** 

Item(s) Subtotal: \$178.83

Shipping & Handling: \$0.00

----

\$178.83

Total before tax: \$178.83

Estimated tax to be collected: \$0.00

-----

Grand Total: \$178.83

AmericanExpress ending in 1009: January 3, 2019: \$178.83

To view the status of your order, return to Order Summary.

Conditions of Use | Privacy Notice © 1996-2023, Amazon.com, Inc. or its affiliates

#### **Delux LLC**

7825 Canterwood Dr SE Olympia, WA 98513 (360) 350-9171 justin@geteasyassist.com www.geteasyassist.com



### SALES RECEIPT

**BILL TO** 

56140 505

Schuyle Sherwood Fairfield Fire 600 Jennings Road Fairfield, CT 06824 US SALES # 1168 DATE 01/03/2019

#### PMT METHOD

**Credit Card** 

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/03/2019 01/03/2019	Easy Assist:Easy Assist Shipping & Handling	20	17.75	355.00T
	Chipping & Hadiging	1	30.00	30.00T
		SUBTOTAL TAX (0%) TOTAL BALANCE DUE		385.00 0.00 385.00 <b>\$0.00</b>

SHERWOOD AMEY BaG



### More saving. More doing.

STORE MANAGER JACK CRUZ (203)254-3888 JACK 0\_CRUZ@HOMEDEPOT.COM

6206 00007 81005 CASHIER ELAINE

12/26/18 09:22 AM

692042006043 EG056V BLWR <A> 199 EG0 56V LI-ION TURBO BLOWER 2.5AH 199.00N

> SUBTOTAL SALES TAX

199.00

TAX EXEMPT

TOTAL

0.00

XXXXXXXXXXXXX1009 AMEX

\$199.00

AUTH CODE 841978/8070038 USD\$ 199.00 TA AID A000000025010801 AMERICAN EXPRESS



RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
1 90 03/26/2019

#### \*\*\*\*\*\*\*\*\*\*\* DID WE NAIL IT?

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

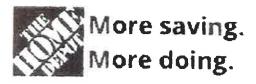
Opine en españo!

www.homedepot.com/survey

User ID: H89 168505 162306 PASSWORD: 18626 162299

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

## Therwood BY6



STORE MANAGER JACK CRUZ (203)254-3888 JACK O CHUZINICHE DEPOT COM

0206 00007 11896 UTHO 19 No 40 AM CASHER ALFREDA

85715:40.5627 27 GAL TOTE KA -HUN 27 GALLON TOUGH TUTE 485.98

15 yzh

SUBTOTAL SALES TAX

15,92 0.00

TAX EXEMPT

TOTAL

\$15.92

REXXXXXXXXXX009

150\$ 第.92

AUTH CODE 806819/0071305 AID A000000025010801 AMERICAN FARE US



RETURN POLICY DEFINITIONS POLICY ID DAYS POLICY EXPIRES ON 04/03/2019

#### DID WE NAIL IT?

lake a short survey for a chance To Win A \$5,000 HOME DEPOT VIFI CAPO

Upine en esparadi

www.homedepot.com/s.a.vey.

User ID H69 30111 23972 PASSWORD 1905 / 23965

First ins must be completed within 14 days of purchase Entrants must be 18 or wider to enter, see complete rules on website. No purchase necessary



#### Details for Order #114-5638375-4012265 Print this page for your records.

Order Placed: August 1, 2019

Amazon.com order number: 114-5638375-4012265

Order Total: \$499.94

#### **Not Yet Shipped**

**Items Ordered** Price

1 of: ViewSonic 3600 Lumens WXGA High Brightness Projector for Home and Office with \$379.99 HDMI Vertical Keystone and 1080p Support (PA503W)

Sold by: Amazon.com Services, Inc

Condition: New

1 of: QualGear Pro-AV QG-KIT-S-3IN-W Projector Mount Kit Accessory Suspended Ceiling \$119.95

Adapter, 3" 1.5", White

Sold by: Amazon.com Services, Inc (seller profile)

Business Price

Condition: New

#### Shipping Address:

Schuyler Sherwood 600 JENNINGS RD FAIRFIELD, CT 06824-4767 **United States** 

#### **Shipping Speed:**

Two-Day Shipping

#### Payment information

Payment Method:

American Express | Last digits: 1009

Item(s) Subtotal: \$499.94 Shipping & Handling:

\$0.00

Billing address

Schuyler Sherwood 600 JENNINGS RD FAIRFIELD, CT 06824-4767 **United States** 

Total before tax: \$499.94 Estimated tax to be collected:

\$0.00

Grand Total: \$499.94

To view the status of your order, return to Order Summary.

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SHERWOOD AMEX STA. 2 PROJECT



#### Details for Order #114-4136844-4433049

Print this page for your records.

Order Placed: July 30, 2019

**Amazon.com order number:** 114-4136844-4433049

Order Total: \$229.99

#### **Not Yet Shipped**

Items Ordered Price

1 of: Elite Screens Spectrum Electric Motorized Projector Screen with Multi Aspect Ratio Function \$229.99 Max Size 90-inch Diag 16:10 & 87-inch Diag 16:9, Home Theater 8K/4K Ultra HD Ready

Projection, ELECTRIC90X Sold by: Amazon.com Services, Inc

Condition: New

#### Shipping Address:

Schuyler Sherwood 600 JENNINGS RD FAIRFIELD, CT 06824-4767 United States

#### **Shipping Speed:**

One-Day Shipping

#### **Payment information**

**Payment Method:** 

American Express | Last digits: 1009

Item(s) Subtotal: \$229.99 Shipping & Handling: \$0.00

----

Billing address

Schuyler Sherwood Total before tax: \$229.99
600 JENNINGS RD Estimated tax to be collected: \$0.00

FAIRFIELD, CT 06824-4767

United States

φ0.00

Grand Total: \$229.99

To view the status of your order, return to Order Summary.

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#### amazon.com

#### Details for Order #114-0206214-8807417

Print this page for your records.

Order Placed: July 16, 2019

Amazon.com order number: 114-0206214-8807417

Order Total: \$239,98

Station 2 BYG

#### **Not Yet Shipped**

Items Ordered

Price

2 of: Polk T50 150 Watt Home Theater Floor Standing Tower Speaker (Single) -

\$74.99

Premium Sound at a Great Value | Dolby and DTS Surround

Sold by: Amazon.com Services, Inc

1 of: Polk Audio PSW10 10" Powered Subwoofer - Featuring High Current Amp and

\$114.81

Low-Pass Filter | Up to 100 Watts | Big Bass at A Great Value | Easy Integration Home Theater Systems

Sold by: Amazon.com Services, Inc.

Condition: New

Shipping Address:

Erik Preteska

600 JENNINGS RD

FAIRFIELD, CT 06824-4767

United States

Shipping Speed:

One-Day Shipping

Payment information

Payment Method:

Item(s) Subtotal: \$264.79

American Express | Last digits: 1009

Shipping & Handling: \$0.00 Deal of the Day: -\$24.81

Billing address

Schuyler Sherwood 140 REEF RD

Total before tax: \$239.98 Estimated tax to be collected:

FAIRFIELD, CT 06824-5918

\$0.00

United States

Grand Total: \$239.98

To view the status of your order, return to Order Summary.

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SUNOCO 0342689700 500 GRASMERE AVENUE FAIRFIELD CT 06824 L309651466001

COWORD C



08/12/2021 2:01:35 PM Register: 1 Trans #: 2850 Op ID: 52 Your cashier: JERRY

Propane Propane

\$20.00 99 99 \$20.00

\$40.00

Subtotal = Tax = \$0.00

> Total = \$40.00

Change Due = \$0.00

Credit

\$40.00

---------XXXXXXXXXXXX1009 Amer Express

INVOICE: 048939 AUTH 863771

POS Purchase/Capture

Sequence Number 13488 Chip Read

AMERICAN EXPRESS

Mode: Issuer AID: A000000025010801 TVR: 0000008000

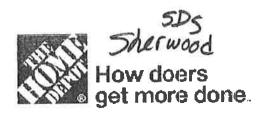
IAD: 06480103A02002

TSI: E800 ARC: 00

APPROVED 863771

I agree to pay the above total amount according to the card issuer agreement.

> THANK YOU. COME AGAIN...



STORE MANAGER JACK CRUZ (203)254-3888 JACK O CRUZ@HOMEDEPOT COM

6206 00007 92390 SALE CASHIER TIĄJAH 08/12/21 01:58 PM

818897010312 HD TRI ORG <A> 3-WIRE ORNGE VINYL HVYDTY TRIPLE TAP 2@3.85 7.70N

6970670970290 6 BLK OTLT <A> 6 OUTLET BLACK SURGE 8' CRD FLAT PLG 67.88N 4@16.97

9815.97 032886747038 14/3 50 HSKY <A> 14/3 50 HUSKY EXTENSION CORD 4027.59 857150005924 17GAL TOTE <A,S> HDX 17 GALLON TOUGH TOTE 2011.48

110.36N

208.90 SUBTOTAL SALES TAX 0.00

22.95N

TAX EXEMPT

\$208,90 TOTAL

XXXXXXXXXXXX1009 AMEX USD\$ 208.90

AUTH CODE 829291/8074619 Chip Read

ATD A000000025010801 AMERICAN EXPRESS

6206 08/12/21

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
1 90 11/10/2021

#### DID WE NAIL IT?

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 191275 185076 PASSWORD: 21412 185069

Entries must be completed within 14 days of purchase. Entrants must be 18 or idento enter. See complete rules on No purchase necessary.

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 11:19 AM

To:

Sherwood, Schuyler; Dunn, Kyran; Tesei, Sheila

Cc:

McCarthy, Denis; Tuttle, William

Subject:

HR Follow up

Good Morning,

Thank you for your quick response.

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice. My understanding is your Department has been utilizing the updated reconciliation forms which is very helpful.

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

Best,

#### Cathleen

From: Sherwood, Schuyler <SSherwood@fairfieldct.org>

Sent: Friday, June 16, 2023 8:55 AM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>; Dunn, Kyran <KDunn@fairfieldct.org>; Tesei, Sheila

<STesei@fairfieldct.org>

Cc: McCarthy, Denis < DMcCarthy@fairfieldct.org>; Tuttle, William < WTuttle@fairfieldct.org>; Sherwood, Schuyler

<SSherwood@fairfieldct.org>

**Subject:** HR Review of Sherwood AMEX

Importance: High

Dear Deputy Chief Dunn and Ms. Simpson,

Attached you will find the supplemental information that was requested by Ms. Simpson on June 15, 2023. I believe I have provided all the required supporting information prior the Monday June 19<sup>th</sup> deadline.

Please confirm receipt of this information.

Please let me know if you need any additional information.

Respectfully, Assistant Chief Schuyler Sherwood Fairfield Fire Department

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Thursday, June 15, 2023 2:54 PM

To: Sherwood, Schuyler <SSherwood@fairfieldct.org>

Cc: McCarthy, Denis < DMcCarthy@fairfieldct.org>; Dunn, Kyran < KDunn@fairfieldct.org>; Courtemanche, Joanne

<JCourtemanche@fairfieldct.org>; Eric Chester <ericchester@fdclawoffice.com>; Tuttle, William

<WTuttle@fairfieldct.org>

Subject: HR Review

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below. My understanding is Deputy Chief Dunn will be reviewing the list below and attached back up and respond as to the business purpose: however, should he be unable to identify the reason for the purchase, we may need your help in responding to this inquiry.

Should we need your assistance in this regard, we are issuing you a Garrity Warning as follows:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of the questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.

- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in disciplinary action up to and including dismissal from the Town.

#### Purchases:

- 12/31/18 Amazon workpro tool set \$178.83
- 1/3/19 Delux LLC \$385
- 12/19/18 Home Depot\$\$199
- 1/4/19 Home Depot \$35.92
- 8/1/19 Amazon Projector \$499.94
- 7/30/`9 Projector Screen \$229.99
- 7/16/19 Home Theater Speaker, Amp \$239.99
- 8/12/21 Sunoco \$40.00

We are seeking to obtain this information by the close of business on Monday, June 19, 2023 but of course will provide additional time should we need your input. I have copied your union representatives who may assist you if you so choose with this matter. We will keep you apprised of any new developments.

Cathleen A. Simpson
Human Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road
Fairfield, CT06824
(475) 350-6002

## TOWN OF FAIRFIELD AMERICAN EXPRESS

#### **RECONCILIATION VOUCHER**

DATE:	December 29, 2022		
DESCRIPTION	ACCOUNT	AMOUNT	
exercise equipment for station	11004010-56140 Donations	639.99	
gas on way back from meeting in Hartford	01004010-54150	36.20	
lunch with Fire Dpt Chaplain	01004010-58120	84.85	
Va :			
	+		

0401 - FIRE DEPARTMENT

TOTAL

APPROVED FOR PAYMENT BY

**DEPARTMENT:** 

Brenda Kupchick, First Selectwoman

DETAIL STATEMENT ATTACHED

penis McCarthy, Fire Chief

761.04

APPROVED FOR PAYMENT BY

Kyran Dunn, Deputy Fire Chief



## Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For DENIS MCCARTHY TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-12001

Closing Date 12/13/22

Page 1 of 2

Balance
Due \$ Do Not Pay

 Previous Balance \$
 New Charges \$
 Other Debits \$
 Payments \$
 Other Credits \$

 1,259.45
 761.04
 0.00
 1,259.45
 0.00

**761.04** For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

<b>Activity</b>	Date reflects either transaction or posting date

Card Nu	mber XXXX-XXXXX1-12001		Reference Code		Amount \$
11/21/22	CORPORATE REMITTANCE RECEIVED	11/21			-1,259.45
11/14/22	CLDTKN AMZN MKTP US*HB6731A AMZN 5PLN0JX7N 0824 98109 ROC NUMBER 5PLN0JX7NKS9	.COM/BILL V 11/14/22	v –	lonation	639.99
12/09/22	EXXONMOBIL 9742 ORANGE REF# 00080245 AUTO FUEL DISPEN 001 ROC NUMBER 00080245	CT 12/08/22	00080245000	54150	36.20
11/30/22	FLIPSIDE BURGERS & B FAIRFIELD REF# 73011002334 INFO@FLIPSIDERES ROC NUMBER 7301100233410740 TAX	CT 11/29/22 \$4.85	73011002334	53120	84.85

**Total for DENIS MCCARTHY** 

New Charges/Other Debits Payments/Other Credits 761.04 -1,259.45

Do not staple or use paper clips **Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

DENIS MCCARTHY TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.



#### Details for Order #113-4788998-5650637

exercise equip for station

Order Placed: November 14, 2022

PO number: Sta. 5 Gym

Amazon.com order number: 113-4788998-5650637

Order Total: \$639.99

#### **Business order information**

COVID 19: Equipment

#### **Not Yet Shipped**

Items Ordered **Price** 

1 of: ARCHON Wall Mount Commercial Ball Bearing Cable Station | 17 and 15 Position Adjustable Dual Pulley Models | Home

Gym Equipment | Cable Crossover Machine | Cable Pulldown

Sold by: ARCHON Fitness Equipment (seller profile)

Condition: New

Shipping Address:

John Gomola / Bill Tuttle 3965 CONGRESS ST FAIRFIELD, CT 06824-2040

United States

Shipping Speed:

Standard Shipping

#### Payment information

**Payment Method:** 

American Express | Last digits: 2001

Reference number: 0824

Item(s) Subtotal: \$639.99

Total before tax: \$639.99

Grand Total: \$639.99

Shipping & Handling: \$0.00

**Estimated Tax:** 

\$0.00

\$639.99

Billing address Denis McCarthy

725 OLD POST RD

FAIRFIELD, CT 06824-6684

**United States** 

To view the status of your order, return to Order Summary.

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ALLTOWN #829 535 PRUDDEN LN.S ORANGE CT, 06477

DATE 12/8/22 10:45
TRAN#9052390
PUMP# 05
SERVICE LEVEL: SELF
PRODUCT: REGULAR
GALLONS: 10.059
PRICE/G: \$3.599
FUEL SALE \$36.20
CREDIT \$36.20

> THANK YOU HAVE A NICE DAY

Coas on my was bick from Mg m Hotford

## Lunch wfD Chaplain 58126

#### Flipside Burgers & Bar

1125 Post Rd. Fairfield, CT 203-292-8233 www.flipsiderestaurant.com

#### N/A

Check: 457238 Table: BTH2

Server: 138 Melanie S

11/29/22

12:56pm \$16.50 Burger 6oz Sirloin american bacon grilled onions 1ettuce tomato Monterey Blue Burger \$16.50 Beet Salad \$18,00 Add Grilled Chicken \$15.00 Burrata & White Bean \$66.00 Subtota1 Tax: \$4.85

Sub w/Tax:

Total

#### Flipside Burgers & Bar

Time: 12:58pm Date: 11/29/22

Check: 457238 Emp: Melanie S Table: BTH2

Card Type

\*\*\*\*\*\*\*\*\*2001 Card Number

Expiration Date ##/##

\$70.85 Amount

Tip: \_\_\_\_\_

Total:

MCCARTHY/D

Customer Copy Thank You For Joining Us.

\$70.85

\$70.85

#### Schmitt, Jared

From:

McCarthy, Denis

Sent:

Monday, January 9, 2023 11:14 AM

To:

Schmitt, Jared

Subject:

RE: AMEX reconciliation

Jared I understand and would be happy to reimburse if you request it. The non employee at lunch is the Fire Department Chaplain. The lunch was in recognition of her service and to plan programming for the upcoming year.

Thank you for the policy reminder Denis

From: Schmitt, Jared <JSchmitt@fairfieldct.org>
Sent: Monday, January 9, 2023 10:26 AM

To: McCarthy, Denis < DMcCarthy@fairfieldct.org>

Subject: AMEX reconciliation

Chief,

I received your AMEX reconciliation dated 12/29 (see attached). There is one item on there that is not eligible for reimbursement under our travel/meals policy (also attached) for the following reasons:

- The amount is in excess of the policy limits (\$12 for lunch)
- One person is not a Town employee (the Town only covers those costs related to Town employees)
- The meeting was not out of Town (was not more than 15 miles from your normal work location)

I won't seek reimbursement for this; however, please note the provisions of the policy in the future.

Let me know if you have questions.

#### **Jared Schmitt**

**Chief Fiscal Officer** 

Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824

203.256.3032

## TOWN OF FAIRFIELD AMERICAN EXPRESS RECONCILIATION VOUCHER - 2023 Please complete both pages

DEPARTMENT / NAME OF CARDHOLDER:	Fire / Denis McCarthy	
DATE OF AMEX STATEMENT: 05/14/2023	DATE SUBMITTED:	

VENDOR*	ACCOUNT	AMOUNT (PRIOR EMAIL APPROVAL FOR PURCHASES \$1,000 OR MORE MUST BE ATTACHED TO THIS FORM)	ITEMIZED PURCHASE & JUSTIFICATION*
Harry & David	010-04010-56140	72.30	sympathy plant for DCs sister in law
Village Bagels	110-04010-58120 donation	41.60	functional assignment meeting
Somes	010-04010-56120	146.00	medals
			,
	-		

#### JUSTIFICATION REQUIRED:

- DESCRIPTION OF PRODUCT, PURPOSE, WHY THE ITEM WAS ORDERED ON THE CREDIT CARD RATHER
  THAN THROUGH THE PURCHASING/BIDDING PROCESS OR A PINK VOUCHER. FOR TRAVEL, MEETINGS
  AND MEALS, PLEASE REFER TO THE NECESSARY REQUIRED INFORMATION OUTLINED ON YOUR SIGNED
  CREDIT CARD POLICY AND COMPLETE THE ATTACHED MEETING & MEAL BACKUP IF APPROPRIATE..
- IF ANY OF THE ABOVE INFORMATION IS NOT INCLUDED, THE RECONCILIATION VOUCHER WILL BE RETURNED TO THE CARDHOLDER FOR IMMEDIATE COMPLETION.
- ALL SALES RECEIPTS MUST BE INCLUDED WITH THIS VOUCHER.
- IF THE TOWN PAYS THE INVOICE PRIOR TO THE SUBMISSION OF JUSTIFICATION DETAILS AND RECEIPT/BACKUP, THE CARDHOLDER MAY BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION, LOSS OF CREDIT CARD PRIVILEGES AND/OR REPAYMENT TO THE TOWN FOR THE PURCHASE(S), OR OTHER LEGAL ACTION.

I ATTEST THAT NONE OF THESE PURCHASES HAVE BEEN SPLIT TO AVOID TOWN BIDDING AND/OR APPROVAL REQUIREMENTS, NOR DO ANY OF THESE PURCHASES CIRCUMVENT PROPER PURCHASING POLICIES.

CARDHOLDER: \_\_\_\_\_

VIMENT DV.

DATE

DAIL.\_

APPROVED FOR PAYMENT BY:

DEPARTMENT HEAD:

(OR CFO IF CARDHOLDER IS A DEPARTMENT HEAD)

(THE ABOVE TWO SIGNATURES ARE REQUIRED)

DATE.

6/27/23

**OVERLAPPING POLICIES AND RULES:** 

TOWN TRAVEL & MEETING POLICY, PURCHASING POLICY, FRAUD POLICY, ETHICS POLICY, EMPLOYEE OATH, CHARTER



#### **Corporate Purchasing** Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

Prepared For **DENIS MCCARTHY** TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-12001

Closing Date 05/14/23

Page 1 of 2

Previous Balance \$ New Charges \$ Other Debits \$ Payments \$ Other Credits \$ 0.00 259.90 0.00 0.00 0.00 **Balance** Due \$ Do Not Pay

259.90 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Date reflects either transaction or posting date

Card Number XXXX-XXXXX1-12001				Reference Code	Amount \$
04/22/23	HARRY & DAVID REF# 10493412870	800-345-5655 CATALOG GIFT	OR 04/21/23	10493412870	72.30
04/19/23	VILLAGE BAGELS REF# 73011003108	FAIRF FAIRFIELD VB1874@YAHOO.COM	CT 04/18/23	73011003108	41.60
04/28/23	WWW.SOMES.COM REF# 85409243118	201-843-1199 201-843-1199	NJ 04/28/23	85409243118	146.00
Total for DENIS MCCARTHY			New Charges/Other Debits	259.90	

Payments/Other Credits 0.00

Do not staple or use paper clips **Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

DENIS MCCARTHY TOWN OF FAIRFIELD 725 OLD POST RD **FAIRFIELD** 

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

#### Tesei, Sheila

McCartho

From:

Harry & David < Harryanddavid@harryanddavid-email.com>

Sent:

Friday, April 21, 2023 2:49 PM

To:

Tesei, Sheila

Subject:

Thank you! Your order's been placed.

## Harry & David order confirmation

Gourmet Gifts

Pears & Fruit

Chocolates & Sweets

Bakery

THANK YOU FOR SHOPPING WITH US

Order #: W01005858816940

Order Date: 4/21/2023

View your order

#### **Order Details**

Recipient Address Arlene Dunn 191 Short Hill Ln Fairfield, CT 06825

CONFIRMED



Whow Blown

Reclaimed Wood Succulent Centerpiece

Product Number: 33002X

Price: \$59.99

Arrives On or Before: 04/26/2023

Quantity: 1
Gift Message:

The Dunn Family, With our deepest sympathy on

your loss. - The Fairfield Fire Dot

# Billing Details

Billing Address
DENIS MCCARTHY
140 REEF ROAD
FAIRFIELD CT 06824 USA

**Payment Method** AMEX Last four digits: 2001

Order Total
Subtotal: \$59.99
Discount: -\$9.00
Shipping Charge: \$16.99
Tax: \$4.32

Order total: \$72.30

# Can I make changes to my order?

You may be able to modify the recipient address, gift message and delivery date. Orders that can be modified will show blue links in the editable sections. Go to Modify My Order.

# When will my gift be delivered?

Though delivery times can vary, we normally deliver between 9:00am and 8:00pm in the time zone where your gift is being delivered. Deliveries to Businesses are made during normal business hours. We will send you another email once your order has been delivered.

# Looking for an update?

View your order status with our <u>online order tracking page</u>. If you still have questions give us a call at 1-877-322-1200, or Contact Us <u>here</u>. Please note: if your order has aiready been shipped or delivered, we unfortunately cannot make any changes or cancellation.





VILLAGE BAGELS

873 POST RD
FAIRFIELD, CT 06824
(203) 254-1750

2023-04-18 ORDER#	07:53 TUE POS-1_055
PRODUCT	TOTAL
6 X @ 2.65 MUFFIN DOZEN MISC TAX Non-Cash Adjustment	T1 \$15.90 \$16.00 T1 \$6.51 \$1.54
TAX1 TAXABLE TAX1 AMOUNT	\$22.41 \$1.65
TOTAL	\$41.60
SUBTOTAL CREDIT CARD INVOICE : 297 REFERENCE : 310811800 AUTH CODE : 890714	\$0.00 \$41.60
NO. 00010155 REG: PO	S-1 2 EMPLOYEE

THANK YOU!

# Tesei, Sheila

From:

McCarthy, Denis

Sent:

Thursday, April 20, 2023 10:39 AM

To:

Tesei, Sheila

Subject:

Agenda for Joint Staff Meeting

Attachments:

Functional Assignments 2023.xlsx

Sheila please attach the agenda to the Amex charge from Village Bagels

## Joint Staff Meeting Agenda

- 1. Opening Remarks Welcome and Statement of Purpose
  - Chief McCarthy
  - Chief Kalamaras
- 2. **Deputy Chiefs** Review Staff Assignments
  - DC Broderick to review PD Bureau and Divisions (handout)
  - DC Dunn to review Functional Assignments (handout attached)
- 3. Staff Introductions and comments on their areas of responsibilities 2 minutes each
- 4. Priorities roundtable discussion
  - Important issues the each agency needs to know about the other
  - What do officers want to learn more about the other agency
- 5. Next Steps

#### **Functional Assignments 2023**

Department Administration/Finance

Chief McCarthy, DC Dunn

**Operations Section** 

Asst. Operations

AC Caisse

Lt. Delmhorst

Spec. Ops Lt. Charney

Water Lt. McKeon, FF Rainis

HazMat Lt. Cronin
Dive Lt. Greenhaw

Planning Section AC Sherwood Asst. Planning Lt. Smith

Preplans Lt. Eannotti, LT. Smith (SHU), Lt. Polcer (FFU)

Equipment Lt. Delmhorst

Hose Lt. Polcer, FF Demko

Meters Lt. Galla, FF Rowan

Water Supply Lt. Corbo/ Lt. Goletz

TIC Lt. Corbo/ Lt. Goletz
Lt. Trembley, FF Demko

SCBA & Resp. Prot'n. Program FFs Renda, K Smith,

FFs Astuti, Falcone

Knox FF Crawford, FF Batchelor

**Logistics** AC Gomola

Logistics support FFs Schumann, Pastir

Human Performance AC Gomola

Peer Fitness Trainers FFs. Salvato, Malkin, J Gomola, Iannucci

Krajcsik, Striebe, Rubenstein, Hubble

Smuda, Heath, Ducey Lts. Tuttle, Goletz

H.P. Inventory FF J Gomola

Communications AC Kalapir
Assistant Communications Lt. Preteska

CAD DC Dunn, AC Kalapir, Lt. Preteska

Mobile Radios FFs Ward, N Demko
Portable Radios FFs Ward, Madia
Status Boards/RMS (within TOF Lt Preteska, FF Pond

Ipads/PhonesDC Dunn, FF PerieraUASLt. Calandriello, Swindon, FF Ward

Training & Safety AC Barry

EMS: Lt. Pinckney- Infection Control

FF. Mitkowski EMS Protocol/Equipment

Safety Committee Lt. Eannotti, DC Dunn, AC Barry, AC Gomola,

Lt Catandella, FFs Smuda, Murray, Astuti

Apparatus Committee AC Barry, DC Dunn, AC Sherwood, AC Caisse, M/M Demko,

M/ Gillis, FFs. Renda, Eidam, Ducey, K Smith, N. Demko.

Safety Message AC Barry: lead

# **Functional Assignments 2023**

Life Safety, Enforcement & Investigation AC Higgins and FMO Staff **Public Education** 

**FMO Staff** 

**Station Officers** 

Station 1 Lt. Greenhaw Station 2 Lt. Eannotti Station 3 Lt. Cronin Station 4 Lt. Trembley Station 5 Lt. Tuttle

**Public Information/ Social Media** 

Lt. Smith, DC Dunn, Shift Commanders

**After-Action Committee** 

DC Dunn, AC Barry, Lts. Smith, Tuttle, Catandella,

FFs Kibbe, MacDaniel

**Peer Suppport** 

AC Barry, LTs Smith, Eannotti, DC Dunn- Dept. Liaison

**Awards Committee** 

Lt. Smith, DC Dunn, AC Barry, LT Corbo,

FFs Petersen, Kibbe, MacDaniel, Eidam

# **TOWN OF FAIRFIELD**

# **MEETING & MEAL BACKUP**

Employee/Credit Card Holder Name: Denis Mc Carthy

Department: Fire

Meeting Date: 4/18/23 Meeting Purpose: Joint Staff Meeting (Fire 4-Police)

Meal Vendor and Cost: Village Bagel 5 - \$41.60

Participants:

Name	Department
Denis Mc Carthy	Fire
Robert Halamaras	Palice
Kyran Dunn	Fire
Keith Broderick	Police
Philip Higgins	Fire
Patrick Barry	fice
Roger Caisse	Fice
George Gomola	Fire
Schuyler Sherwood	Fire
Erik Kalapir	Fice
Loval	Police
Paris	Police
I zarri	Police
Riendeau	Police
Espisito	Police

World-Wide Uniforms, Inc.

Mailing Address: PO Box 68

Showroom Address: 314 Main Sreet

Hackensack, NJ 07602-0068

Tel: (201) 843-1199 Fax: (201) 843-3014 someunif@somes.com / www.somes.com

CUSTOMER ORIGINAL INVOICE

Account Number 400453 Invoice Date 05/01/23 Paymnt Due Date 05/01/23 Invoice Number V185953 Order ID No. 1002317

Terms Pre Pay

PAGE 1 OF 1

! WE'RE ALL ABOUT UNIFORMS!

SOLD TO:

FAIRFIELD FD

140 Reef Road

Attn: ACCOUNTS PAYABLE

Fairfield, CT 06824

SHIP TO:

FAIRFIELD FD

140 Reef Road

Attn: JEN FAR

Fairfield, CT 06824

203	3-254-4		SHIPPING ACCT. NO	E-MAIL JFAR@fairfieldct.org		SALES REP ONLINE		
МС		NUMBER	AUTHORIZED BY PURCHASING	AFFILIATED AGENCY SAME	Hackens	DB SHIP VIA		HIP VIA
.INE	QTY.		ITEM NUMBER	DESCRIPTION		UNIT	UNIT PRICE	AMOUNT
1	5	FAWB-8		BAR-WOUNDED IN COMBAT, NO HOLE		EA	5.00	25.0
2	20	FAWB-8		BAR-WOUNDED IN COMBAT		EA	5.00	100.0

			·		0.00	20.00
2	20	FAWB-8	BAR-WOUNDED IN COMBAT	EA	5.00	100.00
A	LL SAL	NO RETURNS ACCEPTED ES SUBJECT TO SOME'S TERMS AND CONDITIONS VISIT WWW SOMES COME FOR DETAILS	PLEASE FORWARD ALL VOUCHERS		SUB-TOTAL	125.00

VISIT www.somes.com FOR DETAILS **ALL SALES FINAL** 

OFFICE USE ONLY Entered by: Pulled by: Inspected by: \_\_\_\_\_ Shipped by: \_\_\_\_\_ Date:

ALL ABOUT UNIFORMS 21.00 \* Government \* County \* Federal SHIPPING \* City \* State \* Municipalities PLEASE REMIT PAYMENT TO: SALES TAX. SOME'S UNIFORMS INC. AMT.RECVD. **PO BOX 68** HACKENSACK, NJ 07602-0068 TOTAL DUE

\$146.00



56120

Order No: #1002317

Placed on: 4/28/2023

mccarthy

CUSTOMER INFORMATION

Jen Far

jfar@fairfieldct.org 203-254-4720

ORDER INFORMATION

Payment Method

Credit Card

Order PO No.

Service Type

N.A

Shipping Method

Standard Shipping

Standard Shipping

**PRODUCT** 

**WOUNDED IN COMBAT** 

**Code:** FAWB-8 **SKU:** 04817-001 **Brand:** Somes

Warehouse: Some's Uniforms Inc.

Hole: No Hole

WOUNDED IN COMBAT

**Code:** FAWB-8 **SKU:** 04817-004 **Brand:** Somes

Warehouse: Some's Uniforms Inc.

Hole: 1 Hole

SHOPPER ADDRESS DETAIL

SHIPPING ADDRESS

140 Reef Rd Fairfield, US-CT 06824 203-254-4720 US

BILLING ADDRESS

140 Reef Rd Fairfield, US-CT 06824 203-254-4720 US

ITEM PRICE

QTY

**SUB TOTAL** 

\$5.00

5

\$25.00

\$5.00

20

\$100.00

Sub Total \$125.00

Shipping +\$21.00

Tax +\$0.00

Total \$146.00

From:

Schmitt, Jared

Sent:

Wednesday, June 28, 2023 11:17 AM

To:

McCarthy. Denis

Cc:

Simpson, Cathleen

Subject:

RE: Credit Card Reconciliation

Chief.

I appreciate your followup comments.

Thanks,

Jared

From: McCarthy, Denis < DMcCarthy@fairfieldct.org>

Sent: Wednesday, June 28, 2023 11:11 AM
To: Schmitt, Jared <JSchmitt@fairfieldct.org>
Cc: Simpson, Cathleen <CSimpson@fairfieldct.org>

Subject: RE: Credit Card Reconciliation

Jared please see my comments in RED below

From: Schmitt, Jared < <u>JSchmitt@fairfieldct.org</u>>
Sent: Wednesday, June 28, 2023 10:41 AM
To: McCarthy, Denis < <u>DMcCarthy@fairfieldct.org</u>>
Cc: Simpson, Cathleen < <u>CSimpson@fairfieldct.org</u>>

Subject: Credit Card Reconciliation

Chief.

After reviewing your credit reconciliation for the month of May, here are few comments:

- I fully appreciate the sentiment behind the purchase of a plant to express sympathy to someone within the family of firefighters./ Unfortunately, that kind of personal purchase is not an allowable purchase under the policy. From time to time the department makes 'good will/benevolent' purchases like this and we charge them to the donations account and not municipal funds. Unfortunately this item was charged to Department supplies in error. Sheila Tesei is contacting Ms. Bosse to redirect the charge to the Donations account
- I'm CCing Cathleen to get her take on the purchase of medals. I see that the CBA requires the Town to purchase the initial dress uniform. I can't say definitively whether it requires the Town to cover the cost of medals. The medals are part of the Department Dress uniform and are a bona fide department purpose.
- As you know, the Town purchases are exempt from sales tax in Connecticut. Whenever possible, present the tax-exempt certificate so that we can take advantage of that benefit. Understood. Any violation of this policy is an oversight on our part and we will take steps to avoid taxation in the future.
- On a technical matter, you as the cardholder, should sign the attestation as you did; however, the second line is for me to sign after my review. Understood

Let me know if you have any questions.

Thanks.

# Jared Schmitt

Chief Fiscal Officer

Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824

203.256.3032

chief

Www.somes.com 314 Main Street Hackensack,NJ 07601 Tel: 2018431199 MID: 540924290401116

Date: 04/28/23 07:48 am

Card Number: 2001
Card Holder: Jen Far
Card Type: AmEx
AVS Street: 140 Reef Rd
AVS Zip: 06824
Ref #: 3418659096
Auth Code: 195776
Invoice #:
PO #:
Order #:
Type of Sale: Credit Card Sale
Line Item:
Customer ID:

Order #1163482

AMOUNT: 146.00

TOTAL: 146.00

Jen Far	
ocii i ai	

I AGREE TO PAY ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT

5

From:

Broderick, Keith

Sent:

Monday, June 19, 2023 3:23 PM

To:

Simpson, Cathleen

Cc:

Kalamaras, Robert

Subject:

RE: Follow Up Review

Attachments:

Credit Card Audit form Cap. E. Weihe.pdf; Pete Koval Credit Card Audit.pdf

Cathleen,

Please find the Credit Card audit forms from Captain Koval and Captain Weihe.

Thanks, Keith

### **Keith Broderick**

# **Deputy Chief**

Fairfield Police Department
100 Reef Rd
Fairfield Ct. 06824
203-254-4816
Kbroderick@fairfieldct.org
https://www.fpdcops.com/scholarship/
https://fpdct.com/foundation/

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Monday, June 19, 2023 11:02 AM

To: Craig Manemeit <cmanemeit@upseu.org>; Broderick, Keith <KBroderick@fairfieldct.org>

Subject: FW: Follow Up Review

Sorry left you off out of the loop on this last one.

From: Simpson, Cathleen

Sent: Monday, June 19, 2023 10:59 AM

To: Esposito, Felix < FEsposito@fairfieldct.org>

Cc: Quiles, Raymond < RQuiles@fairfieldct.org >; Courtemanche, Joanne < JCourtemanche@fairfieldct.org >; Kalamaras,

Robert < RKalamaras@fairfieldct.org>

Subject: Follow Up Review

Good Morning,

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On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

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Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

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HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

# Garrity Warning:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of this questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in your dismissal from the Town.

From: Simpson, Cathleen

**Sent:** Wednesday, June 14, 2023 6:21 PM **To:** Esposito, Felix < FEsposito@fairfieldct.org>

Cc: Quiles, Raymond < RQuiles@fairfieldct.org >; Courtemanche, Joanne < JCourtemanche@fairfieldct.org >; Kalamaras,

Robert < RKalamaras@fairfieldct.org>

Subject: HR Review

# Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- Lexnex Risk Dates \$269.50
- Thomson Reuters Westlaw \$126.95

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen A. Simpson
Suman Resources Director
Town of Fairfield
Sultivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

	$\cap$ .	1/ .	
Officer	reter	Toval	

Date 6/19/23

Date	Amount	Vendor/location	Reason	
6/27/21	\$500.00	Garelick and Herbs	Food for firework mutual aid detail.	-
7/1/21	\$1,008.00	Land and Sea Power Sports	Jet Ski service for Marine Unit	
6/26/21	\$227.98	Light Industries	Tools for PD garage	
			/	
	<u> </u>			

ministrative Services which is especially ent weather, when
tion Officers. I do not haritable Event."
design the plaques for
up and working ted Church
· · · · · · · · · · · · · · · · · · ·

Captain Edward J. Weihe, Jr., Badge #104, Employee ID 4285

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 6:21 PM

To:

Esposito, Felix

Cc:

Quiles, Raymond; Courtemanche, Joanne; Kalamaras, Robert

Subject:

HR Review

**Attachments:** 

Back up F Esposito.pdf

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Cathleen H. Simpson

Human Resources Director

Town of Fairfield

Sullivan Independence Hall

725 Old Post Road

Fairfield, CT 06824 (475) 350-6002

#### **TOWN OF FAIRFIELD AMERICAN EXPRESS**

# AMEX RECONCILIATION VOUCHER (with closing date of 7/13/2022)

TODAY'S DATE: 07/19/22

DEPARTMENT: POLICE DEPARTMENT

Lt. Felix Esposito

Purchase Date:	Description:	Amount:	ACCOUNT # TO CHARGE:
07/04/22	Lexnex Risk Data (Accurint) Monthly Subscription Fee (Invoice #1204590-20220630 dated 06/30/22)	\$ 269.50	01004030-53200
06/24/22	Thomson Reuters Eagan for Westlaw Legal Research Software Monthly Subscription Fee (Invoice #846453347 dated 06/01/22) (Training)	\$ 126.95	01004030-53200
7/01/22	Water-delivery for FPD Administration Area-Crystal Rock Bottled Water Bill	\$ 7.73	01004030-56110

TOTAL AMOUNT: \$ 404.18

\*AMEX DETAIL STATEMENT ATTACHED\*

**AUTHORIZATIONS REVIEWED BY:** 

DS. Brock KEITH BRODERICK

**DEPUTY CHIEF OF POLICE** 

APPROVED FOR PAYMENT BY:

**ROBERT KALAMARAS** 

**CHIEF OF POLICE** 

N.F.



# Corporate Purchasing Cardmember Report

# Lt. Felix Esposito July 2022 AMEX Bill

r Online nts

.com/gopaperless

Prepared For **FELIX ESPOSITO** TOWN OF FAIRFIELD

XXXX-XXXXX4-43003

Closing Date 07/13/22

Page 1 of 2

				Balance
New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Due \$ Do Not Pay
404.18	0.00	705.33	0.00	404.18 For important information regarding your account
	The state of the s	- Commonwell Common Com	1 dylineita 3	Taymenta Comer Credits \$

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920

Card Nu	Imber XXXX-XXXXX4-43003	Reference Code	Amount \$
06/23/22	CORPORATE REMITTANCE RECEIVED 06/23		-705.33
07/04/22	LEXNEX RISK DATA EOM 866-818-0183 GA REF# AL3C7F574AA MULTIPRODUCT 07/04/22	5-3000 53200	269.50
06/24/22	THOMSON REUTERS EAGA EAGAN MN 120138368 6148600923 068246 06/24/22	12013836810	126.95
	ORD 6148600923 ;REQ FELIX F ESPOSIT IT1 ONLINE/SERV;UPI 125.6900;QTY1	53000	
	IT2 ;UPI 0.0000;QTY FRT 0.00;HDL 0.00;ITM1 ROC NUMBER 1201383681	5 9100 53200	
07/01/22	WATER - COFFEE DELIV ATLANTA GA REF# 077231607 800-492-8377 07/01/22	07723160700	7.73

Total for FELIX ESPOSITO

New Charges/Other Debits Payments/Other Credits

404.18 -705.33

Do not staple or use paper clips

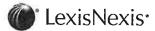
Payment Coupon



Enter 15 digit account number on all payments.

FELIX ESPOSITO TOWN OF FAIRFIELD 100 REEF ROAD **FAIRFIELD** 

CT 06824 See reverse side for instructions on how to update your address, phone number, or email.



28330 Network Place Chicago, IL 60673-1283 866-528-0570

LexisNexis, a division of RELX Inc For itself or its affiliates

> Fairfield Connecticut Police Department Attn: Felix Esposito 100 Reef Rd Fairfield, CT 06824-5999 USA

#### Payments, Credits & Adjustments

Date	Invoice Number	Description	Amount
6/30/2022		Credit Card Payment AMEX Auth-Code: 133350	(\$269.50)
	7	Total	(\$269.50)

### **New Activity Summary**

Date	Description		Amount
6/30/2022	124 Real-Time Phone Searches		\$62.00
6/30/2022	5 Real-Time Phone Searches [iPhone]		\$2,50
6/30/2022	June 2022 Contract fee		\$205.00
		Total Charges	\$269.50
		Total Tax	\$0.00
1204590-20220630	Due Date 7/30/2022	Total	\$269.50

Please include your full invoice number on all remittance to ensure proper credit.

#### Invoice

Current Amount Due	USD \$0.00
Outstanding Balance	USD \$0.00
Total Balance	USD \$0.00
Invoice Number	1204590-20220630
Invoice Date	Jun 30, 2022
Billing ID	1204590
Terms	Credit Card 30
Representative	Suzanne C Poulton
Billing Period	6/1/2022
	6/30/2022

Questions about your bill? 866-528-0570

LNBIlling@lexisnexisrisk.com

To view account activity and pay online: Log on to https://invoice.risk.lexisnexis.com Become a registered user of EPIC 360 to begin viewing invoices, printing invoices, accessing account activity details and paying invoices online.

Please Remit Payment To: LexisNexis Risk Data MGT, LLC Billing ID 1204590 28330 Network Place Chicago, IL 60673-1283

In order to ensure our customers are not impacted by fraudulent phishing attempts we advise you to never accept remittance information change requests from unsolicited emails or phone calls. All LexisNexis Risk Solutions changes will be communicated via messages attached to your invoice. Please report any suspicious activity to security@relx.com.

# Invoice



THOMSON REUTERS

Thomson Reuters West Publishing Corporation, as agent for Thomson Reuters Enterprise Centre GmbH 610 Opperman Drive Eagan, MN 55123-1396

FELIX F ESPOSITO JR 80 JUDSON RD FAIRFIELD, CT 06824-6667

#### **FELIX F ESPOSITO JR**

Invoice #: 846453347 Account #: 1000757280 Invoice date: June 1, 2022 Purchase order #:

> Total Due in USD **Autopay**

Payment Due by **Autopay** 

Summary	Charge USD	Tax USD	Total USD
ONLINE/SOFTWARE SUBSCRIPTION CHARGES	125.69	1.26	126.95
TOTAL INVOICE AMOUNT	125.69	1.26	126.95

#### **Billing Note**

Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at legal.thomsonreuters.com/en/support.

#### Self-Service online resources

Sign up for E-delivery of invoices at <a href="http://ebilling.thomsonreuters.com">http://ebilling.thomsonreuters.com</a>

To manage your account sign up at MyAccount: http://myaccount.tr.com/westlaw

For online support contact us at http://legal.thomsonreuters.com/en/support

1000757280

Total invoice amount will be charged to your credit card on or after June 24, 2022

#### FELIX F ESPOSITO JR

Invoice #: 846453347 Account #: 1000757280 Invoice date: June 1, 2022

To make a payment electronically log on to https://www.thomsonreuters.com/en-us/account/billing/guest/pay Set up your payment to be withdrawn electronically using direct debit or credit card.

Invoice due date: Autopay Amount due in USD: Autopay

Please make checks payable to the following, as agent for Thomson Reuters Enterprise Centre GmbH:

Thomson Reuters - West Payment Center P.O. Box 6292

97-6292

Westlaw Legal Research Software **Monthly Subscription Fee** (Training)

# **Esposito, Felix**

From:

Customer Care < Customer Care@wateremail.com>

Sent:

Friday, July 1, 2022 11:35 PM

To:

Esposito, Felix

Subject:

Thank You! Your payment was approved

View in Browser



Log in



Hi There,

Your recent payment did go through.

FPD Administration Area Crystal Rock Bottled Water Bill

Account number: **843969719584293**Amount of payment: **\$7.73** 

Thanks for your payment of \$7.73. Your payment confirmation # is 165616. Please retain this for your records.

# UPDATE PAYMENT INFORMATION



Privacy Policy
Customer Service

Follow us

This transactional email has been sent to you as a part of your recurring delivery service with Crystal Rock.

If you need help or would like to contact us, please call 1-800-492-8377 or visit our customer portal at https://www.crystalrock.com/myaccount.

Primo Water North America 2300 Windy Ridge Parkway Suite 500 N

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 11:02 AM 'Craig Manemeit'; Broderick, Keith

To: Subject:

FW: Follow Up Review

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Sent: Wednesday, June 14, 2023 6:21 PM
To: Esposito, Felix <FEsposito@fairfieldct.org>

Cc: Quiles, Raymond < RQuiles@fairfieldct.org >; Courtemanche, Joanne < JCourtemanche@fairfieldct.org >; Kalamaras,

Robert < RKalamaras@fairfieldct.org>

Subject: HR Review

### Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- Lexnex Risk Dates \$269.50
- Thomson Reuters Westlaw \$126.95

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen H. Gimpson
Human Resources Director
Town of Fairfield
Sultivan Independence Hall
725 Old Post Road
Fairfield, ET 06824
(475) 350-6002

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 10:59 AM

To:

Esposito, Felix

Cc:

Quiles, Raymond; Courtemanche, Joanne; Kalamaras, Robert

Subject:

Follow Up Review

# Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice. Your union also requested that I incorporate a Garrity warning as part of this questionnaire, which you will find below.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

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Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice.

HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

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- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in your dismissal from the Town.

From: Simpson, Cathleen

**Sent:** Wednesday, June 14, 2023 6:21 PM **To:** Esposito, Felix <FEsposito@fairfieldct.org>

Cc: Quiles, Raymond <RQuiles@fairfieldct.org>; Courtemanche, Joanne <JCourtemanche@fairfieldct.org>; Kalamaras,

Robert < RKalamaras@fairfieldct.org>

Subject: HR Review

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Cathleen H. Simpson

Human Resources Director Town of Fairfield Gullivan Independence Hall 725 Old Post Road Fairfield, CT06824 (475) 350-6002

From:

Martire, Gabrielle

Sent:

Friday, June 30, 2023 8:18 AM

To:

Simpson, Cathleen

Cc:

Quiles, Raymond

Subject: Attachments: Town CC Reconciliations 20230630081225.pdf

Good morning!

Please see the attached documents per your request.

Have a great holiday weekend!

Thank you.

Best Regards,

Gabrielle Martire
Executive Assistant to The Chief of Police
Fairfield Police Department
100 Reef Road
Fairfield, CT 06824
O: 203-254-4839
M: 203-556-0129
gmartire@fairfieldct.org

Date	Amount	Vendor/location	Reason		
7-4-22	\$269.50	Lexnex Risk Data \$269.50	This is the monthly subscription charge for the police department's LexisNexis (Accurint) account. Accurint "is a direct connection to public records to help verify identities, conduct investigations and detect fraud." It is used as an investigative tool.		
6-24-22	\$126.95	Thomson Reuters Westlaw \$126.95	This is the monthly subscription charge for the police department's Westlaw account. The department maintains a Connecticut-only Westlaw subscription to allow for up to date access to see law.		
			,		

OfficerLt. Felix Esposito	Date6-20-23
Audited and reviewed by Chief Robert Kalamaras.	Date: 6/21/2023

Chief Robert Kalamaras

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 6:29 PM

To:

Gunter, Gregory

Cc:

Quiles, Raymond; Kalamaras, Robert; Courtemanche, Joanne

Subject:

**HR Review** 

Attachments:

Back up G Gunter.pdf

# Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

• 8/6/20 Flags \$\$1,827.14

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen Ft. Gimpson Suman Resources Director Town of Fairfield Gultivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

# **TOWN OF FAIRFIELD AMERICAN EXPRESS**

# RECONCILIATION VOUCHER

DEPARTMENT:	0151 - Police	Sergeant Gregory Gunter
DATE:	8/13/2020	

ACCOUNT	AMOUNT
010-04030-56140	\$1,827.14
	" Salar Sala
TOTAL	\$1,827.14

AMEX DETAIL STATEMENT ATTACHED of Mall



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For GREGORY GUNTER TOWN OF FAIRFIELD

Account Number XXXX-XXXXX0-62004

Closing Date 08/13/20

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Due \$ Do Not Pay	!
0.00	1,827.14	0.00	0.00	0,00	1,827.14 For important in regarding your a refer to page 2.	account

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920 .

Activi	Activity Date reflects either transaction or posting date								
Card Nu	mber XXXX-XXXXX0-62004		Reference Code	Amount \$					
08/06/20	QUALITY FLAGS INC 00 GURNEE REF# 9999990219 8476722660 MISC RETAIL ROC NUMBER 999999021920001	1L 08/06/20	9999990219	900.00					
08/06/20	QUALITY FLAGS INC 00 GURNEE REF# 99999990219 8476722660 MISC RETAIL ROC NUMBER 9999999021920001	IL 08/06/20	9999990219	927.14					
Total for	GREGORY GUNTER		New Charges/Other Debits Payments/Other Credits	1,827.14 0.00					

Flags

Do not staple or use paper clips **Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

GREGORY GUNTER TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

# Order



Page 1/1 Order S020068243 Date 7/13/2020

Quality Flags, Inc. 1485 Saint Paul Avenue Gurnee IL 60031-2149

Bill To:

FAIRFIELD POLICE BENEVOLENT ASSOCIATION

100 REEF ROAD

FAIRFIELD CT 06824

Ship To:

FAIRFIELD POLICE BENEVOLENT ASSOCIATION

SGT GUNTER 100 REEF ROAD FAIRFIELD CT 06824

Purchase Order No.		customer ID Sale		Salesp	lesperson ID Shipping Method		Payment Terms		eg Ship Date	Master No.	
CHARGE		2032544849	9				in a year of the first	_	3/2020	10,029,971	
Ordered	Shipped	B/O	Item N	umber		Description	Discou	nt	Unit Price	Ext. Price	
300	300	0	0 10610568 Fairfield Police Flag on staff  12x18"  Nylo		\$0.00	\$5.97	\$1,791.00				

Subtotal	\$1,791.00
Misc	\$0.00
Tax	\$0.00
Freight	\$36.14
Trade Discount	\$0.00
Total	\$1,827,14

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 11:23 AM

To:

Kalamaras, Robert; Gunter, Gregory

Cc:

Quiles, Raymond; Courtemanche, Joanne; Craig Manemeit; Broderick, Keith

Subject:

RE: Follow up HR Review

Just consider it closed out as he is unavailable for response.

From: Kalamaras, Robert < RKalamaras@fairfieldct.org>

Sent: Monday, June 19, 2023 11:07 AM

To: Simpson, Cathleen <CSimpson@fairfieldct.org>; Gunter, Gregory <GGunter@fairfieldct.org>

Cc: Quiles, Raymond <RQuiles@fairfieldct.org>; Courtemanche, Joanne <JCourtemanche@fairfieldct.org>; Craig

Manemeit <cmanemeit@upseu.org>; Broderick, Keith <KBroderick@fairfieldct.org>

Subject: RE: Follow up HR Review

Cathleen,

Greg Gunter retired on April 8th 2022. How would you like to proceed with this?

Robert Kalamaras

Chief of Police

Fairfield Police Department 100 Reef Road, Fairfield, CT 06824 (203) 254-4828 rkalamaras@fairfieldet.org www.fpdet.com







From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Monday, June 19, 2023 10:55 AM

To: Gunter, Gregory < GGunter@fairfieldct.org>

Cc: Quiles, Raymond < RQuiles@fairfieldct.org>; Kalamaras, Robert < RKalamaras@fairfieldct.org>; Courtemanche,

Joanne < JCourtemanche@fairfieldct.org>; Craig Manemeit < cmanemeit@upseu.org>; Broderick, Keith

< KBroderick@fairfieldct.org>
Subject: Follow up HR Review

Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. Your union also requested that I incorporate a Garrity warning as part of this questionnaire, which you will find below.

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responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

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Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice.

HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

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From: Simpson, Cathleen

Sent: Wednesday, June 14, 2023 6:29 PM
To: Gunter, Gregory < GGunter@fairfieldct.org>

Cc: Quiles, Raymond < RQuiles@fairfieldct.org >; Kalamaras, Robert < RKalamaras@fairfieldct.org >; Courtemanche,

Joanne <JCourtemanche@fairfieldct.org>

Subject: HR Review

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Cathleen H. Simpson
Human Resources Director
Town of Fairfield
Sultivan Independence Hall
725 Old Post Road
Fairfield, CT06824
(475) 350-6002

## Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 10:55 AM

To:

Gunter, Gregory

Cc:

Quiles, Raymond; Kalamaras, Robert; Courtemanche, Joanne; 'Craig Manemeit';

Broderick, Keith

Subject:

Follow up HR Review

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Cathleen II. Simpson Human Resources Director Town of Fairfield Sultivan Independence Hall 725 Old Prss Road Fairfield, CT 06824 (475) 350-6002

#### Simpson, Cathleen

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**Sent:** Monday, June 19, 2023 11:23 AM **To:** Kalamaras, Robert; Gunter, Gregory

Cc: Quiles, Raymond; Courtemanche, Joanne; Craig Manemeit; Broderick, Keith

**Subject:** RE: Follow up HR Review

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Subject: RE: Follow up HR Review

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Chief of Police

#### **Fairfield Police Department**

100 Reef Road, Fairfield, CT 06824 (203) 254-4828 rkalamaras@fairfieldct.org www.fpdct.com





(O)



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Sent: Monday, June 19, 2023 10:55 AM

To: Gunter, Gregory < GGunter@fairfieldct.org >

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Joanne < <u>JCourtemanche@fairfieldct.org</u>>; Craig Manemeit < <u>cmanemeit@upseu.org</u>>; Broderick, Keith

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Cc: Quiles, Raymond < RQuiles@fairfieldct.org >; Kalamaras, Robert < RKalamaras@fairfieldct.org >; Courtemanche,

Joanne < JCourtemanche@fairfieldct.org>

Subject: HR Review

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Cathleen H. Glmpson

Human Resources Director

Town of Fairfield

Gullivan Independence Hall

725 Old Post Road

Fairfield, CT06824

(475) 350-6002

## Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 6:17 PM

To:

Ioli, Christopher

Cc:

Quiles, Raymond; Courtemanche, Joanne; Kalamaras, Robert

Subject:

**HR Review** 

**Attachments:** 

Back Up C Ioli.pdf

#### Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 7/17/20 \$199.85 ; 7/18/20 \$189.15 Florist
- 7/28/21 Enterprise Car rental \$1963.07
- 6/22/21 Enterprise Car Rental \$1,965.16
- 7/1/21 Enterprise Car Rental \$1,168.56

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen F. Simpson
Suman Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

# TOWN OF FAIRFIELD AMERICAN EXPRESS

## **RECONCILIATION VOUCHER**

DEPARTMENT:	0151 - Police	Sergeant Christopher Ioli
DATE:	8/13/2020	
	ACCOUNT	AMOUNT
	010-04030-53200	\$625.00
	010-04030-56140	\$389.00
	010-04030-56140	credit \$389.00

TOTAL

\$625.00

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For CHRISTOPHERIOLI TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-71005

Closing Date 08/13/20

Page 1 of 2

Balance Previous Balance S New Charges \$ Due \$ Do Not Pay Other Debits \$ Payments \$ Other Credits \$ 80.00 1,014.00 625.00 For important information regarding your account refer to page 2. 0.00 80.00 389.00

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920 .

