

Fairfield Beach, Center Street, Pine Creek Pump Stations upgrade and Force Mains replacement - Design only

Project Cost - \$1,234,000

Previously Approved -\$900,000 (\$300,000 each)

Additional Request - \$336,000

Town Share – None; funded by WPCA

1. **Background:** WPCA completed an evaluation in 2018 of the sanitary sewer system infrastructure, including the eight (8) existing pumping stations and associated force mains, to determine compliance with the EPA and FEMA requirements. Based on this evaluation, due to age, safety and their location in high risk flood zones, three (3) pump stations (Fairfield Beach, Center Street and Pine Creek) were deemed in need of significant upgrades to the building structures, operating systems, and force main pipes. In June 2022 and September 2022 respectively, WPCF requested funds for the design of Fairfield Beach pump station and force main replacement (\$300K) and Center Street and Pine Creek pump stations and force main replacement (\$600K). The resiliency nature of this project makes it a potential candidate for grants and/or loans under CTDEEP's Connecticut Clean Water Fund which requires engineering services be hired through Quality Based Selection (QBS). A QBS Request for Qualifications (RFQ) was issued in June 2023 and the selected consultant, Tighe & Bond, developed a scope of services together with WPCF and Engineering to design the upgrade of these three (3) pump stations and their force mains.
2. **Purpose & Justification:** This project is necessary to upgrade and replace aged equipment and structural components of the stations and force mains to ensure continued and uninterrupted service to a critical part of our sewer system near Long Island sound, and to mitigate flood damage during major weather events.
3. **Detailed Description of Proposal:** Scope of services is comprised of 2 design tasks: Task 1 Survey and Investigative Services for the 3 stations and force mains, and Task 2 Design of Center Street, Fairfield Beach and Pine Creek Pump Stations. The investigation and analysis work under Task 1 includes site investigation to assess existing structural conditions, field survey and identification of easements, investigation of hazardous building materials, hydraulic analysis to confirm existing and future flows, confirmation of required force main sizes based on future pump rates, structural inspection of existing force mains if required based upon results of the hydraulic and force main sizing analysis, field survey of all force mains, development of an Engineering Report recommending the design approach for the upgrade of each pump station including an Engineer's Opinion of Probable Construction Cost. The design work under Task 2 includes geotechnical investigation, environmental soil sampling, permitting, energy evaluation, CTDEEP funding assistance, and development of the 30%, 60% and 100% design documents for construction bidding. The design shall include flood proofing the existing structures to withstand a 100-year flood event; this may require complete replacement of the existing structure and possible elevation of the structure. Electrical and mechanical equipment will be upgraded and elevated 3ft+ above the 100-year base flood elevation. Outdated structural components such as steel framing and grating, access hatches and ladders will be upgraded to current safety standards. Existing

pumps, piping, valves and control systems will be replaced and third pump to the system with an included pump by- pass provision that is accessible from ground level. Replace the existing stand-by generators with a new natural gas/propane fueled generator at an elevation to protect from flooding. Upgrade the wet well and dry well ventilation system. The existing force mains will be replaced with new if deemed necessary by results of hydraulic analysis and/or structural conditions.

4. **Reliability of Estimated Cost:** Cost estimate is 10 out of 10. This is for design.
5. **Increased Efficiency:** Buildings will be up to code with the latest energy efficient pumps and controls. New piping and building upgrades will ensure long service life and protection from major storm flooding that could cause environmental impacts.
6. **Additional Long-Range Costs:** Maintenance of the station will be bore by the WPCA out of the operating budget.
7. **Additional Use or Demand on Existing Facilities:** None
8. **Alternatives to this request:** No other alternatives other than upgrade existing structure and equipment to address current standards and flood mitigation. The Do Nothing alternative means stations and their system components continue to age and deteriorate while also remaining high risk for flood damage that could have potential environmental impacts.
9. **Safety and Loss Control:** Safety will be improved to the building, equipment, personnel and the environment upon completion.
10. **Environment Considerations:** Will be addressed in construction documents and plans to properly protect Long Island Sound.
11. **Insurance:** All selected participants will be required to carry the necessary insurance as directed by the Town of Fairfield
12. **Financing/Project Life:** Funded by the WPCA fund balance. Following CTDEEP requirement for Quality Based Selection (QBS) of design consultant, future construction of this project may be eligible for grants and/or loans under the Clean Water Fund (CWF).
13. **Other Considerations:** None
14. **Other Approvals:**

	<u>Previous Request</u>	<u>This Request</u>
WPCA	6/15/2022, 9/21/2022	9/20/2023
BOS	6/20/2022, 10/3/2022	
BOF	6/20/2022, 10/18/2022	
RTM	6/27/2022, 10/24/2022	