Card Nu	Imber XXXX-XXXXX1-71005		Reference Code		Amount \$
07/22/20	CORPORATE REMITTANCE RECEIVED	07/22			20.00
07/16/20	CRASHDATAGR 8002807940 REF# 10043989600 8002807940 TOOLS AND EQUIPMENT ROC NUMBER 100439896007	CA 07/15/20	10043989600	4030-53200	-80.00 625.00
07/17/20	TLF=NEWTON FLORIST 0 NEWTON REF# 31099530199 828-4644321	NC 07/16/20	31099530199	56140	199.85
07/18/20	TLF=NEWTON FLORIST 0 NEWTON REF# 31099530199 828-4644321	NC 07/17/20	31099530199	56140	189.15
07/18/20	TI E-NEWTON ELOPIOS A LISTE			20170	

07/17/20

Total for CHRISTOPHER IOLI

REF# 31099530199

TLF=NEWTON FLORIST 0 NEWTON

828-4644321

07/18/20

New Charges/Other Debits Payments/Other Credits

Credit 1,014.00 -469.00

-389.00

Do not staple or use paper clips Payment Coupon

Account Number Enter 15 digit account number on all payments.

CHRISTOPHER IOLI TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689 0 F/18/250

31099530199

See reverse side for instructions on how to update your address, phone number, or email.



**INVOICE** 

P: 800-280-7940

E: crash@crashdatagroup.com

INVOICE # REV
INV9333

BILL TO

Fairfield PoliceDepartment 100 Reef Road Fairfield, CT 06824



Michael Paris mparis048@att.net

## Payment by Check

- 1. Payable to: Crash Data Group Inc
- 2. Mailed to:

PO Box 892885

Temecula, CA 92589

## **Government Purchase Orders:**

- 1. We do NOT accept POs that are less than \$500.00
- 2. Reference the "Invoice #" on the PO
- 3. All POs must be signed
- 4. Include the name, e-mail, and phone of the purchashing agent
- All POs must be NET30 Terms and issued to: Crash Data Group Inc, PO Box 892885, Temecula, CA 92589
- 6. POs may be emailed to crash@crashdatagroup.com

DATE	PURCHASE ORDER #	SHIP VIA	TERMS	DUE DAT	TE PREP	BY	REP
7/15/2020	Amex	Electronic	paid	7/15/20	20		SC
ITEM	D	ESCRIPTION					UNT
ITEM	Annual CDR Software Subscri (07-15-2020 to 07-15-2021)  Amex xxx61004 - \$625.00 Amex xxx71005 - \$625.00		8 JUL	1 1	1,250.00	AMO 1,2	250.00

FEIN: 46-3027670

Download our W9, Sole Source and other documents at http://crashdatagroup.com/support

SUBTOTAL	\$1,250.00
SALES TAX (0.0%)	\$0.00
TOTAL	\$1,250.00
PAYMENTS/CREDITS	-\$1,250.00
BALANCE DUE (USD\$)	\$0.00

## TOWN OF FAIRFIELD

## **AMERICAN EXPRESS**

## **AMEX RECONCILIATION VOUCHER**

TODAY'S DATE: August 15, 2021

DEPARTMENT: POLICE DEPARTMENT

Detective Bureau:SGT. C. IOLI

DATE OF PURCHASE	DESCRIPTION	AMOUNT OF PURCHASE	ACCOUNT # TO CHARGE
07/28/2021	ENTERPRISECar Rental	\$1,963.07	010004030-53310

**TOTAL AMOUNT DUE: \$1,963.07** 

\*AMEX DETAIL STATEMENT & RECEIPTS ATTACHED\*

**AUTHORIZATIONS REVIEWED BY:** 

JOHN BUCHERATI

DEPUTY CHIEF OF POLICE

DATE

APPROVED FOR PAYMENT BY:

ROBERT KALAMARAS

CHIEF OF POLICE

DATE



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For CHRISTOPHER IOLI TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-71005

Closing Date 08/13/21

Page 1 of 2

 Previous Balance \$
 New Charges \$
 Other Debits \$
 Payments \$
 Other Credits \$

 3,133.72
 1,963.07
 0.00
 3,133.72
 0.00

Balance
Due \$ Do Not Pay

1,963.07 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor.call Customer Service at 1-800-492-4920.

Activity

Date reflects either transaction or posting date

Card Nu	Amount \$		
07/23/21	CORPORATE REMITTANCE RECEIVED 07/23		-3,133.72
07/28/21	ENTERPRISE 128361 FAIRFIELD CT R/A# 3S2F3T ENTERPRISE RE 07/27/21 ENTERPRISE 128361 01810128361 LOCATION DATE/TIME RENTAL AGREEMENT	01579534500	1,963.07
	FAIRFIELD CT 06/30/21 015795345 000000  RETURN TR#  FAIRFIELD CT 07/27/21  CHRISTOPHER IOLI		

Total for CHRISTOPHER IOLI

New Charges/Other Debits Payments/Other Credits 1,963.07 -3,133.72

Do not staple or use paper clips **Payment Coupon** 

Account Number

Account Number Enter 15 digit account number on all payments.

CHRISTOPHER IOLI TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



Manage your Card account online at: www.americanexpress.com /checkyourbill



For all further inquiries, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-492-4920.

International Collect: 1-336-393-1111.

Hearing Impaired Services: Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements: 1-800-492-4920.



Customer Service P.O. Box 53611 Phoenix, AZ 85072-3611

## Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



#### Renter Information

Renter Name

CHRISTOPHER IOLI

Renter Address

RIDGEFIELD, CT 06877

USA

Renter Address

FAIRFIELD, CT 068245919

USA

## **Vehicle Information**

**TAHO** 

License #: 406QHP

State/Province: CO

Unit #: 7VSVSJ

Vehicle #: MR270418

Vehicle Class Driven

Full Size SUV 5 door/Automatic/Air

Vehicle Class Charged

Full Size SUV 5 door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 7462

Total: 747

Fuel

Starting: FULL

Ending: 16.9g

**Ending: 8209** 

Thank you for renting Whit Enterodise Rent A-Ca.

## We appreciate your business!

This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail. If you have any questions about your

rental, please view our Frequently

#### Trip Information

FAIRFIELD, CT 06824-6231

**Pickup** 

**FAIRFIELD** 

653 POST RD

Wednesday, June 30,

Return

Tuesday, July 27, 2021 2:06 PM

**FAIRFIELD** 

653 POST RD

FAIRFIELD, CT 06824-6231

USA

_			_
_	41	9	

USA

Subtotal

\$0.00

10:35 AM

## **Renter Charges**

	3	
Rental Rate	Time & Distance 1 Month at \$1,649.99 / Month	\$1,649.99
Add-Ons	Refueling Charge (\$4.00 / Gallon)	\$14.00
Taxes and Fees	Motor Vehicle Rental Surcharge (\$3.99 / Day) Sales Tax (9.35%) Tourism Account Surcharge (\$1.00 / Day)	\$107.73 \$164.35 \$27.00
Total		\$1,963.07

(Subject to audit)

Amount charged on July 27, 2021 to AMERICAN

**EXPRESS (1005)** 

(\$1,963.07)

**Amount Due** 

\$0.00

## **TOWN OF FAIRFIELD**

## **AMERICAN EXPRESS**

## **AMEX RECONCILIATION VOUCHER**

TODAY'S DATE: JULY 15, 2021

\*\*\*Please note the below charges are for the 2020-2021 Fiscal Year\*\*\*

**DEPARTMENT: POLICE DEPARTMENT** 

Detective Bureau: SGT. C. IOLI

DATE OF PURCHASE	DESCRIPTION	AMOUNT OF PURCHASE	ACCOUNT # TO CHARGE
06/22/2021	ENTERPRISE / CAR RENTAL	\$1,965.16	010004030-53310
	DATES: 05/18-06/17/2021		<b>FISCAL YEAR 2020-2021</b>
07/01/2021	ENTERPRISE / CAR RENTAL	\$1,168.56	010004030-53310
	DATES: 06/17-06/30/2021		FISCAL YEAR 2020-2021

TOTAL AMOUNT: \$3,133.72

**AUTHORIZATIONS REVIEWED BY:** 

JOHN BUCHERATI

DEPUTY CHIEF OF POLICE

ATE

APPROVED FOR PAYMENT BY:

**ROBERT KALAMARAS** 

**CHIEF OF POLICE** 

DATE



## **Corporate Purchasing** Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

Prepared For CHRISTOPHER IOLI TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-71005

Closing Date 07/13/21

Page 1 of 2

Balance			
Due \$	Do	Not	Pay

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$
0.00	3,133.72	0.00	0.00	0.00

3.133.72 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Activity

Date reflects either transaction or posting date

Card Numbe	r XXXX-XXXX)	(1-71005
------------	--------------	----------

Reference Code

Amount \$

06/22/21 **ENTERPRISE**  128361 FAIRFIELD

1,965.16

R/A# 3D035V

ENTERPRISE RE 06/21/21 128361 01810128361 01077186300

ENTERPRISE LOCATION DATE/TIME

RENTAL AGREEMENT

**FAIRFIELD** 000000

CT 05/18/21

010771863

RETURN TR# **FAIRFIELD** 

CT 06/17/21

IOLICHRISTOPHER

01207321100

1,168.56

07/01/21

**ENTERPRISE** R/A# 3PL2P7 128361 FAIRFIELD

CT 06/17/21

CT 06/30/21

ENTERPRISE RE 06/30/21

ENTERPRISE

128361 01810128361

012073211

LOCATION DATE/TIME

RENTAL AGREEMENT

FAIRFIELD

000000

RETURN TR# FAIRFIELD

IOLICHRISTOPHER

Total for CHRISTOPHER IOLI

New Charges/Other Debits Payments/Other Credits 3,133,72

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account number on all payments.

CHRISTOPHER IOLI TOWN OF FAIRFIELD 725 OLD POST RD **FAIRFIELD** 

CT 06824-6689 See reverse side for instructions on how to update your address, phone number, or email. Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

**Authorizations for Electronic Payments:** By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

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Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



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International Collect: 1-336-393-1111.

Hearing Impaired Services: Dial Relay 711 and 1-800-492-4920.

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Customer Service P.O. Box 53611 Phoenix, AZ 85072-3611

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- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.

## ELRAC, LLC, 653 POST RD, FAIRFIELD, CT 068246231 (203) 254-9522

RENTAL AGREEMENT REF#

206953

3D035V

RENTER

IOLI, CHRISTOPHER

**SUMMARY OF CHARGES** 

ADDITIONAL DRIVER FUCCI, ALEX

**DATE & TIME OUT** 05/18/2021 10:03 AM **DATE & TIME IN** 06/17/2021 10:00 AM

**BILLING CYCLE** 24-HOUR

LIC# JLN5981

MILES DRIVEN 471

CAR CLASS: FFAR

CAR CLASS CHARGED **FFAR** 

Charge Description	Date	Quanti	ty Per	Rate	Total
TIME & DISTANCE	05/18 - 06/17		MONTH	\$1,649.99	\$1,649.99
ADDITIONAL DRIVER FEE	05/18 - 06/17			\$0.00	
*			Subtotal:		\$1,649.99
Taxes & Surcharges MOTOR VEHICLE RENTAL SURCHARGE SALES TAX TOURISM ACCOUNT SURCHARGE	05/18 - 06/17 05/18 - 06/17 05/18 - 06/17	,	DAY DAY	\$3.99 9.35% \$1.00	\$119.70 \$165.47 \$30.00
Bill-To / Deposits		Total	Charges:		\$1,965.16
DEPOSITS				(	\$1.965.16)

VEH #1 2020 NISN ARMA DSV4 Total Estimated Amount Due VIN# JN8AY2NC1L9615320

**PAYMENT INFORMATION AMOUNT PAID** TYPE \$1,965.16 American Express

CREDIT CARD NUMBER xxxxxxxxxxx1005

RATE SOURCE ACCOUNT FAIRFIELD POLICE DEPT-3C

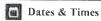
4030 - 53310

(\$1,965.16)

\$0.00



Rental Agreement Summary RA#: 3PL2P7 Renter: CHRISTOPHER 101-1 FAIRFIELD POLICE DEPT-3C Billing Cycle: 24-HOUR





#### Pick up

Thursday June 17, 2021 10:00 AM

Start Charges: Thursday, June 17, 2021 10:00 AM 653 POST RD FAIRFIELD, CT 06824-6231 (203) 254-9522

#### Anticipated Return

Saturday, July 17, 2021 10:00 AM

653 POST RD FAIRFIELD, CT 06824-6231 (203) 254-9522

Total Miles Driven 3

## Vehicle

2021 CHEV TAHO TUT4 GRAY DK	License: CO 406QHP
VIN_IGNSKNKD0MR270418	Vehicle 7VSVSJ
Pickup: 16-21-2021 / u. 4:08 PM	ODO:7159 Fuel-FUI

#### Vehicle Condition:

#### No Damage Documented

Switched Out Vehicle	
2020 NISN ARMA DSV4 GRAY DK	License, NY JLN5981
VIN: JN8AY2NC1E9615320	Vehicle: ?SDM6Y
<b>Pickup:</b> 06 17 2021 (a) 10:00 AM	ODO:42247 Fuel: 1.2
Return: 06/21/2021 (a) 4:08 PM	ODO:42250 Fuel: 1-2

#### Vehicle Condition:

#### Key Other:

## Summary of Charges

## S Estimated Renter Charges

Charges	Price/Unit	Total
TIME & DISTANCE 6/17/21-7/17/21	\$1649.99 / Month	\$1649.99
DAILY RATE:	\$99.99 / Day	
WEEKLY RATE:	\$499.99 / Week	
MONTHLY RATE:	\$1649.99 / Month	
HOURLY RATE:	\$33.00 / Hour	
DAHLY MILEAGE:	200 / Day	
WEEKLY MILEAGE:	1400 / Week	
MONTHLY MILEAGE:	3000 / Month	
EXCESS DISTANCE CHARGE:	\$0.20 - Mile	

ADDITIONAL DRIVER 6/17/21-7/17/21

#### Waived

#### **Optional Protections Accepted**

#### No optional protections accepted.

#### **Optional Protections Declined**

DW/CDW OPTIONAL	@ 529,99 / Day	\$0,00
RAP	@ 86.99 / Day	\$0,00
PAI/PEC	@ \$6.00 / Day	\$0.00
SUPPLEMENTAL LIABILITY PROTECTION 2	(a-\$13.00 / Day	S0 <sub>*</sub> 00

Renter Acknowledgement of Accepted and Declined Protections

I acknowledge that I have accepted or declined protections as indicated above.



Taxes and Fees		
SAUES TAX (9.35%)	9.35%	\$165.47
MOTOR VEHICLE RENTAL SURCHARGE	\$3.99 / Day	\$119.70
TOURISM ACCOUNT SURCHARGE	\$1,00 / Day	\$30.00
Total Estimated Charge:		\$1965-16
Payments:		
AMERICAN EXPRESS ******1005	Auth	(\$2265,16)

#### Renter Acknowledgement of Charges

I acknowledge that I have reviewed and agree to all Estimated Renter Charges and fees fisted on Summary of Charges and further agree to pay for final charges in accordance with the Additional Terms and Conditions of this Contract.



#### Owner: ELRAC, LLC

#### Additional Drivers

No Additional Drivers are authorized to drive the vehicle with the exception of the drivers listed below. (Additional driver names listed here if applicable)

#### ALEX FUCCI

Please keep this Rental Agreement Summary with you in the vehicle during the rental.



#### Local Addenda

OPTIONAL PRODUCTS NOTICE: WE OFFER FOR AN ADDITIONAL CHARGE THE FOLLOWING OPTIONAL PRODUCTS: DAMAGE WAIVER; PERSONAL ACCIDENT INSURANCE/PERSONAL

## ELRAC, LLC, 653 POST RD, FAIRFIELD, CT 068246231 (203) 254-9522

**RENTAL AGREEMENT** REF#

207682

3PL2P7

RENTER

IOLI, CHRISTOPHER

**ADDITIONAL DRIVER** 

FUCCI, ALEX

**DATE & TIME OUT** 06/17/2021 10:00 AM **DATE & TIME IN** 06/30/2021 02:06 PM

**BILLING CYCLE** 

24-HOUR

**CAR CLASS CHARGED FFAR** 

VIN# 1GNSKNKD0MR270418

LIC# 406QHP MILES DRIVEN 841 CAR CLASS: FFAR

**SUMMARY OF CHARGES** 

Charge Description Date Quantity Per Rate Total TIME & DISTANCE 06/17 - 06/30 WEEK \$999.98 2 \$499.99 ADDITIONAL DRIVER FEE 06/17 - 06/30 \$0.00 \$0.00 Subtotal: \$999.98 Taxes & Surcharges MOTOR VEHICLE RENTAL 06/17 - 06/30 14 DAY \$3.99 \$55.86 **SURCHARGE** SALES TAX 06/17 - 06/30 9.35% \$98.72 TOURISM ACCOUNT 06/17 - 06/30 14 DAY \$1.00 \$14.00 SURCHARGE

**Total Charges:** \$1,168.56 VEH #2 2021 CHEV TAHO 1LT4 Bill-To / Deposits **DEPOSITS** (\$1,168.56)

**Total Estimated Amount Due** 

\$0.00

**PAYMENT INFORMATION** VEH #1 2020 NISN ARMA DSV4 AMOUNT PAID

VIN# JN8AY2NC1L9615320

\$1,168.56

American Express

**CREDIT CARD NUMBER** xxxxxxxxxxx1005

LIC# JLN5981 MILES DRIVEN 3 CAR CLASS: FFAR

RATE SOURCE ACCOUNT FAIRFIELD POLICE DEPT-3C

6/30/2021









#### **RA#3S2F3T**

PAGE 2 OF 2

BILLING CYCLE: DAY = 24 HOUR PE				
STATUS	CHARGES	PRICE/UNIT	DURATION	CURRENT CHARC
	TIME & DISTANCE	\$499.99/WEEK	06/30 - 07/14	\$999_
	MILEAGE	200/DAY, 1400/WEEK, 3000/ MONTH		
	EXCESS MILEAGE			
	MOTOR VEHICLE RENTAL SURCHARGE		06/30 - 07/14	\$55.
	SALES TAX	9,35%/RENTAL	06/30 - 07/14	\$98.
TC	DURISM ACCOUNT SURCHARGE	- A	06/30 - 07/14	\$14.0
	PREPAID FUEL CHARGE			
	FUEL CHARGE	\$4.60/GALLON		
			ESTIMATED BA	ALANCE DUE \$1,168.
OTATIOL IS INCOF	N MAY BE SUBJECT TO CHANGE IF THE VE RRED, OPTIONAL PRODUCTS ARE ADDED/I N THE RENTER AND RENTAL AGENT.	HICLE IS NOT RETURNED EITHER AT THE REMOVED, THE CAR CLASS IS CHANGED A	AGREED DATE AND TIME OR LO ND/OR ANY OTHER ITEMS OF 1	OCATION, IF A REFUELING THE CONTRACT ARE MODIFIED /
	American Express	xxxxxxxxxxx1005	AUTH	\$1,400,00
I REQUEST OWNER'S PERMISSION VEHICLE FOR ME AND ON MY BEHA	S):  TO ALLOW THE FOLLOWING DR	OMPANY IVER(S) WHO IS UNDER MY CON EIR ACTS WHILE THEY ARE DRI'	REFERENCE N  NTROL AND DIRECTION VING AND FOR FULFILLI	TO DRIVE THE DENTED
I REQUEST OWNER'S PERMISSION VEHICLE FOR ME AND ON MY BEHA TERMS AND CONDITIONS OF THE C	S):  TO ALLOW THE FOLLOWING DR	IVER(S) WHO IS LINDER MY CON	NTROL AND DIRECTION	TO DRIVE THE DENTED
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RA # 3S2F3T

**RENTER COPY** 

## Simpson, Cathleen

From: Simpson, Cathleen

**Sent:** Monday, June 19, 2023 11:01 AM

To: Ioli, Christopher

Cc: Quiles, Raymond; Courtemanche, Joanne; Kalamaras, Robert; Broderick, Keith; 'Craig

Manemeit'

**Subject:** HR Follow up

#### Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice. Your union also requested that I incorporate a Garrity warning as part of this questionnaire, which you will find below.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice.

HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

## Garrity Warning

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of this questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in your dismissal from the Town.

From: Simpson, Cathleen

**Sent:** Wednesday, June 14, 2023 6:17 PM **To:** Ioli, Christopher <Cloli@fairfieldct.org>

Cc: Quiles, Raymond <RQuiles@fairfieldct.org>; Courtemanche, Joanne <JCourtemanche@fairfieldct.org>; Kalamaras,

Robert < RKalamaras@fairfieldct.org >

Subject: HR Review

#### Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 7/17/20 \$199.85 ; 7/18/20 \$189.15 Florist
- 7/28/21 Enterprise Car rental \$1963.07
- 6/22/21 Enterprise Car Rental \$1,965.16
- 7/1/21 Enterprise Car Rental \$1,168.56

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen H. Simpson

Shiman Resources Director Town of Fairfield Gullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

## Simpson, Cathleen

From:

Martire, Gabrielle

Sent:

Friday, June 30, 2023 8:18 AM

To:

Simpson, Cathleen

Cc: Subject: Quiles, Raymond

**Attachments:** 

**Town CC Reconciliations** 20230630081225.pdf

Good morning!

Please see the attached documents per your request.

Have a great holiday weekend!

Thank you.

Best Regards,

Gabrielle Martire

Executive Assistant to The Chief of Police Fairfield Police Department 100 Reef Road Fairfield, CT 06824 O: 203-254-4839

M: 203-556-0129

gmartire@fairfieldct.org

# Det. SET. Chrs

6/15/2023

OfficerSo	c:
CHICCISC	٠,

Date

Date	Amount	Vendor/location	Reason
7/17/2020	\$199.85	Newton Florist NC	Possibly computer software fee - charged in error / payment reimbursed
7/18/20	\$189.15	Newton Florist NC	Possibly computer software fee - charged in error / payment reimbursed
6/22/21	\$1,965	Enterprise Car Rental	Rental car for surveillance
7/1/21	\$1,168.56	Enterprise Car Rental	Rental car for surveillance
7/28/21	\$1,963.07	Enterprise Car Rental	Rental car for surveillance

Audited and reviewed by Chief Robert Kalamaras.

Date: 6/29/2003

Chief Robert Kalamaras

## Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 5:58 PM

To:

Koval, Peter

Cc:

Quiles, Raymond; Kalamaras, Robert; Courtemanche, Joanne

Subject:

HR Review

Attachments:

P Koval back up.pdf

#### Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 6/27/21 Garelick & Herbs \$500
- 7/1/21Land and Sea \$1,008
- 6/26/21 Light industry \$227.98

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen II. Simpson
Suman Resources Director
Town of Fairfield
Outlivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

# TOWN OF FAIRFIELD AMERICAN EXPRESS

## **RECONCILIATION VOUCHER**

DEPARTMENT:	0151 - Police	Captain Peter Koval
DATE:	7/13/2021	

ACCOUNT	AMOUNT
010-04030-58110	\$500.00
010-04030-54330	\$1,235.98
11	
	7

PPROVED FOR PAYMENT BY

AMEX DETAIL STATEMENT ATTACHED

**TOTAL** 

\$1,735.98

7/27/2021



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For PETER J KOVAL TOWN OF FAIRFIELD

Account Number XXXX-XXXXX3-01001

Closing Date 07/13/21

Page 1 of 2

Balance
Due \$ Do Not Pay

 Previous Balance \$
 New Charges \$
 Other Debits \$
 Payments \$
 Other Credits \$

 249.00
 1,735.98
 0.00
 249.00
 0.00

1.735.98 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Activity Date reflects either transaction or posting date

eference Code	Amount \$
	-249.00
99999991178 58//2	500.00
59330	1,008.00
10010000000 54330	227.98
	54330

Total for PETER J KOVAL

New Charges/Other Debits Payments/Other Credits 1,735.98 -249.00

Do not staple or use paper clips

**Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

PETER J KOVAL TOWN OF FAIRFIELD 100 REEF ROAD FAIRFIELD

CT 06824-5919

See reverse side for instructions on how to update your address, phone number, or email.



## **G&H** Proposal Fairfield Police Bill

**Beattie** 

Sales rep: Lindsay 7/3/2021

Occasion Corporate Meeting

(203) 650-8230

Client/Organization

Fairfield Police Bill Beattie

Telephone Cellular

, Fairfield, ct Address

Name

Email

Pickup

Typed By

Delivery

No. of Guests

From Southport @ 5:00 SHARP

Platters Disposable Platters

Event Address: South Beach Marina 555 Turney Rd Fairfield

Time: 5:30 pm - 9:00 pm

Party Coordinator:

Contact Name: Bill Beattie

Food/Service Item

Price

Qty

Total

Food/Service Items

G&H to provide: Plates, Napkins, Forks & Plastic Serving Utensils

Assorted wraps cut into 1/3rds & Sandwiches cut in 1/2

#### Pizza Flats

Rosemary & Kalamata Olive, Caramelized Onions, Spinach & Mushroom, Margarita

Julienne Sliced Lemon Chicken Breast

#### Gemelli Pesto Pasta

Gemelli Pesto Pasta with blistered tomatoes and Shaved Reggiano Parmesan

Mixed Greens Salad with Carrots, Cucumbers, Cherry Tomatoes with a Balsamic Vinaigrette on side

Assorted Dessert Bars & Cookies

Total Food Cost

500,00

500.00

(Includes Friends & Family discount)

Delivery Fee Waived

Subtotal: 500.00

6/24/2021 - 4:21:06 PM

Page 1 of 2

3611 Post Road • Southport, CT 06890 203-254-8577 • www.garelickandherps.com

3 - 354-3514



# Credit Card Authorization Form

For deposits and events under \$2,000.00

I, authorize Garelick & Herbs to use the following credit card information. This card is to be used to cover the charges for (Group/Even Name).
Additional Information:
Credit Card Type: [ ] MasterCard [ ] Visa [ ] American Express [ ] Discover Card Credit Card Number: 3996 563843 01001
Please send a photocopy of the front and back of the credit card to match the signature on this form
Expiration Month/Year: Today's Date: CVV: 3046
Cardholder Signature:
CARDHOLDER INFORMATION
Name (as it appears on the card):
Billing Street Address: 100 Reaf Roo
City:
Email: Com WReathie @ fair field Ct. ord
Telephone: ()(3) - 5+1+2 - 0531806 - 000
Is your company tax exempt? [] No YYes, Tax ID Number: Fole - 066001943
If you are tax exempt please also send us a copy of your Tax Exempt Certificate

## LAND N' SEA POWERSPORTS

2974 East Main Street WATERBURY, CONNECTICUT 06705 (203) 755-2682

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	LAND N'SEA POWERSPORTS											

#### Beattie, William J.

From:

Northern Tool + Equipment < Customer Care@Northerntool.com>

Sent:

Wednesday, June 30, 2021 11:42 AM

To:

Beattie, William J.

Subject:

Your Northern Tool Invoice



Please find attached the invoice you requested from your recent order. Thank you for your order. Please note that a receipt must be presented with all returns or exchanges and no returns are allowed without authorization. Please contact customer service with any questions.

Order Number: 69112041

Customer Account Number: 9875146

Invoice Date: 06/26/2021 Invoice Number: 48170531

PO Number:

Confirmation Number:

Billing Address: TOWN OF FAIRFIELD

725 OLD POST RD FAIRFIELD, CT 06824 Shipping Address: TOWN OF FAIRFIELD BILL POLICE DEPT

BILL POLICE DEPT 100 REEF RD FAIRFIELD, CT 06824

Ordered	ered Shipped Backordered		Item #	Description	Unit Price	Extension	
1	1		339122	M18 COMPACT CORDLES	\$149.00	\$149.00	
1	1		47954	70PC MECHANICS TOOL	\$48.99	\$48.99	
1	1		81284	61PC SCREWDRIVER AN	\$29.99	\$29.99	
	1 - All		FREIGHT	GROUND BUSINESS	\$14.55	\$14.55	
			FREIGHT-DISCOUN	Freight Discounts	\$14.55CR	\$14.55CR	
1	1		VFREEGC	Gift Card	\$10.00	\$10.00	
1 1	1	- 100 E21 Upper - LU X	A209	Non-Stock Gift Card	\$10.00CR	\$10.00CR	
		AMEX		Amex	\$227.98CR	\$227.98CR	
					Decide of O. L.C. L.		

Taxable Amount

\$227.98 @ 6.350

Tax

\$.00

Order Total Payment \$227.98 \$227.98-

**Balance Due** 

\$.00

Email:

Customer Care: <u>CustomerCare@NorthernTool.com</u>
Product Experts: <u>ProductExperts@NorthernTool.com</u>

Phone:

Customer Care: 1-800-222-5381 Product Experts: 1-800-533-5545

Address:

Northern Tool + Equipment 2800 Southcross Dr. W. Burnsville, MN 55337

#### Simpson, Cathleen

From:

Broderick, Keith

Sent:

Monday, June 19, 2023 3:23 PM

To: Cc: Simpson, Cathleen Kalamaras, Robert

**Subject:** 

RE: Follow Up Review

**Attachments:** 

Credit Card Audit form Cap. E. Weihe.pdf; Pete Koval Credit Card Audit.pdf

Cathleen,

Please find the Credit Card audit forms from Captain Koval and Captain Weihe.

Thanks, Keith

#### **Keith Broderick**

**Deputy Chief** 

Fairfield Police Department 100 Reef Rd Fairfield Ct. 06824 203-254-4816

Kbroderick@fairfieldct.org

https://www.fpdcops.com/scholarship/

https://fpdct.com/foundation/

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Monday, June 19, 2023 11:02 AM

To: Craig Manemeit <cmanemeit@upseu.org>; Broderick, Keith <KBroderick@fairfieldct.org>

Subject: FW: Follow Up Review

Sorry left you off out of the loop on this last one.

From: Simpson, Cathleen

Sent: Monday, June 19, 2023 10:59 AM

To: Esposito, Felix < FEsposito@fairfieldct.org>

Cc: Quiles, Raymond < RQuiles@fairfieldct.org >; Courtemanche, Joanne < JCourtemanche@fairfieldct.org >; Kalamaras,

Robert < RKalamaras@fairfieldct.org >

Subject: Follow Up Review

Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice. Your union also requested that I incorporate a Garrity warning as part of this questionnaire, which you will find below.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice.

HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

#### Garrity Warning:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of this questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that
  you may be guilty of criminal conduct in this matter, neither your self-incriminating statements,
  nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in your dismissal from the Town.

From: Simpson, Cathleen

**Sent:** Wednesday, June 14, 2023 6:21 PM **To:** Esposito, Felix < FEsposito@fairfieldct.org>

Cc: Quiles, Raymond < RQuiles@fairfieldct.org >; Courtemanche, Joanne < JCourtemanche@fairfieldct.org >; Kalamaras,

Robert < RKalamaras@fairfieldct.org>

Subject: HR Review

#### Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- Lexnex Risk Dates \$269.50
- Thomson Reuters Westlaw \$126.95

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen H. Gimpson Human Resources Director Town of Fairfield Gullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

	$\cap$		
Officer	reter	Noval	

Date 6/19/23

Date	Amount	Vendor/location	Reason
6/27/21	\$500.00	Garelick and Herbs	Food for firework mutual aid detail.
7/1/21	\$1,008.00	Land and Sea Power Sports	Jet Ski service for Marine Unit
6/26/21	\$227.98	Light Industries	Tools for PD garage

Date	Amount	Vendor/location	Reason
7/8/21	\$31.89	Bed Bath and Beyond	A water boiling kettle was purchased for the Administrative Services Bureau to make coffee, tea, soup, oatmeal, etc. which is especially helpful when working holidays or major inclement weather, when local businesses are not open.
8/5/21	\$695	FBI LEEDA Training	This was a week-long training for Public Information Officers. I do not know why the email I received labeled it as a "Charitable Event."
6/28/22	\$90	Champion Awards and Promotions	This is the vendor we use every three months to design the plaques for our Officer of the Quarter award.
7/10/22	\$143	Andros Diner	This purchase provided food to the officers tied up and working overnight on the juvenile homicide at Calvin United Church

Captain Edward J. Weihe, Jr., Badge #104, Employee ID 4285

1	

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 5:45 PM

To:

Panilaitis, Matt

Cc:

Quiles, Raymond; Kalamaras, Robert; Courtemanche, Joanne

Subject:

Hr Review

Attachments:

Back up M Panilaitis.pdf

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card users records for the years 2018-2022. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 8/12/20 A&S \$179.06
- 7/31/20 Doughnut Inn \$17.18
- 7/16/20 Public Sotrage \$298.52
- 7/29/20 Village bagels \$113.2
- 7/30/20 village bagels \$319.81
- 7/31/20 village Bagels \$227.36
- 8/11/20 village Bagels \$1.74
- 8/13/20 Village Bagels \$71.93
- 7/25/20 Wheel \$18.80
- 7/29/20 Wheels \$31.33
- 7/30/20 Wheels \$6.27
- 8/10/20 Wheels \$8.26
- 7/16/20 Whichday \$81.84
- 8/12/20 Stop and Shop \$41.19
- 12/30/20 A&S \$134.04
- 12/21/20 Filter \$208.40
- 12/30/20 Stope and Shop \$26.50
- 12/31/20 Village Bagels \$140.28
- 12/31/20 Door handle \$33.50
- 12/23/20 Plaque \$65.00
- 12/23/20 Stop and Shop \$26.50
- 12/24/20 Battery backup \$159.90
- 1/6/21 Bed Bath \$148.88 coffee maker
- 1/6/21 RYSZ storage battery \$28.62;
- 1/8/20 RYSZ battery \$23.52
- 1/6/21 stainless steel pour over 4 gallon coffee brewer \$396.95
- 1/1/21 Wheels Citgo
- 1.7.21 Zoro Tools \$422.16
- 6/23/21 A&S \$72.89

- 6/24/21 A&S \$31
- 6/17/21 Amazon floating wall mount, bracket cable box, playstone4, etc \$25.99 (2)
- 7/9/21, 7/10/21 Outside shade brackets
- 6/23/21 Home Depot brushless compact drill \$199
- 6/24/21 Home Depot Shockwave set \$27.95
- 6/24/21 Village Bagels \$212.35; 6/23/21 Wheels soda \$8.47 (new hire intereviews?)
- June 23, 2022 Doughnut Inn \$53.80
- June 28, 2022 Steffano's \$60.08
- July 1, 2022 Stop & shop 472.64
- 8/12/22 A&S \$486.05
- 7/21/22 Doughnut Inn
- 9/9/22 Doughnut Inn \$36.50
- 8/4/22 Home Depot \$199.78
- 7/14/22 Home Depot \$504.96
- 7/23/22 Village Bagel \$66.8

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative so he is aware and may assist you if you so choose with responding to this request.

Cathleen H. Simpson Human Resources Director Town of Fairfield Gullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002

# TOWN OF FAIRFIELD AMERICAN EXPRESS

#### **RECONCILIATION VOUCHER**

DEPARTMENT:	0151 - Police	Officer Matthew Panilaitis
DATE:	8/13/2020	

ACCOUNT	AMOUNT
010-04030-58110	\$1,175.27
010-04030-53310	\$527.61
010-04030-56140	\$534.64
	V
TOTAL	\$2,237.52

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED



## Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For MATTHEW PANILAITIS TOWN OF FAIRFIELD

Account Number XXXX-XXXXX3-41009

Closing Date 08/13/20

Page 1 of 3

Balance

Previous Balance \$ New Charges \$ Other Debits \$ Payments \$ 2,275.11 2,237.52 0.00 2,275.11

Other Credits \$ Due \$ Do Not Pay

0.00 2,237,52 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920 .

<b>Activity</b>	Date reflects either transaction or posting date
-----------------	--

Card No	umber XXXX-XXXXX3-41009		Reference Code	Amount \$
07/22/20	CORPORATE REMITTANCE RECEIVED	07/22		-2,275.11
08/12/20	A & S FINE FOODS 650 FAIRFIELD REF# 10156320200 2035761600 MISCL FOOD STORES ROC NUMBER 1015632020081201	CT 08/12/20	10156320200	179.06
07/31/20	DOUGHNUT INN FAIRFIE FAIRFIELD REF# 99999990213 2032561908	CT 07/30/20	9999990213 - 58113	17.18
07/16/20	PUBLIC STORAGE 20472 800-567-0759 REF# 175385938 SELF-STORAGE	CT 07/15/20	17538593800 4-3-533	527.61
07/16/20	RYSZ STORAGE BATTERY NORWALK REF# 40100007 203-866-6443 SPECIALTY RETAIL ROC NUMBER 40100007	CT 07/15/20	40100007000	214.86
08/12/20	RYSZ STORAGE BATTERY NORWALK REF# 40500017 203-866-6443 SPECIALTY RETAIL ROC NUMBER 40500017	CT 08/11/20	40500017000	298.52 Yo
07/24/20	STAPLES 00158 FAIRFIELD 000300481 00158000300481 06824 AVY LSR LBLNEON 30UP15-1X2 5/8 ROC NUMBER 000300481 TAX	CT 07/23/20 \$19.99	00030048100 4030-561	21.26
08/12/20	STOP & SHOP #650 FAIRFIELD REF# 807040 GROCERY STORE	CT 08/12/20	4530 -58110	41.19

Continued on Page 3

Do not staple or use paper clips

Payment Coupon

Account Number

Account Number Enter 15 digit account number on all payments.

MATTHEW PANILAITIS TOWN OF FAIRFIELD 100 REEF RD FAIRFIELD

CT 06824

1) 1

See reverse side for instructions on how to update your address, phone number, or email.

Activity	/ Continued		Reference Code	Amount
07/29/20	VILLAGE BAGELS - FAI FAIRFIELD REF# 21101390211 VB1874#YAHOO.COM	CT 07/29/20	21101390211	113.4
07/30/20	VILLAGE BAGELS - FAI FAIRFIELD REF# 21101390212 VB1874#YAHOO.COM	CT 07/30/20	21101390212	319.8
07/31/20	VILLAGE BAGELS - FAI FAIRFIELD REF# 21101390213 VB1874#YAHOO.COM	CT 07/31/20	21101390213	227.36
08/11/20	VILLAGE BAGELS - FAI FAIRFIELD REF# 21101390224 VB1874#YAHOO.COM	CT 08/11/20	21101390224	71.93
08/13/20	VILLAGE BAGELS FAI FAIRFIELD REF# 21101390226 VB1874#YAHOO.COM	CT 08/13/20	21101390226	31.74
07/25/20	WHEELS#27CITGO 00020 FAIRFIELD REF# 9A10021 203-255-1361 GAS/MSC97 10214027 ROC NUMBER 9A10021	CT 07/24/20		18.80
07/28/20	WHEELS#27CITGO 00020 FAIRFIELD REF# 9A26066 203-255-1361 GAS/MSC97 26664027 ROC NUMBER 9A26066	CT 07/27/20	40m	20.71
07/29/20	WHEELS#27CITGO 00020 FAIRFIELD REF# 9A35008 203-255-1361 GAS/MSC97 35084027 ROC NUMBER 9A35008	CT 07/29/20		31.33
07/30/20	WHEELS#27CITGO 00020 FAIRFIELD REF# 9A40008 203-255-1361 GAS/MSC97 40084027 ROC NUMBER 9A40008	CT 07/30/20		6.27
07/31/20	WHEELS#27CITGO 00020 FAIRFIELD REF# 9A45013 203-255-1361 GAS/MSC97 45134027 ROC NUMBER 9A45013	CT 07/31/20		6.27
08/10/20	WHEELS#27CITGO 00020 FAIRFIELD REF# 9A21033 203-255-1361 GAS/MSC97 21334027 ROC NUMBER 9A21033	CT 08/10/20		8.36
07/16/20	WICHDAY SANDWICHES 0 FAIRFIELD REF# 73011000197 SERGIO-KESKIN@YA	CT 07/15/20	73011000197	81.84
Total for	MATTHEW PANILAITIS		New Charges/Other Debits Payments/Other Credits	2,237.52 -2,275.11

#### Panilaitis, Matt

From:

Public Storage < DoNotReply@Publicstorage.com>

Sent:

Wednesday, July 15, 2020 10:22 AM

To:

Panilaitis, Matt

Subject:

We've received your payment





# Your Payment Receipt # 5F0F106B27C3EA5B542A

This confirms your payment of \$527.61 on 07/15/2020 by Credit Card. Thanks for using Public Storage!

### Your Account Details

Log In

#### **MATTHEW PANILAITIS**

ACCOUNT NUMBER:

51779225

PHONE:

(203) 814-7803

EMAIL:

mpanilaitis@fairfieldct.org

Storage Payment Details

STORAGE LOCATION:

1296 Kings Highway Cutoff

Fairfield, CT 06824

(203) 286-4582

PAYMENT RECEIVED:

\$527.61

SPACE NUMBER:

0001

SPACE SIZE:

10x28

	PAYMENT RECEIVED 07/15/2020	PAST DUE/DUE NOW	<b>DUE NEXT</b> 09/01/2020
RENT	\$482.00	\$0.00	\$482.00
RENT TAX	\$30.61	\$0.00	\$30.61
INSURANCE	\$15.00	\$0.00	\$15.00
TOTAL	\$527.61	\$0.00	\$527.61

## Your Payment Details

CREDIT CARD

\$527.61

\*\*\*\*1009

<sup>\*</sup> When you provide a check as payment, you authorize us to use information from your check to make a one-time electronic fund transfer from your account.

## Rysz Storage Battery Co.

4 Elm Street Norwalk CT 06850

#### WWW.RYSZBATTERY.COM

orders@ryszbattery.com

PHONE: (203) 866-6443 (800) 404-6443

FAX: (203) 866-7690

#### SOLD TO:

Fairfield Police Dept 100 Reef Road Fairfield CT 06824

## SHIP TO:

Fairfield Police Dept 100 Reef Road Fairfield CT 06824

ShipVia

PO Number

Matt

Company Phone #

Payment Method

INVOICE # 149900

7/15/2020

5317

TR

Invoice Date

Account #

Entered by:

1(203)254-4808/

**AMERXPRESS** 

ORDR	SHIP	PART#	PART DESCRIPTION	PRICE	TOTAL
2	2	BE600M1	APC 600VA Battery Backup	79.95	159.90
96	96	EN91	AA CELL ENERGIZER	.45	43.20
24	24	EN92	AAA CELL ENERGIZER	.49	11.76
			TOTAL INVOICE AMOUNT		214.86
			PAID BY AMERXPRESS		-214.86
			×		
				- 1	

PLEASE PAY:

\$0.00

Received by:	Date:
Return Policy: 30 days with receipt. Product must be unused in origin packs, powersport batteries or electronics. 20% restocking fee on all	al unopened packaging. No returns on battery chargers, jumper returns. Buyer pays return shipping.
Cores Returned: A (REG) B (U1) C (MC) D (31	/GC/49) E (4DLT) G (4D) H (8D)

### Rysz Storage Battery Co.

4 Elm Street

Norwalk CT 06850

### WWW.RYSZBATTERY.COM

orders@ryszbattery.com

PHONE: (203) 866-6443 (800) 404-6443

FAX: (203) 866-7690

#### SOLD TO:

Fairfield Police Dept 100 Reef Road Fairfield CT 06824

SHIP TO:

Fairfield Police Dept 100 Reef Road Fairfield CT 06824

ShipVia

PO Number

Company Phone #

Payment Method

**INVOICE # 150897** 

8/11/2020

5317

TR

Invoice Date

Account#

Entered by:

Matt

1(203)254-4808/

**AMERXPRESS** 

ORDR	SHIP	PART#	PART DESCRIPTION	PRICE	TOTAL
1	1	HR1234WF2FR	CSB 12V 34W SLA Battery - Flame Retardent 9AH	28.62	28.62
2	2	BR700G	APC Backups RS 700VA	134.95	269.90
			TOTAL INVOICE AMOUNT		298.52
			PAID BY AMERXPRESS		-298.52

**PLEASE PAY:** 

\$0.00

Received by:	Date:	
Return Policy: 30 days with receipt. Product must be unused in original packs, powersport batteries or electronics. 20% restocking fee on all r	al unopened packaging. No returns on battery chargers, jumper eturns. Buyer pays return shipping.	
Cores Returned: A (REG) B (U1) C (MC) D (31/	GC/49) E (4DLT) G (4D) H (8D)	

## WHEELS #27 1096 POST RD FAIRFIELD, CT 06824 203-255-1361

00020524027 WHEELS#27CITGO 1096 POST RD FAIRFIELD CT 06824

'wichday

#1 PC 3 TERMINAL: PLY 1

ANT ID: \*\*\*\*\*\*\*0842

ID: ke/in

< DUPLICATE RECEIPT >

SALE

	Qty 1 1 1 Subtotal	Amount 2.09 2.09 2.09 2.09	?/ METHOD: CHIP E: 07/15/2020 TIME: /OICE: 30227 FERENCE: C19713902375 TH CODE: E18441	
TOTAL	CDEDIT .	0.00	YOU YT	USD\$ 81.84
et	CUEDII \$	6.27	CTA_	USD\$ 81.84

CARD TYPE: AMEX AUTH TIME: 070707 ACCT NUMBER: 1009

TRANS TYPE: SALE AUTH: 842400

Ref #: 99000400087 APPNAME: AMERICAN EXPRESS

AID: A000000025010801 APP CRYPTOGRAM : ARQC 97D9D00A928D1B2C

ENTRY: Insert EMV STAN#: 04642847377

DEALER#: 00020524027 Term ID: 10

We Care Where

ST# FSS27 TILL XXXX DR# 1 TRAN# 1016539 7/30/20 7:07:11 AM UCY JANHT - DAVOR' A

I AGREE TO FAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)

Cardholder Signature

AFPLICATION LABEL: AMERICAN EXPRESS

AID: A00000C )25010801 TVR: 0000008 )00 IAD: 0649010 3A0A006

TSI: E800 CVM: SIGN

## labels Jodi

#### WHEELS #27 1096 POST RD FAIRFIELD, CT 06824 203-255-1361

00020524027 WHEELS#27CITGO 1096 POST RD FAIRFIELD CT 06824

#### < DUPLICATE RECEIPT >

Description	Qty	Amount
ICE	4	 8.36
Sul TOTAL	btotal Tax	8.36 0.00
_	CREDIT	\$ 8.36

00

CARD TYPE: AMEX AUTH TIME: 080321 ACCT NUMBER: 1009 TRANS TYPE: SALE AUTH: 846476

Ref #: 99000210338

APPNAME: AMERICAN EXPRESS AID: A000000025010801

APP CRYPTOGRAM : ARQC CB26C4B3E1F37066

ENTRY: Insert

EMV STAN#: 04762877778

DEALER#: 00020524027 Term ID: 10

> We Care Where You Go

ST# FSS27 TILL XXXX DR# 1 TRAN# 1018353 CSH: 16 8/10/20 8:03:25 AM

# 1 Staples

1201 Kings Highway fairfield, CI 06432 (203) 579 4051

SALE

1030464 3 003 00461 0158 07/21/20 12:56

QIY SKU

FIRLOR

1 AVY ESR LBENEON 30 072782059798 19 19 SUBTOTAL 19 94 Standard Tax 6.35% 1.25 般1.26

AMERICAN EXPRESS

Unit\$21, 26

Card No.: XXXXXXXXXXX 1009 [C]

Chip Read

Auth No.: 811572

AID.: A000000025010801

TOTAL ITEMS:

TRU RED Business essentials designed thoughtfully to work beautifully

Shop Smarter Get Romardet Staples Rewards members get up to 5% Darck in Rewards in slove only Exclusions Apply. See an associate for full program details or to enroll,

THANK YOU FOR SHOPPING AT STAPLES!

For information on where Connecticut residents can go to recycle used electronic devices, please visil http://www.ct.gov/dep/ewastedropoff.or call this full-free telephone mades; 1-888-424-4193.

CAW: SICH 1SI: E800

JAD: 06490103A0A006

TVR: 0000008000

ARQC: F18A8954876CA204

AID: A000000055010801

APPLICATION LABEL: AMERICAN EXPRESS

Cardholder Signature

(MERCHANT AGREEMENT IF CREDIT VOUCHER) ACCORDING TO CARD ISSUER AGREEMENT I AGREE TO PAY THE ABOVE TOTAL AMOUNT

APPROVED - THANK YOU

90'641 \$dsn

JAT0T

========

90'6/1 **\$**0\$0 TNUOMA

AUTH CODE: 886658

REFERENCE: 022514157603

INVOICE: 15584

DATE: 08/12/2020 TIME: 17:24:20

ENTRY METHOD: CHIP

6001\*\*\*\*\*\* **YEX** 

SALE

CLERK ID: 1 LEGWINVE ID: \*\*\*533

WERCHANT ID: \*\*5318

fairfield, CT 06825 2097 BlackRock Tumpike 80007 28A Transaction Receipt

Terminal:050012011-001003 15584 [ 15584 0198nA

M9 20:42:8 0202/21/8

Bloch

Gromotian

DOUGHNUT INN

562 Post Road Fairfield, CT 06824 (203)256-1908

Check 30132

STATION 3 THU

7/30/20

2:36pm

1 Box of Coffee

16,00

House

Sub/Tt1

16.00 1.18

Tax Total

17.18

AmEx

17,18

Acct: XXXXXXXXXXXXX1009

Auth: 555719 Trans ID: 367

THANK YOU!

Village Bagels-Fairfield 873 Post Rd Fairfield CT 06824 203-254-1750

07/29/2020

9:45

Sale

Trans #: 33 Batch #: 759

AMEX \*\*\*\*\*\*\*\*\*\*\*\*1009

CHIP XX/XX

AMOUNT:

\$112.87 -----

Non Cash ADJ \$0.55 TOTAL AMT: \$113,42

Resp: APPROVAL 815174 Code: 815174 Rei #: 021114601479 TransID: 008284664541275

App Name:

**AMERICAN** 

AID: TUR: TSI:

EXPRESS A000000025010801 00000008800

Thank You CUSTOMER COPY

Village Bagels fairfield 873 Post Rd Fairfield CT 26821 203-254-1750

07/30/2020

10:18

Sale

Trans #: 30 Batch #

**AMEX** \*\*\*\*\*\*\*\*\*\*\*\*1009

C.11 1 12 SA RA

AMOUNT:

\$319,26 . . . . . . . . . . . . . . . .

Non Cash ADJ TOTAL AMT:

50.55 \$ 119.11

ADDRAHA1 848236

# STOP&SHOP

1160 KINGS HWY CUTOFF FAIRFIELD, CT 06824

Store Telephone: (203) 254-8478 Pharmacy Telephone: (203) 254-8538 Store #650 08/12/20 04:03pm

FROZEN FOOD SB ICE CUBES 20 4.99 F **GROCERY** SB SRVWARE 4C 1.69 T ACADIA 24P 16.9Z 2.99 F ΠP BTL/CAN DEPOSIT 1.20 F ACADIA 24P 16.9Z 2.99 F DP BTL/CAN DEPOSIT 1.20 F SB DSGNR SPOONS 1.79 T SB DSGNR SPOONS 1.79 T SB DSGNR KNFE24C 1 :79 T DIXI 8IN PLT 48C 3.19 T PEPSI 12PK CAN 7.39 B DP BTL/CAN DEPOSIT 0:60 F PEPSI DT ORIG12P 7.39 B DΡ BTL/CAN DEPOSIT 0.60 F TAX 1.59

41.19

\*\*\*\*\*\*\*\* Payment Type: AMERICAN EXPRESS Purchase Card: \*\*\*\*\*\*\*\*\*\*1009 Payment Amt: \$41.19 BALANCE: \$ AID: A000000025010801 AUTH#807040 RC#00 08/12/20 04:04pm \*\*\*\*\*\*\*\* AMER EXPRESS 41 19

\*\*\*\* BALANCE

CHANGE 0.00 08/12/20 04:04pm 650 8 268 172 www.StopAndShop.com Thank you for shopping STOP & SHOP Jeff Page, Store Manager SANDRA, Your Cashier

Sign up at the Service Center for a Stop & Shop card and start saving.

HOW ARE WE DOING? Tell us in the next 5 days at www.talktostopandshop.com Use the PIN # below to losin 0812 1604 0675 0008 0268 And enter for a Chance to win \$500\*

\*Official Rules at customer service or www.talktostopandshop.com/terms Open to CT MA N.I NY & RT residents 18+ Premotion ?

Village Bagels-Fairfield 873 Post Rd Fairfield CT 06824 203-254-1750

07/31/2020

18.81

Sale

Trans #: 59 Batch #: 762

AMEX \*\*\*\*\*\*\*\*\*\*\*1009

CHIP \*\*/\*\*

AMOUNT:

\$226.81

Non Cash ADJ TOTAL AMT: \$0.55 \$227.36

Resp: APPROVAL 824822 Code: 824822 Ref #: 021315202672 TransID: 008337365436672

App Name:

ÁID: TUR: TSI:

:: AMERICAN EXPRESS A0000000025010801 0000008800 E800

Kalanciss

Village Bagels-Fairfie 873 Post Rd Fairfield CT 06824 203-254-1750

08/11/2020

Sale

Trans #: 7 Batch #: 778

AMEX 

CHIP \*\*/\*\*

6:3

AMOUNT:

\$71.38

Non Cash ADJ TOTAL AMT:

\$9.55 \$71.93 Resp: APPROVAL 857920 Code: APPROVAL 857920 Ref #: 857920 TransID: 008491401661775

App Name:

a : AMERICAN EXPRESS A0000000025010801 0000008800 E800

Thank You CUSTOMER COPY

Thank You CUSTOMER COPY

CUSTOMER COPY Thank You AID TUR TSI ddy Resp: Code: Ref #: TransID: HOUNT: Non Cash ADJ Irans 08/13/2020 Name: # APPROUAL 893812 893812 893812 0022617204058 608377261611671 39 Batch 1 06824 1750 \$0.55 \$31.74 dirfield 12:13

#### WHEELS #27 1096 POST RD FAIRFIELD, CT 06824 203-255-1361

00020524027 WHEELS#27CITGO 1096 POST RD FAIRFIELD CT 06824

#### < DUPLICATE RECEIPT >

Description	Цtу	Amount
ICE	2	4.18
PLND SPRNG TXD	2	13.98
BOTTLE DEPOS	IT	2.40
S	ubtotal	20.56
	Tax	0.15
TOTAL	_	20.71
	CREDIT	\$ 20.71

CARD TYPE: AMEX AUTH TIME: 145454 ACCT NUMBER: 1009 TRANS TYPE: SALE AUTH: 825285 Ref #: 99000260663

APPNAME: AMERICAN EXPRESS AID: A000000025010801

APP CRYPTOGRAM : ARQC 6BEDFD81BDCA7CC3

ENTRY: Insert

EMV STAN#: 04612842330

We Care Where You Go

ST# FSS27 TILL XXXX DR# 1 TRAN# 1023110 CSH: 9 7/27/20 2:54:58 PM

CARD TYPE: AMEX
AUTH TIME: 070908
ACCT NUMBER: 1009
TRANS TYPE: SALE
AUTH: 811862 ST# FSS27 TILL XXXX DR# 1 TRAN# 1016356 AID: A000000025010801 APPNAME: AMERICAN EXPRESS APP CRYPTOGRAM : ARQC EAE559D1C71F2E31 MV STAN#: 04632845355 lef #: 99000350084 We Care Where

#### WHEELS #27 1096 POST RD FAIRFIELD, CT 06824 203-255-1361

00020524027 WHEELS#27CITGO 1096 POST RD FAIRFIELD CT 06824

#### < DUPLICATE RECEIPT >

Description	Qty	Amount
	-	
NSTL PR LF 24PK	3	14.97
BOTTLE DEPOSIT	Γ	3.60
Sub	ototal	18.57
	Tax	0.23
TOTAL		18.80
(	CREDIT	\$ 18.80

CARD TYPE: AMEX AUTH TIME: 111337 ACCT NUMBER: 1009 TRANS TYPE: SALE AUTH: 811985

Ref #: 99000100216

APPNAME: AMERICAN EXPRESS AID: A000000025010801

APP CRYPTOGRAM : ARQC 4E5585CE20A68664

ENTRY: Insert

EMV STAN#: 04582835897 -----

We Care Where You Go

ST# FSS27 TILL XXXX DR# 1 TRAN# 1022592 CSH: 14

7/24/20 11:13:42 AM

Description UPLICATE RECEIPT >

6.27 19.96 **4**.80

FAIRFIELD CT 06824

### **TOWN OF FAIRFIELD AMERICAN EXPRESS**

### **RECONCILIATION VOUCHER**

DEPARTMENT:	0151 - Police	Officer Matthew Panilaitis
DATE		
DATE:	1/13/2021	

ACCOUNT	AMOUNT
010-04030-56140	\$484.10
010-04030-54320	\$604.54
010-04030-56110	\$50.00
010-04030-54150	\$30.55
010-04030-54330	\$212.04
010-04030-58110	\$140.28
TOTAL	\$1,521.51

APPROVED FOR PAYMENT BY: APPROVED FOR PAYMENT BY: Off

AMEX DETAIL STATEMENT ATTACHED

AMEX DETAIL STATEMENT ATTACHED



## Corporate Purchasing Cardmember Report

Ole B

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For MATTHEW PANILAITIS TOWN OF FAIRFIELD Account Number XXXX-XXXXX3-41009

O1/13/21

Page 1 of 3

refer to page 2.

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
876.69	1,521.51	0.00	876.69	0.00	1,521.51 For important information

For your records only - do not pay.

For assistance or questions about your account, contact us at <a href="https://www.americanexpress.com/checkyourbillorcall-customer-service">www.americanexpress.com/checkyourbillor</a> call Customer Service at 1-800-492-4920.

Activi	Date reflects either transaction or posting date			
Card Nu	ımber XXXX-XXXXX3-41009		Reference Code	Amount \$
12/22/20	CORPORATE REMITTANCE RECEIVED	12/22		-876.69
12/30/20	A & S FINE FOODS 650 FAIRFIELD REF# 10156320201 2035761600 MISCL FOOD STORES	CT 12/30/20	10156320201	134.03 🗸
12/21/20	ROC NUMBER 1015632020123000  AMZN MKTP US*OA2DA87 AMZN,COM/BILL 1EON39U5K 113-4200275-8759498109  ROC NUMBER 1EON39U5KYZI TAX	WA 12/21/20 \$12.44	56140	208.40
01/07/21	BEDBATH&BEYOND#1023 FAIRFIELD REF# 00014414 MISC HOME FURNIS	CT 01/06/21	00014414000 5 4 3 7-0	148.88 🗸
01/01/21	BUYDOORHARDWARE 8162951878 REF# 10056747292 8162951878 DISCOUNT STORE ROC NUMBER 100567472922	MO 12/31/20	10056747292 54325	33.50
12/25/20	CAP MILFORD, LLC MILFORD REF# 21105170360 MISC/SPECIALTY R	CT 12/24/20	21105170360 56140	65.00 🗸
01/06/21	MINUTEMAN PRESS 0702 FAIRFIELD REF# 81680002 203-254-1947 STATIONERY,OFFC SUP ROC NUMBER 81680002	CT 01/05/21	81680002000 5 <b>6</b> 110	50.00

Continued on Page 3

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account number on all payments.

MATTHEW PANILAITIS TOWN OF FAIRFIELD 100 REEF RD FAIRFIELD

CT 06824

See reverse side for instructions on how to update your address, phone number, or emails



Prepared For MATTHEW PANILAITIS TOWN OF FAIRFIELD

Account Number
XXXX-XXXXX3-41009

Closing Date 01/13/21

Page 3 of 3

Activity	Continued		Reference Code	Amount \$
12/25/20	RYSZ STORAGE BATTERY NORWALK REF# 40400009 203-866-6443 SPECIALTY RETAIL ROC NUMBER 40400009	CT 12/24/20	4040009000	159.90
01/06/21	RYSZ STORAGE BATTERY NORWALK REF# 40000002 203-866-6443 SPECIALTY RETAIL ROC NUMBER 40000002	CT 01/05/21	4000002000 <b>5</b> 4330	28.62
01/08/21	RYSZ STORAGE BATTERY NORWALK REF# 40200005 203-866-6443 SPECIALTY RETAIL ROC NUMBER 40200005	CT 01/07/21	40200005000	23.52
12/23/20	STOP & SHOP #650 FAIRFIELD REF# 850782 GROCERY STORE ROC NUMBER 850782 TAX	CT 12/23/20 \$2.17	85078200000 <b>57/4</b> 70	50.17
12/30/20	STOP & SHOP #650 FAIRFIELD REF# 897616 GROCERY STORE ROC NUMBER 897616 TAX	CT 12/30/20 \$1.26	89761600000 <b>56</b> / <b>4</b> 70	26.50
12/31/20	VILLAGE BAGELS FAIRF FAIRFIELD REF# 73011000365 VB1874@YAHOO.COM	CT / 12/30/20	73011000365 + 8110	140.28
01/01/21	WHEELS#27CITGO 00020 FAIRFIELD REF# 9E54058 203-255-1361 GAS/MSC98 54584027 ROC NUMBER 9E54058	CT 12/31/20 54/50	59330 - Paid 68 matt P.	30.55
01/07/21	ZORO TOOLS INC MUNDELEIN REF# 822170955F5 8474840400	IL 01/07/21	54320	422.16
Γotal for	MATTHEW PANILAITIS		New Charges/Other Debits Payments/Other Credits	1,521.51 -876.69

12/30/2020 11:23:30 AM Terminal:050012011-001003 Trans: 19510 Kalamoras

Transaction Receipt A&S FOODS 2097 BlackRock Turnpike Fairfield, CT 06825

MERCHANT ID: \*\*5318 TERMINAL ID: \*\*\*2797 CLERK ID: 1

SALE

\*\*\*\*\*\*\*\*\*1009

AMEX ENTRY METHOD: CHIP

DATE: 12/30/2020 TIME: 11:23:42

INVOICE: 19510 14 REFERENCE: 036

AUTH CODE: 895631

USD\$ 134.03 AMOUNT USD\$ 134.03

TOTAL

APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO JARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT YOUCHER)

Cardholder Signature

APPLICATION LABEL: AMERICAN EXPRESS

AID: A000000025010801 ARQC: 2250828945DB9AA1

TVR: 0000008000 IAD: 06490103A0A002

# STOP&SHOP

1160 KINGS HWY CUTOFF FAIRFIELD, CT 06824

Store Telephone: (203) 254-8478 Pharmacy Telephone: (203) 254-8538 Store #650 12/23/20 08:40am

GROCERY			
DP	ACADIA 24P 16.9Z BTL/CAN DEPOSIT		2.99
DP	ACADIA 24P 16.9Z BTL/CAN DEPOSIT		2.99
DP	ACADIA 24P 16.9Z BTL/CAN DEPOSIT		2.99
p-1	GV HD FORK 100C GV HD FORK 100C		2.19
	SB ULTRA PLATES		4.99
	SB ULTRA PLATES SB ULTRA PLATES		4.99 4.99
DP	PEPSI 12PK CAN BTL/CAN DEPOSIT PEPSI DT ORIG12P		7.39 0.60 7.39
DP CONVENT	BTL/CAN DEPOSIT		0.60
MR	CHCKOUT BAG CHG	NP	0.10

2.17 \*\*\*\* BALANCE

Payment Type: AMERICAN EXPRESS

CHIP Purchase Card: \*\*\*\*\*\*\*\*\*1009 Payment Amt: \$50.17 BALANCE: \$ AID: A000000025010801

TAX

AUTH#850782 RC#00 12/23/20 08:41am

\* AMER EXPRESS 50.17 CHANGE 0.00

12/23/20 08:41am 650 5 19 162

www.StopAndShop.com

Thank you for shopping STOP & SHOP

Jenn Ruocco, Store Manager MAKESHA, Your Cashier

Sign up at the Service Center for a Stop & Shop card and start saving.

HOW ARE WE DOING? Tell us in the next 5 days at www.talktostopandshop.com Use the PIN # below to login 1223 0841 0605 0005 0019 And enter for a Chance to win \$500\*

\*Official Rules at customer service or www.talktostopandshop.com/terms Open to CT MA NJ NY & RI residents 18+ No Purch. Nec. Void where prohibited

Broderick

## VILLAGE BAGELS

873 POST RD FAIRFIELD, CT 06824 (203) 254-1750

2020-12-30

09:13

WED

MERCHANT ID: \*\*\*\*\*\*\*\*\*8091

CLERK ID: 2

F

В F SALE

AMEX \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

ENTRY METHOD: CHIP

DATE: 12/30/2020 TIME: 09:11:51

INVOICE: 494

REFERENCE: 036514803776

AUTH CODE: 876911

AMOUNT

USE: 110 28

TOTAL

USTA 140 28

APPROVED - THANK YOU

APPLICATION LABEL: AMERICAN EXPRESS

AID: A000000025010801

TVR: 0000008000 IAD: 0649c (03A0A002

(SI: E800 CVM: NONE

NO. 00003800 REG: POS-1

2 EMPLOYEE

THANK YOU!

## NVOICE



120 Boston Post Road Milford, CT 06460 Ph: 203-878-1780 Fax: 203-878-2260 DATE:

December 23, 2020

INVOICE #

122320C

BILL TO:

Matt Panilaitis

Fairfield Police Department

100 Reef Road Fairfield, CT 06824

203-814-7803

DESCRIPTION	UNIT PRICE	AMOUN'	T
in a plate with gold			25.00
<ul> <li>plaque, 9" x 12", cherry finish, black engraving plate with gold</li> <li>prentine border and gold laser engraved badges and copy</li> </ul>	5.00 each	\$	65.00
			177-11
Tax Exempt	24250741	\$	65.00
Terms: 50 % Deposit - Balance Due Upon Pickup	SUBTOTAL	J.	0.000
25% Restocking Fee on Canceled Orders	TAX RATE		0.00
2% Per Month Interest on Unpaid Balances	SALES TAX	\$	<del></del>
Make all checks payable to Champion Awards. If you have any questions concerning this invoice, contact Gerry Menees, 203-878-1780, championawardsandpromotions@gmail.com	OTHER		
	TOTAL	\$	65.0



Bed Bath & BEYOND #1023 2260 KINGS HIGHWAY FAIRFIELD, CT 06824 (203) 254-5684

1023 01/06/21-1006 598020 1-4414

RVN # 0102-3441-4001-0106-2100

COFMKR KSUPREME BL 1T 61124738636 OUR PRICE 139.99 SUBTOTAL 139.99

\*\*\*\* BALANCE 8.89
e - APPROVED 148.88

Sale - APPROVED AMERICAN EXPRESS ENTRY: Chip Read

ACCT#: \*\*\*\*\*\*\*\*\*\*\*1009 AID: A000000025010801 CVMR: Signature Captured

MODE: ISSUER AUTH#: 817420 AMT: USD\$ 148.88 MERCH ID: 2060521739

AMEX
CHANGE
CT SALES TAX 6.35%
TOTAL TAX
01/06/21 1006 1023 1 4414 598020

#### amazon.com

## Details for Order #113-4200275-8759447 Print this page for your records.

Order Placed: December 21, 2020

Amazon.com order number: 113-4200275-8759447

Order Total: \$208.40

#### **Not Yet Shipped**

Items Ordered Price

4 of: American Filter Company (TM Brand Water Filter AFC-EWH-3000 (Comparable with \$48.99 to Elkay (R) Filter 51300C)

Sold by: IDG Online (seller profile)

Condition: New

#### **Shipping Address:**

matt panilaitis 100 REEF RD FAIRFIELD, CT 06824-5919 United States

#### **Shipping Speed:**

Standard Shipping

#### **Payment information**

**Payment Method:** 

American Express | Last digits: 1009

Item(s) Subtotal: \$195.96

Shipping & Handling:

\$0.00

**Billing address** 

matt panilaitis 100 REEF RD

FAIRFIELD, CT 06824-5919

United States

Total before tax: \$195.96

Estimated tax to be collected: \$12.44

---

Grand Total: \$208.40

To view the status of your order, return to Order Summary.

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#### Panilaitis, Matt

From:

Buy Door Hardware Now <customerservice@buydoorhardwarenow.com>

Sent:

Thursday, December 31, 2020 8:31 AM

To:

Panilaitis, Matt

Subject:

Buy Door Hardware Now - Order 74104



### 877-474-9145

Buy Dourdardware Low com

#### FREE SHIPPING \$75 min. order

Thank you for your interest in our products. Your order has been received and will be processed once payment has been confirmed.

#### **Order Details**

**Order ID: 74104** 

Date Added: 12/31/2020

Payment Method: Credit or Debit Card (Processed securely)

Shipping Method: Free Shipping

E-mail: mpanilaitis@fairfieldct.org

**Telephone:** 2038147803 IP Address: 72.10.112.5 Order Status: Processing

#### **Payment Address**

**Shipping Address** 

Matt Panilaitis Fairfield Police Dept 100 Reef Rd Fairfield, Connecticut 06824

United States

Matt Panilaitis Fairfield Police Dept 100 Reef Rd Fairfield, Connecticut 06824 United States

Product	Model	Quantity	Price	Total
	#			
1001 ADA US32D Cal-Royal Pull Plate Solid Round Bar Handle - 4" x 16"	1001 ADA US32D	1	\$23.50	\$23.50
		Free Sh	ipping:	\$0.00
		Sub	-Total:	\$23.50
	\$10 minimum order fee	for orders und	er \$75:	\$10.00

Total: \$33.50

Please reply to this e-mail if you have any questions.

#### **TOWN OF FAIRFIELD AMERICAN EXPRESS**

#### AMEX RECONCILIATION VOUCHER (with closing date of 7-13-2021)

TODAY'S DATE: 7/27/2021

DEPARTMENT: POLICE DEPARTMENT

Officer Matthew Panilaitis

DATE OF PURCHASE:	DESCRIPTION:	AMOUNT OF PURCHASE:	ACCOUNT # TO CHARGE:
6/23/21	A & S ITALIAN FINE FOOD-refreshments for new hire interviews -lunch-(Lt. Esposito)	\$ 72.89	
6/24/21	A & S ITALIAN FINE FOOD-refreshments for new hire interviews-(Lt. Esposito)	\$ 31.00	01004030-58120
6/17/21	AMAZON MKTP-Mount-It! Floating wall mounted shelf bracket stand for AV Receiver, Component, Cable Box, Playstation4, Xbox1, VCR Player, Blue Ray DVD player, projector, load capacity 17lbs, one shelf	\$ 23.39	01004030-58120 01004030-54320
6/17/21	AMAZON MKTP-Mount-It! Floating wall mounted shelf bracket stand for AV Receiver, Component, Cable Box, Playstation4, Xbox1, VCR Player, Blue Ray DVD player, projector, load capacity 17lbs, one shelf	\$ 23.39	01004030-54320
7/9/21	Hemlock Hardware-(2) WHT Dark Shade; (1) Outside Shade Bracket	\$ 38.67	01004030-54320
7/10/21	Hemlock Hardware-(1) WHT Dark Shade; (1) Outside Shade Bracket	\$ 20.68	
6/23/21	RYSZ Storage Battery-Inv. #159920 of 6/22/21 for (1) Stinger LED/DS LED C4 Upgrade Kit	\$ 27.95	01004030-54320 01004030-54330
6/22/21	The Home Depot-M18 Brushless Compact Drill/IMP 2pc.	\$199.00	04004000 54000
6/24/21	The Home Depot-MKE Shockwave set 50 pc	\$24.97	01004030-54320
6/24/21	Village Bagels-refreshments for new hire interviews-breakfast for 3 days & lunch provided for 1 day (Lt. Esposito)	\$212.35	01004030-54320 01004030-58120
6/23/21	Wheels-soda for new hire interviews (Lt. Esposito)	\$8.47	01004030-58120

TOTAL AMOUNT: \$682.76

\*AMEX DETAIL STATEMENT ATTACHED\*

**AUTHORIZATIONS REVIEWED BY:** 

JOHN BUCHERATI DEPUTY CHIEF OF POLICE

APPROVED FOR PAYMENT BY:

ROBERT KALAMARAS CHIEF OF POLICE



#### Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For **MATTHEW PANILAITIS** TOWN OF FAIRFIELD

Account Number XXXX-XXXXX3-41009

Closing Date 07/13/21

Page 1 of 3

Balance New Charges \$ Other Debits \$ Due \$ Do Not Pay Payments \$ Other Credits 486.64 682.76 0.00 486.64 0.00 682.76 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Date reflects either transaction or posting date Activity Card Number XXXX-XXXXX3-41009 Reference Code Amount \$ 06/24/21 CORPORATE REMITTANCE RECEIVED 06/24 -486.64 06/23/21 A & S ITALIAN FINE F FAIRFIELD 73011941173 MBT 72.89 REF# 73011941173 ASFOODS@SBCGLOBA06/22/21 58120 06/24/21 A & S ITALIAN FINE F FAIRFIELD 73011941174 31.00 REF# 73011941174 ASFOODS@SBCGLOBA06/23/21 58120 06/17/21 AMZN MKTP US\*2X92D5Y AMZN.COM/BILL WA 23,39 77OY0FG7F 113-4375245-1515498109 06/17/21 ROC NUMBER 770Y0FG7FEF9 54320 \$1.40 06/17/21 AMZN MKTP US\*211422L AMZN.COM/BILL WA 23.39 8WHP2T0PT 113-6353821-4861898109 Molint 06/17/21 Bilgs & Grounds ROC NUMBER 8WHP2T0PTUUM 54320 Rep \$1.40 07/09/21 HEMLOCK HARDWARE 000 FAIRFIELD

CT 18600665310 38.67 REF# 1860066531 2032551771 54320 07/08/21 07/10/21 HEMLOCK HARDWARE 000 FAIRFIELD CT 18713405090 20.68 REF# 1871340509 2032551771 07/09/21 54330 06/23/21 RYSZ STORAGE BATTERY NORWALK СТ 40900003000 27.95 REF# 40900003 203-866-6443 06/22/21 SPECIALTY RETAIL 54330 **ROC NUMBER 40900003** 06/22/21 THE HOME DEPOT #6206 FAIRFIELD CT 06210620619 199.00 REF# 06210620619 800-654-0688 06/21/21

Do not staple or use paper clips Payment Coupon

Continued on Page 3

Enter 15 digit account number on all payments.

MATTHEW PANILAITIS TOWN OF FAIRFIELD 100 REEF RD **FAIRFIELD** 

CT 06824

See reverse side for instructions on how to update your address, phone number, or email.



Prepared For MATTHEW PANILAITIS TOWN OF FAIRFIELD Account Number
XXXX-XXXXX3-41009

Closing Date 07/13/21

Page 3 of 3

Activity	Continued	Reference Code	Amount \$
06/24/21	THE HOME DEPOT #6206 FAIRFIELD CT REF# 06230620637 800-654-0688 06/23/21	06230620637	24.97
06/24/21	VILLAGE BAGELS FAIRF FAIRFIELD CT REF# 73011001174 VB1874@YAHOO.COM 06/23/21	73011001174	212.35
06/23/21	WHEELS#27CITGO 00020 FAIRFIELD CT REF# 9A82034 203-255-1361 06/22/21 GAS/MSC97 82344027 ROC NUMBER 9A82034	4	58120
Total for	MATTHEW PANILAITIS	New Charges/Other De Payments/Other Cre	

6/22/2021 11:21:51 AM

Angelo

Trans:3854 - Terminal:050015067-001003 The second secon

> Transaction Receipt A&S FOODS 2097 BlackRock Turnpike Fairfield, CT 06825

CLERK ID: 1

CREDIT CARD SALE

\*\*\*\*\*\*\*\*\*1009

ENTRY LEGEND/MODE: CHIP READ/CONTACT DATE: 06/22/2021 TIME: 15:17:09

INVOICE: 3854 REFERENCE: 117315804098

AUTH CODE: 820322

AMOUNT

USD\$ 72.89

TOTAL

USD\$ 72.89

APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)

Cardholder Signature

APPLICATION LABEL: AMERICAN EXPRESS

AID: A000000025010801

ATC: OOCA

AC: E4337802842D71F2 TVR: 0000008000

IAD: 06490103A0A006

TSI: E800 CVM: SIGN

Customer Copy

Trans:3854

Terminal:050015067-001003

Thank You For Shopping A&S Italian Fine Foods 6/23/2021 11:22:25 AM Angelo

Trans:3883 Terminal:050015067-001003

ವನ ವಿವರ್ಣ ಅನ್ನ ವರ್ಷ ಅರ್ಜ್ನ ಮಾನ್ಯ ಇಲ್ಲವೆ ಕಿನ್ನೇವಿ ಆರಂಭಿಸುವ ವರ್ಷ ಪ್ರವರ್ಷ ಕ್ರಿಸ್ತಿ ಪ್ರತ್ಯಕ್ಕಿತಿ ನಡೆದು Transaction Receipt A&S FOODS 2097 BlackRock Turnpike Fairfield, CT 06825

CLERK ID: 1

CREDIT CARD SALE

AMEX

\*\*\*\*\*\*\*\*\*1009

ENTRY LEGEND/MODE: CHIP READ/CONTACT DATE: 06/23/2021 TIME: 15:17:43

INVOICE: 3883

REFERENCE: 117415803331

AUTH CODE: 843047

AMOUNT

USD\$ 31.00

TOTAL

======== USD\$ 31.00

APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)

Cardholder Signature

APPLICATION LABEL: AMERICAN EXPRESS

AID: A000000025010801

ATC: OOCD

AC: 2E2A5F668F47862B

TVR: 0000008000

IAD: 06490103A02002

TSI: E800

CVM: SIGN

Customer Copy

Trans:3883

Terminal:050015067-001003

Thank You For Shopping A&S Italian Fine Foods

## Details for Order #113-6353821-4861868 Print this page for your records.

Order Placed: June 17, 2021

Amazon.com order number: 113-6353821-4861868

Order Total: \$23.39

#### **Not Yet Shipped**

Items Ordered Price

1 of: Mount-It! Floating Wall Mounted Shelf Bracket Stand for AV Receiver, Component, \$21.99 Cable Box, Playstation4, Xbox1, VCR Player, Blue Ray DVD Player, Projector, Load Capacity 17lbs, One Shelf

Sold by: Value Max (seller profile) | Product question? Ask Seller

Condition: New

**Shipping Address:** 

matt panilaitis 100 REEF RD FAIRFIELD, CT 06824-5919 United States

**Shipping Speed:** 

FREE Prime Delivery

#### **Payment information**

**Payment Method:** 

American Express | Last digits: 1009

Item(s) Subtotal: \$21.99

Shipping & Handling: \$0.00

**Billing address** 

matt panilaitis 100 REEF RD

FAIRFIELD, CT 06824-5919

United States

Total before tax: \$21.99

Estimated tax to be collected: \$1.40

Grand Total: \$23.39

To view the status of your order, return to Order Summary.

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## Details for Order #113-4375245-1515427 <u>Print this page for your records.</u>

Order Placed: June 17, 2021

Amazon.com order number: 113-4375245-1515427

Order Total: \$23.39

#### **Preparing for Shipment**

Items Ordered Price

1 of: Mount-It! Floating Wall Mounted Shelf Bracket Stand for AV Receiver, Component, \$21.99 Cable Box, Playstation4, Xbox1, VCR Player, Blue Ray DVD Player, Projector, Load

Capacity 17lbs, One Shelf

Sold by: Value Max (seller profile) | Product question? Ask Seller

Condition: New

**Shipping Address:** 

matt panilaitis 100 REEF RD FAIRFIELD, CT 06824-5919 United States

**Shipping Speed:** 

FREE Prime Delivery

#### **Payment information**

Payment Method:

American Express | Last digits: 1009

Item(s) Subtotal: \$21.99 Shipping & Handling: \$0.00

ping & Handling: \$0.00

**Billing address** 

matt panilaitis 100 REEF RD

FAIRFIELD, CT 06824-5919

United States

Total before tax: \$21.99

Estimated tax to be collected: \$1.40

-----

Grand Total: \$23.39

To view the status of your order, return to Order Summary.

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YOUR #1 choice for CONVENIENCE, VALUE and SERVICE.

#### Hemlock Hardware

1860 Post Rd Fairfield, CT 06824 (203) 255-1771

#### PANILAITIS/MATTHEW

ITEM	QTY	SALE/REG	EXT
093427550104	1.00	~ 2.69	2.69
641044	EA	2.99	
OUTSIDE SHADE B	RACKET		
093598337788	1 00	~ 17 99	17 99
621954	ΕA	19.99	
37.25X78 WHT DR	K SHADE		
1			

State tax reset to None

	SUBTOTAL	\$ 20 68
	TAX	\$ 0.00
TOTAL	\$	20.68

CREDIT CARD 20.68

CARD \*\*\*\*\*\*\*\*\*\*1009
AUTH 862374

EMPLOYEE	TERM	#VN1	TIME	DATE
5	2	264456	12:14	09-Jul-21

Proudly serving your community for over 50 years!

## INVOICE





YOUR #1 choice for CONVENIENCE, VALUE and SERVICE.

#### Hemlock Hardware

1860 Post Rd Fairfield, CT 06824 (203) 255-1771

#### PANILAITIS/MATTHEW

LIEM	QTY	SALE/REG	EXT
093598337788	2.00	~ 17.99	35.98
621954	EA	19 99	NONTAX
37 25X78 WHT DRI	< SHADE		

	rece personal livery		-		***************************************
093427550	0104	1	00	2.69	2.69
541044		EΑ		2 99	NONTAX
OUTSIDE	SHADE	BRACKET			

			SUB	TOTAL	\$	38	67
1				TAX	\$ 	Ø,	00
T	OT	AL	\$		38	. 6	57

CREDIT CARD 38.67

CARD \*\*\*\*\*\*\*\*1009 AUTH 813225

I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO THE POSTEC TERMS AND CONDITIONS



EMPLOYEE TERM INV# TIME DATE 5 2 264324 09:55 08-Jul-21

Proudly serving your community for over 50 years!

INVOICE



#### Rysz Storage Battery Co.

4 Elm Street Norwalk CT 06850

#### WWW.RYSZBATTERY.COM

orders@ryszbattery.com

PHONE: (203) 866-6443 (800) 404-6443

FAX: (203) 866-7690

#### SOLD TO:

Fairfield Police Dept 100 Reef Road Fairfield CT 06824

#### SHIP TO:

Fairfield Police Dept 100 Reef Road Fairfield CT 06824

ShipVia

PO Number

Matt

Company Phone #

1(203)254-4808/

Payment Method

**AMERXPRESS 1009** 

**INVOICE # 159920** 

6/22/2021

5317

Tim

Invoice Date

Account#

Entered by:

ORDR	SHIP	PART#	PART DESCRIPTION	PRICE	TOTAL
1	1	75768	Stinger LED/DS LED C4 Upgrade Kit	27.95	27.95
			TOTAL INVOICE AMOUNT		27.95
			PAID BY AMERXPRESS 1009		-27.95
			)#		
15					
			ė		
		:0			
			er e	-	

**PLEASE PAY:** 

\$0.00

Received by:				Date:			
Return Policy: 30 days with rec packs, powersport batteries or	eipt. Product r electronics. 20	must be unuse 0% restocking	d in original unopene fee on all returns. Bu	ed packaging. No yer pays return sh	returns on batt nipping.	ery chargers, ju	ımper
Cores Returned: A (REG)	B (U1)	C (MC)	D (31/GC/49)	E (4DLT)	G (4D)	H (8D)	

## Felix

#### VILLAGE BAGELS

873 POST RD FAIRFIELD, CT 06824 (203) 254-1750

2021-06-23

07:23

WED

ORDER#

POS-1\_056

MERCHANT ID: \*\*\*\*\*\*\*\*8091

CLERK ID: 2

SALE

AMEX

\*\*\*\*\*\*\*\*\*1009

ENTRY METHOD: CHIP

DATE: 06/23/2021 TIME: 06:12:53

INVOICE: 339

REFERENCE: 117411906537

AUTH CODE: 862988

AMOUNT

USD\$ 212.35

-----

TOTAL

USD\$ 212.35

APPROVED - THANK YOU

APPLICATION LABEL: AMERICAN EXPRESS

AID: A000000025010801

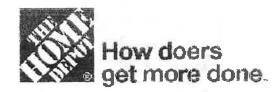
TVR: 0000008000 IAD: 06490103A0A006

TSI: E800 CVM: NONE

NO. 00002456 REG: POS-1

2 EMPLOYEE

#### THANK YOU!



STORE MANAGER JACK CRUZ (2C3)254-3888 JACK O CRUZ@HOMEDEPOT\_COM

6206 00007 79074 SALE CASHIER KENDAR 06/23/21 10:23 AM

045242510078 50PCSHKWVE <A,S> 24.97N MKE SHOCKWAVE SET 50PC

SUBTOTAL 24.97 SALES TAX 0.00

TAX EXEMPT

TOTAL \$24.97

USD\$ 24.97 TA

AUTH CODE 897293/8073701 Chip Read

ATD A000000025010801 AMERICAN EXPRESS

620**6 06/23/21 10:2**3 AM

6206 07 79074 06/23/2021 7634

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 09/21/2021

#### 

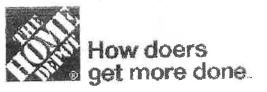
Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 164643 158444 PASSWORD: 21323 158437

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.



STORE MANAGER JACK CRUZ (203)254-3888 JACK () CRUZ@HOMEOEPOT COM

6206 00008 41908 05/21/21 10:29 AM SALE CASHIER PATRICIA

045242527854 M18DR/IMP2PC <A.S> 199.00N M18 BRUSHLESS COMPACT DRILL/IMP 2PC

> SUBTOTAL SALES TAX

199.00 0.00

TAX EXEMPT

TOTAL

\$199.00

USD\$ 199.00

AUTH CODE 884312/0081971 Chip Read

AID A000000025010801 AMERICAN EXPRESS

6206 06/21/21 10:29 AM 6206 08 41908 06/21/2021 8449

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
4 1 90 09/19/2021

#### 

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 90311 84113 PASSWORD: 21321 84105

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

Felix

#### WHEELS #27 1096 POST RD FAIRFIELD, CT 06824 203-255-1361

00020524027 WHEELS#27CITGO 1096 POST RD FAIRFIELD CT 06824

#### < DUPLICATE RECEIPT >

	Description	Qty	Amount
T	CK DT 12PK	1	7.29
	BOTTLE DEPO	SIT	0.60
		Subtotal	7.89
		Tax	0.58
	TOTA	L	8.47
		CREDIT \$	8.47

CARD TYPE: AMEX
AUTH TIME: 105742
ACCT NUMBER: 1009
TRANS TYPE: SALE
AUTH: 848670

Ref #: 99000820342

APPNAME: AMERICAN EXPRESS AID: A000000025010801

APP CRYPTOGRAM : ARQC 153B611F56E88ECE

ENTRY: Insert

EMV STAN#: 08043505388

We Care Where You Go

ST# FSS27 TILL XXXX DR# 1 TRAN# 1017954

CSH: 16

6/22/21 10:57:45 AM

#### **TOWN OF FAIRFIELD AMERICAN EXPRESS**

#### **AMEX RECONCILIATION VOUCHER** July 18, 2022

TODAY'S DATE: July 18, 2022

DEPARTMENT: POLICE DEPARTMENT

**OFFICER** 

**Panilaitis** 

Purchase Date:	Description:	A	mount:	ACCOUNT # TO CHARGE:
6/23/2022	Doughnut Inn	\$53.80		01004030-58110
6/22/2022	Hemlock Hardware	\$29.90		01004030-54320
6/17/2022	Hemlock Hardware	\$49.58		01004030-54320
6/28/2022	Steffanos Pizza	\$60.08		01004030-58110
7/1/2022	Stop & Shop	\$72.64		01004030-58110
7/1/2022	Home Depot	\$83.88		01004030-54320
6/22/2022	Home Depot	\$94.88		01004030-54320

TOTAL AMOUNT \$444.76

\*AMEX DETAIL STATEMENT ATTACHED

**AUTHORIZATIONS REVIEWED BY:** 

Qr. Kutt Burde KEITH BRODERICK

**DEPUTY CHIEF OF POLICE** 

APPROVED FOR PAYMENT BY:

ROBERT KALAMARAS

**CHIEF OF POLICE** 





YOUR #1 choice for CONVENIENCE.

VALUE and SERVICE

YOUR #1 choice for CONVENIENCE,

VALUE and SERVICE.

#### Hemlock Hardware

1860 Post Rd Fairfield, CT 06824 (203) 255-1771

PANILAITIS/M

QTY SALE/REG EXT 10.00 29.90 EACH

SINGLE SIDE KEY

State tax reset to None

SUBTOTAL \$ TAX \$ 0.00 TOTAL 29. 90

CREDIT CARD 29.90

CARD \*\*\*\*\*\*\*\*\*\*3005 AUTH 837563

TERM INV# TIME DATE 11 309343 09:32 16-Jun-22

> Proudly serving your community for over 50 years!

## INVOICE



Hemlock Hardware

1860 Post Rd Fairfield, CT 06824 (203) 255-1771

PANILAITIS/M

ITEM QTY SALE/REG 008236499193 4.59 4.59 321426-E EACH FG RD SWIV BOLT SNAP 3/4

009326508405 44.99 44.99 541915 EΑ PHONE/FA) SURGE STRIP

State tax reset to None

SUBTOTAL \$ 49.58 TAX \$ TOTAL

CREDIT CARD 49.58

CARD

AUTH 854518

TERM INV# 312824 09:37

> Proudly serving your community for over 50 years!

## INVOICE



6/22/22

30133

Chack Type Sale Terminal 3

Cashier Cashier 3

Swiped

Acct

PANILAITIS/M XXXXXXXXXXXX3005 American Express

Doughnut Inn

Fairfield, CT

Card Typ **4uth** Trans ID

531120 285

Sale

53.80

11:13

I AGREE TO PAY TOTAL AMOUNT ACCORDING TO CARD ISSUER AGMT (MERCHANT AGMT IF CREDIT VCHR)

Customer Copy

#### Steffanos Pizza & Restaurant

The state of the s	41 C411 C
	ne 28, 2022
Fairfield, CT	10:46 AM
06825	Gino
Receipt: ZuvN	
Ticket, faifield police departmen	ıt
Authorization: 859500	
SET 5 CHAIR DIRECTOR OF MA	
AMERICAN EXPRESS	
AID A0 00 00 00 25 01 08 01	
FOR HERE	
Special 10.99 Large Cheese × 3	\$32.97
Personal Gluten Free Pizza	\$14.00
2 Liter Soda × 2	\$9.00
***************************************	a a
Subtotal	\$55.97
Connecticut Sales Tax	\$4.11
Total	\$60.08
American Express 3005 (Contactiess)	\$60.08

# TOP&SHOP

1160 KINGS HWY CUTOFF FAIRFIELD, CT 06824 Store Telephone: (203) 254-8478 Pharmacy Telephone: (203) 254-8538 07/01/22 Store #650 02:26Pm

FRO	DZEN I		
GRI	CERY	SB BGICE CB 10LB	3.99 F 3.99 F
un	JULINI	ARIZ LMN TEA 12P	6.29 F
DP		ACADIA 24P 16.9Z BTL/CAN DEPOSIT ACADIA 24P 16.9Z	3,99 F 1,20 F 3,99 F
DP		BTL/CAN DEPOSIT	1.20 F
DP		ACADIA 24P 16.9Z BTL/CAN DEPOSIT GAT FPCH 12P12Z GAT FPCH 12P12Z	3.99 F 1.20 F 7.99 F 7.99 F
DP DP		GAT FPCH 12P12Z SPRITE 12P 12Z C BTL/CAN DEPOSIT SPRITE 12P 12Z C BTL/CAN DEPOSIT	7,99 F 8,29 B 0,60 F 8,29 B 0,60 F
	****	TAX BALANCE	1.05 72.64

<del>`````````````````````````````````</del> Payment Type: AMERICAN EXPRESS Purchase CHIP

Card: \*\*\*\*\*\*\*\*\*\*3005 Payment Amt: \$72.64

BALANCE: \$ AID: A000000025010801

AUTH#817325 RC#00 07/01/22 02:27Pm 

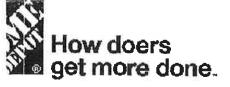
AMER EXPRESS 72.64 0.00 CHANGE 07/01/22 02:27pm 650 9 175 173 www.StopAndShop.com

Thank you for shopping STOP & SHOP Travis Burroughs Store Manager DONNA, Your Cashier

Sign up at the Service Center for a Stop & Shop card and start saving.

HOW ARE WE DOING?
Tell us in the next 5 days at
www.talktostopandshop.com
Use the PIN # below to login
0701 1427 0695 0009 0175
And enter for a
Chance to win \$500\*

\*Official Rules at customer service or www.talktostopandshop.com/terms Open to CT MA NJ NY & RI residents 18+ No Purch. Nec. Void where prohibited



MANAGER JACK CRUZ (203)254-3888 JACK\_O\_CRUZ@HOMEDEPOT.COM

00011 70661 06/16/22 01:25 PM ASHIER AMANDA

5213582 18L WP TOTE <A> /19QT WATERPROOF CLEAR TOTE 1.98 47.92N 5213612 50L WP TOTE <A> 752.8QT WATERPROOF CLEAR TOTE 35.96N

SUBTOTAL 83.88 SALES TAX 0,00 EMPT TOTAL

(XXXX3005 AMEX USD\$ 83.88 )DE 882673/0113222

\$83.88

₹ad )0000025010801 AMERICAN EXPRESS



RETURN POLICY DEFINITIONS ICY ID DAYS POLICY EXPIRES ON 90 1 09/14/2022

\* ID WE NAIL IT?

short survey for a chance TO WIN \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: HXY 147817 141622 PASSWORD: 22316 141611

must be completed within 14 days rchase. Entrants must be 18 or to enter. See complete rules on site. No purchase necessary.



## Corporate Purchasing Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

MATTHEW PANILAITIS TOWN OF FAIRFIELD

Account Number XXXX-XXXXX3-43005 Closing Date 07/13/22

Page 1 of 2

Balance Due \$ Do Not Pay New Charges \$ Previous Balance \$ Other Debits \$ Other Credits \$ Payments \$ 444.76 679.53 0.00 **444.76** For important information regarding your account refer to page 2. 679.53 0.00

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Card Number XXXX-XXXXX3-43005 Reference Code					Amount \$
06/23/22	CORPORATE REMITTANCE RECEIVED	06/23			-679.53
06/23/22	DOUGHNUT INN FAIRFIE FAIRFIELD REF# 99999992174 2032561908	CT 06/22/22	4030 -	58110	53.80
06/17/22	HEMLOCK HARDWARE 000 FAIRFIELD REF# 854356735 2032551771	CT 06/16/22	4030 85435673500	54320	29.90
07/09/22	HEMLOCK HARDWARE 000 FAIRFIELD REF# 1079406551 2032551771	CT 07/08/22	4030 - 10794065510	54320	49.58
06/28/22	STEFFANOS PIZZA & RE Fairfield REF# ZuvNJhiZckp squareup.com/rec	CT 06/28/22	4030-	58110	60.08
07/01/22	STOP & SHOP #650 FAIRFIELD REF# 817325 GROCERY STORE ROC NUMBER 817325 TAX	CT 07/01/22 \$1.05	4030 -	58110	72.64
06/17/22	THE HOME DEPOT 6206 FAIRFIELD REF# 62062022-06 HOME SUPPLY WAR	CT E 06/16/22	4030-	54320	83.88
06/22/22	THE HOME DEPOT 6206 FAIRFIELD REF# 62062022-06 HOME SUPPLY WAR	CT E 06/21/22	4030-	54320	94.88
Total for	MATTHEW PANILAITIS			narges/Other Debits ments/Other Credits	444.76 -679.53

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account number on all payments.

MATTHEW PANILAITIS TOWN OF FAIRFIELD 100 REEF RD FAIRFIELD

CT 06824

See reverse side for instructions on how to update your address, phone number, or email.

#### **TOWN OF FAIRFIELD AMERICAN EXPRESS**

#### **AMEX RECONCILIATION VOUCHER** September 1, 2022

TODAY'S DATE: September 1, 2022

DEPARTMENT: POLICE DEPARTMENT

OFFICER

**PANILAITIS** 

Purchase Date:	Description:	Amount:	ACCOUNT # TO CHARGE:
8/12/2022	A&S	\$86.05	01004030-58110
7/21/2022	DOUGHNUT INN	\$36.50	01004030-58110
8/9/2022	DOUGHNUT INN	\$36.50	01004030-58110
8/4/2022	THE HOME DEPOT	\$199.78	01004030-54320
7/14/2022	THE HOME DEPOT	\$504.96	01004030-54320
7/23/2022	VILLAGE BAGEL	\$66.81	01004030-58110
8/1/1966	VILLAGE BAGEL	\$83.51	01004030-58110

TOTAL AMOUNT \$1,014.11

\*AMEX DETAIL STATEMENT ATTACHED\*

**AUTHORIZATIONS REVIEWED BY:** 

O.C. Broderick

KEITH BRODERICK

**DEPUTY CHIEF OF POLICE** 

APPROVED FOR PAYMENT BY:

ROBERT KALAMARAS

CHIEF OF POLICE



#### **Corporate Purchasing** Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

Prepared For MATTHEW PANILAITIS TOWN OF FAIRFIELD

Account Number XXXX-XXXXX3-43005

Closing Date 08/13/22

Page 1 of 2

Balance Previous Balance \$ Due \$ Do Not Pay New Charges \$ Other Debits \$ Other Credits \$ 444.76 1,014.11 0.00 444.76 0.00

1,014.11 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Card Nu	ımber XXXX-XXXXX3-43005	Reference Code	Amount \$
07/26/22	CORPORATE REMITTANCE RECEIVED 07/26		-444.76
08/12/22	A & S ITALIAN FINE F FAIRFIELD CT REF# 73011942223 ASFOODS@SBCGLOBA08/11/22	73011942223 4030-58110	86.05
07/21/22	DOUGHNUT INN FAIRFIE FAIRFIELD CT REF# 9999992202 2032561908 07/20/22	99999992202 4030- 58110	36.50
08/09/22	DOUGHNUT INN FAIRFIE FAIRFIELD CT REF# 9999992221 2032561908 08/08/22	99999992221 4036 58110	36.50
08/04/22	THE HOME DEPOT #6206 FAIRFIELD CT REF# 08030620649 800-654-0688 08/03/22	08030620649 4030 - 54320	199.78
07/14/22	THE HOME DEPOT 6206 FAIRFIELD CT REF# 62062022-07 HOME SUPPLY WARE 07/13/22	4030-54320	504.96
07/23/22	VILLAGE BAGELS FAIRF FAIRFIELD CT REF# 73011002203 VB1874@YAHOO.COM 07/21/22	73011002203 4030-58110	66.81
08/09/22	VILLAGE BAGELS FAIRF FAIRFIELD CT REF# 73011002220 VB1874@YAHOO.COM 08/08/22	73011002220 4030-5811C	83.51
Total for	MATTHEW PANILAITIS	New Charges/Other Debits Payments/Other Credits	1,014.11 -444.76

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account number on all payments.

MATTHEW PANILAITIS TOWN OF FAIRFIELD 100 REEF RD FAIRFIELD

CT 06824

See reverse side for instructions on how to update your address, phone number, or email.

#### Simpson, Cathleen

From: Simpson, Cathleen

**Sent:** Monday, June 19, 2023 11:08 AM

To: Panilaitis, Matt

Cc: Quiles, Raymond; Kalamaras, Robert; Courtemanche, Joanne; 'Craig Manemeit';

Broderick, Keith

Subject: HR Follow-up

#### Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice. Your union also requested that I incorporate a Garrity warning as part of this questionnaire, which you will find below.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice.

HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

#### Garrity Warning:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of this questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being guestioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in your dismissal from the Town.

From: Simpson, Cathleen

Sent: Wednesday, June 14, 2023 5:45 PM

To: Panilaitis, Matt < MPanilaitis@fairfieldct.org>

Cc: Quiles, Raymond <RQuiles@fairfieldct.org>; Kalamaras, Robert <RKalamaras@fairfieldct.org>; Courtemanche,

Joanne <JCourtemanche@fairfieldct.org>

Subject: Hr Review

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card users records for the years 2018-2022. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 8/12/20 A&S \$179.06
- 7/31/20 Doughnut Inn \$17.18
- 7/16/20 Public Sotrage \$298.52
- 7/29/20 Village bagels \$113.2
- 7/30/20 village bagels \$319.81
- 7/31/20 village Bagels \$227.36
- 8/11/20 village Bagels \$1.74
- 8/13/20 Village Bagels \$71.93
- 7/25/20 Wheel \$18.80
- 7/29/20 Wheels \$31.33
- 7/30/20 Wheels \$6.27
- 8/10/20 Wheels \$8.26
- 7/16/20 Whichday \$81.84

- 8/12/20 Stop and Shop \$41.19
- 12/30/20 A&S \$134.04
- 12/21/20 Filter \$208.40
- 12/30/20 Stope and Shop \$26.50
- 12/31/20 Village Bagels \$140.28
- 12/31/20 Door handle \$33.50
- 12/23/20 Plaque \$65.00
- 12/23/20 Stop and Shop \$26.50
- 12/24/20 Battery backup \$159.90
- 1/6/21 Bed Bath \$148.88 coffee maker
- 1/6/21 RYSZ storage battery \$28.62;
- 1/8/20 RYSZ battery \$23.52
- 1/6/21 stainless steel pour over 4 gallon coffee brewer \$396.95
- 1/1/21 Wheels Citgo
- 1.7.21 Zoro Tools \$422.16
- 6/23/21 A&S \$72.89
- 6/24/21 A&S \$31
- 6/17/21 Amazon floating wall mount, bracket cable box, playstone4, etc \$25.99 (2)
- 7/9/21, 7/10/21 Outside shade brackets
- 6/23/21 Home Depot brushless compact drill \$199
- 6/24/21 Home Depot Shockwave set \$27.95
- 6/24/21 Village Bagels \$212.35; 6/23/21 Wheels soda \$8.47 (new hire intereviews?)
- June 23, 2022 Doughnut Inn \$53.80
- June 28, 2022 Steffano's \$60.08
- July 1, 2022 Stop & shop 472.64
- 8/12/22 A&S \$486.05
- 7/21/22 Doughnut Inn
- 9/9/22 Doughnut Inn \$36.50
- 8/4/22 Home Depot \$199.78
- 7/14/22 Home Depot \$504.96
- 7/23/22 Village Bagel \$66.8

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative so he is aware and may assist you if you so choose with responding to this request.

Cathleen B. Simpson
Human Resources Director
Town of Fairfield
Gultivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

#### Simpson, Cathleen

From:

Martire, Gabrielle

Sent:

Friday, June 30, 2023 8:18 AM

To:

Simpson, Cathleen

Cc:

Quiles, Raymond

**Subject: Attachments:** 

**Town CC Reconciliations** 20230630081225.pdf

Good morning!

Please see the attached documents per your request.

Have a great holiday weekend!

Thank you.

Best Regards,

Gabrielle Martire

Executive Assistant to The Chief of Police Fairfield Police Department 100 Reef Road Fairfield, CT 06824 O: 203-254-4839

M: 203-556-0129

gmartire@fairfieldct.org

Officer	Panilaitis	

Date\_\_\_\_\_6/29/23

6/17/2021	\$25.99	Amazon floating wall mount, bracket cable box, playstone4,	Supplies/ equipment for use within Department	
7/9/2021	\$38.67	Hemlock Hardware	Outside Shade bracket for use in Department Office	
7/10/2021	\$20.68	Hemlock Hardware	Outside Shade bracket for use in Department Office	
6/23/2021	\$199.00	Home Depot brushless compact drill	Supplies/ equipment for use within Department	
6/24/2021	\$27.95	Home Depot Shockwave set	Supplies/ equipment for use within Department	
6/24/2021	\$212.35	Village Bagels	Food/ Beverages for Official Department Function	
6/23/2021	\$8.47	Wheels soda	Soda for Offical Department Function	
6/23/2022	\$53.80	Doughnut Inn	Coffee for Official Department Function	
6/28/2022	\$60.08	Steffano's	Food/ beverages for Official Department Function	
7/1/2022	\$72.64	Stop & shop	Supplies for use within Department	Amount listed \$472.64 in Request
8/12/2022	\$486.05	A&S	Food/ beverages for Official Department Function	
7/21/2022	\$36.50	Doughnut Inn	Coffee for Official Department Function	
9/9/2022	\$36.50	Doughnut Inn	Coffee for Official Department Function	
8/4/2022	\$199.78	Home Depot	Supplies/ equipment for use within Department	
7/14/2022	\$504.96	Home Depot	Supplies/ equipment for use within Department	
7/23/2022	\$66.80	Village Bagel	Food/ beverages Official Department Function	

Ph.
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Date	Date Amount Vendor/location Reason		Notes	
8/12/2020	\$179.06	A&S	Food/ Beverages for Official Department Function	
7/31/2020	\$17.18	Doughnut Inn	Coffee for Official Department Function	11
7/16/2020	\$298.52	RYSZ Storage Battery	Batteries for official Department use	Charge listed as "Public Storage" in request
7/29/2020	\$113.20	Village Bagels	Food/ Beverages for Official Department Function	
7/30/2020	\$319.81	Village Bagels	Food/ Beverages for Official Department Function	
7/31/2020	\$227.36	Village Bagels	Food/ Beverages for Official Department Function	
8/11/2020	\$71.93	Village Bagels	Food/ Beverages for Official Department Function	Date listed as 8/13/20 in request
8/13/2020	\$31.74	Village Bagels	Food/ Beverages for Official Department Function	Amount listed as \$1.74 in request
7/25/2020	\$18.80	Wheel	Ice/ Water for Official Department Function	
7/29/2020	\$31.33	Wheels	Ice/ Water for Official Department Function	
7/30/2020	\$6.27	Wheels	Ice/ Water for Official Department Function	
8/10/2020	\$8.26	Wheels	Ice/ Water for Official Department Function	
7/16/2020	\$81.84	Whichday	Food/ Beverages for Official Department Function	
8/12/2020	\$41.19	Stop and Shop	Supplies for use within Department	
12/30/2020	\$134.04	A&S	Food/ Beverages for Official Department Function	

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 6:13 PM

To:

Paris, Michael

Cc:

Quiles, Raymond; Courtemanche, Joanne; Kalamaras, Robert

Subject:

HR Review

Attachments:

back up M Paris.pdf

#### Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 8/6/20 BJ's \$63.37
- 7/22/20 \$606.05 Advance Electron Design
- 8/4/20 \$263.01 Ralph n Rich's
- 8/6/20 \$27.25 Rite Aid
- 6/16/22 BJ'S \$134.67
- 7/1/22 Staples Keurig Brewer \$209.99

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen St. Gimpson Human Resources Director Town of Fairfield Sultivan Independence Hall 725 Old Post Road Fairfield, CT 06824

(475) 350-6002

## TOWN OF FAIRFIELD AMERICAN EXPRESS

#### **RECONCILIATION VOUCHER**

DEPARTMENT:	0151 - Police	Sergeant Michael Paris		
DATE:	8/13/2020			

ACCOUNT	AMOUNT
010-04030-56140	\$90.72
010-04030-53200	\$625.00
010-04030-54330	\$1,212.10
010-04030-58110	\$263.01
010-04030-56110	\$62.48
TOTAL	\$2,253.31

APPROVED FOR PAYMENT BY:

AMEX DETAIL STATEMENT ATTACHED



## Corporate Purchasing Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

MICHAEL E PARIS TOWN OF FAIRFIELD

Account Number XXXX-XXXXX4-61004

Closing Date 08/13/20

Page 1 of 3

Balance

Previous Balance \$ Other Debits S Payments \$ Other Credits \$ 393.55 2,253.31 0.00 393.55 0.00 Due \$ Do Not Pay

2,253.31 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920 .

	A	ct	iv	ity
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Date reflects either transaction or posting date

Card Nu	Imber XXXX-XXXXX4-61004		Reference Code	Amount \$
07/22/20	CORPORATE REMITTANCE RECEIVED	07/22		-393,55
08/07/20	BJS WHOLESALE #0031 FAIRFIELD REF# 03146817594 8002572582 WHOLESALE CLUBS ROC NUMBER 03146817594	CT 08/06/20	03146817594 4-330-56140	63.37
07/16/20	CRASHDATAGR 8002807940 REF# 10043989465 8002807940 TOOLS AND EQUIPMENT ROC NUMBER 100439894650	CA 07/15/20	10043989465 4070 - 53700	625,00
07/23/20	PAYPAL *ADVANCEDELE 4029357733 REF# 10044479538 4029357733 DESKTOPS, LAPTOPS, ROC NUMBER 100444795381	MA 07/22/20	10044479538	606.05
07/23/20	PAYPAL *ADVANCEDELE 4029357733 REF# 10044479429 4029357733 DESKTOPS, LAPTOPS, ROC NUMBER 100444794290	MA 07/22/20	10044479429 4 920- 54336	606.05
08/05/20	RALPH N RICH'S BRIDGEPORT REF# 03XHVQUV9JQ 2033663597 MISC. PRODUCTS ROC NUMBER 03XHVQUV9JQBM8RT	CT 08/05/20	4070-58110	263.01
08/06/20	RITE AID STORE - 103 FAIRFIELD REF# 503360 DRUG STORE/PHARM	CT // 08/06/20	50336000000 YDD - 5614p	27.35

Continued on Page 3

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account mumber on all payments.

MICHAEL E PARIS TOWN OF FAIRFIELD 725 OLD POST RD **FAIRFIELD** 

CT 06824-6689 See reverse side for instructions on how to update your address, phone number, or email,

08/18/2020



Prepared For MICHAEL E PARIS TOWN OF FAIRFIELD Account Number
XXXX-XXXXX4-61004

Closing Date 08/13/20 Page 3 of 3

**Activity Continued** Reference Code Amount \$ STAPLES 00158 FA 000398092 00158000398092 07/14/20 FAIRFIELD СТ 62.48 00039809200 06824 07/13/20 READY INDEX MULCL 12TAB 3PK READY INDEX MULCL 15TAB 3PK 4030-56110 2IN WHT BTR BINDER WVIEW WIN ROC NUMBER 000398092

**Total for MICHAEL E PARIS** 

New Charges/Other Debits Payments/Other Credits

2,253.31 -393.55



#### Advanced Electronic Design Inc

Patrol PC 344 John Dietsch Blvd #2 North Attleboro, MA 02763 United States

Tax ID: 04-3480281

Phone: 508-699-0249 Fax: 508-699-2531 www.patrolpc.com

customerservice@patrolpc.com

Bill To:

MParis@fairfieldct.org

#### Description Quantity Invoice # 8269625 1 \$606.05 Subtotal Discount (0%)

Attachments CT - Fairfield PD QUO-736.pdf

#### Notes

Thank you for your purchase. Please make checks payable to Advanced Electronic Design, Inc.(Tax ID #04-3480281)

#### Paid

Invoice #: 8269625 Invoice Date: Jul 22, 2020 Reference: QUO-736 Due date: Jul 22, 2020

> Amount due: \$0.00

Price

**Amount** 

\$606.05

\$606.05

\$0.00

#### Total \$606.05 Amount paid -\$606.05 Amount due \$0.00 USD

#### Terms and Conditions

Interest of 1-1/2 percent per month will be added to balances not paid before the due date. Other binding terms and conditions apply. Ask for a copy of our standard terms and conditions of sale.



## Advanced Electronic Design Inc

Patrol PC 344 John Dietsch Blvd #2 North Attleboro, MA 02763 United States

Tax ID: 04-3480281

Phone: 508-699-0249
Fax: 508-699-2531
www.patrolpc.com
customerservice@patrolpc.com

Bill To:

MParis@fairfieldct.org

#### Description

Invoice # 8269626

# Quantity Price Amount 1 \$606.05 \$606.05 Subtotal \$606.05 Discount (0%) \$0.00 Total \$606.05 Amount paid -\$606.05 Amount due \$0.00 USD

Paid

Invoice #: 8269626 Invoice Date: Jul 22, 2020 Reference: QUO-737

Due date: Jul 22, 2020

Amount due:

\$0.00

Attachments CT - Fairfield PD QUO-737.pdf

#### Notes

Thank you for your purchase. Please make checks payable to Advanced Electronic Design, Inc.(Tax ID #04-3480281)

### Terms and Conditions

Interest of 1-1/2 percent per month will be added to balances not paid before the due date. Other binding terms and conditions apply. Ask for a copy of our standard terms and conditions of sale.

#### TOWN OF FAIRFIELD **AMERICAN EXPRESS**

#### AMEX RECONCILIATION VOUCHER July 18, 2022

TODAY'S DATE: July 18, 2022

DEPARTMENT: POLICE DEPARTMENT

OFFICER

**Paris** 

Purchase Date: 7/9/2022	Description:			
6/16/2022 7/2/2022	Baudville Inc. BJ's		Amount: \$397.55	ACCOUNT # TO CHARGE: 01004030-56110
TILIZUZZ	Staples		\$134.67 \$284.99	01004030-58120
		707		01004030-56140

TOTAL AMOUNT \$817.21

\*AMEX DETAIL STATEMENT ATTACHED\*

AUTHORIZATIONS REVIEWED BY: 0.C. Kerry

KEITH BRODERICK DEPUTY CHIEF OF POLICE

APPROVED FOR PAYMENT BY:

ROBERT KALAMARAS

CHIEF OF POLICE

0 • \*

397 - 55+ 134 - 67

284 99 9

003

817-21\*



40 Black Rock Turnpike Fairfield, CT Club Mar. Ryan Flores

Club:31 Res:6 Trans:8170 Cashier:479126 06/15/22 03:15pm \*\*\* MEMBERSHIP ID. 03150856752 \*\*\* \*\*\* MEMBERSHIP EXPIRES ON 05/23 \*\*\* FAIRFIELD POLICE DEPARTMENT 100 REEF RD FAIRFIELD, CT 06824-5999 E 0000531806000 CT 12/31/21 TAX EXEMPT EXPIRED 4023234567 ICE 20# 7.98 N 2 @ 3.99 7572090450 PS - 40PK 25.16 N 4 @ 6.29 1011965 DEPOSIT 8.00 N 4@2.00 76211137321 PKE PL KCUP 75.98 N 2 @ 37.99 2116994 CCPN-PKE PL 14.00-N 7800003697 CANDRY SUM 14.29 T 1010525 DEPOSIT 1.80 N 1200010010 PEPSI 36/12 11.99 T 1010525 DEPOSIT 1.80 N \*\*\*\* SUBTOTAL 133.00 CT 6.35% Tax 1.67 \*\*\*\* TOTAL 134.67

Purchase 00 APPROVED AUTH 822379 TERMINAL NUMBER 780730316 06/15/22 03:16pm 31 6 8170 479126 AMERICAN EXPRESS AID: A000000025010801

American Express 134.67 0.00

As a BJ's Member I JUST SAVED: \$43.40 BJ's Member Savings 29.40 Coupons Redeemed 14.00 Awards Redeemed 0.00 Current BJ's Ges Savings FuelSaver earned thru 06/14/22 0.00/91 FuelSaver earned in this trx: 0.00/91 Visit Bus.com/Gas for more details

In the last 12 months I saved \$199.06 BJ's Member Savings <sup>11</sup>26.06 '3 00 Coupons Redeemed Fuel Savings Redeemed 0.00

ENTER FOR A CHANCE TO WIN A BJ's GIFT CARD!