Toll House, Mill River, Eastfield and Willow Street Pump Stations and Force Mains Investigation - Design only

Project Cost - \$235,000

Town Share – None; funded by WPCA

1. **Background:** WPCA completed an evaluation in 2018 of the sanitary sewer system infrastructure, including the eight (8) existing pumping stations and associated force mains, to determine compliance with the EPA and FEMA requirements. Based on this evaluation, due to age, safety and flood zone locations, the stations have been prioritized into two rehabilitation phases (I & II). Phase I consists of three (3) pump stations (Fairfield Beach, Center Street and Pine Creek) in high risk flood zones that are deemed in need of significant upgrades to the building structures, operating systems, and force main pipes. Phase 2 consists of four (4) stations (Toll House, Mill River, Eastfield and Willow Street) that are in need of structural, operating and safety upgrades, with Mill River and Toll House also being in flood zones. The resiliency nature of this project makes it a potential candidate for grants and/or loans under CTDEEP's Connecticut Clean Water Fund which requires engineering services be hired through Quality Based Selection (QBS). A QBS Request for Qualifications (RFQ) was issued and the selected consultant, Tighe & Bond, developed a scope of design services with WPCF and Engineering for Phases I and II. It was deemed cost efficient to perform the investigation phase for both Phase I and II concurrently. As such, Phase I will progress with the investigation phase through to final design; Phase II will progress with the investigation phase to develop the best design approach with estimated future construction costs for these four (4) stations.
2. **Purpose & Justification:** This project is necessary to upgrade and replace aged equipment and structural components of the stations and force mains to ensure continued and uninterrupted service to a critical part of our sewer system near Long Island sound, and to mitigate flood damage during major weather events.
3. **Detailed Description of Proposal:** Proposed scope of services includes Task 1 Survey and Investigative Services for the four (4) stations (Toll House, Mill River, Willow Street and Eastfield) and two (2) force mains (Toll House and Mill River). The investigation and analysis work under Task 1 includes site investigation to assess existing structural conditions, field survey and identification of easements, investigation of hazardous building materials, hydraulic analysis to confirm existing and future flows, confirmation of required force main sizes based on future pump rates, structural inspection of two (2) existing force mains (Toll House and Mill River) if required based upon results of the hydraulic and force main sizing analysis, field survey of all force mains, and development of an Engineering Report recommending the design approach for the upgrade of each pump station including an Engineer's Opinion of Probable Construction Cost.
4. **Reliability of Estimated Cost:** Cost estimate is 10 out of 10. This is for a design investigation to develop the best design approach for the four (4) stations.
5. **Increased Efficiency:** Buildings will be up to code with the latest energy efficient pumps and controls. New piping and building upgrades will ensure long service life and protection from major storm flooding that could cause environmental impacts.

6. **Additional Long-Range Costs:** Maintenance of the station will be bore by the WPCA out of the operating budget.
7. **Additional Use or Demand on Existing Facilities:** None
8. **Alternatives to this request:** No other alternatives other than upgrade existing structure and equipment to address current standards and flood mitigation. The Do Nothing alternative means stations and their system components continue to age and deteriorate and Mill River and Toll House will remain at risk for flood damage during major storm events that could have environmental impacts.
9. **Safety and Loss Control:** Safety will be improved to the building, equipment, personnel and the environment upon completion.
10. **Environment Considerations:** Will be addressed in construction documents and plans to properly protect Long Island Sound.
11. **Insurance:** All selected participants will be required to carry the necessary insurance as directed by the Town of Fairfield
12. **Financing/Project Life:** Funded by the WPCA fund balance. Following CTDEEP requirement for Quality Based Selection (QBS) of design consultant, future construction of this project may be eligible for grants and/or loans under the Clean Water Fund (CWF).
13. **Other Considerations:** None
14. **Other Approvals:**

WPCA 9/20/2023
BOS
BOF
RTM

To: Board of Finance

From: Tom Bremer, Chief Administrative Office

cc: Brenda Kupchick, First Selectwoman; Jared Schmitt, Chief Financial Officer

Date: September 29, 2023

Re: Penfield Pavilion Construction Project

Attached please find a recently received letter from FEMA. As the administration has stated the rehabilitation of Penfield would not occur unless we had 1) FEMA approval and 2) the town acquired builders risk insurance. The attached letter shows the FEMA approval and we have acquired builder's risk insurance.

We will provide more details on Tuesday regarding specific timelines and will be pleased to answer any questions that may arise. Further, we have just now received subcontractor bids and are now beginning the scope review process which should be completed sometime in October.

I look forward to the meeting on October 3.