Scan the QR code above or visit BUs.com/feedback for survey & rules

M P M D F D C O D V

☐ Staples Connect

1201 Kings Highway Fairfield, CT 06824 203-579-4051

Sale

Store: 15a Register: 3 Date: 7/1/22 Time: 12:27 PM Transaction: 21917 Cashier: 2013164

#### REWARDS NUMBER 3495430393

THE PART OF THE PARTY	MUUUUU
Oty Item Price	Amount
KEURIG K1500 BREWE 1 611247377949 209.99	WHETEH LE
1 611247377949 209.99	209 99 F
ITH WHI BIRBINDER *	W. V. Z. J. Z. J. S.
1 718103332132 9.29 Buy More / Save More	6.00 F
Buy More / Save More  1IN WHT BTRBINDER *  1 718103332132 9.29  Buy More / Save More	(3.29)
IIN WHT BIRBINDER *	
718103332132 9.29	5.00 E
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718103332132 9,29	6.00 E
buy More / Save More	(3.29)
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718103332132 9,29	6.00 E
buy More / Save More	(3.29)
1IN WHI BIRBINDER *	
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Buy More / Save More	9,00 E
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2IN WHT BTR BINDER * 1 718103332514 12.49 Buy More / Save More (	9.00 E
Set trove & odise title	3.49)
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Subtotal CONNECTICUT 6.35%	204.99
ASSISTANT CONTRACTOR	0.00
Total	284.99
A A CONTRACTOR CONTRACTOR AND A CONTRACT	204.99 D\$284.99
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Auth No. : 847751	
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\*\*\*\*\*\*\*\*\*\*\* Tax Exempt Information

AID.: A000000025010801



40 Black Rock Turnpike Fairfield, CT Club Mar. Ryan Flores

Club:31 Res:6 Trans:8170 Cashier: 479126 06/15/22 03:15pm \*\*\* MEMBERSHIP ID. 03150856752 \*\*\* \*\*\* MEMBERSHIP EXPIRES ON 05/23 \*\*\* FAIRFIELD POLICE DEPARTMENT 100 REEF RD FAIRFIELD, CT 06824-5999 E 0000531806000 CT 12/31/21 TRX EXEMPT EXPIRED 4023234567 ICE 20# 7.98 N 2 @ 3.99 7572090450 PS - 40PK 25.16 N 4 @ 6.29 1011965 DEPOSI1 4 @ 2.00 8.00 N 76211137321 PKE PL KCUP 75.98 N 2 @ 37.99 2116994 CCPN-PKE PL 14.00-N 7800003697 CANDRY SUM 14.29 T 1010525 DEPOSIT 1.80 N 1200010010 PEPSI 36/12 11.99 T 1010525 DEPOSIT \*\*\*\* SUBTOTAL 1.80 N CT 6.35% Tax 133.00 1.67 134.67

\*\*\*\*\*\*\*\*\*1004 ENTRY: C Purchase OO APPROVED AUTH 822379 TERMINAL NUMBER 780730316 06/15/22 03:16pm 31 6 8170 479126 AMERICAN EXPRESS AID: A000000025010801

American Express 134.67 0.00

As a BJ's Member I JUST SAVED: \$43.40 BJ's Member Savings 29.40 Coupons Redeemed 14.00 Awards Redeemed Current BJ's Ges Savings
FuelSaver earned thru 06/14/22 0.00/91 FuelSaver earned in this frx: 0.00/sl Visit Bus.com/Gas for more details

In the last 12 months I saved \$199.06 BJ's Member Savings 25.06 Coupons Redeemed Fuel Savings Redeemed 0.00

ENTER FOR A CHANCE TO WIN A BJ's GIFT CARD!



Scan the QR code above or visit BJs.com/feedback for survey & rules

MEMBER CORV

☐ Staples Connect

1201 Kings Highway Fairfield, CT 06824 203-579-4051

Sale

Store. 150 Register: 3 Date: 7/1/22 Time: 12:27 PM Transaction: 21917 Cashier: 2013164

## REWARDS NUMBER 3495430393

Qly Item KEURIG Kisna bo	Price Amount
NEURIG K1500 BR	TEME
KEURIG K1500 BR 1 611247377949 1TN WHT BTRBCND	209.99 209.00 c
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TIN WHIT OTDOTAGE	(0,23)
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BUY More / Save Mann	9.29 6.00 E
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Buy More / Save More	(3.29)
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2TN WHI BIR BINDE 1 718103332514 Buy More / Save More	12.49 9.00 E
buy More / Save More	(3,49)
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1 718103332514 12 Buy More / Save More 2IN WHIT RIR BINDED	2,49 9,00 E
21N WHE BED BENDER	(3,49)
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2IN WHI BIR BINDER 1 718103332514 12 Buy More / Save More	9.00 E
THE A DOME MOLE	(3.49)

CONNECTICUT 6.35% 0.00 Total 284.99 AMERICAN EXPRESS USD\$284.99 Card No. : XXXXXXXXXXXXXXX1004 [C] Chip Read Auth No. : 847751

Subtotal

284.99

AID.: A000000025010801

本中中华大学中华中华中华中华中华中华中华中华中华中华中华中华中华中华中华中华中 Tax Exempt Information

#### Simpson, Cathleen

From: Sent:

Simpson, Cathleen

Monday, June 19, 2023 11:04 AM

To:

Paris, Michael

Cc:

Quiles, Raymond; Courtemanche, Joanne; Kalamaras, Robert; Broderick, Keith; 'Craig

Subject:

HR Follow up

#### Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice. Your union also requested that I incorporate a Garrity

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identifiedeviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases,

HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

#### Garrity Warning:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of this questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in your dismissal from the

From: Simpson, Cathleen

Sent: Wednesday, June 14, 2023 6:13 PM To: Paris, Michael <MParis@fairfieldct.org>

Cc: Quiles, Raymond <RQuiles@fairfieldct.org>; Courtemanche, Joanne <JCourtemanche@fairfieldct.org>; Kalamaras,

Subject: HR Review

#### Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town

- 8/6/20 BJ's \$63.37
- 7/22/20 \$606.05 Advance Electron Design
- 8/4/20 \$263.01 Ralph n Rich's
- 8/6/20 \$27.25 Rite Aid
- 6/16/22 BJ'S \$134.67
- 7/1/22 Staples Keurig Brewer \$209.99

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if

2



Cathleen A. Simpson Human Resources Director Town of Fairfield Gullivan Independence Hall 725 Old Post Road Fairfield, CT06824 (475) 350-6002

Date	Amount	Vendor/location	Date06/15/2023
8/06/2020	\$63.37	BJ's Wholesale Club	Reason
7/22/2020	\$605.05		Drinks for officers working due to major storm
- 722/2020	\$606.05	Advanced Electronic Design	MDT Accessories for Computers – Sole Source Vendor
08/04/2020	\$263.01	Ralph 'n Riches Restaurant	
00/00/0			Food for officers due to major storm – only restaurant open with
08/06/2020	\$27.25	Rite Aid	power able to accommodate food order.  Ice for Drinks
06/16/2022	\$134.67	BJ's Wholesale Club	
07/01/2022	\$200.00		Purchase of coffee pods and utensils for department
-170472022	\$209.99	Staple's	Keurig Coffee Machine for Records
			1000/03
-			

Audited and reviewed by Chief Robert Kalamaras.

Date: 6/29/2023

Chief Robert Kalamaras

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 5:52 PM

To:

Stahl, Michael

Cc:

Quiles, Raymond; Courtemanche, Joanne; Kalamaras, Robert

Subject:

HR Review

**Attachments:** 

Back up M Stahl.pdf

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town

- 6/22/21 American Flag Express 468.22
- 6/27/21 Canva \$119. 40
- 7/6/21 Cognito Forms \$358.92
- 7/8/21 Emergency Medical Group \$216
- 7/10/21 Quick ID cards
- 7/21/21 Amazon UBeesize ring light \$73.98
- 7/22/21 Abbey Tent Rental \$128
- 7/23/21 Master Captain's License class \$995.00

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied the Union President who may assist you if you

Cathleen M. Simpson Human Resources Director Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT06824 (475) 350-6002

#### TOWN OF FAIRFIELD AMERICAN EXPRESS

AMEX RECONCILIATION VOUCHER With closing date of 07/13/2021

TODAY'S DATE: 07/15/2021

DEPARTMENT: POLICE DEPARTMENT

SGT. MICHAEL STAHL

DATE OF PURCHASE: 06/23/21			
N6/20/24	American Flags Express Invoice #191691 dated 6/22/21 for 1 American, 15' x 25', Poly-Max 2-ply 100% polyester bunting, embroidered stars; sewn stripes, 3 grommets, D rings; plus Shipping		ACCOUNT # TO CHARGE: 01004030-54320
07/06/04	Canva Invoice #03100 1632100 5		Maintenance Repair of Bldgs &
07/08/21	Emergency Medical Co.	\$ 358.92	Grounds 01004030-53000 Information Technology 01004030-53000 Information Technology
	QuickiDCard com order #63636	\$ 216.00	01004030-58110 Training
7/10/04	Thomas Sudora, Brett Deri, Enzo Merlonghi QuickIDCard.com order #63998 created on July 9, 2021	\$ 26.05	01004030-56140 Special Department
,	TOTAL AMOUNT.	\$ 500.00	Supplies 01004030-56140 Special Department Supplies

TOTAL AMOUNT: \$ 1,689.49

CHARGES REVIEWED BY:

\*AMEX DETAIL STATEMENT ATTACHED #101

JOHN BUCHERATI DEPUTY CHIEF OF POLICE

APPROVED FOR PAYMENT BY:

ROBERT KALAMARAS CHIEF OF POLICE



## Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For MICHAEL STAHL TOWN OF FAIRFIELD

Account Number XXXX-XXXXX0-21008

Closing Date 07/13/21

Page 1 of 2

Balance Due \$ Do Not Pay

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Due \$ Do Not Pay
334.65	1,689.49	0.00	334.65	0.00	1,689.49 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Card Nu	umber XXXX-XXXXX0-21008		Reference Code	Amount \$
06/24/21	CORPORATE REMITTANCE RECEIVED	06/24		-334.65
06/23/21	AMERICAN FLAGS EXP 2627834800 REF# 10069793587 2627834800 ✓ HOUSEWARES ROC NUMBER 100697935872	WI 06/22/21	10069793587 <b>64330</b> '	468.22
06/28/21	CANVA* 03100-1633438 CAMDEN **REF# NT_JKE6DOMM 8778877815	DE 06/27/21	June 1 (2013)	119.40
07/06/21	COGNITO LLC COLUMBIA  REF# NT_JNRBDS4Z +18884990856	SC 07/06/21	\$3,000	358.92
07/08/21	Emergency Medical Gr Fairfield REF# 84202981189 203-855-1300 ROC NUMBER 8420298118998001	CT 07/08/21	84202981189 S&N O	216.00
06/27/21	QUICKIDCARD.COM 917-640-5388 REF# 21105171178 ID BADGE PRI	NY 06/25/21	21105171178	26.95
07/10/21	QUICKIDCARD.COM 917-640-5388 *REF# 21105171191 ID BADGE PRI	NY 07/09/21	21105171191 56140	500.00
Total fo	r MICHAEL STAHL		New Charges/Other Debits Payments/Other Credits	1,689.49 -334.65

Do not staple or use paper clips

**Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

MICHAEL STAHL TOWN OF FAIRFIELD 725 OLD POST ROAD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

Prepared For MICHAEL STAHL TOWN OF FAIRFIELD

Account Number XXXX-XXXXXX0-21008

Page 2 of 2

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



Manage your Card account online at: www.americanexpress.com /checkyourbill



For all further inquiries, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-492-4920.

International Collect: 1-336-393-1111.

Hearing Impaired Services: Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements: 1-800-492-4920.



Customer Service P.O. Box 53611 Phoenix, AZ 85072-3611

#### Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



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Date	Invoice #
6/22/2021	191691

Bill To	
Fairfield Police Dept Michael Stahl 100 Reef Rd Fairfield, CT 06824	

Ship To Fairfield Police Dept Michael Stahl 100 Reef Rd Fairfield, CT 06824

Sign up to be added to our Half
Staff Alert by email at:
HalfStaff@flagsexpress.com

Customer E-Mail Customer Phone mstahl@fairfieldct.org 203-254-4844

**Balance Due** 

PO Number Payment Method Rep Return BQ3P6F170271 KT American Express

Item	Quantity	Description	Price	Wt	Amount
010054 FS	1	American, 15'x25', Poly-Max 2-ply 100% polyester bunting, embroidered stars, sewn stripes, 3 grommets, D rings, Commercial Quality, Made in USA	449.95	18	449.95
Shipping AFE		Shipping UPS® Ground	18.27		18.27T
		Sa	ales Tax (0.0	%)	\$0.00

hone
844
eturn
mount
449.95
18.27T
3
\$0.00
\$468.22



Invoice Date

June 27, 2021

To

mstahl@fairfieldct.org

Fairfield Police Department

BAD80yv\_Qk4

Subscriptions

Subscription to Canva Pro

iAEioFdDnng June 27, 2021

Paid with American Express •••• 1008

Please retain for your records, Canva Pty Ltd. ABN 80 158 929 938 110 Kippax St. Surry Hills NSW 2010 Australia Copyright © 2021 Canva Pty. Ltd. All rights reserved, Invoice no.

03100-1633438

Billing Address 100 Reef Road

Fairfield, CT 06824

Total

Total charged

\$119.40

\$119.40

\$119.40

https://www.canva.com/invoices/03100-1633438

1/1

# **Cognito Forms**

929 Gervais St, Suite D Columbia, South Carolina 29201 United States +1 888-499-0856 billing@cognitoforms.com

# Receipt

Receipt number
Invoice number
Date paid
Payment method

2076-2001
2F4BB4E3-0002
July 6, 2021
AMERICAN - 1008

Paid by
Fairfield Police Department
(FairfieldPoliceDepartment)
mstahl@fairfieldct.org

# \$358.92 paid on July 6, 2021

Invoice Changes Made to Plan

Description	Qty Unit price	Amount
JUL 6, 2021		
Team for 12 months	1 \$420.00	\$420.00
PrepaymentDiscount - 20%	1 -\$89.73	-\$89.73
JUL 6 - AUG 1, 2021		
Remaining time on Team after 06 Jul 2021	1	\$28.65
	Subtotal	\$358.92
	Amount paid	\$358.92

Questions? Contact Cognito Forms at billing@cognitoforms.com or call at +1 888-499-0856. 2076-2001 – Page 1 of 1

#### Stahl, Michael

From:

EMERGENCY MEDICAL GROUP <emedgroup@corecommerce.com>

Sent:

Thursday, July 8, 2021 10:39 AM

To:

Stahl, Michael

Subject:

Payment Confirmation 115804



Thanks Michael, here is an email confirmation of your payment.

#### **Payment Info**

Total Amount: \$216.00 Invoice Number: 115804

Customer#:

Payment Info: American Express \*\*\*\* 1008 (08/2025)

Transaction ID: 689535038359

## Billing Info

Fairfield Police Department Michael Stahl 100 Reef Road Fairfield CT 06824 US 203-254-4844 mstahl@fairfieldct.org Comment: N/A

1



# Emergency Medical Group, LLC

140 Sherman Street 5th Floor Fairfield, CT 06824

# Invoice

6/25/2021	115804
Date	Invoice #

#### Bill To

Michael Stahl Fairfield Police Dept. 100 Reef Road Fairfield, CT 06824

#### Ship To

Michael Stahl Fairfield Police Dept. 100 Reef Road Fairfield, CT 06824

0100 Bank			
P.O. No.	Ship Via	FOB	Terms
		Origin	Net 30

Item			Net 30
CPFR	Description Ser	ial Qty Rate	17 0 6
CPFB	Certification processing report attached for period: 3/1/2021 - 5/31/2021	aty Nate	Amount 0.00
CITB	AHA BLS Certification Processing	24	0.0
	1	24	9.00 216.0
		1 1	1
			1
	· 1		
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		- 1 1	
	T		1
			1
			1
	"		
		1 1	
		Subtotal	<b>*</b> 040.00
ase remit paymer	nt to Emergency Medical Group. Interest charges of 1.5% per to all accounts more than 30 days overdue.		\$216.00
ntn will be added	to Emergency Medical Group. Interest charges of 1.5% per to all accounts more than 30 days overdue.	Sales Tax (0.0%)	\$0.00
Urns require EMC	and a separate services and a service	Total	\$216.00
	and refund policy	Payments/Credits	to 05
e call 203-855-	1300 for questions regarding this invairs	J.monto, oreults	\$0.00

Please call 203-855-1300 for questions regarding this invoice.

EMG Tax ID: 22-3885408 Need a W-9? Download online: www.emedgroup.com/w9

Subtotal	\$216.00
Sales Tax (0.0%)	\$0.00
Total	\$216.00
<sup>D</sup> ayments/Credits	\$0.00
Balance Due	\$216.00

#### QuickIDCard.com billing@quickidcard.com

Order #63632 Transaction ID #63111064586 Created on June 26, 2021



#### **Customer Details**

Mailing Address: Jason Greenfield Fairfield Police Dept 100 REEF RD FAIRFIELD, CT 06824-5919 US

Billing Address Michael Stahl Fairfield Police Dept 100 REEF RD FAIRFIELD, CT 06824-5919 US

Phone Number: 2032544600 Payment Type: american\_express Email: jgreenfield@fairfieldct.org Status: paid

	Description	04.				
1	Intern - Thomas Sudora	Qty	Options	Reverse	Unit Price	Amount
2	Intern - Brett Deri	1 A	pply clear overlay: \$1.00	\$1.50	\$5.50	\$8.00
3	Intern - Enzo Merlonghi	1 A	oply clear overlay: \$1.00	\$1.50	\$5.50	\$8.00
	znechi - Enzo Meriongni	1 A <sub>I</sub>	oply clear overlay: \$1.00	\$1.50	\$5.50	-
		Shippi	ng and Handling: USPS			\$8.00
				I II St Class M	all	\$2.95
				Та	x:	\$0.00
Tho	al van fa			Tota	ıl:	\$26,95

Thank you for your order! This transaction will appear on your billing statement as "QuickIDCard.com", If you have any questions, please feel free to contact us at <a href="mailto:billing@guickidcard.com">billing@guickidcard.com</a>.

This communication is for the exclusive use of the addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient any use, copying, disclosure, dissemination or distribution is strictly prohibited.

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unt



How would you rate your overall shopping experience so far?



#### Order #63998

QuickIDCard.com billing@quickidcard.com

Order #63998 Transaction ID # Created on July 09, 2021

Payment Type: american\_express Email: jgreenfield@fairfieldct.org Status: store credit increased Phone Number:

Mailing Address:

Billing Address Michael Stahl 100 REEF RD FAIRFIELD, CT 06824-5919

Custom Order

Store credit increase.

Tax:

Total:

\$500.00

Thank you for your order! This transaction will appear on your billing statement as "QuickIDCard.com". If you have any questions, please feel free to contact us at billing@quickidcard.com.

Information

Custom ID templates

Contact Us

My Account

Pricing

Returns

My Past Orders

Accessories

FAQ

About Us

Video Tutorials

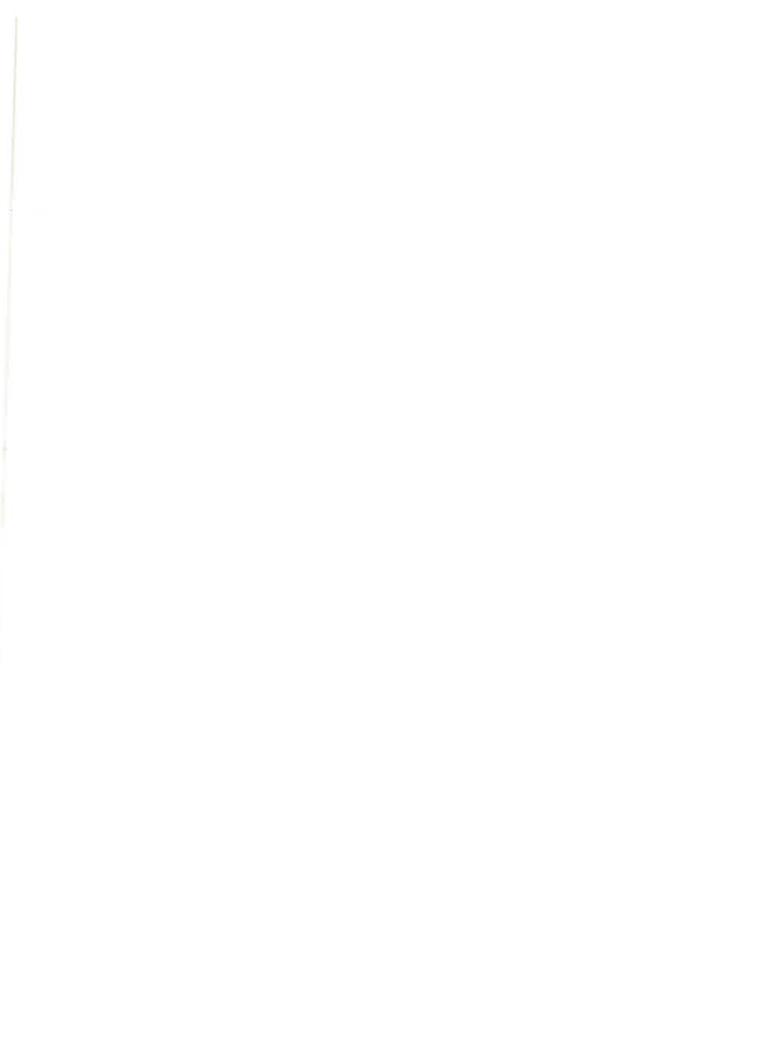
Privacy Policy

Letters and Conditions

Cancellation Policy

QuickIDCard.com Inc. © 2021

1/1



## TOWN OF FAIRFIELD AMERICAN EXPRESS

# AMEX RECONCILIATION VOUCHER With closing date of 08/13/2021

TODAY'S DATE: 08/24/2021

DEPARTMENT: <u>POLICE DEPARTMENT</u> SGT. MICHAEL STAHL

07/22/21	DESCRIPTION:  Abbey Tent Party Rental for 4 linen cotton gold 108" R and 4 linen cotton navy 108" R -  Amazon com for (2) Levite 1 to 100.	AMT OF PURCHASE:	T
07/15/21	SilentTouch Technology F Wireless Mouse & Keyboard Combanity	\$ 128.00	ACCOUNT # TO CHARGE: 01004030-53200
07/21/21	Amazon Marketplace (1) UBeesize 12" Ring Light with Tripod Safe Bi	\$ 89.97	01004030-56110
	67" Tripod Stand, Light Ring for Video Recording & Live Streaming (You Tube, Instagram, TIK TOK), Compatible with Phones, Cameras and Webcams; (1) Jebutu Screen Blue Backdrop with Stand Kit 5 x 6.5 Ft., Douyble-sided Reversible Green Blue Video, TikTop, YouTube, Zoom, Gaming – Media Recordings, ID Photos, Portraits, Paynal for GLO Table.	\$ 73.98	01004030-56140
723/21	Paypal for GLC Training AA III		
	1 Week Captain's License Class in Bridgeport, CT, March 5, 2022-March 13, 2022, Attendee, Officer William Beattie, Miamogue Yacht Club	\$ 995.00	01004030-58110

TOTAL AMOUNT: \$ 1,286.95

CHARGES REVIEWED BY:

\*AMEX DETAIL STATEMENT ATTACHED\*

JOHN BUCHERATI DEPUTY CHIEF OF POLICE

APPROVED FOR PAYMENT BY:

ROBERT KALAMARAS

CHIEF OF POLICE



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For MICHAEL STAHL TOWN OF FAIRFIELD

Account Number
XXXX-XXXXX0-21008

Closing Date 08/13/21

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Baland Due
1,005.45	1,286.95	0.00	1,689.49	0.00	1,286.9
				-	

nce le \$ Do Not Pay 5.95 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call

	mber XXXX-XXXXX0-21008		Reference Code	
07/23/21	CORPORATE REMITTANCE RECEIVED	07/00		Amount
07/22/21	ABBEY TENT PARTY RE FAIRFIELD	07/23 CT	53200	-1,689.49
07/15/21	0000111	07/22/21	3 ( ) DO W (80)	128.00
	AMAZON.COM*2E5AW5GZ1 AMZN.COM/BILL 41HK1NQ78 111-2151741-2098698109 ROC NUMBER 41HK1NQ78H2S	WA 07/14/21	Sans / arenery	89.97
	AMZN MKTP US*2E1JV75 AMZN.COM/BILL 1LNL3BUIY 111-9327217-9685898109 ROC NUMBER 1LNL3BUIYNAS	WA 07/21/21	1	73.98
7/23/21	PAYPAL *GLCTRAINING 5862429000 REF# 10071918347 5862429000 VOCATIONAL AND TRAD ROC NUMBER 100719183474	MI 07/22/21	10071918347	995.00

Do not staple or use paper clips Payment Coupon

Account Number Enter 15 digit account number on all payments.

MICHAEL STAHL TOWN OF FAIRFIELD 725 OLD POST ROAD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

Prepared For MICHAEL STAHL TOWN OF FAIRFIELD

Account Number
XXXX-XXXXXX0-21008

Page 2 of 2

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

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Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



Manage your Card account online at: www.americanexpress.com /checkyourbill



For all further inquiries, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-492-4920.

International Collect: 1-336-393-1111

Hearing Impaired Services: Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements: 1-800-492-4920.



Customer Service P.O. Box 53611 Phoenix, AZ

#### Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



158 Commerce Drive Fairfield, CT 06825 www.abbeytent.com 203-368-6111 Phone 203-368-2183 Fax

Status: Completed

Invoice #: 23695

Invoice Date: Thu 7/22/2021

Event Beg: Thu 7/15/2021 12:00AM Event End: Fri 7/16/2021 12:00AM

Operator: Barbie Gresak

Terms: COD

SACRED HEART UNIVERSITY 1

Customer#: 2538 Phone 203-365-4834

5151 PARK AVE

FAIRFIELD, CT 06825

Ordered By: MELISSA ROSADO 203 396-8091

Salesman: Danielle Danas

Delivery Thu 7/15/2021 3:14PM

Pickup Fri 7/16/2021

Job Descr: FAIRFIELD POLICE DEPARTMENT

	T	. 101tap 1 11 17 10/2021			
Qty	Items Rented	Retail Each Disc%	Each	Price	
4	LINEN - COTTON GOLD 108" R			11100	
4		\$16.00	\$16.00	\$64.00	
4	LINEN - COTTON NAVY 108" R	\$16.00	\$16.00	\$64.00	
				401.00	

Donathral cerement

#### Thank you for your Business

Payments made on this contract:				
Rental/Sale Paid	\$128.00	Thu 7/22/2021 4:36PM Credit Card CC xxxx-xxxx-xxxx-1008		
Total	\$128.00			-31-2-1-11
		Rental Contract	Rental Retail	\$128.00
Adjustments can be made until 7 days p hours - time stops, after hours or weeke	ss of circumstance or rior to delivery. Stan nds will incur additio All china/glassware/	It to change prior to deposit being paid. All deposits to reserve reason for cancellation, included but not limited to COVID-19. dard delivery rates include delivery/pick-up during regular business nal fees. For pick-up/return all equipment should be broken down in the linens should be free of food + liquid. Full terms and conditions can be		\$125.00
I certify that I have read and agree to all	terms of the contrac	t.		
			Subtotal:	\$128.00
			Total:	\$128.00
Signature:			Paid:	\$128.00
S	ACRED HEART	UNIVERSITY 1	Amount Due:	\$0.00
inted On Thu 7/22/2021 4:37:02PM		Software by Point of Boatel Code		Modification #4

Software by Point-of-Rental Software www.point-of-rental.com

Modification #4 contract-params, SQL,rpt (1)



## Final Details for Order #111-2151741-2098633

Print this page for your records.

Order Placed: July 14, 2021

Amazon.com order number: 111-2151741-2098633

Order Total: \$89.97

#### Shipped on July 15, 2021

Items Ordered

Price

3 of: Logitech MK295 Wireless Mouse & Keyboard Combo with SilentTouch Technology, Full Numpad, Advanced Optical Tracking, Lag-Free Wireless, 90% Less Noise - Graphite Sold by: Amazon.com Services LLC

\$29.99

Condition: New

Ston Genoson Lucih R

Shipping Address:

Fairfield Police Department ATTN SERGEANT MICHAEL STAHL 100 REEF RD

FAIRFIELD, CT 06824-5919

United States

Shipping Speed:

FREE Prime Delivery

#### Payment information

Payment Method:

Item(s) Subtotal: \$89.97

American Express | Last digits: 1008

Shipping & Handling: \$0.00

1/1

Billing address Town of Fairfield 725 OLD POST RD

Total before tax: \$89.97

FAIRFIELD, CT 06824-6684

Estimated tax to be collected: \$0.00

United States

Grand Total: \$89.97

**Credit Card transactions** 

AmericanExpress ending in 1008: July 15, 2021: \$89.97

To view the status of your order, return to Order Summary.

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#### Details for Order #111-9327217-9685837 Print this page for your records.

Order Placed: July 21, 2021 Amazon.com order number: 111-9327217-9685837 Order Total: \$73.98

**Not Yet Shipped** 

Items Ordered

1 of: UBeesize 12" Ring Light with Tripod, Selfie Ring Light with 67" Tripod Stand, Light Ring for Video Recording & Live Streaming (YouTube, Instagram, TIK Tok), Compatible with Sold by: Amazon.com Services LLC

Price \$36.99

Condition: New

1 of: Jebutu Green Blue Backdrop with Stand Kit 5 x 6.5 Ft, Double-sided Reversible Green Blue Screen with Portable T-Shaped Photograph Background Stand,5 Backdrop Clips for Sold by: JIAPINGTONG (Seiler profile)

\$39.99

Shipping Address: Fairfield Police Department ATTN SERGEANT MICHAEL STAHL 100 REEF RD FAIRFIELD, CT 06824-5919

United States

Shipping Speed: FREE Prime Delivery

**Payment information** 

Payment Method: American Express | Last digits: 1008

Billing address Town of Fairfield 725 OLD POST RD FAIRFIELD, CT 06824-6684

United States

Item(s) Subtotal: \$76.98 Shipping & Handling: \$0.00

Your Coupon Savings: -\$3.00

Total before tax: \$73.98

Estimated tax to be collected: \$0.00

Grand Total: \$73.98

To view the status of your order, return to  $\underline{\mathsf{Order}\ \mathsf{Summary}}.$ 

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# **GLC Training - Maritime Education**

7252 Riverside Dr Algonac Michigan, US 48001 info@glctraining.com

# ORDER CONFIRMATION

Date: July 22, 2021

Transaction ID: 5685

Status: Complete

Event Name: 1 Week Captain's License Class in Bridgeport, CT

(view)

Ticket	Description	Quantity	ъ.	
100 Ton Master Captain's Course	This ticket can be used once at any of the dates/times		<b>Price</b> \$995.00	<b>Total</b> \$995.00
	below.			

O Date/Time:

Venue

March 5, 2022 9:00 am - March 13, 2022 6:00 pm (UTC)

Miamogue Yacht Club (<u>view</u>)

Registration Details ( )

Attendee

William Beattie (wbeattie@fairfieldct.org)

Registration Code:

5685-268-1-f781 - Approved

**Custom Questions and Answers:** 

# **Additional Charges/Discounts**

Name	Description	Quantity	Unit Price	Total	
					-

#### **Taxes**

\* Taxable items. The total amount collected for taxes is reflected in the total(s) below.

Tax Name Description Rate **Tax Amount** 

<b>!</b>			

Tax Name	Description	Rate	Tax Amount	
Sales Tax				
		15%		\$0.00

Grand Total: \$995.00 (USD)

## **Payments**

Payment Method	Date	Transaction Id / Cheque #	P.O. / S.O.#	Status	Amount
PayPal Express	July 22, 2021 1:24 pm	1SB723612N8894058		Accepted	\$995.00

Total Paid \$995.00 (USD)

**Amount Owed:** 

\$0.00 (USD)

# Additional Information:

# Venue Details:

# Miamogue Yacht Club

144 Seaview Ave Bridgeport Connecticut 06607 **United States** 

Image not found or type unknown

#### Simpson, Cathleen

From: Simpson, Cathleen

Sent: Monday, June 19, 2023 11:07 AM

To: Stahl, Michael

Cc: Quiles, Raymond; Courtemanche, Joanne; Kalamaras, Robert; Broderick, Keith; 'Craig

Subject: HR Follow up

#### Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward. I have learned from this as to how to be more sensitive to employees when having to issue such notice. Your union also requested that I incorporate a Garrity warning as part of this questionnaire, which you will find below.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identifiedeviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases,

HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

#### Garrity Warning:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of this questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in your dismissal from the Town.

From: Simpson, Cathleen
Sent: Wednesday June 14

**Sent:** Wednesday, June 14, 2023 5:52 PM **To:** Stahl, Michael <MStahl@fairfieldct.org>

Cc: Quiles, Raymond <RQuiles@fairfieldct.org>; Courtemanche, Joanne <JCourtemanche@fairfieldct.org>; Kalamaras,

Robert < RKalamaras@fairfieldct.org>

Subject: HR Review

#### Good Afternoon,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 6/22/21 American Flag Express 468.22
- 6/27/21 Canva \$119, 40
- 7/6/21 Cognito Forms \$358.92
- 7/8/21 Emergency Medical Group \$216
- 7/10/21 Quick ID cards
- 7/21/21 Amazon UBeesize ring light \$73.98
- 7/22/21 Abbey Tent Rental \$128
- 7/23/21 Master Captain's License class \$995.00

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the

2

information, please do not hesitate to contact me. I have copied the Union President who may assist you if you so choose with this matter.

Cathleen H. Simpson
Human Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road
Fairfield, CT06824
(475) 350-6002

3

Officer_	_Sergeant Michael Stahl	
Ourcer -	->erBeaut wicusei 2091	

Date6/16/23	Date	6/16/23	
-------------	------	---------	--

Date	Amount	Vendor/location	Reason
6/22/21	468.22	American Flag Express	Large American Flag that hangs from side of police headquarters on national holidays/occasions.
6/27/21	119.40	Canva	Social Media/Graphic design tool used for both internal and external messaging/communication and community outreach.
7/6/21	358.92	Cognito Forms	Online form builder used to streamline, simplify and automate internal and external processes including uniform replacement vouchers, training requests, internship applications, senior outreach referrals, facility inspections and more.
7/8/21	216	Emergency Medical Group	CPR certification/training for emergency personnel
7/10/21	526.95	Quick ID Cards	Photo Identification cards for personnel. Account credit used to purchase ID cards as needed.
7/21/21	73.98	Amazon	Lighting, camera and backdrop for the taking of ID photos for ID cards.
7/22/21	128	Abbey Tent Rental	Linen for large Promotional Ceremony held at SHU Community Theater.
7/23/21	995	GLC Training – Maritime Education	Master Captain's License course for Officer assigned to Marine Unit for use/operation of PD vessels.

Audited and reviewed by Chief Robert Kalamaras.

Chief Robert Kalamaras

Date: 6/21/2023

## Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 14, 2023 6:04 PM

To:

Weihe, Edward

Cc:

Quiles, Raymond; Kalamaras, Robert; Courtemanche, Joanne

Subject:

HR Review

Attachments:

Back up E Weihe.pdf

## Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town

- 7/8/21 Kettle Bed Bath and Beyond \$31.89
- 8/5/21 FBI Leeda Charitable Event \$695
- 6/28/22 CAD Milford Plaque \$90.00
- 7/10/22 Andros Diner \$143.47

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if

1

Cathleen M. Simpson Human Resources Director Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824 (475) 350-6002



#### TOWN OF FAIRFIELD AMERICAN EXPRESS

## AMEX RECONCILIATION VOUCHER (with closing date of 7/13/2021)

TODAY'S DATE: 07/16/2021

DEPARTMENT: POLICE DEPARTMENT
Lt. Edward Weihe

Purchase Date:	Description:		
07/08/21	Bed, Bath and Beyond for Kettle 1 7L Gray B	Amount:	ACCOUNT # TO CHARGE:
		\$ 31.89	01004030-56110 Office Supplies

TOTAL AMOUNT: \$31.89

\*AMEX DETAIL STATEMENT ATTACHED\*

AUTHORIZATIONS REVIEWED BY:

JOHN BUCHERATI

DEPUTY CHIEF OF POLICE

APPROVED FOR PAYMENT BY:

ROBERT KALAMARAS

CHIEF OF POLICE

7/16/2021 DATE 7/16/21 DATE



# Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For EDWARD WEIHE TOWN OF FAIRFIELD

Account Number XXXX-XXXXX8-01000

Closing Date 07/13/21

Page 1 of 2

					Balance
Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Due \$ Do Not Pay
0.00	31.89	0.00	0.00	0.00	31.89 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

 Activity
 Date reflects either transaction or posting date

 Card Number XXXX-XXXXX8-01000
 Reference Code
 Amount \$

 07/08/21
 BEDBATH&BEYOND#1023 FAIRFIELD CT REF# 00516117 MISC HOME FURNIS 07/07/21
 00516117000
 31.89

Total for EDWARD WEIHE

New Charges/Other Debits Payments/Other Credits

31.89 0.00

Do not staple or use paper clips **Payment Coupon** 



Account Number Enter 15 digit account number on all payments.

EDWARD WEIHE TOWN OF FAIRFIELD 100 REEF RD FAIRFIELD

CT 06824-5919

See reverse side for instructions on how to update your address, phone number, or email.

Office Supplies

# BEYONE

Bed Bath & BEYOND #1023 2260 KINGS HIGHWAY FAIRFIELD, CT 06824 (203) 254-5684

1023 07/07/21-1828 823015 51-61

RVN # 0102-3611-7051-0707-210

ENTRY: Chip Read
ACCT#: \*\*\*\*\*\*\*\*\*\*1000
ALD: A000000025010801
CVMR: Signature Captured

MODE: ISSUER AUTH#: 865787 AMT: USD\$ 31.89 MERCH ID: 2060521739

AMEX 31.89
CHANGE 0.00
CT SALES TAX 6.35% 1.90
TOTAL TAX 1.90
07/07/21 1828 1023 51 6117 823015

RVN # 0102-3611-7051-0707-2100

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## **TOWN OF FAIRFIELD** AMERICAN EXPRESS

## **AMEX RECONCILIATION VOUCHER**

TODAY'S DATE: 07/18/2022

**DEPARTMENT: POLICE DEPARTMENT** 

PATROL: Captain Edward Weihe

DATE OF PURCHASE	DESCRIPTION	AMOUNT OF PURCHASE	ACCOUNT # TO CHARGE
06/28/2022	CAD Milford - plaque	90.00	01004030-56140
07/10/2022	Andros Diner -	143.47	01004030-56140

**TOTAL AMOUNT DUE: \$233.47** 

\*AMEX DETAIL STATEMENT ATTACHED\*

AUTHORIZATIONS REVIEWED BY: O.C. Kette Broderick

7/18/2 E

**DEPUTY CHIEF OF POLICE** 

APPROVED FOR PAYMENT BY:

ROBERT KALAMARAS **CHIEF OF POLICE** 



# Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For EDWARD WEIHE TOWN OF FAIRFIELD

Account Number XXXX-XXXXX8-01000

Closing Date 07/13/22

Page 1 of 2

Balance

 Previous Balance \$
 New Charges \$
 Other Debits \$
 Payments \$
 Other Credits \$

 150.00
 233.47
 0.00
 150.00
 0.00

Due \$ Do Not Pay

233.47 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

#### Activity Date reflects either transaction or posting date

ACTIVI	Ly			
Card Nu	ımber XXXX-XXXXX8-01000		Reference Code	Amount \$
06/23/22	CORPORATE REMITTANCE RECEIVED	06/23		-150.00
07/10/22	ANDROS DINER FAIRFIELD REF# 85434912191 203-384-8176 ROC NUMBER 8543491219198000	CT 07/10/22	85434912191	143.47
06/28/22	CAP MILFORD, LLC MILFORD REF# 21105172179 MISC/SPECIALTY	CT R 06/27/22	21105172179	90.00
Total for	r EDWARD WEIHE		New Charges/Other Debits Payments/Other Credits	233.47

Do not staple or use paper clips

Payment Coupon



EDWARD WEIHE TOWN OF FAIRFIELD 100 REEF RD FAIRFIELD

CT 06824-5919

See reverse side for instructions on how to update your address, phone number, or email.

EDWARD WEIHE TOWN OF FAIRFIELD

## XXXX-XXXXX8-01000

Page 2 of 2

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send postdated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error, 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes



Manage your Card account online at: www.americanexpress.com /checkyourbill



For all further inquiries. please call the number on the back of your Card.

If your Card has been ! or stolen, please call 1-800-492-4920.

International Collect: 1-336-393-1111

Hearing Impaired Services: Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements: 1-800-492-4920.



**Customer Service** P.O. Box 53611 Phoenix, AZ

## Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.

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	en lost		
	et:		
	ille		



INVOICE

**AWARDS & PROMOTIONS** 

120 Boston Post Road Milford, CT 06460 Ph: 203-878-1780 Fax: 203-878-2260 DATE:

June 27, 2022

INVOICE #

062722F

BILL TO:

Captain Edward Weihe Fairfield Police Department

100 Reef Road Fairfield, CT 06824 203-254-4826

DESCRIPTION	UNIT PRICE	AMOUNT
Officer of the Quarter		
<ul> <li>plaque, 9" x 12", HG cherry finish, 7" x 10" black engraving plate vith gold florentine border and gold laser engraved badge and copy vith sublimated award pin</li> </ul>	\$75.00 each	\$ 75.00
- plate, black/gold, laser engraved		\$ 15.00
ax Exempt		
erms: 50 % Deposit - Balance Due Upon Pickup		
	SUBTOTAL	\$ 90.00
5% Restocking Fee on Canceled Orders	SUBTOTAL TAX RATE	\$ 90.00
% Per Month Interest on Unpaid Balances  Make all checks payable to Champion Awards. If you have any uestions concerning this invoice, contact Gerry Menees, 203-878-		\$
75% Restocking Fee on Canceled Orders  We Per Month Interest on Unpaid Balances  Make all checks payable to Champion Awards. If you have any uestions concerning this invoice, contact Gerry Menees, 203-878-780, championawardsandpromotions@gmail.com	TAX RATE	



# Andros Diner 651 Villa Avenue Fairfield, CT 06825 (203) 384 8176

411 Xoyan X

Chk 5285 Jul10'22 01:41AM

Gst 1

CAP MILFORD, LLC 120 BOSTON POST RD MILFORD,CT 06460 (203)878-1780

SALE

**APPROVED** 

THANK YOU PLEASE COME AGAIN

CUSTOMER COPY

REF#: 00000002

16:42:04

Chip/Swiped

\$90.00

TID: 001

DID: 0001 Batch #: 000235 06/27/22

**AMOUNT** 

APPR CODE: 540328 AMEX \*\*\*\*\*\*\*\*\*1000

The second secon	
Closed Che Reprint  1 ** TAKEOUT **  10 Egg Sandwich @ 1.95  10 Bacon @ 2.00  10 American @ 0.50  10 Sausage @ 2.00  10 American @ 0.50  10 Hard Roll @ 0.50  10 Egg Sandwich @ 1.95  10 Egg Sandwich @ 1.95  10 Hard Roll @ 0.50	20.00 5.00 5.00 19.50 20.00 5.00 5.00
10 Ham 2.00 10 - 0.50 11 - 0.50 12 - 17 x1000 AMEX	79.00 5.00 5.00
SUBTOTAL POLICE 10 %	148.50
10% Disc Tax PAYMENT 3 Check Closed Jul10'22 01:46AM	14.85- 9.82 143.47

Thank you! Please visit us again!

0000000052856

Please Pay At The Register

#### **TOWN OF FAIRFIELD AMERICAN EXPRESS**

#### AMEX RECONCILIATION VOUCHER (with closing date of 8/13/2021)

TODAY'S DATE: 08/17/2021

DEPARTMENT: POLICE DEPARTMENT

Lt. Edward Weihe

Purchase	Description:	Amount	ACCOUNT # TO CHARGE
Date:		Amount:	ACCOUNT # TO CHARGE:
08/05/21	FBI Leeda Inc. for MPR-Naugatuck. CT 9/20/2021 (Location: Naugatuck Event Center)	\$695.00	01004020 F8110 T-sisis-
	The State of Liver Contest	φ050.00	01004030-58110 Training

TOTAL AMOUNT: \$ 695.00

\*AMEX DETAIL STATEMENT ATTACHED\*

**AUTHORIZATIONS REVIEWED BY:** 

JOHN BUCHERATI DEPUTY CHIEF OF POLICE

APPROVED FOR PAYMENT BY:

**ROBERT KALAMARAS CHIEF OF POLICE** 



# Corporate Purchasing Cardmember Report

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#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For EDWARD WEIHE TOWN OF FAIRFIELD

Account Number XXXX-XXXXX8-01000

Closing Date 08/13/21

Page 1 of 2

Previous Balance \$ 31.89	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
01.09	695.00	0.00	31.89	0.00	695.00 For important information regarding your account
				"	refer to page 2

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920

#### Activity Date reflects either transaction or posting date

Card Nu	Imber XXXX-XXXXX8-01000		Reference Code	Amount \$
07/23/21	CORPORATE REMITTANCE RECEIVED	07/23		Amount
08/05/21	FBI LEEDA INC 899000 MALVERN			-31.89
	REF# 73011001216 CHARITABLE ORG	PA 08/03/21	73011001218	695.00

Total for EDWARD WEIHE

New Charges/Other Debits Payments/Other Credits

695.00 -31.89

Do not staple or use paper clips

Payment Coupon



EDWARD WEIHE TOWN OF FAIRFIELD 100 REEF RD FAIRFIELD

CT 06824-5919

See reverse side for instructions on how to update your address, phone number, or email,



# Invoice

Date	Invoice #
8/2/2021	200058245

Bill To
Edward Weihe Fairfield Police Department 100 Reef Road Fairfield, CT 06824 United States

Ship To	
Edward Weihe Fairfield Police Department 100 Reef Road Fairfield, CT 06824 United States	

PO Number	Terms	Due Date
	Due on receipt	8/2/2021

Date	Qty	Description	Di.	
0/0/0004			Price	Totals
8/2/2021	1	MPR - Naugatuck, CT 9/2021	\$695.00	\$695.00
			Sub-Total	\$695.00
			Total	\$695.00

# Payments/Refunds

Date	Qty	Description	Price	Totals	
8/3/2021	1	Payment via Credit Card (using card xxxxxxxxxx1000) Applied to invoice on 8/3/2021 12:04:36 PM	(\$695.00)	(\$695.00)	
		Total Paym	ents/Refunds	(\$695.00)	
		*	Balance Due	\$0.00	

Please make check payable to FBI-LEEDA Remit to: FBI-LEEDA 5 Great Valley Parkway, Suite 359 Malvern, PA 19355 877-772-7712

## Weihe, Edward

From:

info@fbileeda.org

Sent:

Tuesday, August 3, 2021 12:05 PM

To:

Weihe, Edward

Subject:

FBI-LEEDA - Your Payment Has Been Received

#### FBI-LEEDA

#### Dear Edward,

Thank you for your payment. This e-mail confirms that your payment has been received. Details regarding your payment:

- Amount: \$695.00
- Date payment was received: 8/3/2021 12:04:36 PM
- Invoice No.: 200058245

To view your invoice/receipt for this transaction, click the link below: <a href="https://fbileeda.org/members/invoice-view.asp?id=97C2731C-C6B1-4884-810F-62611253C5E8">https://fbileeda.org/members/invoice-view.asp?id=97C2731C-C6B1-4884-810F-62611253C5E8</a>

Thanks!

FBI-LEEDA

This is an automated email sent from FBI-LEEDA. Please do not reply to this email. It has been sent from an email account that is not monitored. If you feel you have received this message in error, please feel free to contact us.



1

Site Help (/page/Site\_Help) Print Page Contact Us (/general/?type=CONTACT) Report Abuse Sign In (/login.aspx) Register (/general/register\_start.asp)







reference of a second or pro-

Conference (http://fbileeda2021.org/)

Training Classes \*\* (/page/Training)

Map (/page/map)

Calendar (/events/event\_list.asp) Corporate Partners ~ (/?page=Partners) FBI-LEEDA Webinars ~ (/page/leedawebinars) ☐ View Invoice/Receipt (/members/invoice\_view,asp?id=97C2731C-C681-4884-810F-62611253C5E8) Invoice Information Invoice Number 200058245 **Customer Name** Edward Weihe Invoice Date 8/2/2021 11:26:20 AM Invoice Amount \$695.00 Sign In a A SSL SECURED Balance Due \$695,00 Forgot your password? (/general/email\_pass.asp) Haven't registered yet? Payment Information (/general/register\_start.asp) \$695.00 Payment Amount \* Payment Type Credit Card Name on Card \* Tweets by @FBILEEDA FIRST / M.L. LAST FBI-LEEDA @FBILEEDA E-mail Address \* ewelhe@fairfleldct.org #Congratulations to the graduates of PAYMENT RECEIPT WILL BE SENT TO THE ADDRESS YOU SPECIFY the FBI LEEDA Media and Public Relations course last week in Texas Cily, TX 1 🎉 Billing Information Also, Ihanks to Chief Joe Stanton and Organization Fairfield Police Department the Texas City Law Enforcement Training Academy for Address \* 100 Reef Road View on Twitter 13 06 50 13 City/Town \* Fairfleld Country \* **United States** Calendar Calendar State\* WESTER PHANNE DEFT AUTHORIZED,//12/2021 8/6/2021 Postal Code \* 06824 Distance Learning Advanced Liability 21-Phone \* 203-254-4826 4A //events/EventDetalls.aspx? 6 " Number id=1520179) @@ 58110 \* Conant 7/19/2021 » 8/13/2021 Distance Learning Ethics 21-4E - Maga and (/events/EventDetails.aspx?ld=1522184) Submit Payment = Portaet by: 14 P. CO

FBI-Law Enforcement Executive Development Association is a private non-profit organization and is not part of the Federal Bureau of Investigation or acting on its behalf.

#### Contact Us

#### FBI-LEEDA, Inc.

5 Great Valley Parkway, Suite 359, Malvern, PA 19355 Phone: 1-877-772-7712 or 484-321-7821 Fax: 610-644-3193 Email: info@fbileeda.org

#### Quick Links

#### Home (/)

About Us (/) Testimonials (/) Classes Offered (/)

Conference (http://fbileeda2020.org/) Calendar (/)

#### Merchandise

(https://www.instagram.com/fbileeda/)

(https://www.instagram.com/fbileeda/)

Membership Software Powered by YourMembership (http://www.yourmembership.com/) :: Legal (/ams/legal-privac

nig on its behalf.	
	Connect With I
Merchandise (https://fbileeda.mybrightsites.com/) Corporate Partners (/)	f
Sign In (/) Register (/) Contact Us (/gener/al/?	(https://
type=CONTACT) Class Change Request (https://fbileeda.org/page/Class_Change	Enforcer
	Develop
	LEEDA-2
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	leeda)
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om/) :: Legal (/ams/legal-privacy <sub>s</sub> htm)	=

# FBI-LEEDA

# **Event Confirmation**

Event Information	on	
Name of Event	MPR - Naugatuck, CT 9/2021	
Date/Time	Monday, September 20, 2021 8:30:00 AM	
Location	Naugatuck Event Center - 2nd Floor Gem Room 6 Rubber Avenue Naugatuck, Connecticut 06770	
Contact	Matthew DaSilva (mdasilva@naugatuckpd.org)	

Attendee/Guest Informa	tion					
Name	Edward Weihe		Date Registered		7/9/2021	
Registration ID/Badge #	19130959		Number Attending		1	
Email Address *	eweihe@fairfield	ct.org				
Title *	Lieutenant					
Organization *	Fairfield Police D	epartmen				
Address *	100 Reef Road					
Address cont.						
City/Town *	Fairfield	Sta	ite/Prov *	Coi	nnecticut	
Postal Code *	06824	Co	untry	-	ited States	
Phone *	254-4826	<u>Nu</u>	II Phone mber (Ex. 10000000)			
Alternate Contact Number					<u> </u>	
Additional Comments		-				

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 11:04 AM

To:

Weihe, Edward

Cc:

Quiles, Raymond; Kalamaras, Robert; Courtemanche, Joanne; Broderick, Keith; 'Craig

Manemeit'

Subject:

HR Follow-up

#### Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice. Your union also requested that I incorporate a Garrity warning as part of this questionnaire, which you will find below.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice.

HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

1

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and proper notice. My intent was not to cause undue stress or worry.

#### Garrity Warning:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of this questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in your dismissal from the Town.

From: Simpson, Cathleen
Sent: Wednesday, June 14, 2023 6:04 PM

**To:** Weihe, Edward < EWeihe@fairfieldct.org >

Cc: Quiles, Raymond <RQuiles@fairfieldct.org>; Kalamaras, Robert <RKalamaras@fairfieldct.org>; Courtemanche,

Joanne <JCourtemanche@fairfieldct.org>

Subject: HR Review

#### Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- 7/8/21 Kettle Bed Bath and Beyond \$31.89
- 8/5/21 FBI Leeda Charitable Event \$695
- 6/28/22 CAD Milford Plaque \$90.00
- 7/10/22 Andros Diner \$143.47

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

2



Cathleen H. Simpson
Suman Resources Director
Town of Fairfield
Eultivan Independence Wall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

#### Simpson, Cathleen

From:

Broderick, Keith

Sent:

Monday, June 19, 2023 3:23 PM

To:

Simpson, Cathleen

Cc: Subject:

Kalamaras, Robert RE: Follow Up Review

**Attachments:** 

Credit Card Audit form Cap. E. Weihe.pdf; Pete Koval Credit Card Audit.pdf

Cathleen,

Please find the Credit Card audit forms from Captain Koval and Captain Weihe.

Thanks, Keith

#### **Keith Broderick**

**Deputy Chief** 

Fairfield Police Department 100 Reef Rd Fairfield Ct. 06824 203-254-4816 Kbroderick@fairfieldct.org

https://www.fpdcops.com/scholarship/

https://fpdct.com/foundation/

From: Simpson, Cathleen <CSimpson@fairfieldct.org>

Sent: Monday, June 19, 2023 11:02 AM

To: Craig Manemeit <cmanemeit@upseu.org>; Broderick, Keith <KBroderick@fairfieldct.org>

Subject: FW: Follow Up Review

Sorry left you off out of the loop on this last one.

From: Simpson, Cathleen

Sent: Monday, June 19, 2023 10:59 AM

To: Esposito, Felix < FEsposito@fairfieldct.org> Cc: Quiles, Raymond < RQuiles@fairfieldct.org >; Courtemanche, Joanne < JCourtemanche@fairfieldct.org >; Kalamaras,

Robert < RKalamaras@fairfieldct.org>

Subject: Follow Up Review

Good Morning,

I want to apologize for failing to give you and your union representative more notice as well as further explanation as to why HR is conducting this administrative investigation. I could have done better in hindsight and although I hope to never have to be in a similar situation going forward, I have learned from this as to how to be more sensitive to employees when having to issue such notice. Your union also requested that I incorporate a Garrity warning as part of this questionnaire, which you will find below.

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase, we are seeking that information from those that it may be unclear. We recognize that Department Heads signed off on your reconciliation report and the Finance processed them. Accordingly, there is no presumption that you engaged in any misconduct. As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason.

Please be assured neither you nor your Department is being singled out. This is a global review of all Town credit card holders based on the resident complaint.

We have partnered with Finance and Purchasing to revise the credit card policy to include better reporting forms to ensure the business purpose is clear. We are also in the process of scheduling training and discussion on purchasing and protocol as we are aware employees have not received such training and in some cases, insufficient notice.

HR would ask if you could respond to the best of your abilities and with your union's assistance, information to identify what the business purpose was, if you recall, for the items listed. I provided back up as it could be helpful to refresh your recollection. The response does not have to be elaborate, for instance: "meeting", "training", "equipment for repair", "water for office", "replacement coffee maker for break room".

I hope this helps to clarify this for you and again, my apologies for not doing better with advance and propenotice. My intent was not to cause undue stress or worry.

#### Garrity Warning:

- You are entitled to all the rights and privileges guaranteed by the laws and the constitution of this State and the United States, involving the right not to be compelled to incriminate yourself.
- The purpose of this questionnaire is to obtain information, which will assist in the determination of whether administrative disciplinary or other corrective action is warranted.
- You are not being questioned for the purpose of instituting criminal proceedings against you.
- During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct in this matter, neither your self-incriminating statements, nor the fruits thereof, will be used against you in any criminal proceeding.
- You are further advised that your refusal to answer questions relating to the performance of your departmental duties is considered insubordination and may result in your dismissal from the Town.

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From: Simpson, Cathleen

**Sent:** Wednesday, June 14, 2023 6:21 PM **To:** Esposito, Felix < FEsposito@fairfieldct.org>

Cc: Quiles, Raymond < RQuiles@fairfieldct.org >; Courtemanche, Joanne < JCourtemanche@fairfieldct.org >; Kalamaras,

Robert < RKalamaras@fairfieldct.org>

Subject: HR Review

#### Good Evening,

Human Resources is conducting an investigation concerning the use of Town issued credit cards by Town employees. As part of our review, we took samples of credit card user records for the years 2018-2022. Attached please find the back up for the purchases listed below as well. For each of the charges listed below, could you kindly identify how the purchase relates to town business and/or the nature of the town business.

- Lexnex Risk Dates \$269.50
- Thomson Reuters Westlaw \$126.95

Thank-you for your assistance with this matter. Please provide the information to my attention by the close of business on Monday, June 19, 2023. If you have any questions or need additional time to provide the information, please do not hesitate to contact me. I have copied your union representative who may assist you if you so choose with this matter.

Cathleen A. Simpson
Human Resources Director
Town of Fairfield
Sultivan Independence Hall
725 Old Post Road
Fairfield, CT06824
(475) 350-6002

3



Date 6/19/23

Date	Amount	Vendor/location	Reason
6/27/21	\$500.00	Garelick and Herbs	Food for firework mutual aid detail.
7/1/21	\$1,008.00	Land and Sea Power Sports	Jet Ski service for Marine Unit
6/26/21	\$227.98	Light Industries	Tools for PD garage
			A:

Captain Edward J. Weihe, Jr., Badge #104, Employee ID 4285

Date	Amount	Vendor/location	Reason
7/8/21	\$31.89	Bed Bath and Beyond	A water boiling kettle was purchased for the Administrative Services Bureau to make coffee, tea, soup, oatmeal, etc. which is especially helpful when working holidays or major inclement weather, when local businesses are not open.
8/5/21	\$695	FBI LEEDA Training	This was a week-long training for Public Information Officers. I do not know why the email I received labeled it as a "Charitable Event."
6/28/22	\$90	Champion Awards and Promotions	This is the vendor we use every three months to design the plaques for our Officer of the Quarter award.
7/10/22	\$143	Andros Diner	This purchase provided food to the officers tied up and working overnight on the juvenile homicide at Calvin United Church

-			

Captain Edward J. Weihe, Jr., Badge #104, Employee ID 4285

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Tuesday, June 20, 2023 2:50 PM

To: Cc: Bosse, Caitlin

Culsiant

Saxl, Concetta; Schmitt, Jared

Subject:

HR Review

Attachments:

Back up Finance.pdf

#### Good Afternoon,

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase due to lack of training and/or sufficient notice, we are seeking that information from those prior submissions that may be unclear. We also may ask credit card holders to verify the purpose for the purchase. We recognize your Department Head signed the reconciliation report attached. Accordingly, there is no presumption of misconduct; however, we are seeking more detail from Town credit card holders for our report.

As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason. As the one who prepares the reconciliation reports for this department, could you kindly identify the business purpose for the items listed below. I have attached back up as well to assist you with this request.

- 12/22/20 Certificate Government Finance \$610
- 12/24/20 Captain's Pizza \$134

Thank you for your assistance with this request. If you have any questions, please do not hesitate to contact me.

Cathleen H. Gimpson
Human Resources Director
Town of Fairfield
Gullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824

2

# Town of Fairfield

## **AMERICAN EXPRESS**

# **Reconciliation Voucher Sheet**

Departmen	it: Finance	
Date:	1-15-2011	

General Ledger Account Number	Amount
01003010-57200 CAFR GFOA	610.00
01003010-57200 CAFR GFOA	134 W
	29
1	
7	
TOTAL:   \$	744 00

CBAK

Approved for Payment by:

Jane Junes

DEPARTMENT HEAD SIGNATURE

Statement and Receipts Attached



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.arnericanexpress.com/gddape/less

Prepared For CAITLIN T BOSSE TOWN OF FAIRFIELD

XXXX-XXXXX2-41009

Dinsing Dare 01/13/21

Page 1 of 2

Previous Balagge 🕻	New Charles 5	Olfrer Outsts	O symposius §	Short Credits 5	Balance Due\$ Do Not Pay
680 00	744.00	0.00	680.00	0.00	744,00 For important information regarding your account refer to page 2

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbiltor call Customer Service at 1-800-492-4920.

Activi			Followers Gala	Amount \$
Card NU	imber XXXX-XXXXX2-41009		Hawkened Olym	Amounts
12/22/20	CORPORATE REMITTANCE RECEIVED	12/22		-680 00
12/30/20	BT*GOVERNMENT FINANC CHICAGO REF# JEAAMP00 3129779700	IL 12/30/20		610 00
12/24/20	CAPTAIN 5 PIZZA 0632 FAIRFIELD REF# 21104470358 ILHANB28@HOTMAIL	CT 12/23/20	21104470558	134.00
Total for	CAITLIN T BOSSE		New Charges/Other Debits Payments/Other Credits	744 00 -680 00

Do not staple or use paper clips Payment Coupon



CAITLIN T BOSSE TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above



Manage your Card account online at: www.americanexpress.com /checkyourbill



For all further inquiries, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-492-4920

International Collect: 1-336-393-1111

Hearing Impaired Services: TTY: 1-800-221-9950. FAX: 1-800-695-9090

Large Print and Braille Statements: 1-800-492-4920



Customer Service P.O. Box 53611 Phoenix, AZ 85072-3611

#### Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.

#### Bosse, Caitlin

From:

notifications@lf.gfoa.org

Sent:

Wednesday, December 30, 2020 2:15 PM

To:

Bosse, Caitlin

Subject:

COA Application Review Fee \$610.00

Attachments:

Invoice #5232 - Town of Fairfield - 12\_30\_2020.pdf

Hello Caitlin Bosse,

Please find attached an invoice for the 2020 COA Review Fee. Payment Transaction ID: jeaamp00

Thanks, GFOA

### **Government Finance Officers Association**

203 N. LaSalle St., Ste. 2700 Chicago, IL 60601-1216 (312) 977-9700 / Tax ID: 36-2167796 Remit to: 203 N. LaSalle St., Ste. 2700 Chicago, IL 60601-1216

INVOICE

Invoice No. 5232

Sold to: Town of Fairfield, Connecticut Caitlin Bosse cbosse@fairfieldct.org

Acc	ount No.	C	Order Date		Terms		Inv	oice Date
661	43003	12	2/30/2020		Net 30 da	ys	12	2/30/2020
Qty Shipped	Item Code			Descriptio	n		Unit Price	Extended Price
1	FY2020 COA/D3	Certific	Certificate of Achievement Review Fee FY2020 50,000 - 74,999				\$610.00	\$610.00
Line Item To	tal Freight	Handling	Other	Tax	Subtotal	An	nount Received	Amount Due
\$610.00					\$610.00		\$610.00	\$0.00

	v.	

#### Simpson, Cathleen

From:

Schmitt, Jared

Sent:

Tuesday, June 27, 2023 9:29 AM

To:

Simpson, Cathleen; Bosse, Caitlin

Cc:

Saxl, Concetta

Subject:

RE: HR Review

#### Hi Cathleen,

Unfortunately, I cannot locate the receipt for Captain's Pizza.

My recollection is that the Finance Department had a lunch meeting that included staff from the First Selectwoman's Office. Staff in attendance included:

Giuliana Santiago

Connie Saxl

**Bronice Gage** 

Kiva Barry

Jude Fitzgerald

Tom Bremer

Jackie Bertolone

Jennifer Carpenter

Me

It's possible that Jim Haselkamp and other HR staff were there as well, but I'm not certain.

I hope this is helpful.

Jared

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

**Sent:** Tuesday, June 20, 2023 2:50 PM **To:** Bosse, Caitlin <CBosse@fairfieldct.org>

Cc: Saxl, Concetta <CSaxl@fairfieldct.org>; Schmitt, Jared <JSchmitt@fairfieldct.org>

Subject: HR Review

#### Good Afternoon,

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase due to lack of training and/or sufficient notice, we are seeking that information from those prior submissions that may be unclear. We also may ask credit card holders to verify the purpose for the purchase. We recognize your Department Head signed the

reconciliation report attached. Accordingly, there is no presumption of misconduct; however, we are seeking more detail from Town credit card holders for our report.

As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason. As the one who prepares the reconciliation reports for this department, could you kindly identify the business purpose for the items listed below. I have attached back up as well to assist you with this request.

- 12/22/20 Certificate Government Finance \$610
- 12/24/20 Captain's Pizza \$134

Thank you for your assistance with this request. If you have any questions, please do not hesitate to contact me.

Cathleen H. Gimpson
Human Resources Director
Town of Fairfield
Gullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Monday, June 19, 2023 1:21 PM

To:

Carpenter, Jennifer

Subject:

HR Review

Attachments:

Backup FS.pdf

#### Good Afternoon

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase due to lack of training and/or sufficient notice, we are seeking that information from those prior submissions that may be unclear. We recognize that the Finance Department approved and processed them. Accordingly, there is no presumption that of proper purchases were made.

As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason. As the one who prepares the reconciliation reports for this department, could you kindly identify the business purpose for the items listed below. I have attached back up as well to assist you with this request.

You are not required to provide detailed responses. For instance responses such as "meeting", "training", "office supplies", "subscription related to Town business" suffice.

Please do not hesitate if you have any questions or need further clarification. Thank you for your assistance with this matter.

- 7/20/21 Captain Pizza \$76
- 7/28/21 Optimum cable service \$131/47
- 6/23/22 Hearst \$19.98
- 7/6/22 Nespresso \$38.00
- 6/21/22 NY Times \$4.04
- 6/25/22Optimum \$136.57
- 6/27/22 Harford Current \$15.96
- 6/30/22 The Pantry \$141.48

Cashleen B. Gampun Human Removed Director Tran of Frieshold Sullivan Independence Bill 725 Old For Road Frieshold, CTO0824 (475) 350-6602

# Town of Respies

### AMERICAN EXPRESS

## Reconciliation Voucher Sheet

Department: FS officu

Date: 8 | 45 | 22

### 01001010

General Ledger Account Number	Amoun's
56100 Galine Papes	\$ 19.96
58130	\$ 38,00
56100 orline Page	\$ 4.04
55300	\$ 134.57
56100 Deline Buy	\$ 15.90
58120	\$ 141.48
55300	4 41.0
	7
	-14-
TOTAL	\$ 317.02

Approved for Psychect by:

TMENT HEAD SIGNATURE

Statement and Receipts Attached



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperiess

Prepared For BRENDA KUPCHICK TOWN OF FAIRFIELD

Account Number
XXXX-XXXXXX2-71001

Glosing Date 07/13/22

Page 1 of 3

					Balance
Previdus Balance 5	New Chargen S	Other Debits \$	Payments S	Other Chars \$	Due \$ Do Not Pay
785.57	397.02	0.00	785,57	0.00	397.02 For important information regarding your account refer to page 2

For your records only - do not pay:

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920

Activity	Date reliects	aither transaction or	posting data

Card Nu	imber XXXX-XXXXX2-71001		Reference Code	Amount \$
05/23/22	CORPORATE REMITTANCE RECEIVED	06/20		-785.57
07/08/22	HEARST CT MEDIA NORWALK REF# 218311283 203-842-2500 CONTINUITY/SUBSCRIP ROC NUMBER 218311283	CT 07/07/22	218311283üN	19.96
06/15/22	NESPRESSO USA, INC. 888-617-7737 83391291N 06825 888-637-7737 ROC NUMBER 83391291N46XJ8ZC	NY 06/14/22		38.00
06/21/22	NYTIMES*NYTIMES DISC 800-698-4637 REF# 7243C08C15A ONLINE SUBS	NY 06/21/22		4.04
06/25/22	OPTIMUM 7806 V 203-870-2583 REF# 07806431361 CABLESERVICE	NY 05/24/32	07808431361	136,57
06/27/22	THE HARTFORD COURANT HARTFORD REF# 83395704 860-525-5555 SUBSCRIPTION ROC NUMBER 83395704	CT 06/27/22	83395704069	15.96
06/30/22	THE PANTRY - NEW HAV FAIRFIELD REF# 99999992181 2032590522	CT 06/29/22	18/59888666	141.48

06824

Do not staple or use paper clips

Payment Coupon

Continued on Page 3

Account Number Enter 15 digit account number on all payments

BRENDA KUPCHICK TOWN OF FAIRFIELD 725 OLD POST ROAD FAIRFIELD CT

See reverse side for instructions on how to update your address, phone number, or email.



185

PROMISES BRENDA KUPCHICK TOWN OF FAIRFIELD

XXXX-XXXXX2»7 (60)1

Roge 3 of A

Activity	Continued	5,000 g s - 0	Amounts
37-3/22	VILVRUSSIVA VB ALPHARETTA GA REFE 07430225310 8009220264 07 13 23 TELECOM SVC PREPAIO RECURRING PHONE SER ROC NUMBER 074132269100001	relier.	41.01
Total for	BRENDA KUPCHICK	New Charges Other Debits Payments Ciner Credits	397 GZ 795 57

Page 2 al.



Manage your Card account online at:

www.americanexpress.com
checkyourbill



For all further inquiries, please call the number on the back of your Card

If your Card has been lost or stolen, please call 1-300-492-4920

International Collect: 1-336-393-1111.

Hearing Impaired Services: Dra. Relay 711 and 1-800-492-4920

Large Print and Braille Statements: 1-800-492-4920



Customer Service P.O. Box 53611 Pnoenix. AZ 85072-3611

Payments: The American Express® Corporate Furchasing Card statement is payable in full by your Company, upon receipt. Payments received after 5.00 pm may not be predited until the next day. Payments must be made in US durrency, with a single draft or check grawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method pearable through the US banking system. The Account number must be included on or with all payments if payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed if like accept payment made in a foreign durrency, we will choose a conversion rate that is acceptable to us to convent femitance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon recept. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check routing number, account number, and check sensimilities to the financial institution, unless the chack is not processable electronically or alless dostly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we bannot object the funds electronically we may issue a draft against the bank or asset account for the amount of the check, if you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic depit to the financial account you specify in the amount you request. Payments received after 5.00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into u.S. dollars on the date it is processed by us or our agents. Unless a particular rate is required by approache law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as arrines; will be brilled at the rates such establishments use

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please ball 1-300-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right, if you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about

Note. Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.

#### Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



WEST SET

Walter Janes

Peter Kupchick 213 Farist Road Fairfield CT 08825

Peter Kupchick 213 Farist Road Fairfield CT 06825

-1 1 2	b the property	16			
3950312	05/14/2022 14.39		112563751	Cr.	edit Card
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The first behavior accommonly are recomoff the consistence and soft space. Recomcustomers are properlied and a first tagents. optimum

Pail via phone

Mailing Your Payment

Account Number Payment Due Date Total Amount Due

-02-6 July 06, 2022 \$136.57

000-06-22-D-C

Amount Enclosed \$ ()

Make checks payable to Optimum

2427

OPTIMUM
PO BOX 70340
PHILADELPHIA PA 19176-0340

0780F 4318FT 05 P

013657 # 936582795

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10 73.88.87 ct	Previous Balance
49.381.8	payment(s) - Thank You
40 2013	Balance Last Statement
	Previous Balance and Payments
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	Any payments and other activities after this
Water Street Water	lucinges Payments Received By 96/17/22
	Your Account Summary

Mailing Your Payment

Account Number Payment Due Date Total Amount Due

-02-6 July 06, 2022 \$136.57

Amount Enclosed \$ ()

Make checks payable to Optimum,

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000-06-22-D-C

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PHILADELPHIA PA 19176-0340

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00.0\$	VALVE BILL ACTIVITY
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ilid Ixan efft no ad	Any payments and other admittees after this date will previous Balance and Payments
In Street Street	Includes Payments Received By 06/17/22
	Your Account Summary

File: 6/19/2022	V:5-0.17-9
Temps: 227735	Cashier: JENNY
2022-06-29 16:13:33	Term: 001001
DIET COKE	2, 09 T2
DIELCOKI:	2,00 T2
SAN PELLEGRINO 750ML	2,50 72
LEIJ	17.50
DELI	50, 75
DELI	30 00
DELI	36, 25
SUB TOTAL .	141.00
Tax 2	0.48
TOTAL	141.48
American Express	141,48
Reference# 0622	
Points in this transaction: 14100	
Item count: ?	
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Transaction Receipt	
The Paniry	
1580 Post Road	

Fairfield, CT 06824 CUERK ID: 7514

SALE

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* AMEX ENTRY METHOD: CHIP DATE: 06/29.2022 TIME: 16:15:26

INVOICE: 227735 REFERENCE: 0622 AUTH CODE: 833593

AMOUNT

USD\$ 141,48

TOTAL

USD\$ 141.48

APPROVED - THANK YOU

LAGRILE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOOCHER)

Cardholder Signature

APPLICATION LABEL: AMERICAN EXPRESS AID: A0000000250 NOS01 TVR: 0000008000 IAD: 06580103A0A002 TSE E800 ARC: Z3 CVM: SIGN TRAN ID: 992609984 Customer Copy

#### Carpenter, Jennifer

To:

Do Not Reply\_

Subject:

RE: Payment Confirmation (WFE274151724)

Veri zon

From: Do Not Reply\_<donotreply@verizonwireless.com>

Sent: Tuesday, July 12, 2022 3:27 PM

**To:** Carpenter, Jennifer < JCarpenter@fairfieldct.org> **Subject:** Payment Confirmation (WFE274151724)

Jennifer,

Thank you for your recent payment of \$41.01, 7/12/22. Your confirmation# 188616.

Thanks,

Dena



PO BOX 489 NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due		
626 yerizonwireless com	-00001	07/15/22		
Change your address at http://ssq.verizonenterprise.com	Invoice Number	9909577416		

### **Quick Bill Summary**

May 24 - Jun 23

SELECTWOMAN DEPT 20284456 SELECTWOMAN K186 FIRST SELECTWOMAN'S OFFICE 725 OLD POST RD FAIRFIELD, CT 06824-6684

1st Selectwoman's Office

JUI 0 5 2022

Previous Balance (see back for details)	\$41.01
Payment - Thank You	-\$41.01
Balance Forward	\$.00
Monthly Charges	\$39.99
Usage and Purchase Charges	
Voice	\$.00
Messaging	\$.00
Data	\$.00
Surcharges	
and Other Charges & Credits	\$.36
Taxes, Governmental Surcharges & Fees	\$.66
Total Current Charges	\$41.01

Total Charges Due by July 15, 2022

\$41.01

Paid 7/12/22 Approved # 188616

Pay from phone Pay on the Web #PM1 (#768) At b2b verizonwireless, com

Questions

1.800.922.0204 or 1611 from your phone

# verizon<sup>v</sup>

SELECTWOMAN DEPT SELECTWOMAN FIRST SELECTWOMAN'S OFFICE 725 OLD POST RD FARFIELD, CT 06824-6684

Bill Date Account Number Invoice Number

June 23, 2022 -00001 9909577416

### Total Amount Due by July 15, 2022

Make check payable to Verizon Wireless. Please return this remit slip with payment.

\$41.01

P.O BOX 15062 ALBANY, NY 12212-5062

Մլիիթիկիգովիկին քրրքնկներիկիլիինիթին գնակախ



Invoice Number

Account Number

Date Duc Page

7416

000001

07/15/22 3 of 8

Overview of Lines

	Page	Monthly	Usage and Purchase	Equipment			Third-Party Charges	Total	Voice Plan	Messaning	Deta	Malaa	<b>8</b> 8	
Lines Charges	Number	Charges			Credits				Usage	Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
203-610-3367 form Dremer	1	\$29,99			\$,36	\$.66		\$41.01	26	80	3.177GB		· · · · · · · · · · · · · · · · · · ·	recommend
Total Current Charges		\$39.99	00.2	\$.00	\$.36	\$.06	\$.00	\$41.01						

...



Invoice Number Account Number

Date Due Page

-00001 07/15/22 4 of 8

Summary for Tom Bremer: 203-610-3367

### Your Plan

Public Safety 1st Resp SP UNL \$39.99 monthly charge Unlimited monthly minutes

M2M National Unlimited Unlimited Mobile to Mobile

**UNL Night & Weekend Min** Unlimited OFFPEAK

**UNL Text Messaging** Unlimited M2M Text Unlimited Text Message

Email & Data Unlimited Unlimited monthly gigabyte

UNL Picture/Video MSG Unlimited monthly Picture & Video

Have more questions about your charges? Get details for usage charges at b2b.verizonwireless.com.

### **Monthly Charges**

Public Safety 1st Resp SP UNL Detail Billing

06/24 - 07/23

39.99

\$39.99

.00



Invoice Number Account Number

Date Due Page



7416 -00001 07/15/22 6 of 8

# Detail for Tom Bremer: 203-610-3367

# Voice, continued

Part	Date	Time	Number	Rate	Usage Туре	Orlgination	Destination	Min.	Airtima Chrgs	LD/Other Chrgs	Total
1929   1939   2019-10-3056   Off-Pieck McMallor   Farinat CT   Recompt CL   10	5/27	4:46P	203-610-3366	Peak	M2MAllow	Fairfield CT	Bridgeport CT	14			
1929   1931	5/29	3;38P	203-610-3366	Off-Peak	M2MAllow	Fairfield CT	Incoming CL				
Section   Sect	5/29	5;31P	203-610-3366	Off-Peak	M2MAllow	Fairfield CT	Bridgeport CT			***	- 1100
Search   Search   Color   Search   Color   Search   Color   Search   Color   Search   Searc	5/31	5:479	203-610-3366	Peak	M2MAllow	Bridgeport CT	Bridgeport CT				
Mathematics	5/31	8:22P	203-530-3611	Peak	M2MAllow	Fairfield CT	New Haven CT		24		
Management   Man	6/01	8:40A	203-610-3366	Peak	M2MAllow	Fairfield CT	Bridgeport CT		-		-
601         B114A         2020-256-3000         Preak         Planaflow         Westport CT         Full related CT         2         —         —           601         1153A         202-266-0538         Peak         NamAllow, CallWalk         Westport CT         Bridgeport CT         2         —         —           601         1153A         202-364-7587         Peak         MEMARIOW         Bridgeport CT         Norwalk CT         1         —         —           602         1529         202-364-7587         Peak         MEMARIOW         Bridgeport CT         Norwalk CT         1         —         —           602         1529         202-364-7587         Peak         MEMARIOW         Bridgeport CT         Norwalk CT         1         —         —           602         1529         202-361-3386         Peak         MEMARIOW         Bridgeport CT         Norwalk CT         1         —         —           602         1529         202-361-3386         Peak         MEMARIOW         Fairfield CT         Bridgeport CT         1         —         —           603         9436         202-361-3386         Peak         MEMARIOW         Fairfield CT         Howard CT         5         —	6/01	9:13A	203-216-0538	Peak	PlanAllow	Westport CT	VM Deposit CL	1		****	-
	6/01	9:14A	203-256-3090	Peak	PlanAllow	Westport CT	Fairfield CT	2	-		
Section   Sect	6/01	9:15A	203-216-0538	Peak	PlanAllow,CallWait	Westport CT	Incoming CL	2	grow	-	
Bridgeport CT	6/01	11:53A	203-257-8291	Peak	M2MAIlow	Bridgeport CT	Bridgeport CT	25		***	-
Fig.	6/01	5:11P	203-984-7587	Peak	M2MAllow	Fairfield CT	Norwalk CT	1	-		
Family   F	6/02	1:39P	203-984-7587	Peak	M2MAllow	Bridgeport CT	Norwalk CT	1	22		****
Family   F	6/02	1:52P	203-984-7587	Peak	M2MAllow	Bridgeport CT	Norwalk CT	8			_
Color	6/02	5:56P	203-610-3366	Peak	M2MAllow	Fairfield CT	Bridgeport CT	1			
Fairfield CT	6/02	5:57P	203-610-3366	Peak	M2MAllow	Fairfield CT	Incoming CL	2	100		77
6.03   9.46A   203-64-4853   Peak   PlanAllow   Farifield CT   Norwalk CT   5	6/02	7:55P	203-610-3366	Peak	M2MAllow	Fairfield CT	Bridgeport CT	4		***	
6.03   4:27P   203-610-3366   Pask   M2MAllow   Partifield CT   Incoming CL   2	6/03	9:45A	203-610-3366	Peak	M2MAIlow	Fairfield CT	Incoming CL	1			10.00
6.03   6.2   P   203-610-3366   Peak   MZMAIlow   Fatfield CT   Bridgeport CT   2	6/03	9:46A	203-644-4963	Peak	PlanAllow	Fairfield CT	Norwalk CT	5	-	222	
6.04   2   18    203-610-3966   Off-Peak   M2MAllow   Fairfield CT   Incoming CL   3	6/03	4:27P	203-610-3366	Peak	M2MAllow	Fairfield CT	Incoming CL	2	-		
6.04 9:59P 347-860-5001 Off-Peak M2MAllow Partfield CT NoyroyanO NY 17 — 6.05 4:22P 203-610-3366 Off-Peak M2MAllow Partfield CT Incoming CL 4 — 6.06 5:04P 203-610-3366 Peak M2MAllow Partfield CT Bridgeport CT 3 — 6.07 5:53P 203-610-3366 Peak M2MAllow Partfield CT Bridgeport CT 1 — 6.07 5:53P 203-610-3366 Peak M2MAllow Partfield CT Bridgeport CT 1 — 6.07 7:10P 203-610-3366 Peak M2MAllow Partfield CT Bridgeport CT 1 — 6.07 7:10P 203-610-3366 Peak M2MAllow Partfield CT Bridgeport CT 1 — 6.07 7:10P 203-610-3366 Peak M2MAllow Partfield CT Bridgeport CT 1 — 6.07 7:10P 203-610-3366 Peak M2MAllow Partfield CT Bridgeport CT 1 — 6.07 7:10P 203-610-3366 Peak M2MAllow Partfield CT Bridgeport CT 1 — 6.07 9:26P 203-6510-3366 Peak M2MAllow Partfield CT Bridgeport CT 3 — 6.08 9:26P 347-860-5001 Off-Peak M2MAllow Bridgeport CT NoyrcyziO7 NY 1 — 6.08 9:26P 347-860-5001 Off-Peak N2M M2MAllow Bridgeport CT Bridgeport CT 5 — 6.09 9:36P 203-655-8044 Off-Peak N2M M2MAllow Bridgeport CT Bridgeport CT 5 — 6.09 9:36P 203-655-8040 Off-Peak N2M M2MAllow Jamaica NY Bridgeport CT 1 — 6.09 9:38P 203-655-8001 Peak M2MAllow Jamaica NY Bridgeport CT 1 — 6.09 9:38P 203-650-306 Peak M2MAllow Jamaica NY Bridgeport CT 7 — 6.00 9:38P 203-650-306 Peak M2MAllow Jamaica NY Bridgeport CT 7 — 6.00 9:38P 203-650-306 Peak M2MAllow Jamaica NY Bridgeport CT 7 — 6.00 9:38P 203-650-306 Peak M2MAllow Jamaica NY Bridgeport CT 7 — 6.00 9:38P 203-650-306 Peak M2MAllow Jamaica NY Bridgeport CT 7 — 6.00 9:38P 203-650-306 Peak M2MAllow Jamaica NY Bridgeport CT 2 — 6.00 9:38P 203-650-306 Peak M2MAllow Jamaica NY Bridgeport CT 2 — 6.00 9:38P 203-650-306 Peak M2MAllow Jamaica NY Bridgeport CT 1 — 6.00 9:38P 203-650-306 Peak M2MAllow Glendals CA Bridgeport CT 1 — 6.00 9:38P 203-650-306 Peak M2MAllow Glendals CA Bridgeport CT 1 — 6.00 9:38P 203-650-306 Peak M2MAllow Glendals CA Bridgeport CT 1 — 6.00 9:38P 203-650-306 Peak M2MAllow Glendals CA Bridgeport CT 1 — 6.00 9:38P 203-650-306 Peak M2MAllow Glendals CA Bridgeport CT 1 — 6.00 9:38P 203-200-0058 Peak M2MAllow Bridgep	6/03	6:21P	203-610-3366	Peak	M2MAllow	Fairfield CT	Bridgeport CT	2			-
	6/04	2 18P	203610-3366	Off-Peak	M2MAilow	Fairfield CT	Incoming CL	3	44	-	
Fairlield CT   Bridgeport CT   3	6/04	8:59P	347-860-5001	Off-Peak	M2MAllow	Fairfield CT	Nwyrcyzn07 NY	17	42		
	6/05	4:22P	203-610-3366	Off-Peak	M2MAllow	Fairfield CT	Incoming CL	4			
6/07 5:57P 203-610-3366 Peak MZMAllow Fairfield CT Bridgeport CT 1	6/06	5:04P	203-610-3366	Peak	M2MAllow	Fairfield CT	Bridgeport CT	3			-
Factor   F	6/07	5:53P	203-610-3366	Peak	M2MAllow	Fairfield CT	Bridgeport CT	1			
607 7:10P 203-610-3366 Peak M2MAIlow Pairfield CT Bridgeport CT 1	6/07	5:57P	203-610-3366	Peak	M2MAllow	Fairfield CT	Incoming CL	5			
6/07   9:266   203-521-2440   Off-Peak   M2MAllow   Fairfield CT   Incoming CL   63	6/07	7:10P	203-610-3366	Peak	M2MAllow	Fairfield CT	Bridgeport CT	1		22	922
Fairfield CT	6/07	7:10P	203-610-3366	Peak	M2MAllow	Fairfield CT	Bridgeport CT	1	****		
6/08 9:29P 347-860-5001 Off-Peak M2MAllow Bridgeport CT NwyrcyznO7 NY 1 6/08 9:56P 203-685-0804 Off-Peak N&W Fairfield CT Bridgeport CT 5 6/09 5:13P 347-860-5001 Peak M2MAllow Jamaica NY NwyrcyznO7 NY 3 6/09 5:36P 203-610-3366 Peak M2MAllow Jamaica NY Incoming CL 1 6/09 5:39P 347-860-5001 Peak M2MAllow Jamaica NY Incoming CL 1 6/09 6:06P 203-610-3366 Peak M2MAllow Jamaica NY Bridgeport CT 7 6/10 9:09A 323-573-0385 Peak M2MAllow Glendale CA Incoming CL 3 6/11 1:22P 203-610-3366 Peak M2MAllow Glendale CA Bridgeport CT 33 6/11 1:22P 203-610-3366 Off-Peak M2MAllow Glendale CA Bridgeport CT 22 6/12 8:04A 203-610-3366 Off-Peak M2MAllow Glendale CA Bridgeport CT 22 6/13 3:19P 203-257-8291 Peak M2MAllow Bridgeport CT Bridgeport CT 1 6/13 5:57P 203-610-3366 Peak M2MAllow Bridgeport CT Bridgeport CT 1 6/13 5:58P 203-209-0059 Peak M2MAllow Fairfield CT Bridgeport CT 1 6/14 10:20A 203-257-8291 Peak M2MAllow Fairfield CT Bridgeport CT 1 6/14 10:20A 203-257-8291 Peak M2MAllow Fairfield CT Bridgeport CT 1 6/14 10:20A 203-257-8291 Peak M2MAllow Fairfield CT Bridgeport CT 1 6/15 5:58P 203-209-0059 Peak M2MAllow Fairfield CT Bridgeport CT 1 6/16 10:20A 203-257-8291 Peak M2MAllow Fairfield CT Bridgeport CT 1 6/17 6/18 10:20A 203-257-8291 Peak M2MAllow Fairfield CT Bridgeport CT 1 6/18 6:02P 203-205-0559 Peak M2MAllow Fairfield CT Bridgeport CT 1 6/19 6/14 10:20A 203-257-8291 Peak M2MAllow Fairfield CT Bridgeport CT 1	6/07	9:26P	203-521-2440	Off-Peak	M2MAllow	Fairfield CT	Incoming CL	63		700	-
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Invoice Number Account Number Date Due Page
7416 700001 07/15/22 8 of 8

#### Need-to-Know Information

#### **Attention Connecticut Customers**

Connecticut law protects you from certain unwanted sales calls. To limit sales calls, register your phone number on the federal Do Not Call list at donotcall.gov or 1.888.382.1222. For more information or to obtain an unlawful call complaint form, visit ct.gov/dcp.

#### **Explanation of Surcharges**

Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges Imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.

#### More On Wireless Taxes And Surcharges

Your total charges for this month's bill cycle are \$41.01.

This includes charges for one or more bundled Verizon service plans that include voice, messaging, data, or other services for which you pay a monthly plan charge.

This bill cycle, your fixed monthly plan charges were \$39.99 (before applying any discounts or credits, and excluding other charges such as overage, late payment, taxes, Verizon surcharges, and equipment).

To accurately bill taxes and Verizon surcharges, we regularly look at past network usage by you and other customers with similar plans to allocate this fixed monthly plan charge among the services included in the bundle.

In this bill oyole, we have allocated this amount as follows: \$2.56 for voice, \$0.52 for messaging, \$36.91 for data, and \$0.00 for other services

For more information, please go to vzw.com/taxesandsurcharges.

#### **Bankruptcy Information**

If you are or were in bankruptcy, this bill may include amounts for pre-bankruptcy charges. You should not pay pre-bankruptcy amounts; they are for your information only. In the event Verizon receives notice of a bankruptcy filling, pre-bankruptcy charges will be adjusted in future invoices. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

#### **Returned Payments**

If you pay your wireless bill by check and your check is returned by your bank for insufficient funds, Verizon Wireless may resubmit your check to your bank for payment from your checking account.

# Town of Fairfield

### **AMERICAN EXPRESS**

# Reconciliation Voucher Sheet

Department: First Selectwoman Office

Date: + 0 10 10 20 8

General Ledger Account Number	Amount
0 00 00 00 58 120	F 76.00
01001010 55300 Credt 55300	131.47
Credt SS300	12.99
TOTAL: \$	007:47 194.9

Approved for Payment by:

DEPARTMENT HEAD SIGNATURE

Statement and Receipts Attached



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For BRENDA KUPCHICK TOWN OF FAIRFIELD

Account Number
XXXX-XXXXX2-71001

O8/13/21

Page 1 of 2

PV-003 Balance \$	New Charges S	Other Dabits \$	Payments 5	Other Credits 5
322.59	207.47	0.00	322.59	12.00

Balance
Due \$ Do Not Pay

194.48 For important Information regarding your account refer to page 2.

refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920

## Activity States wheeler a their transaction air posting date

Card Nu	imber XXXX-XXXXX2-71001		Retarence Code	Amount \$
07/23/21	CORPORATE REMITTANCE RECEIV	ED 07/23		-
07/20/21	AMAZON PRIME AMZN.C	OM/Bit W/A		-322.59
	12XR1WPOU D01-0975312-876509810 ROC NUMBER 12XR1WPOUZK	07/20/21		-12.99 Credit
07/20/21	CAPTAIN 5 PIZZA 0632 FAIRFIE REF# 21104471200 ILHANB28@H		21104471200	76.00
07/28/21	OPTIMUM 7806 V 203-870- REF# 07806431861 CABLESERVIC		0730643186*	131.47
Total for	BRENDA KUPCHICK		New Charges/Other Debits Payments/Other Credits	207.47 -335.58

Do not staple or use paper clips

Payment Coupon



BRENDA KUPCHICK TOWN OF FAIRFIELD 725 OLD POST ROAD FAIRFIELD CT 06824

See reverse side for instructions on how to update your address, phone number, or email.



Manage your Card account online at:

Aww american express compressions:



For all further inquiries clease tall the number of the back of your Card

If your Card has been lost or stolen please tall 1-80049244925

International Collect: 1-336-393-1111

Hearing Impaired Services: Dial Relay 711 and 1-805-492-4920

Large Print and Braille Statements: 1-800-492-4926



Customer Service P.C. Box 53611 Phoenix, AZ 95072-3611

Payments: The American Expression Condities Purchasing Card statement is payable in full by your Company upon tedelipt. Payments received after 5.00 pm may not be predited until the next day. Payments must be made in US outready with a single draft or others drawn on a US painting by and payable in US politions and plearable through the US painting system, or through an electronic payment method plearable through the US parking system. The Account number must be included on or with as payments if payment does not conform to these requirements crediting may be deplayed and additional Charges may be imposed if we accept payment made in a foreign currency, we will choose a convertion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send posturated checks. They will be deposited upon federipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debd. Vvs. will process shacks electronically at first presentment and any representments by transmitting the amount of the check industing number recount number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process slavadable. By submitting a check for payment. Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the cank or asset account as soon as the same day we receive the check, and matical payment may be received with that bank or asset account statement. If we cannot so est the funds electronically we may issue a draft against the bank or asset account for the amount of the check, if you currently send in an individual payment for expenses on the Corporate Puronasing Cardiolease note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to include an electronic debit to the financial account, you specify in the amount you request. Payments received after 5.00 pm may not be predited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a toreign currency it will be converted into US pollars on the date it is processed by as or our agents, unless a particular rate is required by approache law, we will choose a conversion rate that is acceptable to us for that date. Currency the conversion rate that we use for a Charge in a foreign currency is no greater than a lime highest official conversion rate published by a government agency or oblithe highest interpolar conversion rate identified by us from customary banking sources on the conversion date or the prior business day in each instance increased by 2.5%. This conversion hate may differ from rates in effect on the date of your Charge. Charges converted by estab shiments (such as arrines), will be briefly at the rates such astablishments use

In Case of Errors of Questions About Your Bills if you think your bill is incomed or if you need more information about a transaction on your bill blease dalt 1-800-4924-930 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-4904920.

When Contacting Us Regarding Errors or Questions; We must hear from you no later than 50 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information, 1. Your name and account number, 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the term you are unsure about

Note. Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.

#### Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.

PAGE 1 OF 4

Service for

Account Number:

FAIRFIEL D FIRST SELEC 725 OLD POST RD 2ND FLR FAIRFIELD CT 06824

Billing Period

Due Date

Amount

FIRST SELECTMANTS OFFICE

Unpaid Balance Past Due

Statement Total Including Past Due

Please pay past due amount to avoid service disruption.

Includes Payments Received By 07/17/21

Any payments and other activities after this date will be on the next bill.

Previous Balance and Payments

Balance Last Statement

\$131.47

\$0.00

Payment Activity Unpaid Balance - Please Pay Now

\$131.47

New Bill Activity

**Total Amount Due** 

\$116.45

Current Monthly Charges

(Includes credits and adjustments since last statement)

Total Taxes & Fees

\$15.02 \$131.47

Amount Due by August 05, 2021

\$262.94

CUSTOMER COPY Thank You!

#### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Wednesday, June 28, 2023 5:37 PM

To:

Carpenter, Jennifer

Subject:

RE: HR Review

Hi Jen.

As a follow-up to our meeting about the Amex credit card purchases in July 2021 and June 2022, I put the responses as to the business reason in red for each purchase listed below:

- 7/20/21 Captain Pizza \$76: meeting Town related business
- 7/28/21 Optimum cable service \$131.47; for news and related programming associated with Town business
- 6/23/22 Hearst \$19.98; news publication associated with Town business
- 7/6/22 Nespresso \$38.00: used for meetings (delivery was to home address due to concern with delivery made after hours, weekends or holidays. Will change the delivery address to the Town.
- 6/21/22 NY Times \$4.04: news publication associated with Town business
- 6/25/22Optimum \$136.57: news and related programming associated with Town business
- 6/27/22 Harford Current \$15.96: news publication associated with Town business
- 6/30/22 The Pantry \$141.48; meeting Town related business

Please let me know if this is accurate based on our discussion. If there are any revisions and additions, kindly email me those changes or additions.

Thank-vou

Cathleen

From: Simpson, Cathleen

Sent: Monday, June 19, 2023 1:21 PM

To: Carpenter, Jennifer <JCarpenter@fairfieldct.org>

Subject: HR Review

Good Afternoon,

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018–2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases as well as the end or beginning of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase due to lack of training and/or sufficient notice, we are seeking that information from those prior submissions that may be unclear. We recognize

that the Finance Department approved and processed them. Accordingly, there is no presumption that of misconduct; however, we are seeking more detail from Town credit card holders for our report and to ensure proper purchases were made.

As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason. As the one who prepares the reconciliation reports for this department, could you kindly identify the business purpose for the items listed below. I have attached back up as well to assist you with this request.

You are not required to provide detailed responses. For instance responses such as "meeting", "training", "office supplies", "subscription related to Town business" suffice.

Please do not hesitate if you have any questions or need further clarification. Thank you for your assistance with this matter.

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- 6/27/22 Harford Current \$15.96
- 6/30/22 The Pantry \$141.48

Cathleon A. Gimpson Human Resources Director Town of Fairfield Gullivan Independence Holl 725 Old Post Road Fairfield, CT06824 (475) 350-6002

#### Simpson, Cathleen

To:

Carpenter, Jennifer

Subject:

REI HR Review

Attachments:

December 2022 reconcilation.pdf

Hi Jen.

I was reviewing December 2022 statements and wanted to verify the following purchases and presume they are for the same business reasons as listed below. The ones attached are:

- Centro \$52.84 (Meeting for Town Related Business)
- Hearst CT \$19.96 (publication related to Town business)
- NY Times \$17.17 (publication related to Town business)
- Hartford Courant \$19.96 (publication related to Town business)

Let me know if this is correct.

Thanks very much.

Cathleen

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Sent: Wednesday, June 28, 2023 5:37 PM

To: Carpenter, Jennifer <JCarpenter@fairfieldct.org>

Subject: RE: HR Review

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Thank-you

#### Cathleen

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Sent: Monday, June 19, 2023 1:21 PM

To: Carpenter, Jennifer < JCarpenter@fairfieldct.org>

Subject: HR Review

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- 6/27/22 Harford Current \$15.96
- 6/30/22 The Pantry \$141.48

Cathleen A. Gimpson
Human Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road
Fairfield, CT06824
(475) 350-6002

# Tewn of Fairfield

# AMERICAN EXPRESS

# Reconciliation Voucher Sheet

Department: First set. Office

Deta: 12/28/24 0/00/0/0

General Ledger Account N	in per Amount
58120	₹523¥
50100	+19.96
F (100	17.7
6100	\$19.96
500	11.76
	IOTAL: 9 124 71

Approved for Payment by:

SIGNATURE

Statement 2011 Receipts Actached



# Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For BRENDA KUPCHICK TOWN OF FAIRFIELD

Account Number XXXX-XXXXX2-71001

Clusing Date 12/13/22

Page 1 of 2

Previous Balance S	Mark Control				Balance
426.95	New Charges 5	Olher Debits 5	Payments S	Olher Credite \$	Due \$ Do Not Pay
420.93	129.89	0.00	426.95	0.00	129.89 For important information
					regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checky

Card Ni	imber XXXX-XXXXX2-71001			
			Reference Code	Amount 5
11/21/22	CORPORATE REMITTANCE RECEIVED	11/21		100.00
12/02/22	CENTRO RISTORANTE & FAIRFIELD REF# 73011002336 CENTROF@OPTIMUM. ROC NUMBER 7301100233611680 TAX	CT 12/01/22 \$3.42	73011002336	-426.95 52.84
11/25/22	HEARST CT MEDIA NORWALK REF# 234020577 203-842-2500 CONTINUITY/SUBSCRIP ROC NUMBER 234020577	CT 11/24/22	23402057700	19.96
12/06/22	NYTIMES*NYTIMES 800-698-4637 REF# D14D2A906C8 ONLINE SUBS	NY 12/06/22		17.17
11/14/22	THE HARTFORD COURANT HARTFORD REF# 89572544 860-525-5555 SUBSCRIPTION ROC NUMBER 89572544	CT 11/14/22	89572544000	19.96
12/12/22	THE HARTFORD COURANT HARTFORD REF# 84801615 860-525-5555 SUBSCRIPTION ROC NUMBER 84801615	CT 12/12/22	84801615000	19.96

New Charges/Other Debits Payments/Other Credits 129,89 -426.95

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account number on all payments.

BRENDA KUPCHICK TOWN OF FAIRFIELD 725 OLD POST ROAD FAIRFIELD 06824

See reverse side for instructions on how to update your address, phone number, or email. Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any representments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies; If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



Manage your Card account online at: www.americanexpress.com /checkyourbill



For all further inquiries, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-492-4920.

International Collect: 1-336-393-1111.

Hearing Impaired Services: Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements: 1-800-492-4920.



Customer Service P.O. Box 53611 Phoenix, AZ 85072-3611

48 m

### Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.

Centro Aistolante Cae L Citano 1436 Post Road Fairfield, CT 06624 Tel. (203) 255-1216 Order 5686 12/01/22 11.75 W Table TG1 Cast & Cervet 68 Juni

1 Salmon da lad	19,60
t Chap Chap Later	16.00
1 Chick Wrap (Cife)	4,42
2 3M Pelligrino	7.00

Taxable: 46.42

Sub-total: 46,42 Fax: 3,42

Total Due: 49.84

10ta | Due: 49.8

AMEX: Gratuaty:

52.84 9.00

Chad e Grazie - Visit us on me s www.centroristorante.com

### Town of Fairfield American Express Reconciliation Voucher

5/14/2023	
Sands Cleary	
(Please Print)	
Health	
	Sands Cleary (Please Print)

# \*\*\*ATTACH RECEIPTS AND AMEX STATEMENT TO BACK\*\*\* FOR ANY SINGLE PURCHASE EXCEEDING \$1,000, YOU MUST ATTACH THE PRINTOUT OF THE CFO'S PRIOR EMAIL APPROVAL.

MUNIS Account #	Vendor Name		Amount	Brief Description of Purchase - Attach Travel & Meeting Report If Applicable
01006010 - 55300	A 200 - 0.00	1		
Communications	Amazon	\$	(20.99)	Phone case returned
01006010 - 55300	Amazan	_		
Communications	Amazon	\$	48.20	Phone case and screen protector
10006010 - 5 <b>5</b> 8800	DT I amal Din Maur	_		
MRC Rise	BT Lapel Pin Now	\$	301.50	Pin for recognition of MRC Covid Workers
01006010 - 56140	11-4-111:11-	_		Room for unhabitable residence for two nights
Special Departmental	Hotel Hi Ho	\$	594.54	family was put in a hotel 60 Steep Hill Rd.
01006010 - 56150	Desta	_		Mailings for Condemnation Board Blight
Postage	Postage	\$	17.52	Hearings
TOTAL CHARGES:		\$	940.77	
Cardholder Signature:				If the cardholder is also the
Reviewed/Approved By:	50			Department Head, then you must forward this packet to the CFO for approval.
	Department Head - Sign Na	ime		
	Sands Clean	1		CFO Signature: Jaudgeline  CFO Date Approved: 6/1>/23
	Department Head - Print Na	ame		CEO Data Approved: (// \land 2)
Date Approved:				CFO Date Approved: 6(1)23



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For SANDS L CLEARY TOWN OF FAIRFIELD

Account Number XXXX-XXXXX4-22004

Closing Date 05/14/23

Page 1 of 2

Balance Due \$ Do Not Pay

940.77 For important information regarding your account refer to page 2

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

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		· · · y

Date reflects either transaction or posting date

Card Nu	Imber XXXX-XXXXX4-22004		Reference Code	Amount \$
05/02/23	CLDTKN AMZN MKTP US AMZ L11W64UH4 114-2507630-6718698109 ROC NUMBER L11W64UH4VE	N COM/BILL 05/02/23	W	-20.99 Credit
05/01/23	CLDTKN AMZN MKTP US*HM12T3G AMZ 7DPLTB4SW 114-2507630-6718698109 ROC NUMBER 7DPLTB4SWOUE	N.COM/BILL 05/01/23	W	48.20
05/05/23	BT*-LAPELPINNOW* STAFFORD REF# FPC8JF67 2815338932	TX 05/05/23	HRC	301.50
05/03/23	HOTEL HI-HO 02177002 FAIRFIELD FOL# 0000001252 LODGING ARRIVAL DATE DEPARTURE DATE 04/28/23 05/01/23 00 ROOM RATE \$176.50 ROC NUMBER 0000001252	CT 05/01/23	79011003123 Fees + Prof. Sovs	594.54
04/29/23	USPS PO 0834220143 0 FAIRFIELD REF# 11814100207 8002758777 POST SVCS GO ROC NUMBER 11814100207	CT 04/28/23	Pestag C	17.52
04/26/23	CORPORATE DEDUCTION OF CREDIT BA	L 04/26	TV 800 PL II	13.33

Total for SANDS L CLEARY

New Charges/Other Debits Payments/Other Credits

975.09 -20.99

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account number on all payments.

SANDS L CLEARY TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

Enter keyword or product number

## Return/Refund Status





Spigen Tough Armor Designed for Galaxy... Color: Black \$20.99

Refund issued \$20.99 refund issued on May 2 2023 Return received on: May 15, 2023

Items you're returning





Spigen Tempered Glass Screen Protector [... \$16.99

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Americas polis ons

Amazon Business app Amazon Business Solutions Manage Suppliers Purchasing Systems Amazon Business Card Pay by Invoice

Purchasing Line

Amazon Business Blog

Ducingas Settings

Add people Billing & shipping Manage your Budgets (Blanket PO) Buying Policies & Approvats

Tax Exemption & Licenses

System integrations

Buy wholesale Today's Deals Buy Again PPE for Work Request for quote



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Actionable Analytics for the Web

Amazon Services Selfservice Advertising Solutions

Artazon Payments Login and Pay Amazon

nesem Web Services Scalable Cloud Computing Services

Mechanical Turk Ondemand Scalable Workforce

Buy fo: Others Kindle eBook Bulk Buying Solution

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## amazon.com

### Final Details for Order \$114-2507630-6718613

Order Placed: May 1, 2023

Amazon.com order number: 114-2507630-6718619

Order Total: \$48.20

Shipped on May 1, 2023		
Items Ordered	Price	
1 of: Spigen Tough Armor Designed for Galaxy S23 Case (2023) - Black Sold by: Spigen Inc (seller profile)   Product question? (Ask Seller.) Condition: New	\$20.99	
1 of: Spigen Tempered Glass Screen Protector [Glas.tR EZ Fit] designed for Galaxy S23 Plus (2023) [Case Friendly] - 2 Pack Sold by: Spigen Inc (seller profile)   Product question? (Ask Seller.)  Condition: New	\$16.99	
Shipping Address: Health Department  Item(s) Subtotal	\$37.98	
725 OLD POST RD FL 1ST Shipping & Handling		
FAIRFIELD, CT 06824-6684		
United States Total before tax	\$48.20	
Sales Tax	\$0.00	
Shipping Speed:		
One-Day Shipping Total for This Shipment:	\$48.20	
	пинен.	

Payment information		
Item(s) Subtotal:	\$37.98	
Shipping & Handling:	\$10.22	
Total before tax:	\$48.20	
Estimated Tax:		
Grand Total:	\$48.20	
in 2004: May 1, 2023	3: \$48.20	
in	2004: May 1, 2023	

To view the status of your order, return to Order Summary .

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#### Flynn, Andrea

From:

Huynh, Kim

Sent:

Thursday, June 8, 2023 8:13 AM

To:

Flynn, Andrea

Subject:

FW: LapelPinNow - Order # 883885612 Receipt

Hi Andrea,

Below is the online invoice for the pins. Thank you.

From: Cleary, Sands <SCleary@fairfieldct.org>

**Sent:** Thursday, May 4, 2023 3:49 PM **To:** Huynh, Kim <KHuynh@fairfieldct.org>

Subject: FW: LapelPinNow - Order # 883885612 Receipt

From: LapelPinNow.Com <sales@lapelpinnow.com>

**Sent:** Thursday, May 4, 2023 3:28 PM **To:** Cleary, Sands < <u>SCleary@fairfieldct.org</u>>

Subject: LapelPinNow - Order # 883885612 Receipt



Thank you for your interest in <u>LapelPinNow.Com</u> products. A tracking number will be emailed to you once it has been generated.

Order Detail

Order ID: 883885612 Date Added: 05/04/2023

Payment Method: Pay by Check/PO

Email: scleary@fairfieldet.org Telephone: 2032563020

Login Here

Instructions

Make Payable To: Stealth Mode Three

Send To: Stealth Mode Three 14019 SW Freeway Suite 301-245

#### Instructions

Sugar Land. TX 77478 Your order will not ship until we receive payment.

#### Billing Address

Shipping Address

Sands Cleary 725 Old Post Road Fairfield, Connecticut 06824 United States

Sands Cleary 725 Old Post Road Fairfield, Connecticut 06824 United States

	Product	Quantity	Unit Price	Total
				- 1
ft Enamel Pin				

#### Soft

- Pin Shape: Round Lapel Pin - Metal Color: Glossy Gold Plating

- Pin Size: 1.00 inch

- Fixing: Butterfly/Military Clutch - Packaging Preference : PVC Bag

- Artwork Type : Front - Upload my Artwork

- File: Front File-1

- Instruction: Front - Gold outer circle with navy blue lettering. In navy blue on top-FAIRFIELD HEALTH DEPARTMENT In navy blue on bottom- 2022-2022 In red of inner circle on bottom- COVID-19 RESPONDER 2 Navy blue stars in the middle of gold circle Inner circle is a white background with graphic in the center

- Delivery Date: 05/19/2023

Sub Total \$301.50

\$2.01 \$301.50

150

Shipping \$0.00

Total \$301.50

If you'd like to unsubscribe and stop receiving these emails click here.



#### Hotel Hi-Ho

Lagnese, Glorianne 60 steep hill rd Southport CT 06890

Invoice Date: 05-03-2023 Invoice Number: 53700 Arrival Date: 04-28-2023 Departure Date: 05-03-2023 Room Number: 202 Confirmation Number: 140801 Invoice Currency: USD

#### Hotel Hi-Ho 4180 Black Rock Turnpike Fairfield, CT 06824

Date of Charge 04-28-2023 04-28-2023 04-29-2023 04-29-2023 04-30-2023 05-01-2023 05-01-2023 05-02-2023	Charge Description Room Charge Room Occupancy Tax Room Occupancy Tax Room Occupancy Tax Room Charge Room Occupancy Tax	Charge Amount \$189.00 \$28.35 \$239.00 \$35.85 \$139.00 \$20.85 \$139.00 \$20.85 \$139.00 \$20.85	Credit Amount
04-28-2023 05-02-2023	Visa Payment XXXXXXXXXXXXX0203  American Express Payment XXXXXXXXXXXXXX004		\$217.36 \$594.54
05-02-2023 05-03-2023	Visa Payment XXXXXXXXXXXXX0203 Visa Payment XXXXXXXXXXXXX006		\$140,00 \$19.85
		Total Charge Total Credits Net Amount Balance Room Occupancy Tax	\$971.75 \$971.75 \$845.00 \$0.00 \$126.75

Thank you for being our guest. We hope to see you again soon!



FAIRFIELD 1300 POST RD STE 5 FAIRFIELD, CT 06624-9998 (800)275-8777

		02:46 PM
Qty	Unit Price	Price
2	\$0.63	\$1.26
0 oz = rv Dat	te	\$0.63
	)))))()((4.4	\$4 15
		\$3,35
2 JOU	1 0034 /2	\$8,13
890 O oz ry Dat	(e	\$0,63
	9003628	\$4.15
		\$3.35 21 12
2 300-	1 0004 70	\$8 13
		\$17.52
35 07 10801 RESS		\$17.52 hip
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Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking or call 1-800-222-1811.

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5

#### Simpson, Cathleen

From:

Cleary, Sands

Sent:

Wednesday, June 28, 2023 3:58 PM

To: Cc:

Schmitt, Jared Simpson, Cathleen

Subject:

RE: Credit Card Reconciliation

HI Jared,

Yes the case was for a new town phone for me.

Regarding the shipping cost, that is for the two items ordered (phone case and screen protector). I had to get the new phone since my previous town phone was so old that Sprint's network could no longer support it and they discontinued its service. I had ordered that case but it was the wrong size and it was returned/refunded. I did order a 2<sup>nd</sup> new case ordered in an effort to protect the new phone as my previous phone was slightly damaged in the first few days that I had it prior to getting a case so I did not want that to happen again. That 2<sup>nd</sup> case was inadvertently charged to Santina Jaronko's card as her card was last used on our Amazon account and I did not pick up that it was not my card being charged. I will consider other options in the future as suggested.

Regarding the hotel costs, the Police executed a search warrant on April 28<sup>th</sup> at 60 Steep Hill Lane due to animal care violations and requested the Health Department asses the home for habitability. Our department declared the home as unfit for human habitation and required the occupants to move out until the issues were corrected. In such cases when a municipality takes away a family's residence due to an enforcement action, the town is obligated to ensure and/or provide relocation benefits. The family indicated they did not have the means to pay for a hotel and therefore we paid for them to stay at a hotel for two nights. While the Town paying for relocation benefits does not happen often, we probably do declare 3-4 homes per year as unfit for habitation and each of those has the potential to obligate the Town to pay relocation benefits. In some cases the occupants can stay with family, in others the occupant is in the hospital then a nursing home and in some the landlord pays for the hotel. The Town is obligated to ensure relocation benefits are provided and if necessary to pay for them.

In the email below, I notified Brenda, Jackie, Jim Baldwin and Social Services of the potential relocation need. In addition, I believe I may have had a discussion with Frank about this on that day and a talk about it with Cathleen around that time explaining the expenditure.

From: Cleary, Sands

Sent: Friday, April 28, 2023 12:38 PM

To: DeMarco, Julie <JDEMARCO@fairfieldct.org>; Baldwin, James <jbaldwin@cbklaw.net>; Johnson, Malinda

<MJohnson@fairfieldct.org>

Cc: Kupchick, Brenda <BKupchick@fairfieldct.org>; Bertolone, Jackie <JBertolone@fairfieldct.org>; Guerrera, Robert

<RGuerrera@fairfieldct.org>

Subject: 60 Steep Hill Rd Southport - Unfit for Habitation

I wanted to make you aware that that in relation to a Police/Animal Control search warrant executed today, the Health Department was contacted and made a determination that the above dwelling was unfit for human habitation. This has been conveyed to the owners verbally and we are in the process of delivering the order. Relocation to a local hotel has been offered if they do not have the means to pay for it themselves. As I understand it there are 4 adults living in the home one of which is a 91 year old woman. Our inspectors are working with them on describing the work that needs to occur for re-occupancy. There is a significant animal issue, with numerous dogs and cats being removed from the home,

that may delay things as well. Asst. Director for Environmental Health Rob Guerrera is taking the lead on the unfit for habitation issue for our department.

Respectfully,

Sands Cleary

I will forward the new form to our secretary to ensure it is used with future reconciliations.

Please let me know if you have additional questions.

From: Schmitt, Jared <JSchmitt@fairfieldct.org>
Sent: Wednesday, June 28, 2023 11:03 AM
To: Cleary, Sands <SCleary@fairfieldct.org>
Cc: Simpson, Cathleen <CSimpson@fairfieldct.org>

Subject: Credit Card Reconciliation

Sands,

After reviewing your credit reconciliation for April and May, here are few comments:

- I assume the cell phone case was for a Town phone. Please confirm?
- The shipping cost for the phone case was very high (\$10.22). Please consider other options for purchase of goods in the future, factoring in the shipping charge as well.
- Why did you pay to put a family in in the Hi Ho for two nights? Do you normally do this? What were the circumstances?
- On a technical matter, please use the new form (attached with samples) to complete future reconciliations.

Let me know if you have any questions.

Thanks,

#### **Jared Schmitt**

Chief Fiscal Officer

Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824

203.256.3032

# TOWN OF FAIRFIELD AMERICAN EXPRESS RECONCILIATION VOUCHER - 2023 Please complete both pages

DEPARTMENT / NAME OF CARDHOLDER:Li	brary /	Jarzombek, Scott	
DATE OF AMEX STATEMENT:	5/14/2023	DATE SUBMITTED:	5/24/2023

VENDOR*		ACCOUNT		ITEMIZED PURCHASE &
	8		AMOUNT (PRIOR EMAIL	JUSTIFICATION*
			APPROVAL FOR PURCHASES	
			\$1,000 OR MORE MUST BE	
			ATTACHED TO THIS FORM)	
		550		libuam, maskamiala libuam, af
n. 1		7040 56400	626.24	Library materials - Library of
Staples		7010 56180	626.31	Inings
				,
			*	
	30		* working on getting tax	
			refunded on next bill	
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			. 8	
	130			
		TOTAL	626.31	

#### JUSTIFICATION REQUIRED:

- DESCRIPTION OF PRODUCT, PURPOSE, WHY THE ITEM WAS ORDERED ON THE CREDIT CARD RATHER
  THAN THROUGH THE PURCHASING/BIDDING PROCESS OR A PINK VOUCHER. FOR TRAVEL, MEETINGS
  AND MEALS, PLEASE REFER TO THE NECESSARY REQUIRED INFORMATION OUTLINED ON YOUR SIGNED
  CREDIT CARD POLICY AND COMPLETE THE ATTACHED MEETING & MEAL BACKUP IF APPROPRIATE..
- IF ANY OF THE ABOVE INFORMATION IS NOT INCLUDED, THE RECONCILIATION VOUCHER WILL BE RETURNED TO THE CARDHOLDER FOR IMMEDIATE COMPLETION.
- ALL SALES RECEIPTS MUST BE INCLUDED WITH THIS VOUCHER.
- IF THE TOWN PAYS THE INVOICE PRIOR TO THE SUBMISSION OF JUSTIFICATION DETAILS AND RECEIPT/BACKUP, THE CARDHOLDER MAY BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION, LOSS OF CREDIT CARD PRIVILEGES AND/OR REPAYMENT TO THE TOWN FOR THE PURCHASE(S), OR OTHER LEGAL ACTION.

LATTECT THAT MONE OF THESE PUREL OF THE
I ATTEST THAT NONE OF THESE PURCHASES HAVE BEEN SPLIT TO AVOID TOWN BIDDING AND/OR APPROVAL
REQUIREMENTS, NOR DO ANY OF THESE PURCHASES CIRCUMVENT PROPER PURCHASING POLICIES.
Ell Pis
CARDHOLDER: DATE:
ADDROVED FOR DATA STATE OF
APPROVED FOR PAYMENT BY:
41172
DEPARTMENT HEAD:
(OR CFO IF CARDHOLDER IS A DEPARTMENT HEAD)
1 - 1 2/12 >
(THE AROVE TIMO SIGNATURES ARE REQUIRED)
(THE ABOVE TWO SIGNATURES ARE REQUIRED) Jacob Schmid 5/24/23

**OVERLAPPING POLICIES AND RULES:** 

TOWN TRAVEL & MEETING POLICY, PURCHASING POLICY, FRAUD POLICY, ETHICS POLICY, EMPLOYEE OATH, CHARTER



# Corporate Purchasing Cardmember Report

#### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

Prepared For SCOTT C JARZOMBEK TOWN OF FAIRFIELD

Account Number XXXX-XXXXX5-82005

Closing Date 05/14/23

Page 1 of 2

**Balance** 

Previous Balance \$ New Charges \$ Other Debits \$ Other Credits \$ Payments \$ 0.00 626.31 0.00 0.00 0.00

Due \$ Do Not Pay 626.31 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

Activity

Date reflects either transaction or posting date

Card Nu	mber XXXX-XXX	X5-82005		Reference Code		Amount \$
05/11/23	STAPLES 00472	PUTNAM	СТ	32711677400		250.26
	327116774	06824- 05	5/10/23		1 180	
	REED INSTRUMENTS	RECEPTACLE TESTER			7010 56 180	
	REED INSTRUMENTS	ULTRASONIC LEAK DE				
	REED INSTRUMENTS	COMPACT MULTIMETER			-	т _
	REED INSTRUMENTS	LASER DISTANCE MET			Library of 7	MINRS
	ROC NUMBER 327116	774 TAX	\$14.94			
05/11/23	STAPLES 00472	PUTNAM	CT	32711682300		376.05
	327116823	06824- 05	5/10/23	JE! ! ! USE US	7010 56180	010.00
	GARRETT ACE 200	METAL DETECTOR BLAC			17	<u> </u>
	ROC NUMBER 327116		\$22.45		7010 56186 Librar 9)T	pre- 20

Total for SCOTT C JARZOMBEK

New Charges/Other Debits Payments/Other Credits

626.31 0.00

Do not staple or use paper clips Payment Coupon

Account Number Enter 15 digit account number on all payments.

SCOTT C JARZOMBEK TOWN OF FAIRFIELD 725 OLD POST ROAD **FAIRFIELD** 

CT 06824-6689

See reverse side for instructions on how to update your address, phone number, or email.

# ☐ Staples.

ltem#	Item Description	Price	Quantity	Discounts	Subtotal	
24552209	Reed Instruments Laser Distance Meter (R8005)	\$58.99	1	-\$1.04	\$57.95	
24476789	Reed Instruments Compact Multimeter with NCV (R5099)	\$56.89	1	-\$1.01	\$55.88	
24355071	Reed Instruments Ultrasonic Leak Detector (R9100)	\$110.39	§ 1	-\$1.95	\$108.44	
24476792	Reed Instruments Receptacle Tester (R5210)	\$13.29	1	-\$0.24	\$13.05	
Method of p	payment			Subtotal:	\$239.56	
AMEX endin	g in *2005 - \$250.26			Discounts:	-\$4.24	
		lo <sub>o</sub>	S	hipping/Fees:	\$0.00	
			_	Tax:	\$14.94	
				- Total:	\$250.26	



## Order# 9981796945

Order placed: May 10, 2023

	Invoice # 3273038	375	1	
	CHARGED on May 15.	2023		
	Item(s) Shipped			
ltem#	Item Description	Price Qua	ntity Discounts	Subtotal
24011398	Sun Joe 2030 PSI 1.76 GPM 14.5-Amp Electric Pressure	\$247.39	1 -\$4.38	\$243.01
	Washer with Pressure-Select Technology (SPX4000)			
Method of	payment ng in *2005 - \$258.44		Subtotal:	\$247.39
			Discounts:	-\$4.38
			Shipping/Fees:	\$0.00
			Tax:	\$15.43
			Total:	\$258.44

### Invoice # 327116823 CHARGED on May 10, 2023

Item(s) Shipped

Item#	Item Description	Price	Quantity	Discounts	Subtotal
24531002	Garrett ACE 200 Metal Detector, Black/Orange (1141070)	\$179.99	2	-\$6.38	\$353.60
Method of I	• •			Subtotal:	\$359.98
AMEX endir	ng in *2005 - \$376.05			Discounts:	-\$6.38
			<b></b> ≨	Shipping/Fees:	\$0.00
				Tax:	\$22.45
				Total:	\$376.05

Invoice # 327116774 CHARGED on May 10, 2023

Item(s) Shipped

### Simpson, Cathleen

Г	
From:	

Simpson, Cathleen

Sent:

Wednesday, June 28, 2023 12:29 PM Jarzombek, Scott; Schmitt, Jared

To: Subject:

RE: AEMX Reconciliation

Hi Scott,

Thanks for taking the time to speak with me about this.

We (Purchasing, Finance and HR) are putting together some training sessions for Department Head credit card holders and then separate ones for those assigned to Department Heads with credit cards. You are correct that there is confusion and a need for discussion on basic purchasing practices, including credit card dos/don'ts, and related matters. We are committed to having better onboarding for those who have purchasing responsibilities. I so appreciate your input and understanding.

Best,

Cathleen

From: Jarzombek, Scott <sjarzombek@FPLCT.ORG>

Sent: Wednesday, June 28, 2023 9:30 AM

To: Schmitt, Jared <JSchmitt@fairfieldct.org>
Cc: Simpson, Cathleen <CSimpson@fairfieldct.org>

Subject: Re: AEMX Reconciliation

Jared,

I've attached a memo I intended to connect to the June AMEX reconciliation. This will explain the purchases. I was told by staff that the message was unnecessary. Please attach it to the June form.

I want to address a few things.

Training- As a new department head received no training on credit card reconciliation since starting. I was never even told I would have a card during onboarding.

Past Practice- The May form followed the same format and process in the past.

Duel Signature- I found this practice strange, but that was what I was instructed to do.

June Form- You will receive the June form for the second time. I had mine sent directly to you and was told by your office it was lost. Please use the memo and supporting documents I've attached for that form. In the future, who do I send my form to?

A process document would be welcome. We sometimes receive conflicting information. We strive to get it right.

From: Schmitt, Jared

Sent: Tuesday, June 27, 2023 2:42:50 PM

**To:** Jarzombek, Scott **Cc:** Simpson, Cathleen

Subject: AEMX Reconciliation

Hi Scott,

I received your May AMEX reconciliation voucher. Please note the following few points for this and future reconciliations:

- I appreciate your note that you are following up to get the sales tax refunded. If you require any assistance from my office or the purchasing department, please let us know.
- You effectively provided no justification for the items purchased. Especially in this case where the need for the purchase (for a library) may not be readily apparent a short description of the reason for the purchases is important. What is the reason for purchasing a metal detector? Why did you purchase various other detectors and meters? Did you inquire with any other department to find out whether or not they may have such items that you could borrow?
- It appears that both signatures on the form are your signatures. In your case, when you are both the cardholder and the department head, you should sign as the cardholder, and I will sign on the second line as the CFO, as noted on the attestation.

Let me know if you have questions.

Town of Fairfield
Sullivan Independence Hall
725 Old Post Road

203.256.3032

Fairfield, CT 06824

Thanks,

**Jared Schmitt** 

**Chief Fiscal Officer** 

#### Simpson, Cathleen

From:

Jarzombek, Scott

Sent:

Wednesday, June 28, 2023 9:30 AM

To: Cc:

Schmitt, Jared

Subject:

Simpson, Cathleen Re: AEMX Reconciliation

Attachments:

AMEX June Memo.pdf; Library of Things OPS Report attachment 1.pdf

Jared,

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Let me know if you have questions.

Thanks,

Jared Schmitt
Chief Fiscal Officer

Town of Fairfield Sullivan Independence Hall 725 Old Post Road Fairfield, CT 06824

203.256.3032

# What Are These Things Doing in the Library? How a Library of Things Can Engage and Delight a Community

by Brendan Lax
Collection Development Librarian,
Hillsboro Public Library
brendan.lax@hillsboro-oregon.gov



Brendan Lax has worked at the Hillsboro Public Library since 2009, where he selects and maintains a number of collections, including the graphic novels, AV, board games, video games, and the Library of Things. His work life focuses on creating relevant and accessible collections for his community, and finding innovative ways to expand the reach of the library and promote its resources through digital engagement. Prior to working in libraries, Brendan was chief steward on an ocean-going tugboat.

On the surface, the difference between a Library of Things collection and any other collection in the library lies in the materials. We see traditional library collections as books, periodicals, sound recordings, video recordings, and the digital versions of these formats. A Library of Things can be anything beyond this, from air fryers and board games to fishing poles and Arduino kits. But if you look more closely, you begin to see that a Library of Things engages a community in a fundamentally different way than many of our traditional collections do. Through this unconventional engagement, libraries with special collections find new ways to have a meaningful impact on their communities. Good library collections do a number of things: they teach and instruct; they are representative and inclusive; they provide equal and open access to information; and they entertain. Special collections can certainly do all this, but they also afford us a unique opportunity to interact with our patrons through the materials we lend out. Certainly, some of the excitement for starting a Library of Things comes from the freedom to experiment and try out new models of lending, but there is the additional responsibility for us to make sure these collections are in alignment with the needs of our communities. When the Hillsboro Public Library was deciding on what to include in our collection of Things, we carefully considered our library's mission and strategic goals, asked our patrons what they wanted to see in the collec-





Library of Things items "in," including a rack of cake pans and a white board where people can write what they would like to see us add.

tion, and did our best to ensure that these items would be as accessible as possible. Once the collection launched, we discovered that a Library of Things begins a dialogue with patrons, as they share with us their feedback, experiences, and ideas. We started hearing about the projects people were working on, what tools they needed, and what items they had lying around their homes that they wanted to donate to us for other people to use. While circulation numbers can tell part of a collection's story, what really informs the success of a Library of Things and the impact it has on a community is how much the people we serve embrace it and make it their own.

Hillsboro Public Library's initial move into non-traditional items began innocently enough. Many public libraries have long had non-traditional niche collections, like puppets or early learning toys. In 2014, we started experimenting with some new types of items, adding Arduino kits, board games, and cake pans to our circulating collections. We had received the Arduino kits as a donation, and it seemed like a great opportunity to see how a kit with many different parts and pieces would circulate. The West Slope Library, part of our county cooperative, had already successfully experimented with circulating board games and this inspired us to do the same. Bakeware had shown to be a popular experimental collection at other public libraries, and we decided it would be useful to provide them at both our branches. Initially there was no concerted effort to fundamentally change the way public libraries work, or to be part of a larger library trend or movement. We just wanted to offer some engaging and educational collections to our patrons.

As we were experimenting with these collections, Sacramento Public Library was just getting started with what they were calling the Library of Things, a name borrowed from a non-profit in the UK. Wanting to see how they were making this work, another colleague and I headed down for a visit, adding in a side trip to the bay area to see the Berkeley Public





Screenshot of @book.nosed post on Instagram showing the cake she baked. From: https://www.instagram.com/p/BuCsvkmn\_r9/

Library and Oakland Public Library tool lending collections. I was already familiar with the local tool libraries in Portland, but was staggered to see public libraries circulating thousands of tools, and realize they had been doing this for decades. When we saw these collections, we realized that the little thing we had started at the Hillsboro Public Library could be the core of something a lot bigger, something with the potential to generate meaningful change in our local community. Seeing how well-used and appreciated these special collections were in California, it became clear, given the right access to the right materials and resources, special collections can transform a community.

#### What Kind of Deep Fryer and How Many Banjos?

Determining the scope and contents of this new collection was exhilarating and freeing, but also daunting. We were, after all, venturing into uncharted territory. For ideas of what to include in the collection, we examined what was on the shelves at other libraries, like Sacramento, Berkeley, and the Ann Arbor District Library (which was getting praise for their robust collection of musical instruments and audio gear). We also surveyed our staff, patrons, and community members, asking them what they would want to check out from a library if it could be almost anything.

With our new Library of Things, we wanted to know how we could positively impact our community. To do this we grounded the collection in our library's strategic plan. Specifically, we tied this collection to our strategic goals of providing new and popular materials that "stimulate the imagination and provide leisure activities and experiences," and promoting lifelong learning by offering the resources for patrons to explore topics of personal interest. Additionally, with our library's mission statement being *For Everyone*, we had a need to minimize as many barriers to access as possible. We wanted to ensure our community had equitable access to materials and items which they might not normally encounter in their day-to-day lives. One big step towards accomplishing this was by placing very few limits on how the items circulated, not requiring any waivers, and making a determined effort not to



Facebook screen shot from: https://tinyurl.com/y5nwz85l

be punitive with fines and fees. Finally, for items to be considered candidates for the collection, they had to pass a test. Selection criteria were developed to make sure each item we added supported our community and our strategic goals. We wanted the collection to:

- · Promote experiential learning
- · Support creativity and making, and empower patrons to do it themselves
- · Provide access to resources patrons might not normally have contact with
- · Generate more awareness about new and emerging technologies and ideas
- Foster better-informed consumers and support local businesses by giving patrons a chance to try out something before making a decision to purchase
- Create connections within our community by exploring shared interests and collaborating
- · Help facilitate the serendipitous discovery of new and exciting things at their library

Before our official launch, we had to overcome some very practical obstacles. Every item needed to be cataloged, packaged, and labeled. Our technical services personnel rose to the occasion, finding ways to make disparate things of unpredictable size fit within the limitations presented by library shelving and the movement of our materials. Our name and identity also needed to be decided. Fortunately, Sacramento Public Library was more than





Patron uses Makey Makey to make bongo drums from bananas.

happy to share the name Library of Things. It's one of those phrases that could be construed as meaningless—isn't everything a Thing?—but ultimately, it conveys our vision for this collection to our patrons, a collection of anything and everything. With this name, a new logo, and some photos, we created a brand identity that is fun, compelling and easy to spot. The right branding and publicity are critical to ensure people take notice of a Library of Things and make good use of it.

Since launch, the day-to-day workings of our Library of Things presented ongoing challenges. Recently, I found myself laying out a 10' x 10' green screen cloth on the floor of our technical services area and removing an excessive amount of dog hair with a lint roller. Several hours later, I was using a letter opener to scrape congealed oil and salt from the crevasses of a commercial popcorn popper, trying to clean out as much as I could to prevent corrosion of the internal wiring. In the same week, we had a third therapy light stolen, a patron vented to me about the expense of 9v batteries, and I had more than one item appear on my desk for repair with a note saying "smells like cat urine." But what helped me persevere and feel that my time was being well spent was knowing that because of these extra efforts, patrons in Hillsboro get to have something special, something unique to our community that at once fills a need and brings a smile.

# One Thing Leads to Another: Measuring the Success of a Library of Things

Evaluating the impact of our Library of Things outside of the standard circulation statistics is no easy feat. Five years in, with almost 1,000 items in the collection and over 60,000 circulations, we know the collection is popular and well used. Seeing 30 people on the waitlist for mochi makers, we can determine that people in Hillsboro either really like mochi, really enjoy experimenting in the kitchen, or both. But we needed to hear from



Tabling at PlanetCon 2019 in Hillsboro, Oregon, Facebook: https://tinyurl.com/y3hfnqvt

our community members to get the rest of the story, to understand how and why they are using these resources. Stories from patrons who have discovered and used our collection give us some of that insight. We've had photos shared with us of people gathered around chocolate fountains, decorating cakes, crocheting doilies, and making banana bongos with microcontrollers. We've heard stories from people thanking us for giving them the tools they needed to repair their home, digitize old home videos, learn to program an Arduino microcontroller, and find buried treasure in their backyard. Hearing about our patrons' experiences gave us that first bit of dialogue between a library and its community that a Library of Things so uniquely provides. Another part of the dialogue involves finding ways to collaborate with our community to develop the collection further. From the start we heard from many people who want to share projects they are working on, to explain why they wanted us to add an item or tool they needed. We put large dry erase boards where patrons could write in what they wanted to see in the collection, and soon we had purchase suggestion lists that contained hundreds of potential items. And people really wanted to donate to the collection, to contribute their underused belongings to the library in the hopes that they would find new life in the hands of their fellow community members. Selecting for the Library of Things became a back and forth process, and to this day it is constantly adapting to the changing needs of our community.



Screenshot of our Library of Things tattooing kit video for April Fool's Day 2017. Facebook post: https://www.facebook.com/HillsboroPublicLibrary/videos/1481372988597353/

While the Library of Things provides people with the items or resources they need to learn a new skill or complete a project, it is also true that patrons need to be self-reliant while learning to use that tool or item. A makerspace is the ideal complement to the Library of Things, providing a physical space for the community to gather and learn together, using a lot of the same tools and resources that you find in a Things collection. It is nice to come into one of our Fibers and Fabric meetups and get help learning how to use a sewing machine from fellow patrons, and then have the option to check out a sewing machine to complete your project at home. The popularity of the makerspaces in our library branches emphasizes the need people in our community have to share what they know and to learn from others. It reminds us that while we can empower people simply by putting the tool they need into their hands, often the best learning happens when people mentor each other and work together.

Beyond Hillsboro, it has also been great helping bring this new lending model to libraries around Oregon and the rest of the country. I have often spoken at conferences and emailed with other libraries, relaying my experiences and helping them take those first few steps towards Thing-dom. And while they are right to wonder what sort of impact a tool or a Things collection will have on their technical services staff, their circulation procedures, and their collection budget, I do my best to convey that the potential good far outweighs the challenges that may come up. I've watched the Library of Things movement grow leaps and bounds since we got started in Hillsboro, and it's been very rewarding seeing these types of lending libraries popping up all over the US, Canada, Mexico, Australia, and Europe. There have been several international Lending Library Symposiums in the last few years, with talk of the next one being held in Reykjavik for 2020. These conferences give likeminded people looking to affect positive change in their communities an opportunity to meet and share their experiences and ideas. After seeing firsthand the transformative power nontraditional library collections have on a community, it's easy to see why this movement



Patron bakes a snowflake cake, from post: https://www.instagram.com/p/BQGijD9lYlO/

is taking hold and growing. Certainly, tool and Thing libraries help create a more sustainable future for us all by providing a better way to share resources, promote reuse overconsumption, and contribute to the circular economy. But they also have the ability to empower communities, to give people the access and opportunity to learn how to do something new, to fix and repair their homes and belongings, and to improve themselves in ways they never thought possible at their local library.

A Library of Things is a powerful tool for engagement and change, and can accomplish much more than we ever anticipated when we started in 2014. It can be as simple as a patron getting a new library card and being astonished to discover the Library of Things, becoming excited by what a library can do for them and going out into the community as a public library advocate. Perhaps a non-library user might see a media article or one of our

silly Thing videos shared on social media and wonder if it's time to return to the library and see what they have been missing. They might feel like the library is being supportive and responsive by inviting them to engage with the Library of Things and to participate in how it expands and grows. Or maybe a patron checks out a disc golf set and uses the disc golf course map to explore places around our city and county they would normally never have seen, coming back to the library to tell staff their journeyed stories. One of the best indications of success for a library collection is seeing a community fully embrace it and make it their own, to allow it to change and improve their lives. With Hillsboro's Library of Things, we have accomplished this, while still leaving lots of room for the collection to change and grow along with the people we serve.

### Resources

Hillsboro Public Library's strategic plan, 2014-17: https://tinyurl.com/y3uo2we7

Website for Hillsboro's Library of Things: https://www.hillsboro-oregon.gov/libraryofthings

Wikipedia entry for "Library of Things": https://en.wikipedia.org/wiki/Library\_of\_Things

Library of Things video playlist: https://tinyurl.com/y2qjrja9

Hillsboro Mayor Steve Calloway and City Council sing "My Favorite Things" at the State of the City address in 2017: https://tinyurl.com/y58gs3so





To: Finance

Subject: June AMEX Reconciliation

Library staff has been tasked to research, draft process, and begin collection development for the library to add a "library of things." This is a unique collection of items patrons can borrow, including but not limited to instruments, tools, and recreational items.

There are several charges on this statement purchasing such items.

Regional libraries like Westport, New Haven, and Fairfield University have had such a collection for some time now. We hope to launch this initiative sometime this summer. An article explaining the "library of things" concept is attached.

Scott Jarzombek

Town, Librarian

1080 Old Post Road

Fairfield, CT 06824

### Simpson, Cathleen

From:

DeMarco, Julie

Sent:

Monday, June 26, 2023 2:25 PM

To:

Simpson, Cathleen

Subject:

HR Review

Attachments:

Back Up Human Services.pdf

### HI Cathleen -

Here are the basics. I see that the charges in question don't have my name on the order – we'll make sure that doesn't happen again. The continuing ed is a little tricky because those who attend have to be on the tickets.

Let me know if you need more.

### Julie

- 1/11/19 Child and Family \$150 SW continuing education
- 1/3/19 CT Women's Hamden \$170 SW continuing education
- 12/21 The Pantry \$200.77 staff meeting with lunch
- 12/18 FFld Parks Recr \$375 facility rental for social services comedy night fundraiser for campership
- June 16 2022 \$434.45 Father's Day Lunch Luigi's lunch for senior's for Father's Day
- June 17, 2022 Walmart \$350.61 program supplies (plastic tablecloths, plastic silverware, pickleballs, ice cream cups)
- 7/23/21 Amazon 483.92 supplies for at-home activity kits for social services families camps were cancelled due to COVID so we made activity bags which included games, art supplies, sport equipment
- 8/5/21 CGI Canvas \$735.06 canvas photos for hallway decorations
- 7/24/21 Michael's \$168.44 frames for posters for classrooms and building
- 7/29/21 Panera \$210/40 staff meeting/training
- 8/11/21 Prime video \$15.94 mistaken charge disputed and refunded
- 8/5/21 Walmart \$164.47 frames, playing cards for homebound senior bags
- 7/30/21 Walmart \$188.79 supplies for homebound seniors emergency hurricane/storm kits

Cathleen F. Jimpson
Human Resources Director
Town of Fairfield
Outlivan Independence Hall
725 Old Post Road
Fairfield, CT06824
(475) 350-6002

### Simpson, Cathleen

From:

Simpson, Cathleen

Sent:

Tuesday, June 20, 2023 2:38 PM

To:

DeMarco, Julie

HR Review

Subject: Attachments:

Back Up Human Services.pdf

Hi Julie,

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase due to lack of training and/or sufficient notice, we are seeking that information from those prior submissions that may be unclear. We recognize that the Finance Department approved these purchases. Accordingly, there is no presumption that of misconduct; however, we are seeking more detail from Town credit card holders for our report.

As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason. As the one who prepares the reconciliation reports for this department, could you kindly identify the business purpose for the items listed below. I have attached back up as well to assist you with this request.

If you have no direct knowledge of why the purchase was made as you did not make the purchase or approved the purchase, you can indicate N/K. You do not have to very detailed with your responses. For instance identifying the reason for the purchase as "meeting", "event", "training", "subscription for Town related business", etc. is sufficient. Thank you for your assistance with this and if you have any questions, please do not hesitate to contact me. I note that you are out of the office until June 26<sup>th</sup> so we can follow up on this upon your return.

- 1/11/19 Child and Family \$150
- 1/3/19 CT Women's Hamden \$170
- 12/21 The Pantry \$200.77
- 12/18 FFld Parks Recr \$375
- June 16 2022 \$434.45 Father's Day Lunch Luigi's
- June 17, 2022 Walmart \$350.61
- 7/23/21 Amazon 483.92
- 8/5/21 CGI Canvas \$735.06
- 7/24/21 Michael's \$168.44

- 7/29/21 Panera \$210/40
- 8/11/21 Prime video \$15.94
- 8/5/21 Walmart \$164.47
- 7/30/21 Walmart \$188.79

Cathleen H. Gimpson
Human Resources Director
Town of Fairfield
Gullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

# Town of Fairfield Finance Department

# **Reconciliation Voucher Sheet**

Department:	HS	Senio	e den Ter
Date:	1-13	5-19-	06050

General Ledger Account Number	Amount
The Child of Jamily - Conf -010-58100	0 /50.00
ct Wamen's Cary - 1010 - 58100	170.07
The Pantry - 016-27930	1.1 200.77
Fairfuld Patholee - 010-27930	90 375.00
V	19/10
110	
TOTAL:	\$ 895,77

Approved for Payment by:

Statement and Receipts Attached

#### **AMERICAN EXPRESS**

Help Log Out

10012 E1001 Statements & Activity

Good morning, Julie | Member Since 2018 Corporate Purchasing Card (ending -51001)

Payments Account Services Benefits

**Current Statement** 

Search

Spend Manager (SM) Manage Receipts

Expense Report

Spend By: Category

Filtered By: All Categories

Table View

Other

\$695.00

Merchandise & Su...

\$200,77

SHOWING YOUR CATEGORIES

Note: Data shown does not include Pending Charges or Payments.

TOTAL:

\$895.77

**Billing Statements & Documents Trends Summary Posted Transactions** Preview New Version DESCRIPTION DATE AMOUNT **JAN 11** THE CHILD AND FAMILY BRIDGEPORT CT \$150.00 JAN 3 CONNECTICUT WOMENS C HAMDEN CT \$170.00 DEC 21 THE PANTRY - NEW HAV FAIRFIELD CT \$200.77 DEC 18 CORPORATE REMITTANCE RECEIVED 12/18 -\$3,119.47 DEC 18 FAIRFIELD PARKS RECR FAIRFIELD CT \$375.00

1 - 5 of 5 Transactions

VIEW YOUR BILLING STATEMENT FOR THIS PERIOD

Previous Balance as of 12/13/18 \$3,119.47 -\$3,119.47 Charges, ....\$0.00

New Balance

...\$895.77

Closing Date: 01/13/19

Do Not Pay

Pay Bill





3ill To

Ship To 3igelow Center

airfield

Merando, Janet

LOO Mona Terrace

203 256-3166

### The Pantry 1580 Post Rd. Fairfield, CT 203-259-0400 www.thepantry.net

Catering Invoice # INV-005571

Thank you for your business. We hope you enjoy every bite! "Good Food Starts Here"

DELIVERY WINDOW IS APPROXIMATE - PLUS OR MINUS 30 MINUTES. PLEASE PLAN ACCORDINGLY!!

Date of Event : 12-21-18

Terms : Due on Receipt

DAY OF WEEK : Friday

EXACT Ready Time :

Cell Ph \* BEST

Contact #: 203-256-3166

ORDER CONFIRMED : yes

DEL/Pick Up + Info!! : Delivery

Item & Description

Qty Rate Amount

^Assorted Wraps & Sandwiches cut in 1/2 & 1/3 respectively - A blend of what we do w/some veg. options -for non specified platters & client will receive an assortment. Mustard & mayo on side. include vegetarian option and Turkey , Swiss, avocado and Herb Mayo

^Marcia's Baby Spinach Salad - Goat Cheese, Pecans, Red Onions, Pears or Apples & Dried 10.00 4.75 47.50 Cranberries Balsamic Dressing

@Delivery Charge (FAIRFIELD & SOUTHPORT- BEYOND 1/2 MILE OF THE PANTRY) delivery 1.00 12.00 12.00

windows are approximate and may vary by 30 minutes or more!! Please plan accordingly.

Sub Total 189.50

CT Sales Tax (6.35%) 11.27

Total \$200.77

Note to Customers!!

**VE DO NOT DELIVER HOT FOOD - PLEASE TAKE NOTICE!!** 

**Shopping Confirmation:** 

Dear Mrs. Melissa DiVito, LMSW,

## The Connecticut Women's Consortium

Date/Time: 1/3/2019 10:00 AM

Purchase Submitted

Thank you. Your purchase has been submitted. Please reference the confirmation number below for this purchase.

Your confirmation number is: 152830

### **Billing Address**

Melissa DiVito 100 Mona Terrace Fairfield CT 06824 **United States (203) 256-3125** mdivito@fairfieldct.org

### Items in Cart

Shopping Cart Items Amount Quantity Total

Building Resiliency through Psychological First Aid & Self-Care 5/21/2019

Main Registration - Badge Name: Melissa

Fee Type: registration fees

\$85.00 1 \$85.00

### **Event**

Clinical Aromatherapy: Using Essential Oils for Health & Well-being 4/17/2019

Main Registration - Badge Name: Melissa

Fee Type: registration fees

\$85.00 1 \$85.00

### **Event**

Current Purchases Amount \$170.00

**Taxes** 

\$0.00

Shipping

\$0.00

**Current Purchases Total** 

\$170.00

### **Purchased By**

Mrs. Melissa DiVito, LMSW

Customer ID: 032970







-51001

You went to Stockholm. Your baggage went to San Diego. Your Corporate Card has you covered for eligible lost, damaged, or stolen baggage with the Baggage Insurance Plan when you charge the entire fare to an eligible Card account. Terms apply. <u>Learn More</u>



Payment Due (i)

\$895.77

Please Pay By (i)

January 29



**Total Balance** (i)

\$895.77

**Transaction Limit** 

\$2,500.00

**Monthly Limit** 

\$7,500.00

**Balance Details** 

Make Payment

**Billing Statements** 



### **FACILITY SALES RECEIPT**

Receipt # Payment Date: Household:

16431 12/18/2018



JULIE DEMARCO 100 MONA TER FAIRFIELD CT 06824

Fairfield Parks and Recreation Department 75 Mill Plain Road Fairfield CT 06824 Phone: (203)256-3191 www.fairfieldrecreation.com

Reservation Details: Penfield Complex, Penfield Pavilion

Reserv. Contact: Phone Number:

Julie DeMarco (203)256-3166

Reserv. Number:

500

Status:

Firm

Purpose:

Comedy Night for Fairfield Social Services Campership Program

**Anticipated Count:** 

50

Set Up Minutes:

60

Clean Up Minutes:

60

Date(s) And Times Thu 03/28/2019 7:00P to 11:00P New Fees

Total Fees 750.00

New Paid 375.00

Total Paid Amount Due 375.00 375.00

Fee Details:

Fee Description

2018 RES Monday - Thursday NON PEAK

<u>Amount</u> 750.00

750.00

Count 1.00 Discount 0.00 Sales Tax Total Fee

750.00

0.00

Special Questions:

Reservation Comment Code: Receipt of this contract stipulates that the Permittee has received a copy of the

Penfield Complex Permit Requirements & Building regulations and agrees to abide by such.

It is understood that Damage Bond information will be taken at least 60 days prior to the permitted function.

Permittee will provide information on a current Credit Card which will be kept on file and will be changed if the Permittee has fabricated any part of the application, the function on a current Credit Card which will be kept on file and will be charged if there is any damage. Permittee will be contacted prior to any fees being changed. The permittee agrees to be bound by the contract and the terms and conditions of said contract. It is furthermore agreed that the contract will be reviewed by the Parks & Recreation Director for approval or denial at the Department's discretion. Transfer of this permit to a second party is not permissible (permit is

not to caterer).

Reservation Comments:

Processed on 12/18/18 @ 4:21 pm by LYOUNG

**Total New Fees** 

750.00 Total Due 750.00

**Total Fees Paid** 

Balance From Receipt

375.00 Total Paid 375.00 375.00

### **FACILITY SALES RECEIPT**



Receipt #
Payment Date:
Household:

**16431** 12/18/2018 19

Household Balance Information Overall Household Balance Due

375.00

Payment of: 375.00 Made By:CREDIT CARD REC Auth: 120466 Card#: xxxxxxxxxxxx1001 With Reference:

to Amer Gill

### DeMarco, Julie

From:

The Child and Family Guidance Center <info@cfquidance.org>

Sent:

Friday, January 11, 2019 9:29 AM

To:

DeMarco, Julie

Subject:

Building Resilience in Our Children with Dr. John Woodall Confirmation



Thank you Julie! You are now registered for Building Resilience in Our Children with Dr. John Woodall. We look forward to seeing you on February 8!

If you have any questions before the event, please let us know or call Hannah Albee, Director of Development and Communications at (203) 394-6529 x3069. Check our event page for updates.

- All of us at The Child & Family Guidance Center

### **EVENT DETAILS**

**Event Name** 

Building Resilience in Our Children with Dr. John Woodall

Starts

Friday, February 8, 2019 7:30 AM EST

Ends

Friday, February 8, 2019 11:30 AM EST

The Patterson Club

Location

1118 Cross Highway

Fairfield, CT 06824

### TRANSACTION SUMMARY

Transaction Date

Friday, January 11, 2019 9:29 AM EST

Name

Attendees

Price

Total

Event Ticket - Building Resilience in Our

Children #1

1

\$50.00

\$50.00

Event Ticket - Building Resilience in Our Children #2	1	\$50.00 \$50.00	
Event Ticket - Building Resilience in Our Children #3	1	\$50.00 \$50.00	
Total		\$150.00	
Total Deductible		\$72.00	
Total Paid		\$150.00	
Charged To		amex Julie DeMarco *********1001	
Transaction Id		011601134144	

### **REGISTRANT SUMMARY**

Review or Edit the registration details.

Name	Email	Registration Level
Melissa DiVito	mdivito@fairfieldct.org	Building Resilience in Our Children
Allison Barker-Ford	abarker-ford@fairfieldct.org	Building Resilience in Our Children
Eileen Gombos	egombos@fairfieldct.org	Building Resilience in Our Children

### **Contact Us**

The Child & Family Guidance Center 180 Fairfield Avenue

Bridgeport, Connecticut 06604 203-394-6529 info@cfguidance.org

# Town of Fairfield Finance Department

# **Reconciliation Voucher Sheet**

Department:	HS.	_	Se.	nin	center
Date:	1-5-	19	, and	060	23

General Ledger Account Number	Amount
The Pantry - 010 - 27930 Fairfield Pauls Rec-010-27930	211.27
Fairfield Parks Bre-010-27930	375.0
TOTAL: \$	575.00

Approved for Payment by:

Statement and Receipts Attached

### Merando, Janet

From:

American Express < American Express@welcome.aexp.com>

Sent:

Friday, January 4, 2019 1:03 PM

To:

Merando, Janet

Subject:

Your Account Snapshot





CORPORATE PURCHASING CARD ACCOUNT ENDING: 51001

Dear JULIE DEMARCO, We've updated your balance

The total balance for your

Corporate Purchasing Card account as of

Wed, Jan 02 at 06:23 PM ET is:

Total Balance: \$575.77

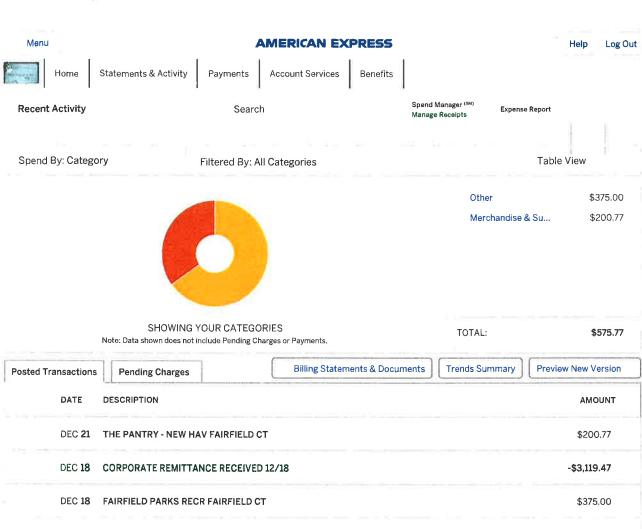
Pay Your Bill

**View Recent Activity** 

Thank you for your Card Membership,

**American Express Customer Care** 

DON'T live life WITHOUT IT"



1 - 3 of 3 Transactions

 SPENDING LIMIT SUMMARY
 Previous Balance as of 12/13/18
 \$3,119.47

 Payments
 -\$3,119.47

 Charges
 \$575.77

 Credits
 \$0.00

 Total Balance
 \$575.77

 Next Closing Date: 01/13/19

Pay Bill

DISPUTE / INQUIRE ABOUT ACCOUNT ACTIVITY



### The Pantry

1580 Post Road Fairfield CT, 06824 (203) 259-0400

12/21/2018 7:28:19 AM

Thierry

DELIVERY \$12.00
TAXABLE DELI \$47.50 Tx1
TAXABLE DELI \$130.00 Tx1

SUB TOTAL Tax 1

\$189.50 \$11.27

TOTAL
American Express

\$200.77 \$200.77

Reference# 0014 Item count: 3

Trans:248953

Terminal:050008009-001002

Store Policy
Please be advised that all return items
must be accompanied by its original
receipt. No cash refund. Store credit only

THANK YOU & COME BACK

12/21/2018 7:28:19 AM

Thierry

Trans: 248953

Terminal:050008009-001002

Transaction Receipt
The Pantry
1580 Post Road
Fairfield, CT 06824

MERCHANT ID: 450217760961

CLERK ID: 15

SALE

AMEX

\*\*\*\*\*\*\*\*1001

ENTRY METHOD: CHIP/MANUAL

DATE: 12/21/2018 TIME: 07:29:15

INVOICE: 248953 REFERENCE: 0014 AUTH CODE: 228035

AMOUNT

USD\$ 200.77

TOTAL

USD\$ 200.77

APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)

Cardholder Signature

Store Policy
Please be advised that all return items
must be accompanied by its original
receipt. No cash refund. Store credit only

THANK YOU & COME BACK

### **FACILITY SALES RECEIPT**

Receipt # Payment Date: Household:

16431 12/18/2018



JULIE DEMARCO 100 MONA TER FAIRFIELD CT 06824 Fairfield Parks and Recreation Department 75 Mill Plain Road Fairfield CT 06824 Phone: (203)256-3191 www.fairfieldrecreation.com

Reservation Details: Penfield Complex, Penfield Pavilion

Reserv. Contact: Phone Number:

Julie DeMarco (203)256-3166

Reserv. Number:

**500** 

Status:

Firm

Purpose:

Comedy Night for Fairfield Social Services Campership Program

**Anticipated Count:** Set Up Minutes:

60

Clean Up Minutes:

60

Date(s) And Times

Thu 03/28/2019 7:00P to 11:00P

New Fees

750.00

Total Fees 750.00 New Paid 375.00

Total Paid Amount Due 375.00

375.00

Fee Details:

Fee Description

2018 RES Monday - Thursday NON PEAK

<u>Amount</u> 750.00 Count 1.00 Discount 0.00 Sales Tax Total Fee 0.00 750.00

Special Questions:

Reservation Comment Code: Receipt of this contract stipulates that the Permittee has received a copy of the

Penfield Complex Permit Requirements & Building regulations and agrees to abide by such.

It is understood that Damage Bond information will be taken at least 60 days prior to the permitted function. Permittee will provide information on a current Credit Card which will be kept on file and will be changed if the Permittee has fabricated any part of the application, the function on a current Credit Card which will be kept on file and will be charged if there is any damage. Permittee will be contacted prior to any fees being

changed. The permittee agrees to be bound by the contract and the terms and conditions of said contract. It is furthermore agreed that the contract will be reviewed by the Parks & Recreation Director for approval or denial at the Department's discretion. Transfer of this permit to a second party is not permissible (permit is

not to caterer).

Reservation Comments:

Processed on 12/18/18 @ 4:21 pm by LYOUNG

Total New Fees

750.00 **Total Due** 750.00

Total Fees Paid

Balance From Receipt

375.00 Total Paid 375.00 375.00

### **FACILITY SALES RECEIPT**



Receipt # Payment Date: Household: **16431** 12/18/2018 19

Household Balance Information Overall Household Balance Due

375.00

Payment of: 375.00 Made By:CREDIT CARD REC Auth: 120466 Card#: xxxxxxxxxxxxx1001 With Reference:

# TOWN OF FAIRFIELD AMERICA EXPRESS RECONCILIATION VOUCHER

**DEPARTMENT:** 

**HUMAN SERVICES SENIOR CENTER** 

DATE: JUNE 21, 2022

ACCOUNT

WALMART - 010-0605-56140	\$ 350.61
LUIGI'S RESTAURANT -010-0605-56140	\$ 434.45
	<u> </u>
The state of the s	F
TOTAL	\$ 785.06

APPROVED FOR PAYMENT BY:



Jun 17, 2022 order Order# 4392257-487410

Payment method



3-Pack Red and White Checked Plaid Plastic Tablecloths, 54" x 108" Gingham Rectangular Disposable Table Covers for Picnic, Carnival, Birthday Party Supplies	Qty 5	\$54.95
Red Plastic Party Tablecloth, 108 x 54in	Qty 5	\$17.85
Comfy Package [360 Combo Box] Clear Disposable Plastic Silverware - 180 Forks, 120 Spoons, 60 Knives	Qty 5	\$159,95
Velocity Outdoor 6 Count Pink Pickleball Balls   Official Size and Weight, USAPA Approved 40 Hole Pickleballs   Comes in 3, 6, and 12 Packs.	Qty 5	\$74.95
100 PCS Paper Ice Cream Cups Disposable Cake Cup Dessert Bowls Party Supplies for Baking Wedding Birthday (Colorful Dots)	Qty 2	\$21.98
Subtotal		\$329.68
Taxes		\$20.93
Total	\$	350.61

Special Departments Englin

Ending in 6000

06/16/2022 11:04 am

Order: 29139 Name: senoir Guest Count: 1

# Server: To

### CARRYOUT

素素素 持合 COUPSE 素素素

3 C- Pasta 3 Large Penne Tomato

3 C- House Salad 8 3 Large House

434.45

# TOWN OF FAIRFIELD AMERICA EXPRESS RECONCILIATION VOUCHER

**DEPARTMENT:** 

**HUMAN SERVICES SENIOR CENTER** 

**DATE:** August 17, 2021

**ACCOUNT** 

**AMOUNT** 

Walmart.com-110-0605-41550 SRCTR	45.70
CGI*Canvas on Demand-110-0605-41550 SRCTR	725.06 741-0
Walmart.com-110-0605-41550 SRCTR	164.47
Amazon -110-0605-41550 SRCTR	82.92
Walmark.Com-110-0605-41550 SRCTR	188.79
Panera-110-0605-41550 SRCTR	210.40
Michaels-110-0605-41550 SRCTR	168.44
Walmart.com-110-0605-41550 SRCTR	487.10
Prime Digital - being reviewed by American	
Express MKXYH - 15.94	
	2088-72
TOTAL	2,072.88

APPROVED FOR PAYMENT BY:



### Merando, Janet

From:

DeMarco, Julie

Sent:

Wednesday, August 18, 2021 1:37 PM

To:

Merando, Janet

Subject:

FW: A Follow-Up To Your Billing Inquiry Request

From: American Express Customer Service <DoNotReplyUS@welcome.aexp.com>

Sent: Wednesday, August 18, 2021 1:23 PM
To: DeMarco, Julie < JDEMARCO@fairfieldct.org>
Subject: A Follow-Up To Your Billing Inquiry Request

Hello JULIE DEMARCO,

We've set up a billing inquiry of \$15.94 as you requested. We'll send you a confirmation letter within 30 days. You don't need to take any further action at this time.

Track the status of your inquiry at <u>americanexpress.com/inquirycenter</u>. In the future, you can also go to this site to open and close an inquiry.

Thank you for your Card Membership.

American Express Customer Care

View Our Privacy Statement

Add Us to Your Address Book

This is a customer service e-mail from American Express. Using the spam/junk mail function may not block servicing messages from being sent to your email account. To learn more about e-mail security or report a suspicious e-mail, please visit us at <a href="mailto:americanexpress.com/phishing">americanexpress.com/phishing</a>. We kindly ask you not to reply to this e-mail but instead contact us securely via <a href="mailto:customer Care">Customer Care</a>.

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AGNEUSSP0003004



# Corporate Purchasing Cardmember Report

### Sign-up For Online **Statements**

www.americanexpress.com/gopaperless

Prepared For JULIE DEMARCO TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-56000

Closing Date 08/13/21

Page 1 of 3

New Charges \$ Previous Balance \$ Other Debits \$ Payments \$ Other Credits \$ 1,114.28 2,088.82 0.00 1,114.28 0.00 **Balance** Due \$ Do Not Pay

2,088.82 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920

Activity	Date reflects either transaction or posting date

Card Nu	ımber XXXX-XXXXX1-56000	Reference Code	Amount \$
07/23/21	CORPORATE REMITTANCE RECEIVED	07/23	<i>-</i> 1,114.28
08/05/21	AMZN MKTP US*2P9LD01 AMZN.COM/BILL 3BSGZVRSG 112-6241350-7865098109 ROC NUMBER 3BSGZVRSGQCF TAX	WA 08/03/21 \$4,97	82.92
08/05/21	CGI*CANVAS ON DEMAND 800-801-6312 REF# 10561537 800-801-6312	NC 10561537000 08/04/21	725.06
07/24/21	MICHAELS #9490 800-642-4235 REF# MIK40170682 ARTS/CRAFTS	TX 07/21/21	168.44
07/29/21	PANERA EREAD #601657 203-373-7761 REF# 16273963781 FOOD & NON A	CT 16273963781 07/27/21	210.40
08/11/21	PRIME VIDEO*2P1WV6Q4 888-802-3080 73S3ZCXJ0 D01-3187658-6403498109 ROC NUMBER 73S3ZCXJ0DVH	08/10/21 Varhold MKXVH	15.94
08/05/21	WALMART.COM AS 09920 8009666546 REF# W4AGHF1M027 8009666546 REFER TO RECEIPT ROC NUMBER W4AGHF1M0275	AR 08/04/21	164.47 🌽
07/30/21	WALMART.COM AT 09920 8009666546 REF# W7D96EL712N 8009666546 REFER TO RECEIPT ROC NUMBER W7D96EL712NI	AR 07/28/21	188.79 🧽

Continued on Page 3

Do not staple or use paper clips

**Payment Coupon** 

Account Number Enter 15 digit account number on all payments.

JULIE DEMARCO TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824 See reverse side for instructions on how to update your address, phone number, or email.



### Prepared For JULIE DEMARCO TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-56000

Closing Date 08/13/21

Page 3 of 3

Activity Continued			Reference Code	Amount \$
08/05/21	WALMART.COM AU WALMART.COM REF# WP3MZIP9093 800-966-6546 APPAREL HSWRS/ACC ROC NUMBER WP3MZIP9093D	AR 08/05/21		45.70
07/16/21	WALMART.COM AW 800-966-6546 REF# WQNU80LH016 RETAIL	AR 07/15/21		487.10
Total fo	JULIE DEMARCO		New Charges/Other Debits Payments/Other Credits	2,088.82 -1,114.28

Free

See your item details +

Check your order status on Walmart.com

### Order Summary

Subtotal (3 items)	\$42.97
	342.77

Delivery

Tax \$2.73

Total \$45.70

Payment type

Amex ending in 6000

### Billing address

Julie DeMarco 100 Mona Terrace Fairfield, CT 06824 jdemarco@fairfieldct.org

### Tell us why you chose this item.

Share a few words about why you purchased this. Your response helps other shoppers make great choices!

Nickname: PoolPlayer Edit



Personal Security Window & Door Alarm Bell | Wireless Sensor Door Window Burglar Alarm | Pack of 10

Why did you choose this?

Feedbac

By submitting a response, you agree that Walmart may display your response and the name you've listed publicly to other customers visiting our website.

Submit

### amazon.com

### Final Details for Order #112-6241350-7865002

Print this page for your records.

Order Placed: August 3, 2021

Amazon.com order number: 112-6241350-7865002

Order Total: \$82.92

### Shipped on August 3, 2021

Items Ordered Price

1 of: Whistle, Plastic Whistle with Lanyard, Loud Clear Black Whistles Bulk Great for

Coaches, Referees, and Officials (24PCS)

Sold by: FyaDirect (seller profile)

Condition: New

### **Shipping Address:**

Jeff Steele 100 MONA TER BIGELOW CENTER FOR SENIOR ACTIVITIES FAIRFIELD, CT 06824-6493 United States

### **Shipping Speed:**

FREE Prime Delivery

### Shipped on August 5, 2021

Items Ordered Price

4 of: Pandaing 50 Pack Battery Operated Flameless Tea Lights LED Candles for Party, \$15.99 Weddings, Birthdays, Mother's Day, Halloween, Thanksgiving, Christmas Decorations, Batteries Included

Sold by: Pandaing U.S. Store (seller profile)

Condition: New

### **Shipping Address:**

Jeff Steele 100 MONA TER BIGELOW CENTER FOR SENIOR ACTIVITIES FAIRFIELD, CT 06824-6493 United States

### **Shipping Speed:**

FREE Prime Delivery



\$13.99

### **Payment information**

**Payment Method:** 

American Express | Last digits: 6000

Item(s) Subtotal: \$77.95

Shipping & Handling: \$0.00

----

**Billing address** 

Jeff Steele

BIGELOW CENTER FOR SENIOR ACTIVITIES

100 MONA TER

FAIRFIELD, CT 06824-6493

**United States** 

Total before tax: \$77.95

Estimated tax to be collected: \$4.97

-----

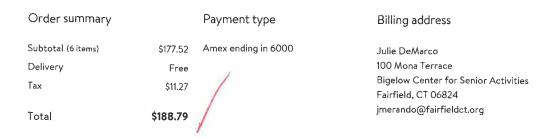
Grand Total: \$82.92

**Credit Card transactions** 

AmericanExpress ending in 6000: August 5, 2021:\$82.92

To view the status of your order, return to Order Summary.

Conditions of Use | Privacy Notice © 1996-2021, Amazon.com, Inc. or its affiliates



Tell us why you chose this item.

 $Share\ a\ few\ words\ about\ why\ you\ purchased\ this,\ Your\ response\ helps\ other\ shoppers\ make\ great\ choices!$ 

Nickname: Teresa

Thu, Aug 5 We'll send an email with tracking info when your order ships.

Bigelow Center For Senior Activities 100 Mona Terrace Fairfield, CT 06824

Item	Qty	Total
Maverick Playing Cards \$0.88	98	\$86.24
Mainstays 22" x 28" Matted to 18" x 24" Wide Poster & Wall Frame, Black \$22.97	1	\$22.97

Items may arrive in multiple boxes on different days.

# Ships from Walmart

Arrives by	Shipping to		
Mon, Aug 9 We'll send an email with tracking info when your order ships.	Bigelow Center For Senior Activities 100 Mona Terrace Fairfield, CT 06824		
Item		Qty	Total
Mainstays 24x30 Wide Gallery Poster and P	icture Frame, Black	2	<b>\$45</b> .98

# Order summary

Order subtotal: \$155.19
Walmart shipping FREE
Total tax \$9.85



# Thanks for your order!

Order Number 757832

**Business** Catering

Order Type Delivery

Fulfillment Time 7/28/2021@11:45 AW-12:00 PM

Date Received Jul.27@10:59 AM

If you need assistance with your order, please contact:

Fairfield - Black Rock Turnpike Cafe #601657 2320 Black Rock Turnpike Fairfield, CT 06825 (203)373-7761

Color Tag/Dot	
Bag/Box Count	
Sandwich Production Time	
Salad Production Time	
Order Out of Cooler	

Cafe Into Cooler

# Customer Copy

### **Customer Information**

Ordered By Janet Merando jmerando@fairfieldct.org

Company Senior Center Phone Number 203-256-3166 MyPanera#

### **Order Summary**

Pickup/Delivery

Delivery

People Served

15

Contact Name
Janet Merando

3

3

BLT Rst Tky Avc Sdw

Char Chinner Cankie

Delivery Instructions:

**Delivery Address** 

100 Mona Terrace Fairfield . CT 06604

Payment Information		
Our curbside fee and delivery charge is not a tip or gratuity provided to the driver.  Please consider tipping your driver and	Subtotal Discount Tax Tip Delivery Charge Total	\$178.33 \$0.00 \$14.24 \$0.00 \$17.83 <b>\$210.40</b>
cafe staff in appreciation of great service.	Price Per Person	\$11.89
Type Card Number  AMERICAL EXPRESS xxxxxxxxxxx6000	<b>Name</b> Janet	<b>Amount</b> \$210.40
	Tip	
Signature	Total	
Please consume, or refrigerate promptly		
Order Checked By	EagOf	
Order Details		
Qty Description		Price

\$39.57

<u></u> !	0	Ondo Ompper Odokie		
	3	Chips		
	2	Steak & Arugula Sdw		\$26.38
		Special Instructions: white cheddar		420,00
	2	Chac Chipper Cookie		
	2	Chips		
	3	Bacon Tky Bravo Sdw		\$34.47
Annabates	3	Choc Chipper Cookie		ΨΟ 1.11
	3	Chips		
	2	Napa Almd ChxSal Sdw		\$22.98
	2	Choc Chipper Cookie		Ψ22.00
	2	Chips		
1	2	Chptl Chicken Avo		\$19.98
		No Drink		Ψ,0.00
	2	Chips		
	3	Tuna Salad Sandwich		\$29.97
	3	Choc Chipper Cookie		Ψ20.01
	3	Chips		
	1	Choc Chipper Cookie		\$2.49
-	1	Choc Chipper Cookie		\$2.49
<b>Includ</b> Napkir for 15	ns, ute	vour order: ensils and plates	Subtotal	\$178.33

T Jan 11 to Olive 1

**Enable Accessibility** 

### Michaels

Q

Thank You! Order Confirmed.

Need it today? 9.99 SAME-DAY DELIVERY FREE IN-STORE & CURBSIDE PICKUP You will receive a confirmation email shortly. We'll contact you when your order has been shipped or is ready for pickup.

Order Placed:

Jul 21, 2021 at 12:28:28 pm CST

Order Number: MIK40170682



### Shipping

**Item Description** 

Shipping Location

Qty

2

Item Total



### Michaels

4 Pack: Black Step Frame, Home Collection By Studio Décor® Bigelow Center, 100 Mona Terrace Fairfield, CT 06824 United States

\$150.40

### **Billing & Payment Details**

Brenda Steele Bigelow Center, 100 Mona Terrace Fairfield, CT 06824 United States

Credit Card
Julie Demarco
Amex
\*\*\*\*\*\*\*\*\*6000
Exp: 08/2022
Amount: \$168.44

### Shipping Address & Method

Brenda Steele Bigelow Center, 100 Mona Terrace

### Mon, Jul 26

We'll send an email with tracking info when your order ships.

#### Julie DeMarco

100 Mona Terrace Bigelow Center For Senior Activities Fairfield, CT 06824

Item Qty Total

Better Homes & Gardens Austen 5-Piece Counter Height Dining 2 \$458.02

Set, Vintage Oak

\$229.01

### Order summary

Order subtotal: \$458.02
Walmart shipping FREE
Total tax \$29.08

Order total \$487.10

### Billing information

### Billing address

Payment method(s)

Julie DeMarco

100 Mona Terrace Bigelow Center For Senior Activities Fairfield, CT 06824 AMEX ending in 6000



16" x 16" Canvas Prints

Qty: 1 Black Wrap

\$171.00 **\$26.49** 

	\$725.06
Tax 🕲	\$43.29
Shipping	\$98.99
Coupon	-\$3,179.22
Subtotal (22 items)	\$3,762.00

Total \$725.0

### **Lanvas** On Demand<sub>®</sub>

# Thank you for your order!

### Order # 524-9550

### **Order Date:**

Aug 4, 2021

#### **Email Address:**

bsteele@fairfieldct.org

### Shipping Address:

Brenda Steele Bigelow Center for Senior Activities 100 Mona Terrace Fairfield, CT 06824 United States (203) 254-6455

### **Payment Method:**

**American Express** 

### **Estimated Delivery:**

8/18/2021 Economy Service

### Simpson, Cathleen

From:

DeMarco, Julie

Sent:

Tuesday, June 20, 2023 4:31 PM

To:

Simpson, Cathleen

Subject:

Re: HR Review

Hi Kathleen, I'm away this week. Next week okay for specifics? Basics I know off the top of my head are below

- 1/11/19 Child and Family \$150- social services assistance
- 1/3/19 CT Women's Hamden \$170- social work training
- 12/21 The Pantry \$200.77- meeting lunch
- 12/18 FFld Parks Recr \$375- social services assistance
- June 16 2022 \$434.45 Father's Day Lunch Luigi's- Father's Day luncheon
- June 17, 2022 Walmart \$350.61- supplies
- 7/23/21 Amazon 483.92- supplies
- 8/5/21 CGI Canvas \$735.06- photos for hallways
- 7/24/21 Michael's \$168.44- program supplies
- 7/29/21 Panera \$210/40- meeting luncheon
- 8/11/21 Prime video \$15.94-I'll check
- 8/5/21 Walmart \$164.47- supplies
- 7/30/21 Walmart \$188.79-supplies

Julie

On Jun 20, 2023, at 2:38 PM, Simpson, Cathleen <CSimpson@fairfieldct.org> wrote:

Hi Julie,

On or about January, 2023, a resident came forward alleging misconduct with credit card purchases by Town employees based on records she received through FOIA. This complainant has also alleged misconduct with payroll and purchasing practices and procedures. Pursuant to the Code of Conduct policy, Human Resources is responsible for investigating such allegations. Due to the broad scope of this investigation, it has taken more time than we would have liked. We reviewed records from 2018-2022 as part of a parallel administrative investigation to this one. Please understand this required a review of hundreds of records. In order to narrow the investigation, we decided to pull records for each year to show end of/beginning of year purchases of each fiscal year in question.

Because not all credit users identified the specific business reason for the purchase due to lack of training and/or sufficient notice, we are seeking that information from those prior submissions that may be unclear. We recognize that the Finance Department approved these purchases. Accordingly, there is no presumption that of misconduct; however, we are seeking more detail from Town credit card holders for our report.

As an example an outside party may understandably question why a Town employee assigned to the Health Department charged a hotel room with the Town card, not having the legitimate reason identified-eviction due to a public health emergency-on the reconciliation report. Purchases for food, equipment and related items have been questioned by the complainant as there may not be a clearly identified business reason. As the one who prepares the reconciliation reports for this department, could you kindly identify the business purpose for the items listed below. I have attached back up as well to assist you with this request.

If you have no direct knowledge of why the purchase was made as you did not make the purchase or approved the purchase, you can indicate N/K. You do not have to very detailed with your responses. For instance identifying the reason for the purchase as "meeting", "event", "training", "subscription for Town related business", etc. is sufficient. Thank you for your assistance with this and if you have any questions, please do not hesitate to contact me. I note that you are out of the office until June 26<sup>th</sup> so we can follow up on this upon your return.

- 1. 1/11/19 Child and Family \$150
- 2. 1/3/19 CT Women's Hamden \$170
- 3. 12/21 The Pantry \$200.77
- 4. 12/18 FFld Parks Recr \$375
- 5. June 16 2022 \$434.45 Father's Day Lunch Luigi's
- 6. June 17, 2022 Walmart \$350.61
- 7. 7/23/21 Amazon 483.92
- 8. 8/5/21 CGI Canvas \$735.06
- 9. 7/24/21 Michael's \$168.44
- 10. 7/29/21 Panera \$210/40
- 11. 8/11/21 Prime video \$15.94
- 12. 8/5/21 Walmart \$164.47
- 13. 7/30/21 Walmart \$188.79

Cathleen H. Simpson
Human Resources Director
Town of Fairfield
Outlivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

<Back Up Human Services.pdf>

### Simpson, Cathleen

From:

DeMarco, Julie

Sent:

Monday, June 26, 2023 2:25 PM

To:

Simpson, Cathleen

Subject:

HR Review

Attachments:

Back Up Human Services.pdf

HI Cathleen -

Here are the basics. I see that the charges in question don't have my name on the order – we'll make sure that doesn't happen again. The continuing ed is a little tricky because those who attend have to be on the tickets.

Let me know if you need more.

#### Julie

- 1/11/19 Child and Family \$150 SW continuing education
- 1/3/19 CT Women's Hamden \$170 SW continuing education
- 12/21 The Pantry \$200.77 staff meeting with lunch
- 12/18 FFld Parks Recr \$375 facility rental for social services comedy night fundraiser for campership
- June 16 2022 \$434.45 Father's Day Lunch Luigi's lunch for senior's for Father's Day
- June 17, 2022 Walmart \$350.61 program supplies (plastic tablecloths, plastic silverware, pickleballs, ice cream cups)
- 7/23/21 Amazon 483.92 supplies for at-home activity kits for social services families camps were cancelled due to COVID so we made activity bags which included games, art supplies, sport equipment
- 8/5/21 CGI Canvas \$735.06 canvas photos for hallway decorations
- 7/24/21 Michael's \$168.44 frames for posters for classrooms and building
- 7/29/21 Panera \$210/40 staff meeting/training
- 8/11/21 Prime video \$15.94 mistaken charge disputed and refunded
- 8/5/21 Walmart \$164.47 frames, playing cards for homebound senior bags
- 7/30/21 Walmart \$188.79 supplies for homebound seniors emergency hurricane/storm kits

Cathleen B. Simpson
Human Resources Director
Town of Fairfield
Sultivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

# Town of Fairfield Finance Department

## **Reconciliation Voucher Sheet**

Department:	HS Senindenter
Date:	1-15-19-06050

General Ledger Account Number	Amount
The Child of Jamily - Cory -010- 5810	0 150.00
Ct Wamen's Cary - 1010 - 58100	170.07
The landay - 016-27930	Wal 200.27
The Pantry - 016-27930 Fairful Parky Rec - 010-27930	275 0
<u>ν</u>	9/10
110	•
TOTAL:	\$ 895,77

Approved for Payment by:

Statement and Receipts Attached

#### **AMERICAN EXPRESS**

Help Log Out



Good morning, Julie | Member Since 2018

Corporate Purchasing Card (ending -51001)

Statements & Activity Home

Payments Account Services Benefits

**Current Statement** 

Search

Spend Manager (SM) Manage Receipts

Expense Report

Spend By: Category

Filtered By: All Categories

Table View

Other

\$695.00

Merchandise & Su...

\$200,77

SHOWING YOUR CATEGORIES

Note: Data shown does not include Pending Charges or Payments,  $\,$ 

TOTAL:

\$895.77

Billing Statements & Documents **Trends Summary Posted Transactions** Preview New Version DATE DESCRIPTION **AMOUNT** THE CHILD AND FAMILY BRIDGEPORT CT **JAN 11** \$150.00 CONNECTICUT WOMENS C HAMDEN CT JAN 3 \$170.00 DEC 21 THE PANTRY - NEW HAV FAIRFIELD CT \$200.77 DEC 18 CORPORATE REMITTANCE RECEIVED 12/18 -\$3,119.47 DEC 18 FAIRFIELD PARKS RECR FAIRFIELD CT \$375.00

1 - 5 of 5 Transactions

VIEW YOUR BILLING STATEMENT FOR THIS PERIOD

Previous Balance as of 12/13/18\_\_\_\_\_\_\$3,119.47 Payments\_\_\_\_\_-\$3,119.47 Credits .....\$0.00

New Balance....

Closing Date: 01/13/19

Do Not Pay

Pay Bill

DISPUTE / INQUIRE ABOUT ACCOUNT ACTIVITY

C) Chat



# The Pantry 1580 Post Rd. Fairfield, CT 203-259-0400 www.thepantry.net Thank you for your business. We hope you enjoy every bite! "Good Food Starts Here" DELIVERY WINDOW IS APPROXIMATE - PLUS OR MINUS 30 MINUTES. PLEASE PLAN ACCORDINGLY!!

# Catering Invoice # INV-005571

Date of E	Event :		12-21-18
Т	erms :	Du	e on Receipt
3ill To DAY OF V	VEEK :		Friday
Merando, Janet EXACT Ready 1	Time :		11/15
Cell Ph *	BEST	4	AND THE REAL PROPERTY.
	act#:	20	3-256-3166
31gelow Center 100 Mona Terrace ORDER CONFIR	MED :		yes
airfield DEL/Pick Up + In	nfo!!		Delivery
Item & Description	Qty	Rate	Amount
^Assorted Wraps & Sandwiches cut in 1/2 & 1/3 respectively - A blend of what we do w/some veg. options -for non specified platters & client will receive an assortment. Mustard & mayo on side.	20.00	6.50	130.00
include vegetarian option and Turkey , Swiss, avocado and Herb Mayo			
^Marcia's Baby Spinach Salad - Goat Cheese, Pecans, Red Onions, Pears or Apples & Dried Cranberries Balsamic Dressing	10.00	4.75	47.50
@Delivery Charge (FAIRFIELD & SOUTHPORT- BEYOND 1/2 MILE OF THE PANTRY) delivery windows are approximate and may vary by 30 minutes or more!! Please plan accordingly,	1.00	12.00	12.00
	Sub Total		189.50
CT Sales Tax	(6.35%)		11.27
	Total		\$200.77

Note to Customers!!

VE DO NOT DELIVER HOT FOOD - PLEASE TAKE NOTICE!!

**Shopping Confirmation:** 

Dear Mrs. Melissa DiVito, LMSW,

### The Connecticut Women's Consortium

Date/Time: 1/3/2019 10:00 AM

**Purchase Submitted** 

Thank you. Your purchase has been submitted. Please reference the confirmation number below for this purchase.

Your confirmation number is: 152830

#### **Billing Address**

Melissa DiVito
100 Mona Terrace
Fairfield CT 06824
United States

(203) 256-3125

mdivito@fairfieldct.org

#### Items in Cart

Shopping Cart Items Amount Quantity Total

Building Resiliency through Psychological First Aid & Self-Care 5/21/2019

Main Registration - Badge Name: Melissa

Fee Type: registration fees

\$85.00 1 \$85.00

### **Event**

Clinical Aromatherapy: Using Essential Oils for Health & Well-being 4/17/2019

Main Registration - Badge Name: Melissa

Fee Type: registration fees

\$85.00 1 \$85.00

#### **Event**

Current Purchases Amount \$170.00

Taxes

\$0.00

Shipping

\$0.00

**Current Purchases Total** 

\$170.00

### **Purchased By**

Mrs. Melissa DiVito, LMSW Customer ID: 032970







-51001

You went to Stockholm. Your baggage went to San Diego. Your Corporate Card has you covered for eligible lost, damaged, or stolen baggage with the Baggage Insurance Plan when you charge the entire fare to an eligible Card account. Terms apply. Learn More



Payment Due (i)

\$895.77

Please Pay By (i)

January 29



Total Balance (i)

\$895.77

**Transaction Limit** 

\$2,500.00

**Monthly Limit** 

\$7,500.00

**Balance Details** 

Make Payment

**Billing Statements** 



### **FACILITY SALES RECEIPT**

Receipt # Payment Date: Household:

16431 12/18/2018



JULIE DEMARCO 100 MONA TER FAIRFIELD CT 06824

Fairfield Parks and Recreation Department 75 Mill Plain Road Fairfield CT 06824 Phone: (203)256-3191 www.fairfieldrecreation.com

Reservation Details: Penfield Complex, Penfield Pavilion

Reserv. Contact:

Julie DeMarco

Phone Number:

(203)256-3166

Reserv. Number:

**500** 

Firm

Status: Purpose:

Comedy Night for Fairfield Social Services Campership Program

Anticipated Count: Set Up Minutes:

50 60

Clean Up Minutes:

60

Date(s) And Times

Thu 03/28/2019 7:00P to 11:00P

New Fees 750.00 Total Fees 750.00

New Paid 375.00

Total Paid Amount Due 375.00 375.00

Fee Details:

Fee Description

2018 RES Monday - Thursday NON PEAK

<u>Amount</u> 750.00 1.00

Discount 0.00 Sales Tax Total Fee 0.00 750.00

Special Questions:

Reservation Comment Code: Receipt of this contract stipulates that the Permittee has received a copy of the Penfield Complex Permit Requirements & Building regulations and agrees to abide by such. It is understood that Damage Bond information will be taken at least 60 days prior to the permitted function. Permittee will provide information on a current Credit Card which will be kept on file and will be changed if the Permittee has fabricated any part of the application, the function on a current Credit Card which will be kept on file and will be charged if there is any damage. Permittee will be contacted prior to any fees being changed. The permittee agrees to be bound by the contract and the terms and conditions of said contract. It

changed. The permittee agrees to be bound by the contract and the terms and conditions of said contract. It is furthermore agreed that the contract will be reviewed by the Parks & Recreation Director for approval or denial at the Department's discretion. Transfer of this permit to a second party is not permissible (permit is not to caterer).

Reservation Comments:

Processed on 12/18/18 @ 4:21 pm by LYOUNG

**Total New Fees** 

750.00 **Total Due** 750.00

**Total Fees Paid** 

Balance From Receipt

375.00 **Total Paid** 375.00 375.00

### **FACILITY SALES RECEIPT**



Receipt # Payment Date: Household:

**16431** 12/18/2018 19

Household Balance Information Overall Household Balance Due

375.00

Payment of: 375.00 Made By:CREDIT CARD REC Auth: 120466 Card#: xxxxxxxxxxx1001 With Reference:

For Anger Bull

### DeMarco, Julie

From:

The Child and Family Guidance Center <info@cfguidance.org>

Sent:

Friday, January 11, 2019 9:29 AM

To:

DeMarco, Julie

Subject:

Building Resilience in Our Children with Dr. John Woodall Confirmation



Thank you Julie! You are now registered for Building Resilience in Our Children with Dr. John Woodall. We look forward to seeing you on February 8!

If you have any questions before the event, please let us know or call Hannah Albee, Director of Development and Communications at (203) 394-6529 x3069. Check our event page for updates.

- All of us at The Child & Family Guidance Center

### **EVENT DETAILS**

**Event Name** 

Building Resilience in Our Children with Dr. John Woodall

Starts

Friday, February 8, 2019 7:30 AM EST

Ends

Friday, February 8, 2019 11:30 AM EST

The Patterson Club

Location

Children #1

1118 Cross Highway

Fairfield, CT 06824

### TRANSACTION SUMMARY

Transaction Date Friday, January 11, 2019 9:29 AM EST Name Attendees Price Total Event Ticket - Building Resilience in Our 1 \$50.00

\$50.00

Event Ticket - Building Resilience in Our Children #2	1	\$50.00	\$50.00
Event Ticket - Building Resilience in Our Children #3	1	\$50.00	\$50.00
Total		\$150.00	
Total Deductible		\$72.00	
Total Paid		\$150.00	
Charged To		amex Julie DeMai	
Transaction Id		011601134	

### REGISTRANT SUMMARY

Review or Edit the registration details.

:	Name	Email	Registration Level
1	Melissa DiVito	mdivito@fairfieldct.org	Building Resilience in Our Children
•	Allison Barker-Ford	abarka-fas sa	Building Resilience in Our Children
	Eileen Gombos	Ogomboo Of Strate	Building Resilience in Our Children

### **Contact Us**

The Child & Family Guidance Center 180 Fairfield Avenue

Bridgeport, Connecticut 06604 203-394-6529 info@cfguidance.org

# Town of Fairfield Finance Department

## Reconciliation Voucher Sheet

Department:	NS-	Sen in de	nTer
Date:	1-5-19	- 06050	

General Ledger Account Number	Amount
The Pantry - 010 - 27930	211.77
The Pantry - 010 - 27930 Fairfield Parks Rrc - 010 - 27930	375.01
TOTAL: \$	575.00

Approved for Payment by:

Statement and Receipts Attached

### Merando, Janet

From:

Sent: To:

Subject:

American Express <AmericanExpress@welcome.aexp.com>

Friday, January 4, 2019 1:03 PM

Merando, Janet

Your Account Snapshot





CORPORATE PURCHASING CARD ACCOUNT ENDING: 51001

Dear JULIE DEMARCO,
We've updated your balance

The total balance for your

Corporate Purchasing Card account as of

Wed, Jan 02 at 06:23 PM ET is:

Total Balance: \$575.77

Pay Your Bill

**View Recent Activity** 

Thank you for your Card Membership,

American Express Customer Care

DON'T live life WITHOUT IT"

Menu

#### **AMERICAN EXPRESS**

Help Log Out

Home

Statements & Activity

Payments

Account Services

Benefits

**Recent Activity** 

Search

Spend Manager (SM)
Manage Receipts

Expense Report

Spend By: Category

Filtered By: All Categories

Table View

Other

\$375.00

Merchandise & Su...

\$200.77

0

SHOWING YOUR CATEGORIES

Note: Data shown does not include Pending Charges or Payments.

TOTAL:

\$575.77

Posted Transactions | Pending Charges

ges Billing Statements & Documents

Trends Summary

Preview New Version

DATE

DESCRIPTION

\_\_\_\_

AMOUNT

22001111 110

\$200.77

DEC 21 THE PANTRY - NEW HAV FAIRFIELD CT

DEC 18 CORPORATE REMITTANCE RECEIVED 12/18

-\$3,119.47

DEC 18 FAIRFIELD PARKS RECR FAIRFIELD CT

\$375.00

1-3 of 3 Transactions

SPENDING LIMIT SUMMARY

....\$3,119.47

\$575.77

nts\_\_\_\_\_\_-\$3,119.47

Credits\_\_\_\_\_\_\$0.00

Total Balance \$575.7

Next Closing Date: 01/13/19

Pay Bill

DISPUTE / INQUIRE ABOUT ACCOUNT ACTIVITY

### The Pantry

1580 Post Road Fairfield CT, 06824 (203) 259-0400

12/21/2018 7:28:19 AM

Thierry

DELIVERY TAXABLE DELI TAXABLE DELI

\$12.00 \$47.50 Tx1 \$130.00 Tx1

SUB TOTAL

Tax 1

**\$189.50** \$11.27

TOTAL American Express

\$200.77 \$200.77

Reference# 0014 Item count: 3

Trans: 248953

Terminal:050008009-001002

Store Policy
Please be advised that all return items
must be accompanied by its original
receipt. No cash refund. Store credit only

THANK YOU & COME BACK

12/21/2018 7:28:19 AM Trans:248953 Term

19 AM Thierry Terminal:050008009-001002

Transaction Receipt
The Pantry
1580 Post Road
Fairfield, CT 06824

MERCHANT ID: 450217760961

CLERK ID: 15

SALE

AMEX

\*\*\*\*\*\*\*\*\*\*1001

ENTRY METHOD: CHIP/MANUAL

DATE: 12/21/2018 TIME: 07:29:15

INVOICE: 248953 REFERENCE: 0014 AUTH CODE: 228035

AMOUNT

USD\$ 200.77

TOTAL

USD\$ 200,77

APPROVED - THANK YOU

I AGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)

Cardholder Signature

Store Policy
Please be advised that all return items
must be accompanied by its original
receipt. No cash refund. Store credit only

THANK YOU & COME BACK

#### **FACILITY SALES RECEIPT**

Receipt # Payment Date: Household:

16431 12/18/2018



JULIE DEMARCO 100 MONA TER FAIRFIELD CT 06824

Fairfield Parks and Recreation Department 75 Mill Plain Road Fairfield CT 06824 Phone: (203)256-3191 www.fairfieldrecreation.com

Reservation Details: Penfield Complex, Penfield Pavilion

Reserv. Contact: Phone Number:

Julie DeMarco (**203)256-3166** 500

Reserv. Number:

Status: Purpose: Firm

Comedy Night for Fairfield Social Services Campership Program

Anticipated Count:

50 60

Set Up Minutes:

Clean Up Minutes:

Date(s) And Times Thu 03/28/2019 7:00P to 11:00P New Fees

Total Fees 750.00

1.00

New Paid 375.00 Total Paid Amount Due 375.00 375.00

Fee Details:

Fee Description

2018 RES Monday - Thursday NON PEAK

750.00 <u>Amount</u>

750.00

Discount

0.00

Sales Tax Total Fee

750.00

375.00

0.00

Special Questions:

Reservation Comment Code: Receipt of this contract stipulates that the Permittee has received a copy of the

Reservation Comment Code: Receipt of this contract stipulates that the Permittee has received a copy of the Penfield Complex Permit Requirements & Building regulations and agrees to abide by such. It is understood that Damage Bond information will be taken at least 60 days prior to the permitted function. Permittee will provide information on a current Credit Card which will be kept on file and will be changed if the Permittee has fabricated any part of the application, the function on a current Credit Card which will be kept on file and will be charged if there is any damage. Permittee will be contacted prior to any fees being changed. The permittee agrees to be bound by the contract and the terms and conditions of said contract. It is furthermore agreed that the contract will be reviewed by the Parks & Recreation Director for approval or denial at the Department's discretion. Transfer of this permit to a second party is not permissible (permit is

denial at the Department's discretion. Transfer of this permit to a second party is not permissible (permit is

not to caterer). Reservation Comments:

Processed on 12/18/18 @ 4:21 pm by LYOUNG

Total New Fees

750.00 Total Due 750.00

Total Fees Paid

Balance From Receipt

375.00 Total Paid 375.00

### **FACILITY SALES RECEIPT**



Receipt # Payment Date: Household: **16431** 12/18/2018 19

Household Balance Information Overall Household Balance Due

375.00

Payment of: 375.00 Made By:CREDIT CARD REC Auth: 120466 Card#: xxxxxxxxxxxxx1001 With Reference:

# TOWN OF FAIRFIELD **AMERICA EXPRESS RECONCILIATION VOUCHER**

DEPARTMENT: HUMAN SERVICES SENIOR CENTER

**DATE: JUNE 21, 2022** 

**ACCOUNT AMOUNT** 

WALMART - 010-0605-56140	\$ 350.61	
LUIGI'S RESTAURANT -010-0605-56140	\$ 434.45	
TOTAL	\$ 785.06	

APPROVED FOR PAYMENT BY:

# mart

Jun 17, 2022 order Order# 4392257-487410



Total	\$:	350.61
Taxes		\$20.93
Subtotal	ζ,	329.68
100 PCS Paper Ice Cream Cups Disposable Cake Cup Dessert Bowls Party Supplies for Baking Wedding Birthday (Colorful Dots)	Qty 2	\$21.98
Velocity Outdoor 6 Count Pink Pickleball Balls   Official Size and Weight, USAPA Approved 40 Hole Pickleballs   Comes in 3, 6, and 12 Packs.	Qty 5	\$74.95
Comfy Package [360 Combo Box] Clear Disposable Plastic Silverware - 180 Forks, 120 Spoons, 60 Knives	Qty 5	\$159.95
Red Plastic Party Tablecloth, 108 x 54in	Qty 5	\$17.85
3-Pack Red and White Checked Plaid Plastic Tablecloths, 54" x 108" Gingham Rectangular Disposable Table Covers for Picnic, Carnival, Birthday Party Supplies	Qty 5	\$54.95

Payment method

Ending in 6000

Operial Deposit 56 140

08/16/2022 11:484 BD

Order : 29237 Names senair Guest Count: 1

Servert To conditional sale and the displacement.

### CARRYOUT

jews No Course was

3 C- Facts w is also go FRANK 子中的五十四

3 C- House Salad s 3 Large House

## TOWN OF FAIRFIELD **AMERICA EXPRESS RECONCILIATION VOUCHER**

**DEPARTMENT:** <u>HUMAN SERVICES SENIOR CENTER</u>

**DATE:** August 17, 2021

**ACCOUNT AMOUNT** 

Walmart.com-110-0605-41550 SRCTR	45.70
CGI*Canvas on Demand-110-0605-41550 SRCTR	725.06 741-0
Walmart.com-110-0605-41550 SRCTR	164.47
Amazon -110-0605-41550 SRCTR	82.92
Walmark.Com-110-0605-41550 SRCTR	188.79
Panera-110-0605-41550 SRCTR	210.40
Michaels-110-0605-41550 SRCTR	168.44
Walmart.com-110-0605-41550 SRCTR	487.10
Prime Digital - being reviewed by American	
Express MKXYH - 15.94	
	CRO SIA
TOTAL	283-32 <del>2,072.88</del>



### Merando, Janet

From:

DeMarco, Julie

Sent:

Wednesday, August 18, 2021 1:37 PM

To:

Merando, Janet

Subject:

FW: A Follow-Up To Your Billing Inquiry Request

From: American Express Customer Service < DoNotReplyUS@welcome.aexp.com>

Sent: Wednesday, August 18, 2021 1:23 PM
To: DeMarco, Julie <JDEMARCO@fairfieldct.org>
Subject: A Follow-Up To Your Billing Inquiry Request

Heilo JULIE DEMARCO,

We've set up a billing inquiry of \$15.94 as you requested. We'll send you a confirmation letter within 30 days. You don't need to take any further action at this time.

Track the status of your inquiry at <u>americanexpress.com/inquirycenter</u>. In the future, you can also go to this site to open and close an inquiry.

Thank you for your Card Membership.

American Express Customer Care

#### View Our Privacy Statement

Add Us to Your Address Book

This is a customer service e-mail from American Express. Using the spam/junk mail function may not block servicing messages from being sent to your email account. To learn more about e-mail security or report a suspicious e-mail, please visit us at american express com/phishing. We kindly ask you not to reply to this e-mail but instead contact us securely via Customer Care.

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AGNEUSSP0003004



# Corporate Purchasing Cardmember Report

#### Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For JULIE DEMARCO TOWN OF FAIRFIELD

Account Number XXXX-XXXXX1-56000

Closing Date 08/13/21

Page 1 of 3

 Previous Balance \$
 New Charges \$
 Other Debits \$
 Payments \$
 Other Credits \$

 1,114.28
 2,088.82
 0.00
 1,114.28
 0.00

Balance
Due \$ Do Not Pay

2,088.82 For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbillor call Customer Service at 1-800-492-4920.

A	ctivity	Date reflects either transaction or posting date
---	---------	--

Card N	umber XXXX-XXXXX1-56000	Reference Code	Amount \$
07/23/21	CORPORATE REMITTANCE RECEIVED	07/23	-1,114.28
08/05/21	AMZN MKTP US*2P9LD01 AMZN.COM/BILL 3BSGZVRSG 112-6241350-7865098109 ROC NUMBER 3BSGZVRSGQCF TAX	WA 08/03/21 \$4.97	82.92
08/05/21	CGI*CANVAS ON DEMAND 800-801-6312 REF# 10561537 800-801-6312	NC 10561537000 08/04/21	725.06
07/24/21	MICHAELS #9490 800-642-4235 REF# MIK40170682 ARTS/CRAFTS	TX 07/21/21	168,44
07/29/21	PANERA EREAD #601657 203-373-7761 REF# 16273963781 FOOD & NON A	CT 16273963781 07/27/21	210.40
08/11/21	PRIME VIDEO*2P1WV6Q4 888-802-3080 73S3ZCXJ0 D01-3187658-6403498109 ROC NUMBER 73S3ZCXJ0DVH	08/10/21 WA	(15.94)
08/05/21	WALMART.COM AS 09920 8009666546 REF# W4AGHF1M027 8009666546 REFER TO RECEIPT ROC NUMBER W4AGHF1M0275	AR 08/04/21	164.47
07/30/21	WALMART.COM AT 09920 8009666546 REF# W7D96EL712N 8009666546 REFER TO RECEIPT ROC NUMBER W7D96EL712NI	AR 07/28/21	188.79

Do not staple or use paper clips

Payment Coupon

Continued on Page 3

Account Number Enter 15 digit account number on all payments.

JULIE DEMARCO TOWN OF FAIRFIELD 725 OLD POST RD FAIRFIELD

CT 06824

See reverse side for instructions on how to update your address, phone number, or email.



Prepared For JULIE DEMARCO TOWN OF FAIRFIELD

Account Number Closing Date XXXX-XXXXXX1-56000 08/13/21

Page 3 of 3

Activity	Continued		Reference Code	Amount \$
08/05/21	WALMART.COM AU WALMART.COM REF# WP3MZIP9093 800-966-6546 APPAREL HSWRS/ACC ROC NUMBER WP3MZIP9093D	AR 08/05/21		45.70
07/16/21	WALMART.COM AW 800-966-6546 REF# WQNU80LH016 RETAIL	AR 07/15/21		487.10
otal for	JULIE DEMARCO		New Charges/Other Debits Payments/Other Credits	2,088.82 -1,114.28

See your item details +

Check your <u>order status</u> on Walmart.com

### Order Summary

Subtotal (3 items) \$42.97

Delivery

Tax

\$2.73

Total \$45.70

Payment type '

Amex ending in 6000

### Billing address

Julie DeMarco 100 Mona Terrace Fairfield, CT 06824 jdemarco@fairfieldct.org

### Tell us why you chose this item.

Share a few words about why you purchased this. Your response helps other shoppers make great choices!

Nickname: PoolPlayer

<u>Edit</u>



Personal Security Window & Door Alarm Bell | Wireless Sensor Door Window Burglar Alarm | Pack of 10

Why did you choose this?

) Feedback



### Final Details for Order #112-6241350-7865002

Print this page for your records.

Order Placed: August 3, 2021

Amazon.com order number: 112-6241350-7865002

Order Total: \$82.92

### Shipped on August 3, 2021

Items Ordered Price

1 of: Whistle, Plastic Whistle with Lanyard, Loud Clear Black Whistles Bulk Great for

Coaches, Referees, and Officials (24PCS)

Sold by: FyaDirect (seller profile)

Condition: New

### **Shipping Address:**

Jeff Steele 100 MONA TER BIGELOW CENTER FOR SENIOR ACTIVITIES FAIRFIELD, CT 06824-6493 United States

#### **Shipping Speed:**

FREE Prime Delivery

### Shipped on August 5, 2021

Items Ordered Price

4 of: Pandaing 50 Pack Battery Operated Flameless Tea Lights LED Candles for Party, \$15.99 Weddings, Birthdays, Mother's Day, Halloween, Thanksgiving, Christmas Decorations, Batteries Included

Sold by: Pandaing U.S. Store (seller profile)

Condition: New

#### **Shipping Address:**

Jeff Steele 100 MONA TER BIGELOW CENTER FOR SENIOR ACTIVITIES FAIRFIELD, CT 06824-6493 United States

#### Shipping Speed:

FREE Prime Delivery

7.9

\$13,99

https://www.amazon.com/gp/css/summary/print.html/ref=ppx\_od\_dt\_b\_invoice?ie=UTF8&orderID=112-6241350-7865002

### **Payment information**

**Payment Method:** 

American Express | Last digits: 6000

Item(s) Subtotal: \$77.95

Shipping & Handling: \$0.00

**Billing address** 

Jeff Steele

BIGELOW CENTER FOR SENIOR ACTIVITIES

100 MONA TER

FAIRFIELD, CT 06824-6493

**United States** 

Total before tax: \$77.95

Estimated tax to be collected: \$4.97

----

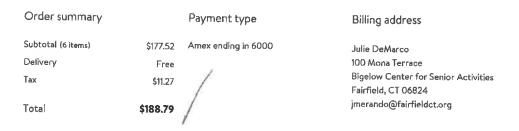
Grand Total:\$82.92

**Credit Card transactions** 

AmericanExpress ending in 6000: August 5, 2021:\$82.92

To view the status of your order, return to Order Summary.

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Tell us why you chose this item.

 $Share \ a \ few \ words \ about \ why \ you \ purchased \ this \ \ Your \ response \ helps \ other \ shoppers \ make \ great \ choices!$ 

Nickname: Teresa

Thu, Aug 5
We'll send an email with tracking infowhen your order ships.

Bigelow Center For Senior Activities 100 Mona Terrace Fairfield, CT 06824

Item	Qty	Total
Maverick Playing Cards \$0.88	98	\$86.24
Mainstays 22" x 28" Matted to 18" x 24" Wide Poster & Wall Frame, Black \$22.97	1	\$22.97

Items may arrive in multiple boxes on different days

# Ships from Walmart

Arrives by	Shipping to		
Mon, Aug 9 We'll send an email with tracking info when your order ships.	Bigelow Center For Senior Activities 100 Mona Terrace Fairfield, CT 06824		
Item		Qty	Total
Mainstays 24x30 Wide Gallery Poster an \$22.99	d Picture Frame, Black	2	\$45.98

## Order summary

Order subtotal:

Walmert shipping

FREE
Total tax

\$155.19



# Thanks for

Order Number 757832

Business Catering

Onder Type Unlivery

Fulfillment Time 7/28/2021@11:45 AM-12:00 PM

Jate Received Jul 27@10,59 AM

If you need essistance with your order, please contact:

Fairfield - Black Rock Turnpike Cafe #601657 2320 Black Rock Turnpike Fairfield, CT 06825 (203)373-7751

Color Tag/Dot

Bag/Box Count

Sandwich Production Time

Salad Production Time

Order Out of Cooler

Cafe Into Cooler

### **Customer Copy**

#### **Customer Information**

Ordered By Janet Merando Jmerando@Fairfieldot.org

Company Senior Center Phone Number 203-256-3166

MyPanera #

Order Summary

Pickup/Delivery

Delivery

People Served

15

Contact Name

Janet Merando

Delivery Instructions:

Delivery Address

160 Mona Terrace Fairfield , CT 06604

### Payment Information

Our curbside fee and	Subtotal	\$178.33
delivery charge is not	Discount	\$0.00
a tip or gratuity	Тах	\$14,24
	Tip	\$0.00
provide 1 to the driver.	Delivery Charge	\$17.83
Please consider tipping your driver and	Total	\$210.40
cafe staff in appreciation of great service.	Price Per Person	\$11.89

Type Card Number

AMERICA: EXPRESS xxxx-xxxx-60/30

**Name** Janet **Amount** \$210.40

Please consume, or refrigerate promptly

Order Checked By \_\_\_\_\_ Eag \_\_\_ Of \_\_\_\_

Order Details

Qty Description Price

3 BLT Rst Tky Avc Sdw \$39.57

3 Chan Chinner Cankie

	J	Office Offipper Octobie		
	3	Chips		
	2	Steak & Arugula Sdw		\$26.38
		Special Instructions: white cheddar		
438	2	Choc Chipper Cookie		
	2	Chips		
	3	Bacon Tky Bravo Sdw		\$34.47
	3	Choc Chipper Cookie		
	3	Chips		
	2	Napa Almd ChxSal Sdw		\$22.98
	2	Choc Chipper Cookie		
	2	Chips		
	2	Chptl Chicken Avo		\$19.98
		No Drink		
	2	Chips		
	3	Tuna Salad Sandwich		\$29.97
0	3	Choc Chipper Cookie		
	3	Chips		
	1	Choc Chipper Cookie		\$2.49
	1	Choc Chipper Cookie		\$2.49
	ns, ut	your order: ensils and plates le.	Subtotal	\$178.33

**Enable Accessibility** 

## Michaels

Q

★ Thank You! Order Confirmed.

Need it today? 9.99 SAME-DAY DELIVERY FREE IN-STORE & CURBSIDE PICKUP You will receive a confirmation email shortly. We'll contact you when your order has been shipped or is ready for pickup.

Order Placed:

Jul 21, 2021 at 12:28:28 pm CST

Order Number: MIK40170682



#### Shipping

**Item Description** 

**Shipping Location** 

Qty

2

Item Total



#### Michaels

4 Pack: Black Step Frame, Home Collection By Studio Décor® Bigelow Center, 100 Mona Terrace Fairfield, CT 06824 United States

\$150,40

#### **Billing & Payment Details**

Brenda Steele Bigelow Center, 100 Mona Terrace Fairfield, CT 06824 United States

Credit Card
Julie Demarco
Amex
\*\*\*\*\*\*\*\*\*6000
Exp: 08/2022
Amount: \$168.44

#### Shipping Address & Method

Brenda Steele Bigelow Center, 100 Mona Terrace Mon, Jul 26 We'll send an email with tracking info when your order ships. Julie DeMarco 100 Mona Terrace Bigelow Center For Senior Activities Fairfield, CT 06824

Item Qty Total

Better Homes & Gardens Austen 5-Piece Counter Height Dining 2 \$458.02

Set, Vintage Oak
\$229.01

# Order summary

Order subtotal: \$458.02
Walmart shipping FREE
Total tax \$29.08
Order total \$487.10

# Billing information

Billing address

Payment method(s)

Julie DeMarco 100 Mona Terrace Bigelow Center For Senior Activities Fairfield, CT 06824 AMEX ending in 6000



16" x 16" Canvas Prints

Qty: 1 Black Wrap

\$171.00 **\$26.49** 

Total	\$725.06
Tax 🕐	\$43.29
Shipping	\$98.99
Coupon	-\$3,179.22
Subtotal (22 items)	\$3,762.00

## Canvas On Demand.

# Thank you for your order!

### Order # 524-9550

#### **Order Date:**

Aug 4, 2021

#### **Email Address:**

bsteele@fairfieldct.org

#### **Shipping Address:**

Brenda Steele Bigelow Center for Senior Activities 100 Mona Terrace Fairfield, CT 06824 United States (203) 254-6455

#### **Payment Method:**

**American Express** 

#### **Estimated Delivery:**

8/18/2021 Economy Service

#### Payroll Clerk TH-6

This is a vital position in the Finance Department to the extent provided for by law requires an excellent attendance record. This position reports directly to the Controller. This position processes all of the Payroll functions for the Town. This clerk position is the first line of contact for any and all payroll related issues. This employee is responsible for addressing any issues for all employees and department heads. This position processes the weekly and biweekly payroll warrants, ensures the accuracy, and makes any adjustments as needed. This employee also processes the deductions associated with each payroll including all accounts payable disbursements and taxes. In addition to the responsibilities above, this employee must also reconcile the payroll related bank accounts for the Town and Board of Education. The payroll clerk is also responsible for helping the Controller with any financial issues as needed.

#### **Examples of Duties:**

- Act as central contact for all decentralized payroll users
- Train all decentralized payroll users and input exceptions for smaller departments
- Create journal vouchers related to payroll accounts
- Reconcile payroll bank accounts for BOE and Town
- Pay weekly taxes related to Payroll
- Work with Accounts Payable clerk to ensure accurate and timely payment of payroll related disbursements
- Process and ensure accuracy for all weekly and biweekly payrolls
- Responsible for all payroll related inquiries for the Town
- Responsible for monthly/quarterly/ annual tax submissions to the State and Federal agencies
- Run W2s at year-end
- Record all revenue from deposit transmittals
- Make all required adjustments to Payroll
- Run payroll reports for all departments detailing the expenses in all payroll related budget lines
- Perform any other related duty as required

#### Minimum Qualifications and Abilities:

- Strong knowledge of Munis Payroll, Accounts Payable, and General Ledger modules
- Must be extremely reliable and timely
- Strong organizational skills and ability to prioritize tasks
- Excellent Microsoft Excel and Word skills
- Minimum of 3 to 5 years experience of Payroll and Accounts Payable

# AGREEMENT BETWEEN THE TOWN OF FAIRFIELD AND

#### THE UNITED PUBLIC SERVICE EMPLOYEES UNION (UPSEU)

(by and on behalf of Kiva Barry)

The Town of Fairfield (hereinafter referred to as the "Town"), the United Public Service Employees Union (hereinafter referred to as the "Union") and, Kiva Barry, (hereinafter referred to as the "Employee") hereby agree as follows in full and final resolution of a request for reclassification of the Employee for fiscal year 2022 to 2023:

- 1. Effective July 25 2022, the Town shall reclassify the Employee, Payroll Clerk, Grade 6, Step 4 (\$67,458) to Finance Assistant Grade 7, Step 4 (\$71,460). (See New Job Description for Finance Assistant attached). The Union agrees to the attached new job description of Finance Assistant.
- 2. The Union shall not file a grievance in connection with this matter.
- 3. The Employee freely and voluntarily enters into this Agreement. By signing this Agreement, she acknowledges that she has read and understands the meaning and intent of the Agreement and he further acknowledges that prior to signing she has had the assistance and advice of his Union representatives and/or legal counsel. The Employee agrees that she will hold harmless the Town and its agents and the Union and its agents from any liability or cause of action known or unknown, which may arise from the administration of this Agreement. This Agreement resolves all outstanding issues involving the entitled reclassification as referenced in no. 1 of this Agreement and extinguishes any and all claims she may have in connection with reclassification for fiscal year 2022-2023. This Agreement shall not constitute a release or waiver of any rights the release of which is prohibited by law.
- 4. This Agreement shall not be considered or construed as an admission of any liability or any wrongdoing whatsoever on the part of the Town or any other present or former officer, agent or employee of the Town, or any contractual violation by the Town.

# AGREEMENT BETWEEN THE TOWN OF FAIRFIELD AND

## THE UNITED PUBLIC SERVICE EMPLOYEES UNION (UPSEU)

(by and on behalf of Kiva Barry)

Page 2 of 2

5. This Agreement is specific to and limited to the Employee. It is with prejudice and without precedent in any other dispute between the parties. It shall not serve as precedent in any pending or future dispute between the parties and shall not be admissible as evidence in any hearing or contested case proceeding involving anyone other than the Employee except to enforce its terms.

Employee

Date

For the Union

Date

For the Town of Fairfield

Date

#### Finance Assistant TH-7

This is a vital position in the Town of Fairfield Finance Department. This position reports directly to the Controller. This employee processes the weekly and biweekly payroll warrants, ensures the accuracy, makes any adjustments needed, and addresses any related issues that may arise. This position is also responsible for training employees and assisting employees with payroll records, forms and files. This employee also processes the deductions associated with each payroll including all accounts payable disbursements and taxes. This employee also tracks, monitors, and processes general Accounts Payable transactions, including utility, diesel, and fuel accounts. This position also requires financial analysis and the ability to efficiently and accurately calculate various financial projects. This employee works closely with the Human Resources Department and the Budget Director to ensure accuracy and accounting within the MUNIS Financial System. The Finance Assistant is also responsible for helping the Controller with any financial issues as needed.

#### **Examples of Duties:**

- Act as a central contact for all decentralized payroll users
- Train all decentralized payroll users and input exceptions for small departments
- Train Accounts Payable Clerks and Part-Time employees in office functions, work load, projects and MUNIS
- Assist Human Resources with various projects and reports
- Create journal vouchers related to payroll accounts
- Pay weekly taxes related to Payroll
- Work with staff in Finance and/or Human Resources to ensure accurate and timely payments or payroll related disbursements
- Process and ensure accuracy for all weekly and biweekly payrolls
- Review and respond to payroll inquiries for the Town
- Record all revenue from deposit transmittals
- Make all required adjustments to Payroll
- Run payroll reports as necessary or required for all departments detailing expenses in all payroll related budget lines
- Manage and monitor complex accounts, including but not limited to utility, diesel and fuel accounts
- Work closely with the HR/Finance teams to ensure accurate financial reporting
- Perform any other related duty as required

# Finance Assistant TH-7 (Page 2 of 2)

#### Minimum Qualifications and Abilities

- Strong knowledge of Munis Payroll. Personnel. Accounts Payable, and General Ledger modules
- Extremely reliable and timely
- Strong organizational skills and ability to prioritize tasks
- Excellent Microsoft Excel and Word skills
- Strong financial skills and abilities
- Strong analytical and data gathering skills
- Excellent interpersonal communication and problem-solving skills
- Minimum of 3 to 5 years experience of Payroll and Accounts Payable

Effective July 25, 2022



#### TOWN OF FAIRFIELD

#### FINANCIAL ANALYST/MANAGER

(Salary Range: \$71,228 - \$99,013)

#### **DESCRIPTION OF WORK:**

The Financial Analyst/Manager position serves as the Finance Department's liaison to other Town departments, providing oversight and technical assistance on financial matters, with an emphasis on capital projects.

#### Essential Job Functions:

- Monitors and provides status reports on capital project budgets, expenditures, and grants to internal and external stakeholders.
- Coordinates and assists in reporting of additions and disposals of fixed assets with Associate Analyst.
- Coordinates compilation of all backup documentation for capital projects in preparation for board meetings.
- Assists in development of the Town's capital improvement plan.
- Provides expense and revenue reports relative to usage of Transfer Station.
- Provides reports of miscellaneous revenue collection.
- Assists in preparation of Requests for Proposals.
- Ensures department compliance with financial controls.
- Administers grants and assures adherence to terms and conditions of grant contracts.
- Performs reconciliations of financial records and transactions.
- Oversees purchasing process for DPW.
- Coordinates scheduling and preparation for capital project meetings.
- When requested, attends meetings of various commissions, and elected Town bodies.
- Performs other duties as assigned.

**Note**: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

#### SUPERVISION RECEIVED:

Works under the direction of the Chief Fiscal Officer or designee.

## KNOWLEDGE, SKILL AND ABILITIES:

- 1. Knowledge of municipal fund accounting.
- 2. Knowledge of MUNIS financial software preferred or ability to learn MUNIS.
- 3. Knowledge and understanding of basic accounting principles and practices.
- 4. Ability to use MS Office.
- 5. General understanding of local government processes.
- 6. Ability to provide clear and concise oral and written communication.
- 7. Familiarity with grants and grant management software.
- 8. Experience with project accounting/management.
- 9. Construction industry experience helpful.
- 10. Ability to establish and maintain effective working relationships.

## EXPERIENCE AND TRAINING:

Bachelor's degree in Accounting or Finance from an accredited four (4) year institution of higher learning and not less than 2 years of employment in an accounting financial capacity OR graduation from a recognized two (2) year institution with an Associate's Degree in Accounting or Finance and not less than 4 years of experience in an accounting financial capacity. Municipal financial experience and operations management preferred.

# HUMAN RESOURCES ADMINISTRATIVE INVESTIGATION JOHN BODIE, SUPERINTENDENT THE WATER POLLUTION CONTROL FACILITY (WPCF)

#### I. AUTHORITY AND INVESTIGATION TEAM

#### A. Authority/Responsibility of Human Resources Director for Investigation

• Standard of Conduct Municipal Fraud Policies and Procedures, Section D (Exhibit E)

#### B. HR Investigation Team:

- Cathleen Simpson, HR Director (Lead)
- Joanne Courtemanche (Labor Relations Specialist)
- Ivanna Vintonyak (HR Paralegal)

#### II. SUBJECT AND EMPLOYMENT HISTORY, INCLUDING NOTICE/TRAINING

#### A. Subject: John Bodie

#### 1. Employment History

John Bodie, Superintendent of the WPCF, is the subject of this investigation. The WPCF is a wastewater treatment plant. It is a facility where a person's wastewater from their toilets, sinks, and tubs is cleaned. They are an integral part of the sanitation process to ensure the health and safety of residents in a community. The WPCF discharges 10 million gallons per day of treated effluent to Long Island Sound. More than 95 percent of the pollutants are removed, generating 5,000 tons of sludge per year which is mixed with the Town's discarded leaves and brush and then composted into organic soil.<sup>1</sup>

Mr. Bodie was hired by the Town in 1985 as a Laborer II. After being promoted to Wastewater Maintenance Repairman, he resigned effective 10/27/1989. He was rehired by the Town on May 4, 1992 as a Laborer II. Since that time, he has held the following positions:

- Maintenance Repairman III, January 24, 1994
- Wastewater Pollution Operator, April 15, 1999
- Maintenance Manager, October 8, 2001
- Assistant Superintendent, April 21, 2013
- Acting Superintendent WPCF (until William Norton was rehired), December 16, 2017
- Superintendent, October 24, 2021

<sup>&</sup>lt;sup>1</sup> https://www.fairfieldct.org/sewer

John Bodie's predecessor, William (Bill) Norton, Former Superintendent WPCF, whose Town issued credit card use was reviewed as part of this investigation was hired as Superintendent WPCF, July 6, 2015. He was reclassified from Superintendent WPCF (Grade 9 to 11), February 19, 2017. (Exhibit U) Mr. Norton resigned from the position on December 15, 2017 and was rehired as Superintendent WPCF on June 23, 2019. Mr. Bodie was in the Acting Superintendent position during the time from Mr. Norton's resignation in 2017 to his rehire in 2019. Mr. Norton resigned on October 15, 2021 and Mr. Bodie took his place as Superintendent.

There is no record of any prior disciplinary action for Mr. Bodie. During his employment, He has received exceptional and outstanding overall service ratings. In 2018, Mr. Bodie received an Energy Management Achievement Award from the New England Water Environmental Association (NEWEA).

The Water Pollution Control Superintendent position is in the PETA Union, SG 11, and pursuant to the job description reports to the Director of Public Works. (Exhibit O, see also organization chart, Exhibit P) This position was reclassified by Human Resources on or about February 2017 from a labor grade 9 to an 11 due to the high level of responsibility required of the position (Exhibit U). Mr. Hibson identified the following as a basis for the upgrade:

The WPCA Superintendent is a 24 hour operation. The only other operations that are 24 hours are the Police Department and the Fire Department. The Superintend[ent] is directly responsible for a budget of over \$5,000,000 and plant and equipment worth significantly more. Additionally, the Superintendent has direct supervisory responsibility for 22 employees.

A review of the positions in labor grade 9 indicate that none of the positions have nearly the responsibility in regards to managing a budget, plant and equipment, and personnel...

(Exhibit U, p. 3)

The Water Pollution Control Authority (WPCA) is a permanent authority under the Charter, Article X, Section 10.13. (Exhibit R) with the power to "[p]lan, lay out, acquire, construct, reconstruct, equip, repair, maintain, supervise and manage and, through the Department of Public Works, operate a sewerage system." (Section 10.13, Exhibit R)

The Superintendent is responsible for the following in addition to other duties:

- Management of department employees in performing standards set by the Town and state mandate;
- The operation of the Town's sanitary sewer system;

• For preparing budgets, attending WPCA meetings, ensuring compliance with treatment plant discharge permit requirements

#### (Exhibit M)

One of the examples of typical duties and responsibilities is "[i]nstructing personnel in treatment plan, pump station, and sewer main operation and maintenance. Provide[s] training and instruction of safe work practices, injury prevention and performance of job duties. Assists in the hiring of employees, trains, develops, and evaluates the work of treatment plant employees."

#### 2. Notice Issued to John Bodie

#### Exhibit T:

- Prevention of Sexual Harassment Training, October 3, 2007
- Acknowledgement of Receipt of the WPCF Employee Handbook Agreement, May 8, 2008
- Preventing Sexual Harassment in the Workplace Training, March 22, 2013/Sign-up sheet
- Supervisor's Boot Camp, April 25, 2013
- Prevention of Sexual Harassment Training, March 3, 2020

#### Exhibit F:

- Cardholder Memorandum of Agreement, January 13, 2021
- Cardholder Memorandum of Agreement, January 18, 2023

#### III. WITNESSES

- 1. John Bodie, Superintendent
- 2. William Norton, Former Superintendent
- 3. Peter Ritchey, HR Assistant Director
- 4. Concetta Saxl, Senior Internal Auditor
- 5. Lieutenant Matthew J. Riendeau, Lieutenant
- 6. Brian D. Griffin, Detective
- 7. John Cottell, Assistant Public Works Director
- 8. Danielle Morrison, Chemist

#### IV. EXHIBITS

- A. HR Administrative Investigation Report (January 18, 2023-out of state travel request)
- B. Email from Concetta Saxl, January 12, 2021, with attached policies and forms

- C. Email from Concetta Saxl, January 6, 2023, with attached policies and forms.
- D. Revised Reconciliation Voucher Form and Sample
- E. Pertinent Policy/Code:
  - Town Mission
  - Code of Conduct (Charter)
  - Code of Conduct Municipal Fraud Policies and Procedures
  - Travel & Meeting Policy
  - Procurement Credit Card Program
- F. Credit Cardholder MOU with Policies Signed by John Bodie (2021; 2023)
- G. Chart of Food Charges (Other Than Conferences) Made by John Bodie (2021-2022)
- H. AMEX Credit Card Statements/Receipts (2021-2022) for John Bodie
- I. AMEX Credit Card Statements and Receipts (1/21-10/21) for William Norton
- J. Charts of Initial Review of Credit Card Purchases by John Bodie (2021-2022)
- K. Chart of Review of Credit Card Purchases Made by William Norton (2018-2021)
- L. Chart of Review of Credit Card Purchases Made by John Bode (2018-2020)
- M. Job Description WPCF Superintendent
- N. Notice of Administrative Leave with Pay
- O. Sample Meal Ticket for Members of UPSEU, Unit #454 Article VII, Section 7.14
- P. Organizational Chart
- Q. MOU Ronald Wallace (placement in interim Superintendent position)/Chief, Shift, Process Control Operator, and Direct Responsible Charge Verification Form
- R. Section 10.13 of the Town Charter Water Pollution Control Authority
- S. Notice to DEEP. 12/27/17
- T. Notice to John Bodie Other than Credit Card Holder MOU with policies
- U. Memo to Personnel File from Emmett Hibson re: William Norton Reclassification, 2/27/17
- V. Email Lefkowitz/Baldwin/Simpson
- W. June 27, 2006 Town Travel and Meeting Policies and Procedures/Mileage Reimbursement/July 25, 2006 Reminder of Town Travel and Meeting Policy
- X. 2010 Email re: Food at Meetings Policy
- Y. 3/14/20 Memorandum of Agreement Use of Town Credit Card
- Z. 4/4/20 Cardholder Memorandum of Agreement/Procurement (credit) Card Program ...
- AA. MOU Form and Policy Between Twig Holland, Director of Purchasing and Cardholder
- BB. 4/27/06 Summarization and Addendum of MOU for Credit Card Holders
- CC. Referral to the Fairfield Police Department/Police Report
- DD. Senior Internal Auditor Job Description
- EE. Cardholder Memorandum of Agreement Signed by William Norton, 2/2/21/Town Vehicle Policy signed 7/9/15/Acknowledgement of Receipt of Sexual Harassment Policy, 7/6/15/Retention and Disposition Policy Acknowledgement of Receipt, 76/15/Sexual Harassment Prevention Training, 2020
- FF. Email Correspondence between Simpson/Morrison copied to Jude Fitzpatrick March 2023
- GG. Email to John Cottell, March 20, 2023

HH. Email to William Norton, March 20, 2023

II. Questionnaire to John Bodie and his responses

# V. ACTION TAKEN UP TO AND INCLUDING REFERRAL TO THE FAIRFIELD POLICE DEPARTMENT

# A. Submission of Out of State Travel Request Lead to a Separate Administrative Investigation of John Bodie for His Use of a Town Issued Credit Card

On January 10, 2023, Human Resources was asked by Jennifer Carpenter, Deputy CAO, to review an out of state travel request to attend the NEWEA conference in Boston that was submitted by John Bodie, Superintendent WPCF, and his staff member, Danielle Morrison, for a total of \$4,500. (Exhibit A-see Ex. 2 which is part of Exhibit A for details on the out of state travel request.) As Mr. Bodie reported that he had been approved for similar out of state travel in the past and made charges to his Town issued credit card for this conference in November, 2022, the undersigned reviewed his Amex statements for 2021-2022 (Exhibit H). The review revealed suspect charges on Mr. Bodie's Town issued AMEX card that potentially could be in violation of the following Town Policies (Exhibit E):

- Town Mission
- Code of Conduct (Charter)
- Code of Conduct Municipal Fraud Policies and Procedures
- Travel & Meeting Policy
- Procurement Credit Card Program

Additionally, on January 6, 2023, the undersigned and Joanne Courtemanche, Labor Relations Specialist met with Dana Kery to follow up on a complaint she submitted concerning alleged fraudulent purchasing by Town employees, including credit card purchases. Ms. Kery's complaint was a result of a FOIA request she made for records associated with purchasing and spending by Town employees<sup>2</sup>. These records included Amex Statements of Town employee cardholders for June, July, and August 2022. Ms. Kery as part of her complaint pointed to credit card purchases made by Mr. Bodie in May and June of 2022:

- Amazon Core Trainer Wobble
- Amazon Defender case-1 phone SE/817 Black 29.99
- Bassets Auto Glass Invoice 5057 \$250.00
- Restaurant Expenses from 5/23-5/25 totaling \$650.00

<sup>&</sup>lt;sup>2</sup> Pursuant to the Town's Standards of Conduct Municipal Fraud Policies and Procedures, Exhibit E, the First Selectwoman contacted the Town Attorney, Chief of Police, Director of Human Resources and the Town Chief Fiscal Officer on or about December 20, 2022.based on the Kery complaint alleging fraud. The Director of Human Resources was assigned to investigate commence an administrative investigation in accordance with the Town's Standards of Conduct Municipal Fraud Polices and Procedures.

Human Resources conducted a separate administrative investigation of John Bodie based on the review of the out of state travel request which occurred on or about the same time Human Resources met with Ms. Kery. Due to the he high-level position held by Mr. Bodie and the allegations of fraud, Mr. Bodie was placed on administrative leave with pay on January 27, 2023 pending the HR investigation. (Exhibit N) Ronald Wallace, Assistant Superintendent, was placed as Interim Superintendent effective February 1, 2023 pursuant to an Agreement between the Town, Mr. Wallace and the PETA Union effective February 1, 2023 and the Department of Energy and Environmental Protection (DEEP) was noticed of the change of the position. (Exhibit Q).<sup>3</sup>

#### B. Telephone Discussion with William Norton, February 10, 2023

On February 10, 2023, Mr. William Norton contacted the undersigned at approximately 4:15 PM and reported the following:

- He is currently working for Glens Falls, NY for its WPCF
- He worked with John Bodie for 6 years in Fairfield and John Bodie is such an asset, gets in early, works at home
- He is calling because Mr. Bodie reached out to him and Mr. Norton wants to help him
- He presumes Mr. Bodie is on leave for the same things he did when he was Superintendent of the WPCF.

When I asked Mr. Norton what things he was referring to, he said "birthday cakes", "meals", and "Christmas parties". He reported how when he began working for the WPCF, staff were not getting along and emphasized how bad the morale was at that time. He indicated that he and John Bodie brought staff together and they are like family. He also indicated that since John Bodie staff has reached out to him.

In response to Mr. Norton's report that he engaged in similar conduct as Mr. Bodie with the use of the Town issued credit card with purchasing "birthday cakes", "meals", and "Christmas parties", Human Resources conducted a review of Mr. Norton's credit card use from January, 2021 to October, 2021 when John Bodie became Superintendent A review demonstrated similar suspect purchases made by Mr. Norton as to those made by Mr. Bodie from 2021 to 2022.

#### C. Referral to the Fairfield Police Department, February 16, 2023 (Exhibit CC)<sup>4</sup>

<sup>&</sup>lt;sup>3</sup> Selectwoman Nancy Lefkowitz is member of the WPCA pursuant to section 10.13 A of the Town Charter. (Exhibit R) <sup>3</sup>On February 15, 2023, Nancy Lefkowitz, Selectwoman, contacted the undersigned and Attorney Jim Baldwin, Town Attorney, requesting additional information regarding Mr. Bodie's placement on administrative leave with pay. The email correspondence between the parties has been incorporated as part of this administrative investigation as Exhibit V.

<sup>&</sup>lt;sup>4</sup> The elements of a crime differ from those of a prescribed work rule offense, although the behavior may be the same. In accordance with the Town's Standard of Conduct Municipal Fraud

Human Resources focused its initial review of Mr. Bodie's credit card use starting in October 2021, which was the time Mr. Bodie became permanent as Superintendant for the WPCF, through 2022. A thorough review of Mr. Bodie's AMEX statements and receipts was conducted and revealed in addition to potential violation of Town policies, potential criminal conduct such as defrauding a public community. (Exhibit J) As part of the Human Resources review, we eliminated from the summary/chart, Exhibit J, what appeared to be work-related purchases. We narrowed our review to credit card transactions that appeared to be in violation of the policy and law.

Based on our review and in accordance with the Town's Standard of Conduct Municipal Fraud Policies and Procedures, Exhibit E, we referred the matter to the Fairfield Police Department on February 10, 2021, which included the following records/information:

- Pertinent Policy/Code
- HR Administrative Investigation Report (Out of State Travel)
- Credit Card Memorandum of Understanding Signed by John Bodie in 2021 and 2022
- AMEX Statements and Receipts (2021-2022) for John Bodie
- AMEX Statements and Receipts (1/21-10/21) for William Norton
- Chart of Suspect AMEX Card Use by John Bodie for 2021 and 2022 Prepared by Human Resources
- Report of Discussion with William Norton on February 10, 2023

Human Resources indicated it would continue its independent administrative investigation; however, would hold interviewing John Bodie in abeyance until the Fairfield Police Department had an opportunity to request an interview with Mr. Bodie.

# VI. ACTION TAKEN POST REFERRAL TO THE FAIRFIELD POLICE DEPARTMENT

#### A. HR Meeting with WPCF Employees, February 17, 2023

On February 17, 2023, Peter Ritchey, Assistant HR Director, received a phone call from Danielle Morrison, Chemist at the WPCF, reporting there were high level concerns being raised by WPCF staff regarding John Bodie's leave of absence. Mr. Ritchey offered to meet with them at the Treatment Plant to listen, indicating he may not have any answers.

At approximately 11:00 am on that day, Mr. Ritchey met with WPCF staff with the goal and expectations to listen to the WPCF employee concerns and answer questions without compromising the pending HR administrative investigation. In addition to expressing concerns

Policies and Procedures, Human Resources is mandated to conduct a thorough administrative investigation regardless of the Fairfield Police Department's findings.

about the operations of the Treatment Plant, they focused on the status of Mr. Bodie's leave. One employee asked Mr. Ritchey if Mr. Bodie had been fired. Mr. Ritchey responded that he was not fired and presently out on a leave.

One of the employees commented that he heard "some woman in Town has submitted a FOIA wanting to know WPCA over-time, job descriptions and credit card usage" and "they are under a microscope." Another employee commented about "paying back for the birthday cakes or other items if Bodie's credit card usage is an issue." The employees expressed concern about not having heard any time line as to when Mr. Bodie would be back.

They asked Mr. Ritchie and he responded that he was not involved in the discussions and had no insight. He did say that with that update being known, they should continue on doing their respective jobs, and escalate any issues to Ron Wallace, Interim Superintendent, who will escalate to John Cottell, Assistant Director Public works, and/or John Marsilio, Director of Public Works.

Other comments regarding John Bodie were:

- Bodie isn't a bad guy
- He's honest Abe
- Don't understand why he is in trouble.
- Feels like Bodie is a scapegoat
- Foolish to lose him

The meeting ended at approximately 12:05 pm.

#### B. Review of Card Holder/Travel & Meeting Policies

As part of the administrative investigation, the undersigned reviewed the history of policies associated with Town issued credit cards and travel/meetings. The following is a time line of policies since 2020:

1. March 14, 2000: Connie Nolfi<sup>5</sup>, Town Auditor, (Concetta Saxl, currently in the position of Senior Internal Auditor-PETA Union President) created a memorandum of agreement

<sup>&</sup>lt;sup>5</sup> § 9.15 of the Town Charter covers the Internal Auditor or Auditors for the Town:

A. Number. The Board of Selectmen shall appoint at least one Internal Auditor and shall determine from time to time the number of Internal Auditors necessary to carry out the duties of the office and shall accordingly increase or decrease the number of Internal Auditors appointed.

B. Duties. The Internal Auditor or Auditors shall:

<sup>(1)</sup> Monitor the departments, officers, employees, boards, and commissions of the Town for fiscal policy compliance;

<sup>(2)</sup> Report on a regular basis to the Fiscal Officer; and

for card holders (Exhibit Y, Exhibit AA) Memorandum of Understanding Between the Cardholder and Twig Holland, Director of Purchasing (not dated): Policy prohibited use by any other person besides the card holder as well as use for personal purchases. It required substantiation of purchases for official Town business. For travel and meetings, justification with proper sales receipt as well as an expense report detailing the date, place(s) visited, participants at the meeting and purpose of the meeting. (Exhibit AA)

- 2. April 27. 2006: Summarization Addendum to the "Memorandum of Understanding" created by Connie Nolfi, Town Auditor, (Concetta Saxl, currently in the position of Senior Internal Auditor-PETA Union President) reiterating that the credit card must not be used for personal reasons for themselves or others, purchases must be validated and for legitimate Town business, as well as other requirements. (Exhibit BB)
- 3. **June 27, 2006**: Memo to All Departments from Connie Nolfi, Town Auditor, (Concetta Saxl, currently in the position of Senior Internal Auditor-PETA Union President), Exhibit DD), Re: Town Travel and Meeting Policies and Procedures. Policy includes requirements to obtain reimbursement for travel and meeting expenses. A memo regarding mileage reimbursement rates was also issued on July 25, 2006. (Exhibit W)
- 4. **July 25, 2006:** Memo to All Department Heads from Connie Nolfi, Town Auditor, Re: Travel Meeting and Expenses. (Exhibit DD) This was a reminder that was to be posted for employee review regarding reimbursement for Town Travel and Meeting expenses.
- 5. October 26, 2010: Email between Twig Holland, Director of Purchasing, and First Selectman Ken Flatto re: Food at Meetings. This was a request from the Director of Purchasing for the First Selectman to clarify the policy on providing food for night meetings. First Selectman Flatto responded: If there is a special exception for a truly one shot very long meeting of a Board or Commission that requires them to work through a meal time or something that is well beyond the norm, it is ok for a manager to have the discretion to offer some small limited amount of food and get reimbursement, but we should not have food paid for by taxpayers for the meals of volunteers or employees at work meetings in general or any kind of basis except for those very unusual rare justified situations..." (Exhibit X)
- 6. August 4, 2020: Procurement (Credit) Card Program, Cardholder Memorandum of Agreement: policy prohibits credit card use for personal purposes or for items purchases for others that are personal in nature, including alcohol, cash advances, gift certificates,

<sup>(3)</sup> Make reports to the Board of Selectmen and the Board of Finance semi-annually and at any other times requested by either Board.

<sup>&</sup>lt;sup>6</sup> The limit for total meals & incidental expenses in 2006 was \$64 (\$12 for breakfast; \$18.00 for lunch; \$31,00 for dinner; and \$3.00 for incidentals. The policy in effect in 2021-2022 allows for a total of \$51.00 broken down as \$11.00 for breakfast; \$12.00 for lunch; \$23.00 for dinner; and \$5.00 for incidentals. Ms. Saxl reported that she believes Mr. Robert Mayer when he was CFO reduced the amount for meals for the reason he thought they amounts were too high.

fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc. The policy also required for "[t]he nature of the purchases [to] be substantiated at all times and [the cardholder] must be able to validate the official need for the purchase." It required "prudent judgment for purchases" as well as reconciliation for each item purchases, including receipts. Two signatures were required for the reconciliation voucher: the cardholder and the department head. If the cardholder was a department head then the signature of the CFO was required.

X ...

This policy referenced the Travel and Meeting policy and cardholders were required to submit for credit card purchases for meals justification including the date, place (s) visited, participants at the meeting, and purpose of the meeting. It stated: It is imperative that all Travel and Meeting charges be for <u>Town business related purposed only</u>. For meals charged on the credit card, it was prohibited for cardholders to charge meals for persons not directly employed by the town including interns and volunteers. Meals charges had to directly relate to specific Town business or meeting.

The policy also prohibited use by any member of the cardholder's staff, family, supervisor or anyone else besides the cardholder.

The policy provided notice that violation of the policy could result in disciplinary action.

7. January 12, 2021, Ms. Saxl issued an email to Town Credit Card Holders, including John Bodie, with the policy, pertinent forms and a "Cardholder Memorandum of Agreement" for cardholders to sign and return to her. (Exhibit B) In her email Ms. Saxl states: As a cardholder, you are required to understand and abide by the policies and procedures, responsibilities and limitations associated with this policy and use of the Town's credit card."

Ms. Saxl also issued the "Top 10 Reminders" as part of her notice which included the following:

- Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason-the Town approved vendor for office supplies.
- Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- All information technology purchases must first be pre-approved by the Director of Information Technology.
- All food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.

Ms. Saxl in her notice directed cardholders to:

Please read the attached policy and complete the last page entitled "Cardholder Memorandum of Agreement" and forward the completed package to me by January 19, 2021.

The policy issued to all cardholder members included the following notice, pp. 1-2:

- The purpose of this memorandum of understanding is to summarize the policies and procedures, responsibilities and limitations associated with the use of the Town's procurement (credit) card; to acknowledge that you understand your responsibilities as a cardholder, including punitive sanctions for misuse of your credit card.
- ...No member of your staff, your family, your supervisor or anyone else may use this card. It is the cardholder's responsibility to safeguard the credit card and account number at all times. Misuse of your card will be considered a violation of trust and may require that the card be withdrawn with subsequent disciplinary action.
- THE CREDIT CARD IS NOT TO BE USED FOR PERSONAL PURCHASES: ...[t]he credit card must not be used for personal purpose or for items purchases for others that are personal in nature. This includes alcoholic beverages, cash advances, gift certificates, fruit baskets, birthday cakes, retirement gifts, donations, pharmaceuticals, etc.
- You must comply with federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures.
- Purchases must not be split to avoid Town bidding requirements.
- Capital items must not be purchases on the credit card. This includes computers, machinery, equipment and other items with individual costs greater than \$1,000.
- Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.
- The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate wither the purchase was necessary and for official Town use, disciplinary action may occur.
- Consequences of misuse of the credit card may include...Disciplinary action up to and including personal liability and repayment.

On page 2 of the policy, under section II, cardholders are expected "...to use prudent judgement whenever using the Town card for department purchases. Department Heads must do their best to limit the use of their credit card..."

On page 3 of the policy for purchasing procedures the requirements of cardholders for making purchases include the following:

- Notify the merchant that the purchase is for the Town of Fairfield and that it is <u>exempt from state sales tax.</u> The vendor may ask you to provide a Cert 134 form (for commodities) and Department of Revenue Services-Statement of Tax-Exempt Status. Meals and lodging use the Cert-112. These forms may be obtained from the Purchasing Department.
- Consult with Purchasing to ensure that you are using pre-approved local order vendors when making purchases.

On page 4 of the policy, it states that "a minimum of...two signatures are required on the Reconciliation Voucher..." The policy requires the Cardholder to sign and the "...Department Head must <u>ALWAYS</u> sign the Reconciliation Voucher designating approval. If he cardholder is the department Head, then the signature of the Chief Fiscal Officer must be obtained designating review and approval."

On page 4 of the policy under the Travel and Meeting section, cardholders are noticed that "[a]ll items charged to your credit card for the purpose of Town-related travel and meetings (including luncheons, dinners, seminars, etc.) must be justified by proper sales receipts and **be fully documented on a Travel and Meeting expense report**. The policy further requires for the cardholder to "...detail the date, place(s) visited, participants at the meeting, purpose of the meeting and total amount charged to the credit card." The policy states "[i]t is imperative that all Travel and Meeting charges be for **Town business related purposes only.**"

Page 5 of the policy under the meals charged on credit card section states:

- Meals charged on the credit card are limited to consumption by that individual employee only and should directly relate to specific Town business or meeting. Employees must not charge meals for persons not directly employed by the Town of Fairfield, including interns, volunteers, committee members, vendors, and outside business associates.
- Business Meals During Meeting: The meeting should...have a clear, reasonable, specific business purpose and agenda.
- Be a direct expense that is necessary in order to conduct Town business.

• All meals purchases shall be reported on the Travel and Meeting expense report and shall detail the date, name of food establishment, business purpose for the meal and the total amount charge dot the credit card.

With respect to disputed items on page 5, "[t]he cardholder is responsible for reporting/returning unsatisfactory good or services to the merchant for replacement or refund. If the merchant refuses to remedy the faulty condition, the purchase of he item(s) will be considered to e in dispute." For charges on the cardholder's statement that "...are deemed incorrect then your statement is considered to be in dispute. A disputed item just be noted on the cardholder's Statement of Account and American Express must e notified immediately. The Town will make full payment of the disputed charge and American Express will credit the disputed charge on the following month's statement."

- 8. **January 13, 2021:** John Bodie signed the Card Holder Memorandum of Agreement acknowledging that he has "...read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card." He further acknowledged his receipt of the credit card "to be sued for the purpose of making purchases on behalf of the Town of Fairfield..." and understands his "responsibility as a cardholder, which include punitive sanctions for misuse of [the] credit card." (Exhibit F)
- 9. **February 16, 2021:** Ms. Saxl issued a refresher notice with same information as issued on January 12, 2021 to Department Heads who did not receive the information in January, 2021. William Norton was one of the recipients of this email. (Exhibit B)
- 10. **February 2, 2021:** William Norton signed the Card Holder Memorandum of Agreement acknowledging that he has "...read the Town of Fairfield Memorandum of Understanding regarding the procedures, responsibilities and limitations associated with the use of the Town credit card." He further acknowledged his receipt of the credit card "to be sued for the purpose of making purchases on behalf of the Town of Fairfield..." and understands his "responsibility as a cardholder, which include punitive sanctions for misuse of [the] credit card." (Exhibit EE)
- 11. **January 6, 2023**: Email notice to Town Credit Card Holders, including John Bodie, regarding an updated Town of Fairfield Credit Card Policy entitled *Cardholder Memorandum of Agreement*. (Exhibit C) Ms. Saxl attached pertinent policy and forms, including the Travel & Meeting policy. Ms. Saxl noticed credit card holders to return the agreement acknowledging their responsibility to abide by policies, procedures, responsibilities and limitations associated with the cardholder policy and the use of the Town issued credit card by January 18, 2023.

The new procedures under this policy include for any single credit card purchase that exceeds \$1,000 must receive email approval first from the Department Head and then

from the CFO prior to making the purchase. Although listed as a new procedure but was part of the previous policy is the requirement for Department Heads who are also cardholders to forward the monthly reconciliation vouchers to the CFO for approval. Ms. Saxl listed 11 top reminders which include:

- Utilize all available discounted pricing for your purchases whenever possible. Department office supplies should be purchased from WB Mason-the Town approved vendor for office supplies.
- Do not pay sales tax.
- Prior to submission, all Reconciliation Voucher Packages must be signed off by your Department Head.
- All information technology purchases must first be pre-approved by the Director of Information Technology.
- All food purchases must be documented and justified utilizing the "Travel and Meeting Expense Report" and must pertain to Town business or meeting.
- All out of State travel must first be pre-approved by the First Selectwoman using the "Request Form-Out of State Travel"

The updated policy included the daily meal reimbursement amounts when out of Town or when traveling on Town Business that are referenced in the Town's Travel & Meeting policy.

provided by credit card holders for this investigation as well as the broader one for all other credit card holders, Human Resources in partnership with the CFO and Purchasing Director revised the reconciliation voucher to require more detailed information/justification as well as an attestation that the card holder did not make charges that violate purchasing rules. Also, the reconciliation voucher sheet added a reminder about potential consequences for not following the policy or committing fraud. On February 16, 2023, Department Heads at the Department Head meeting were provided the updated reconciliation voucher sheet, request of out of state travel and meeting/meal backup. Samples of how to complete the forms were also distributed to the Department Heads. Pertinent policies, with links are also referenced in the updated reconciliation form. (Exhibit D) At the February 16, 2023 Department Head meeting, it was stressed by the CFO and HR for Department Heads to consider who has been issued credit cards and why.

Many Department Heads, including John Bodie (see Human Resources Administrative Investigation Report, Exhibit A,), indicated that they were not aware of the Town Travel and Meeting policy, including dollar limits on purchases for meals with Town issued credit cards. In response, Human Resources incorporated the Travel & Meeting policy in addition to purchasing policies as part of the Employee Handbook.

#### D. Review of AMEX Statements

#### See Exhibits J, K, and L (charts identifying charges made by John Bodie and William Norton)

Initially, the review of the AMEX credit card statements was limited to the years 2021 to 2022 as Mr. Bodie became permanently appointed to the position of Superintendent in October of 2021 and had signed the MOU acknowledgement that: "As a cardholder, you are required to understand and abide by the policies and procedures, responsibilities and limitations associated with this policy and use of the Town's credit card." (Exhibit B). As Mr. Norton during his conversation with the undersigned on February 10, 2023, reported that he presumed Mr. Bodie was on leave for doing the same things Mr. Norton did when he was superintendent, such as using the Town issued credit card for birthday cakes, meals and Christmas parties, HR commenced with a review of Mr. Norton's credit card use from January 2021 to October, 2021 when he retired. The records for use of the credit card by Mr. Norton and Mr. Bodie were provided to the Fairfield Police Department as aforementioned under section C on February 16, 2023.

After submission to the Fairfield Police Department, HR continued its review of charges made by both John Bodie and William Norton from January 2018 to December, 2020. Upon review of both Mr. Norton's and Mr. Bodie's credit card charges, what stood out to HR related to various charges at restaurants, supermarkets, BJ's, Amazon, and hotel resort reservations and eateries. The required reconciliation reports that accompanied each month's back up was utilized more of a summary/list of charges rather than an accounting of why or how the expense relates to Town business. for meals, there was no agenda submitted or list of participants who consumed the food and/or beverages. There were monthly recurring charges at BJ's for food and refreshments as well as monthly charges at various eateries for staff breakfasts, lunches or evening meals, including but not limited to:

- Luigi's
- Subway
- Five Guvs
- Doughnut Inn
- Taco Bell
- Wendy's
- Dairy Queen
- Duchess
- Chick-Fil-A
- The Pantry
- Pepe's Pizza
- Bud's Deli

There were also purchases for other items such as:

 Monthly Amazon charges without itemization or justification for business related expenses.

- Many charges for conferences that included travel expenses that seemed excessive, including meals
- Recurring charges for seminars, study guides and materials
- Technology and IT related expenses, such as cell phone cases and accessories
- Purchased gift cards (from 2019 for Mr. Bodie and 2020 for Mr. Norton)

#### VII. Completion of Police Report and Action Taken Thereafter

#### A. Police Report (Exhibit AA)

On or about March 13, 2023, the Fairfield Police Department shared its findings with Human Resources. The Department narrowed its focus on the following charges:

- 5/22/22: charge for \$260.99 at the Dining Room Bretton Woods NH
- 5/22/22 charge for \$49.91 at Rosebrook Bar Bretton Woods NH
- 5/23/22 charge for \$226.81 at Stickneys Restaurant Bretton Woods NH.
- 5/24/22 charge for \$101.14 at Stickneys Restaurant Bretton Woods NH
- 9/17/22 charge for \$252.81 at Chik-Fil-A in Norwalk, CT
- 12/13/22 charge for \$479.00 at Luigi's Restaurant in Fairfield CT

Detective Brian Griffin reported the following about the aforementioned charges:

On 03/03/2023 I spoke with John Bodie...regarding the following charges. My conversation with Bodie was recorded on body worn camera. Bodie was advised that he was not under arrest and that he was free to leave at any time. Bodie agreed to speak with me.

On 05/22/2022 there was a charge for \$280.99 at the Dining Room Bretton Woods NH. Bodie stated this was a charge for dinner for John Cottell, Danielle Morrison and himself while at a conference in New Hampshire. On 05/22/2022 there was a charge for \$49.91 at Rosebrook Bar Bretton Woods NH. Bodie stated that this charge was for some appetizers while waiting for a table to be available for John Cottell, Danielle Morrison and himself.

On 05/23/2022 there was a charge for \$226.81 at Stickney's Restaurant Bretton Woods NH. Bodie stated this charge is also for dinner for John Cottell, Danielle Morrison and himself while at a conference in New Hampshire. On 05/24/2022 there was a charge for \$101.14 also at Stickney's Restaurant. Bodie stated that this charge was for lunch for John Cottell, Danielle Morrison and himself while at the conference in New Hampshire. Bodie added while at the conference they would normally pay for any alcoholic beverages personally and not use the town's credit card.

On 09/17/2022 there was a charge for \$252.81 at Chick-Fil-A in Norwalk. Bodie stated that he frequently purchases lunch, pizza, breakfast or coffee for his

employees as a reward for hard or long work. Bodie stated this was a practice that was conducted by his predecessor, William Norton. Bodie states that Norton would get Chick-Fil-A for the employees and that on 09/17/22 he went and purchased it for them. Bodie stated he has about 19 employees at the water treatment plant.

On 12/13/2022 there was a charge for \$479.65 at Luigi's. Bodie stated this charge was a combination of a hard work reward and Christmas party. Bodie stated they had Luigi's cater food at the treatment plant and had the employees pay for the tax and tip and he covered the food.

On March 3, 2023, Detective Griffin spoke with William Norton who reported the following:

- When he became Superintendent for the WPCF in 2014 "the work environment was very hostile and many of the employees did not get along with each other."
- Mr. Norton "implemented activities to bring the employees closer together and raise the morale of the plant. One of these activities was to give them food as a reward for completing a difficult or long job."
- Mr. Norton "stated that Bodie was working for him at this time and would have seen these activities done."
- Mr. Norton further "stated that Bodie was a great person and great town employee. Norton described Bodie as a "gentleman" and someone who always puts the town and the plant first.
- Mr. Norton "stated that any action Bodie did with the credit care was done because of past practice and members of the town were aware of it."

Detective Griffin noted in his report "that Norton's Town of Fairfield's American Express purchases were examined prior to him leaving employment with the town. These purchases were similar to that of Bodie."

Detective Griffin concluded that "[b] ased upon the...facts and circumstances I don not have probable cause to believe that any of the purchases made by Bodie were for personal gain and that no crime has been committed."

#### B. HR Follow-up with Danielle Morrison, John Cottell and William Norton

The police investigation report resulted in some follow-up questions by Human Resources for William Norton, Danielle Morrison and John Cottell.

#### 1. Follow up with John Cottell (in person meeting)

On March 20, 2023, I met with John Cottell as Mr. Bodie named him as a witness for the time period May 22-25, 2022 as an attendee on behalf of the Town of Fairfield at the NEWEA 2022 Spring Meeting & Exhibit.

Mr. Cottell indicated that Mr. Bodie did pay for meals at the resort for Danielle Morrison and himself. He reported that the meals were expensive at the resort restaurants and there was no option to eat at restaurants outside of the resort as there are few nearby and the town where the resort is located closes down at 8:00 PM. It was Mr. Cottell's understanding that Mr. Bodie was approved for travel expenses, including meals at the resort, to attend the NEWEA 2022 event for himself and Ms. Morrison.

Mr. Cottell reports that his experience with NEWEA is positive, providing excellent content and networking. Attendees from across New England have a platform with this Association to share concepts, operational issues and ideas that impact WPC facilities as well as Public Works. Town attendees use that information to help improve operations. Contacts made at the NEWEA events are useful for future troubleshooting and brainstorming.

An email dated March 20, 2023 was sent to Mr. Cottell to corroborate his report to me. (Exhibit GG)

# 2. Follow up with Danielle Morrison, March 20, 21 2023 (telephone conversation/email)

I asked Ms. Morrison for her assistance as a witness identified by John Bodie for the May NEWEA conference and meals. From our discussion by phone on March 20, 2023 and email correspondence in connection with the out of state travel request in January, 2023, Ms. Morrison reports having no prior notice of the Travel/Meeting policy. She has not been issued a town credit card during her employment with the Town and therefore does not have an agreement between the Credit Card holder and the Town for credit card use. Until most recently, she was not provided notice of these policies since she began her employment with the Town.

During her employment, she has regularly attended the NEWEA conferences with full approval of her supervisors (John Bodie and Bill Norton). The approval included expenses paid for travel, meals and lodging. Prior to January, 2023, Ms. Morrison had no knowledge of any price limit for meals when she attended these events or rules associated with credit card purchases by Town card holders.

. Ms. Morrison reported that there are not many options outside of the resort for food when you attended this conference due to the distance of other restaurants, time constraints in between conference events/workshops, and the nearby town closed early. Also, restaurants would get jammed and choices were very limited within and outside of the resort.

I attached to an email as a follow-up to our March 20, 2023 telephone conversation, a 2022 NEWEA brochure and a copy of the menus for each restaurant at the resort to which charges for meals were made by John Bodie. (Exhibit FF) I asked Ms. Morrison to report any information she may recall for the meals charged at the conference as follows:

 On 05/22/2022 there was a charge for \$49.91 at Rosebrook Bar Bretton Woods NH. Mr. Bodie stated that this charge was for some appetizers while waiting for a table to be available for John Cottell, you, and himself. Ms. Morrison responded:

This is absolutely true. I actually think we were waiting for the "President's Reception" to start which was inside a banquet hall area in the resort. I remember that I was starving! It was beautiful weather so we sat outside on the porch to wait for the doors to open. A waitress approached us and asked if we would like to order anything. I did not even realize there was any type of wait-service out there on the porch. There were the three of us as stated, so we ordered three small bites appetizer-type foods. I believe the current menu is different from when we there, and although I cannot remember what we ordered, I do know that we had three food items to share. And we each ordered a drink. I also cannot remember what anyone ordered to drink, but I know I ordered an unsweetened iced tea.

 On 05/22/2022 there was a charge for \$280.99 at the Dining Room Bretton Woods NH. John Bodie stated this was a charge for dinner for John Cottell, you and himself while at a conference in New Hampshire.

This is also accurate. This charge was for dinner for the three of us. Ahead of the Spring Meeting, we were advised to make reservations at the one of the three restaurants on the premises for dinner to make sure that we did not get stuck without eating. We were advised that the local town restaurants close early and that due to lingering COVID restrictions, there was no room service. So, about a week or two before the meeting, I made reservations wherever I could get a table for the three of us. I also believe that there was a fourth option for dining, but it was closed at the time we were there. As I recall, the prices for everything were astronomical. Again, I believe the menu has changed because I recall ordering a risotto dish and I do not see that on the menu anymore. I also believe that John and John each ordered some kind of beef/steak dish. I remember sharing appetizers and also having soda with dinner and coffee with dessert. Everything at the Main Dining Room was a la carte.

 On 05/23/2022 there was a charge for \$226.81 at Stickney's Restaurant Bretton Woods NII. Mr. Bodie stated this charge is also for dinner for John Cottell, you, and himself while at a conference in New Hampshire.

This was also for dinner for the three of us. Stickney's was also very expensive and everything was a la carte there as well. I also believe the menu has changed since then and I cannot recall exactly what myself or

anyone else ate. I do remember sharing a couple of appetizers, having a main course, and sodas. I remember the sodas being served in huge glass mugs. John Bodie and I had coffee (I remember John Bodie and I always wanting to get a good cup of coffee because there was no coffee in the lobby and no coffee in our rooms. Coffee was oddly hard to come by at the resort.) I think John Cottell passed on coffee and I vaguely remember that none of us wanted dessert because we were too full.

 On 05/24/2022 at 1:24 there was a charge for \$101.14 also at Stickney's Restaurant. Mr. Bodie stated that this charge was for lunch for John Cottell, Danielle Morrison and himself while at the conference in New Hampshire.

This charge was for lunch at Stickney's for the three of us. I remember that I arrived at the restaurant alone and John Bodie and John Cottell were already there and had just been seated so I joined them. We did not plan this lunch together. I was off attending sessions and meetings and they were off in their own sessions and meetings. We just coincidentally happened to go there around the same time, so I joined them. We had sandwiches/burgers and fries, as I recall. I remember having the grilled chicken sandwich. We also had sodas and coffees.

 Do you know or recall whether Mr. Bodie used the Town credit card to pay for alcohol for any of the aforementioned meals?

To the best of my knowledge the Town credit card was never used to pay for alcohol when we dined out. I do not ever recall alcohol being consumed while dining. I distinctly remember paying for my own alcoholic beverages at the end of the evening, after dinner, at a separate resort bar called "The Cave." We all paid separately and I believe we all paid with cash. NEWEA also had "meet and greet" reception cocktail hours each day where only cash was accepted. These are the only times I remember alcohol being purchased by any of the three of us.

3. Follow up with William Norton, March 21, 2023 (Telephone Conversation)

On March 21, 2023, I spoke with William Norton who was responding to my email request to verify his March 3, 2023 statement to Detective Griffin and help me with some follow questions. (Exhibit HH).

Mr. Norton reported that when he began working for the WPCF the morale of staff was extremely low and employees were not getting along with each other. Approximately 18 months into the job, Mr. Norton implemented a "food reward' morale booster by purchasing birthday cakes or meals on his Town issued credit card to show appreciation for them, particularly as the work required was often difficult or long in duration. He described buying birthday cakes at the

Pantry as they were a staff favorite once a month. Whether only one employee had a birthday or several that month, he would buy a cake with the Town issued credit card to celebrate the birthday(s).

When I asked him about any other morale boosting activities he implemented besides food, he reported that he supported staff participation in conferences which he would pay for with the Town issued credit card. Mr. Norton mentioned Vendor sponsored picnics for Memorial Day, Fourth of July, and Labor Day which other Town employees would attend as well as elected officials and WPCA Commission members, including First Selectman Mike Tetreau. Mr. Norton reported the administration when he began the practice of food reward purchases, management condoned the practice of purchasing food to boost morale.

# C. Questionnaire for John Bodie/In Person Interview

On March 28, 2023, HR sent by email a questionnaire to John Bodie copied to his union representatives. (Exhibit II) As part of the notice contained in the questionnaire, a Garrity warning was issued a long with notice of his Weingarten rights (union representation). Mr. Bodie was instructed to respond truthfully and to the best of his knowledge and recollection. He was further directed to submit his completed questionnaire by March 30, 2023, close of business.

Mr. Bodie returned the questionnaire before the close of business on March 30, 2030. A review of the questionnaire revealed unresponsive answers or answers that needed additional explanation. Accordingly, an in-person interview was held on April 4, 2023. The following individuals were present at this interview:

- Cathleen Simpson, HR Director
- Joanne Courtemanche, Labor Relations Specialist
- Connie Saxl, Union President
- George Kaczegowicz. Union Vice President
- Chris Sugar, Staff Attorney for AFSCME (on WebEx)

# a. Questions about Use of BJ's Membership Card and Stop & Shop purchases:

Mr. Bodie originally responded "I don't understand how this question is germane to my employment for the Town of Fairfield" to questions regarding whether he personally has a Stop & Shop loyalty card and BJ's membership. I explained the nexus of using the Town issued credit card with a personal loyalty card or the Town's BJ's membership to make personal purchases with his personal cash or credit card as he would be getting the benefit of loyalty points for his personal use or not have to purchase his own membership. Mr. Bodie indicated he understood and reported he did engage in such use.

## b. Questions about the purpose for the purchase of an item(s)

Throughout the questionnaire, where Mr. Bodie was asked about the purpose of an item(s) and his responses were lacked sufficient information. For instance, when asked about the purpose of items bought at BJ" s, he responded "Food". Mr. Bodie explained that William Norton, his previous supervisor, started the practice of purchasing food and beverages, including coffee, soda, candy, creamers and cakes as well as meals to reward employees for performing a difficult job. Mr. Bodie reported it was a practice that was in place for serval years before Mr. Bodie took over as Superintendent. Due to the nature of the work involved and the conditions, such as the odor, some jobs can be extremely unpleasant.

Mr. Bodie also in his questionnaire as well as during the interview discussed meals allowance for employees who are called in early or held over. The WPCF is staffed by employees from the PETA, THEA and Public Works (UPSEU) Unions. There is no meal allowance for THEA members under their collective bargaining agreement. For PETA employees assigned to the WPCF which include Mr. Bodie, Article 4, Section 4 (a) of the collective bargaining agreement covers meal allowances in the amount of \$10/meal or \$40.00/day for mealtimes that occur after four (4) hours subsequent to emergency recall. For Public Work members, which the majority of the employees are members, Article 7, Section 7.4 controls with a restriction of \$10/meal, not to exceed \$40.

With respect to the meal allowance for Public Works and PETA Union members, the Town is required to provide access for meals in two diners located in the Town of Fairfield under Section 7.14 (b) of the collective bargaining agreement. John Cottell explained that the process for impacted union members who work outside of the WPCF, they are able while on the road ploughing for instance to stop at one of the three diners in Fairfield or at Bud's Deli with a meal ticket. Their information is recorded by the diner or Bud's and in turn, they invoice the Town who has contracts with these eateries. Either the diner or Bud's excludes tax with its invoice or the administrative assistant will deduct the tax from the invoice. Mr. Cottell also explained that they have a contract with Bud's Deli as sometimes the diners are not open 24 hours, particularly during COVID and Bud's Deli is generally able to accommodate early morning or night orders. If the diners and Bud's Deli are not open, then Public Works will bring food to the "yard".

Mr. Bodie was unaware of the meal ticket procedure as implemented by the Department of Public Works for overtime meal allowance for PETA and Public Works Union members. He also explained for hold overs or early call ins, the WPCF staff are required to be in the building to attend to emergencies unlike Public Works employees who are generally on the road during emergencies. Accordingly, the meal ticket process may not be feasible for WPCF employees under these conditions.

# c. Reports/Responses in Connection with the Reconciliation Report

### 1. November 2022 Charges to NEWEA for Spouse

In November, 2022, the AMEX statement shows purchases to NEWEA in the amount of \$677.63 and \$550.26 made on November 8, 2022. The one in the amount of \$550.26 includes two

charges of \$25.00 for Jeanne Bodie, John Bodie's spouse for a Monday and Tuesday reception. In response to the question regarding whether he has used the credit card to make purchases for others that are personal in nature, he states "no" but then admits to purchasing registrations to NEWEA conferences for his wife, "approved by my Supervisor", alleging a past practice.

For the November, 2022, Mr. Bodie reported in the questionnaire that "they charged my wife's \$50.00 fee in error. I was trying to rectify the issue, but could not complete, because I was put on leave." Mr. Bodie signed the November 2022 reconciliation voucher on 11/28/22 and included the receipt for the NEWEA purchase that included the \$50 reception charge for his wife. Mr. Bodie was placed on administrative leave with pay on January 27, 2023-two months after he submitted the November 22, 2022 reconciliation report with the \$50 charge for the reception for his wife at the conference. During his in- person interview, Mr. Bodie reported that he did attempt to recoup the charge for the conference but it was too late to obtain reimbursement and he had to cancel due to his brother being ill.

# 2. December 2022 Charge to Bud's Deli in the amount of \$153.61

As part of his reconciliation report for a purchase of \$153.61 at Bud's on 12/28/22 allegedly for a 12/28/22 MS4 Training meeting (Mr. Bodie submitted the list of participants for a training which occurred on 12/29/2021. One of the participants listed was Vincent Mooney who left Town employment in October, 2022.). When asked to explain the discrepancies of the date, Mr. Bodie stated that he "ordered the day before the training, to allow the deli to obtain needed supplies." When I referred him to the list of attendees reportedly at the training, he indicated that that list was definitely submitted in error and he would be able to provide the one for the December 2022 training. Mr. Bodie was able to provide the correct list as demonstrated by Exhibit JJ.

# 3. December 2022 Charge to Luigi's in the Amount of \$479.65 and The Pantry for \$66.00

Mr. Bodie reported his purchases on 12/22/22 at the Pantry for \$66.00 and on 12/23/22 at Luigi's in the amount of \$479.65 were for a staff meeting and Christmas party held on 12/24/22. Mr. Bodie reported he put the wrong date on the report-the 24<sup>th</sup>- as the meeting/party was held on December 23, 2022. He ordered cakes from the Pantry a day in advance as the Pantry runs out of stock during the holidays.

#### d. Other

#### 1. Supervision

At the in-person interview, Mr. Bodie reported that it is unclear to him as to who is required to report to since he became Superintendent. He indicated that in the past prior to his appointment as Superintendent, he thought was the Director of Public Works. He indicated that the WPCA does not assert oversight over him with the daily operations or credit card purchases.

#### 2. Notice

Prior to 2021, Mr. Bodie reported he did not receive any notice about protocol with purchases using the Town issued credit card other than the requirement of completing a reconciliation voucher. He was never asked to provide a justification of how the purchase related to Town business and was under the belief that these purchases related to Town business as they improved morale. When Mr. Norton was the superintendent, he would sign off on Mr. Bodie's reconciliation vouchers and never required Mr. Bodie to provide more than the receipts. When Mr. Bodie became the Superintendent, he submitted his reconciliation vouchers and receipts in directly to Finance-Kiva Barry. His vouchers were always approved by Finance. Mr. Bodie reported that he never received training with respect to the credit card policy or related policies and has never received training about purchasing practices.

Ms. Saxl corroborated Mr. Bodie's report that although he has been a cardholder since 1999, he did not receive a policy until January, 2021. Ms. Saxl conducted an audit in February, 2020 of the employee credit card expenditures. As part of her review, Ms. Saxl recommended training for all cardholders; however, there was insufficient staff within Finance to conduct such training so it was decided in consultation with the Director of Purchasing and the Interim CFO that an email with the credit card policy and MOU with a return receipt acknowledgement should be issued to all card holders, which Ms. Saxl did in January, 2021.

Ms. Saxl reported that she provided the 2020 credit card use audit report to the Interim CFO and Director of Purchasing. Ms. Saxl also provided the information to the Board of Finance as required under the Section 9.15 B (3) of the Town Charter. She did not provide the information to the First Selectwoman, CAO or Chief of Staff as this was not the practice. Ms. Saxl indicated that she did not review every single reconciliation voucher for each credit card holder but rather conducted a sample review, which within the normal course of business for audits she conducts for the Town.

#### VIII. Findings of Fact

- 1. John Bodie was hired by the Town in 1985 as a Laborer II. After being promoted to Wastewater Maintenance Repairman, he resigned effective 10/27/1989. He was rehired by the Town on May 4, 1992 as a Laborer II. Since that time, he has held the following positions:
  - Maintenance Repairman III, January 24, 1994
  - Wastewater Pollution Operator, April 15, 1999
  - Maintenance Manager, October 8, 2001
  - Assistant Superintendent, April 21, 2013
  - Acting Superintendent WPCF (until William Norton was rehired), December 16, 2017
  - Superintendent, October 24, 2021

- 2. During his employment, Mr. Bodie has received exceptional and outstanding performance reviews and there is no history of any disciplinary action.
- 3. Mr. Bodie was issued an Amex card in 1999 while holding the position of Wastewater Pollution Operator. Prior to January 2021, Mr. Bodie had no notice of any policy or procedures associated with credit card purchases.
- 4. An Employee Credit Card Expenditures Audit was conducted in February 2020 by the Senior Internal Auditor. That information was shared with the Interim CFO and the Director of Purchasing at the time. The auditor's specific findings and recommendations were not directly shared with the First Selectwoman, her Chief of Staff, or Chief Administrative Officer.
- 5. In January 2021 Mr. Bodie, along with other Town employees, signed the attached Memorandum of Understanding for credit card holders.
- 6. On or about 2016, then Superintendent William Norton, having no notice of a policy, established a practice of purchasing meals or food to boost employee morale and reward staff for performing difficult, extremely unpleasant, and long jobs. A review of Mr. Norton's credit card purchases from 2018 to 2020 demonstrates that he was regularly using his credit card for meals and food in this regard.
- 7. When Mr. Bodie assumed the role of Superintendent in October 2021 he continued the established practice of purchasing meals and food for staff as a morale booster. A review of Mr. Bodie's credit card purchases demonstrated that he was purchasing meals and food in the same manner as Mr. Norton. When Mr. Norton was Mr. Bodie's supervisor, he would direct Mr. Bodie to purchase food items or meals for staff.
- 8. It was not until January 2023, at the direction of the administration, that the policy was updated and distributed to Department Heads, along with proper training and a mandatory attestation and sign-off to acknowledge receipt and understanding of the policy. It was at this point that Mr. Bodie became aware of the requirements to provide detailed justification for purchases, as well as for all Department Heads to submit reconciliation vouchers to the CFO for a second signature on credit card purchases.
- 9. There was no evidence that Mr. Bodie was purchasing items with the Town-issued card to defraud the public. However, there were some charges totaling \$845.14 that are considered personal or made in error and not in line with policy that Mr. Bodie did not dispute. During his interview with Human Resources on April 3, 2023, Mr. Bodie acknowledged that these expenses were in violation of the Cardholder Memorandum of Understanding (MOU) that he signed in January 2021, but at the time he made the purchases he was not intentionally attempting to violate the MOU.

Cathleen Simpson, HR Director

April 5, 2023

#### Simpson, Cathleen

From:

Joseph Centofanti < jcentofanti@pkfod.com>

Sent:

Wednesday, July 12, 2023 5:09 PM

To:

Bosse, Caitlin; Simpson, Cathleen

Cc:

Saxl, Concetta; Schmitt, Jared

**Subject:** 

**RE: Investigation** 

The only audit we perform for the is the Town financial statement audit.

The Public works report is the only other relevant document that we prepared that has recommendations related to procurement and payroll.

Joseph Centofanti, CPA, CFE, FCPA, CFF, CGFM Partner PKF O'Connor Davies Know Greater Value®

100 Great Meadow Road, Suite 207, Wethersfield, CT 06109 T: 860.257.1870 | D: 860.419.3402 | M: 860.402.5491

jcentofanti@pkfod.com | www.pkfod.com





From: Bosse, Caitlin < CBosse@fairfieldct.org>
Sent: Wednesday, July 12, 2023 4:19 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: Joseph Centofanti <jcentofanti@pkfod.com>; Saxl, Concetta <CSaxl@fairfieldct.org>; Schmitt, Jared

<JSchmitt@fairfieldct.org>
Subject: FW: Investigation

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Cathleen,

I had reached out to Joe but not heard back- by copy to Joe, can you let us know about any past "audits of the HR and/or Finance payroll as well as purchasing/procurement (internal or external)?

Thanks, Caitlin

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Wednesday, July 12, 2023 3:31 PM
To: Bosse, Caitlin < CBosse@fairfieldct.org>

Cc: Saxl, Concetta < CSaxl@fairfieldct.org>; Schmitt, Jared < JSchmitt@fairfieldct.org>

Subject: RE: Investigation

Not sure if you were able to find anything about an audit or audits of the HR and/or Finance payroll as well as purchasing/procurement (internal or external). Thanks very much for your help.

From: Simpson, Cathleen

Sent: Monday, July 10, 2023 3:34 PM
To: Bosse, Caitlin < CBosse@fairfieldct.org>

Cc: Saxl, Concetta < CSaxl@fairfieldct.org>; Schmitt, Jared < JSchmitt@fairfieldct.org>

Subject: RE: Investigation

Thank you. I was also seeking information as to whether he has conducted any audits of the payroll function HR and/or Finance as well as any with procurement.

Sorry if I was not clear.

From: Bosse, Caitlin < CBosse@fairfieldct.org>

Sent: Monday, July 10, 2023 3:20 PM

To: Simpson, Cathleen < CSimpson@fairfieldct.org>

Cc: Saxl, Concetta <CSaxl@fairfieldct.org>; Schmitt, Jared <JSchmitt@fairfieldct.org>

Subject: FW: Investigation

Cathleen,

I forwarded your e-mail to Joe; his response is below.

Please let me know if you have any additional questions, Caitlin

From: Joseph Centofanti < jcentofanti@pkfod.com>

Sent: Monday, July 10, 2023 3:14 PM

To: Bosse, Caitlin < CBosse@fairfieldct.org>

Cc: Saxl, Concetta < CSaxl@fairfieldct.org>; Schmitt, Jared < JSchmitt@fairfieldct.org>

Subject: RE: Investigation

Caitlin,

The only reference to credit card purchases in any report that I have completed is in the purchasing policy regarding use of the card does not change the bid requirements.

There was a comment in the public works report regarding employee reimbursements, but that is for use of personal credit card.

Joseph Centofanti, CPA, CFE, FCPA, CFF, CGFM Partner PKF O'Connor Davies Know Greater Value®

100 Great Meadow Road, Suite 207, Wethersfield, CT 06109 T: 860.257.1870 | D: 860.419.3402 | M: 860.402.5491

jcentofanti@pkfod.com | www.pkfod.com





From: Bosse, Caitlin < CBosse@fairfieldct.org>

Sent: Monday, July 10, 2023 2:41 PM

To: Joseph Centofanti < jcentofanti@pkfod.com>

Cc: Saxl, Concetta < CSaxl@fairfieldct.org>; Schmitt, Jared < JSchmitt@fairfieldct.org>

Subject: FW: Investigation

Importance: High

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Joe,

Please read below- as part of any past audit- including the DPW audit- did you do any specific credit card reviews?

From: Simpson, Cathleen < CSimpson@fairfieldct.org>

Sent: Monday, July 10, 2023 1:25 PM

To: Saxl, Concetta <CSaxl@fairfieldct.org>; Bosse, Caitlin <CBosse@fairfieldct.org>; Schmitt, Jared

<<u>JSchmitt@fairfieldct.org</u>>

**Subject:** Investigation **Importance:** High

Good Afternoon,

I am trying to wrap up the complaint in which its alleged in addition to issues with the credit card use, concerns about the purchasing, procurement and payroll practices. Do we have any audits from Joseph Centofanti in which

he reviewed any of these areas? It may be helpful to provide external audits as part of the report . I presume the BOF would receive those as well?

Thank you for your help.

Cathleen Th. Simpson
Suman Resources Director
Town of Fairfield
Sullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(475) 350-6002

The officer of the gradual transage ready calls and egod, company to the transaction of the second and the seco

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# **Credit Card Investigation – Violation of Policies**

Statement Date	Vendor	Amount	(Possible) Policy Violation	Department & Name of Employee
December 13, 2022	Registered Sanitarian Exam Review Course Workbook, Sareniecki Institute LaGrange, IL.  National Environmental Health Association-	\$212	Why exam course book was purchased on Town's credit card, and delivered to Debrina's home address? Is this in the contract?	Health Department Robert Guerera
	Registered Sanitarian Study Guide			Debrina Hudson
	The Pantry	\$214.77	Delivered to her home address. Why not to the Town's address. And where is that book?	
		\$42.33	Food on Town's credit? Where is the justification?	Gabriela
December	A&S Foods	\$69.15	Receipts attached, but NO justification	Police Department
13, 2022	A&S Foods	\$84.11	,,	·
	Doughnut Inn	\$134.52		Matthew Panilatis
	Doughnut Inn	\$54.75		
	Doughnut Inn	\$257.64		
	Mancusos Restaurant	\$225.15		
	Mancusos Restaurant	\$900		
	Village Bagels	83.51		
	Village Bagels	139.19		
	A&S Foods	\$153.12		Wiltsie, James
	Stop & Shop	\$140.34		Antonio Granata
	BJ's	\$212.94	Receipt attached, no justification (No	Michael Paris
	Homegoods Bed, Bath, and Beyond	\$128.61 \$21.43	business purpose)	Keith Broderick

December	A	0120	D 1	Turn on
	Amazon	\$139	Receipts attached, <u>but NO</u> justification.	WPCF
13, 2022	Amazon	\$103	(No business purpose)	John Bodie
	Amazon	\$436.96		
	Amazon	\$11.99		
	Amazon	\$16.95		
	Amazon	\$36.96		
	The Pantry	\$33	R	
	The Pantry	\$63		
	The UPS	\$118.9		
	The UPS	\$25.87		
	BJ's	\$150.97		
December	Government Finance Officers Association	\$595	Receipts attached, <b>but NO</b> justification.	<u>Finance</u>
13, 2022	(Membership renewal for the period of		(No business purpose) Is this as per the	Caitlin Bosse
	02/01/2023 – 01/31/2024) For Caitlin, Connie		employees' contract?	Callin Bosse
	and Jared?			
		\$85		
	Government Finance Officers Association			
	(Class Registration, Virtual Training)			
December	At-A- Glance	\$118.05	Receipts attached, <b>but NO</b> justification.	Parks Department
13, 2022	Harbor Freight	\$529.98	(No business purpose) Also, for tools,	Doug Novak
	Marvin Display 1, LLC	\$355.05	where are they located, are they	Doug Novak
	Simplisafe	\$29.77	numbered?	
	Sirius XM Radio	\$11.61		
	The Home Depot	\$375.64		
	The Home Depot	\$59.52		IZ ' B
				Kevin Fox
	The Home Depot	\$172.30		
	The Home Depot	\$16.90		
	The Home Depot	\$45.90		Aurelio Sardinha
	The Home Depot	\$129.91		
	The Home Depot	\$252.68		
	The Home Depot	\$83.88		
	A			
	The state of the s		I	

December	Epic Sports	\$281.05	Receipts attached, but NO justification.	Parks & Recreation Department
13, 2022			(No business purpose) Also, for tools,	Chelsea Seres
	Amazon	\$33.99	where are they located, are they	Chersea Seres
	Amazon	\$69.98	numbered?	Gaylen Brown- ordering for entire
	Amazon	\$97.48		department? or she is giving the
	Amazon	\$13.95		credit card to other employees to
	Amazon	\$679.96		use the card.
	Amazon	\$679.96		Allison Burress
	DF Supply Inc	\$1,523.76		Kelly Brown
	Dynamic Media (Sirius RADIO)	\$31,99		Linda Hilliker
	FIG Constant contact	\$369		Anthony Calabrese
	NRPA Operating	\$455		Anthony Catablese
	Optimum	\$131.70	Optimum is paid for the town of	
	Party City	\$123.37	Fairfield, PA (not CT) Need justification	
	The Knot Worldwide / Wedding Pro	\$304.17		
	Foreup.com	\$680		
	Zogics	\$599.80	Receipts attached, but NO justification.	
			(No business purpose)	Justin Cathcart
	Staples	\$14.88		Justin Catheart
	The Home Depot	\$29.31		
	The Home Depot	\$56.04		
	The Home Depot	\$25.72		
	The Home Depot	\$13.28	(A)	
	The Home Depot	\$814.97	<u> </u>	
	The Home Depot	\$86.26		
				South Dwalshalter Coath mans his
				Scott Buckholtz – Scott gave his credit card to Linda? Or he
	Amazon	\$ 16.74	11.6	ordered for Linda? Or ne
	Amazon	\$27.61		
	Amazon	\$45.66		Linda Hilliker
	Rogue	\$421.90		
	School-Tech	-\$25.20		
		(credit)		
		\$55.56		Virginia Paules
	Adam's Food Service	\$83.03		
	BJ's	\$201.71		

	BJ's	\$138.43	Receipts attached, <b>but NO</b> justification.	
	Dunkin	\$299.76	(No business purpose)	Virginia Paules
	Flipside Burgers	\$100		
	Hemlock Hardware	\$220.96		
	Marshalls	\$18.07		
	Michaels Stores	\$24.44		
	Music Theatre	\$1,785		
	SP Costume Supercenter Westbury	\$62.12		
	Stop & Shop	\$33.03		
	Stop & Shop	\$46.29		
	Stop & Shop	\$139		
	Walgreens	\$7.43		
December	The Home Depot	\$249	Receipts attached, <b>but NO</b> justification.	<u>Library</u>
13, 2022			(No business purpose)	James Swift – IT at the library
			Why IT needs a Husky 4.5-Gal Silent	
			Air Compressor?	
December	The Home Depot	\$22.19	Receipts attached, but NO justification.	DPW
13, 2022	The Home Depot	\$72.39	(No business purpose)	
	The Home Depot	\$72.18		Vincent Rigoli
	The Home Depot	\$22.20		
	The Home Depot	\$140.94		
	The Home Depot	\$120.30		
	The Home Depot	\$73.34		
	The Home Depot	83.53		
December	Amazon	\$30.80	Receipts attached, <b>but NO</b> justification.	DPW
13, 2022	Amazon	\$22.03	(No business purpose)	
,	The Home Depot	\$32.94	( Submitted Parkets)	James Ryan
	The Home Depot	\$49.42	For Amazon, shipping address is Susan	
	The Home Depot	\$139.66	Ryan 165 Beaumont St, Fairfield, CT	
	The Home Depot	\$61.59		
	The Home Depot	\$79.97		
	The Home Depot	\$79.97		
	The Home Depot	\$436.95	•	

		ha= < aa	<u> </u>	
	The Home Depot	\$276.80		
	The Home Depot	\$98.99		
	The Home Depot	\$99.97		
		\$54.43		
		refunded	•	
December	The Home Depot	\$127.99	Receipts attached, but NO justification.	DPW
13, 2022	The Home Depot	\$15.88	(No business purpose)	
	The Home Depot	\$175.68		Gary Testa
	The Home Depot	\$252.97		
December	The Home Donet	\$115.67	Description and all LANO: CC C	DDW
13, 2022	The Home Depot The Home Depot	\$115.67	Receipts attached, <b>but NO</b> justification.	DPW
13, 2022	The Home Depot	\$25.98	(No business purpose)	D . W 11 1
	The Home Depot	\$63.72		Ryan Walkinshaw
	The Home Depot	\$189.96		
	The Home Depot	\$50.55		
	The Home Depot	\$36.24		
	The Home Depot	\$30.24	*	
December	License Renewal	\$285	Receipts attached, but NO justification.	DPW
13, 2022			(Is it as per the contract that we are	
			paying for renewing Jeffrey's CT	Jeffrey Minder
			license?)	
		5		
				>
			- RG	

Statement Date	Vendor	Amount	(Possible) Policy Violation	Department & Name of Employee
May 14, 2023	Hemlock Hardware Hemlock Hardware Stop & Shop Stop & Shop	\$146.91 \$23.38 \$54.66 \$144.35	Receipts attached, <b>but NO</b> justification. (No business purpose)	Animal Control Paul Miller
May 14, 2023	Optimum  The Knot Worldwide / Wedding Pro	\$77.57 \$395.42	Optimum is paid for the town of Fairfield, PA (not CT) Need justification  Receipt attached, but NO justification. (No business purpose).	Parks & Recreation Department Gaylen Brown
May 14, 2023				
May 14, 2023				