FEMA

September 28, 2023

Mr. Thomas R. Bremer, Chief Administrative Officer
725 Old Post Road
Fairfield, Connecticut 06827

Dear Mr. Bremer:

Thank you for meeting with our office on September 15, 2023 to discuss changes in the design plan to bring Penfield Pavilion into compliance with 44 CFR § 60.3(e)4 and 44 CFR § 60.3(e)5.

As discussed, our office will not be providing comment on the revised 37-page design plan; however, after reviewing Page S2, there does not appear to be any concerns with the proposal to replace the grade beams with helical piles and caps. Please be advised, final construction must meet the requirements of 44 CFR § 60.3 with particular emphasis on 44 CFR § 60.3(e)4 and 44 CFR § 60.3(e)5, as well as any applicable State and local regulations.

During our meeting, your office confirmed no new improvements will be made to the structure, and that all work in the estimate is specific to (1) soil remediation and (2) bringing the structure into compliance with 44 CFR § 60.3(e)4 and 44 CFR § 60.3(e)5. Your office advised that if the community has additional funds at the end of construction, the town may look to make improvements, but will communicate to FEMA in advance to ensure the community is under the substantial improvement threshold.

Furthermore, your office also expressed concern over acquiring insurance for Penfield Pavilion and asked if the community is unable to obtain insurance, would this exempt the community from bringing Penfield Pavilion into compliance with the National Flood Insurance Program (NFIP) requirements. Please be advised, if a community participating in the NFIP is unable to obtain insurance, this does not waive NFIP requirements, and noncompliance would not only result in a change in class of the Community Rating System but would also jeopardize the community's standing in the National Flood Insurance Program, as a participating community is responsible for administering and enforcing local floodplain management regulations.

It is our understanding a detailed construction timeline will be provided to our office in October, with the expectation that construction on the grade beams will begin around November and should be well underway by the end of the calendar year. If at any time there should be a change in the construction timeline or design plan, please contact our office immediately.

If you have any questions, please contact me at Melissa.Surette@fema.dhs.gov or 617-794-0292.

Sincerely,

MELISSA A SURETTE
Digitally signed by MELISSA A SURETTE
Date: 2023.09.28 15:32:14 -0400

Melissa A. Surette, LP. D, MSEM, CEM
Floodplain Management and Insurance Branch Chief, FEMA Region I

cc: Diane Ifkovic, Connecticut State Floodplain Coordinator

Board of Finance Regular Meeting
Tuesday, September 5, 2023
7:30 pm
Via Webex &
In Person at the BOE Offices, Room 295 A/B
501 Kings Highway East, Fairfield, CT

A recording of this meeting can be found here: [BOF Regular Meeting 9/5/2023](#).

DRAFT MINUTES

MEMBERS PRESENT: Vice-Chair John Mitola, Craig Curley, Christopher DeWitt, Mary LeClerc, Kevin Starke, Jack Testani, James Walsh

MEMBERS ABSENT: Chairwoman Lori Charlton, Secretary Sheila Marmion

OTHERS PRESENT: Budget Director Frank Magneri, CFO Jared Schmitt, FairTV, members of the public

- 1) Call to Order
Vice-Chair John Mitola called the meeting to order at 7:30 pm.
- 2) Pledge of Allegiance
Mr. Mitola led the Pledge of Allegiance.
- 3) Discuss Budget, Post-Mortem
School security and other follow up issues will be discussed at the next meeting. There were no issues that were addressed at this meeting. BOF members thanked Budget Director Frank Magneri for being prepared for budget work from the beginning. They said the Google sheet was an improvement and helped keep budget questions moving. Christopher DeWitt said he would like to see a combined budget presentation next year. There was also discussion on creating a budget summary that would show net positives and net negatives which Mr. Magneri said he has already been working on and he shared his sheet with the Board. Other items that were discussed: number of meetings and start time, not as many late nights, interviewing Department Heads prior to the budget process and having them at the meetings in person. James Walsh suggested bringing in a consultant experienced with school budgets to analyze the BOE budget. The Board also thanked Mr. DeWitt as this was his last budget since he will not be running for re-election to the BOF.
- 4) To hear, consider and act upon the draft minutes of March 14, 2023, March 15, 2023, March 22, 2023, March 25, 2023, March 27, 2023, March 30, 2023, May 4, 2023, May 23, 2023, June 6, 2023

Mr. DeWitt made a motion to approve the minutes for 3/14/23 as written. Craig Curley seconded the motion which carried unanimously.

Mary LeClerc made a motion to approve the minutes for 3/15/23 as written. Mr. DeWitt seconded the motion which carried unanimously.

Mr. Walsh made a motion to approve the minutes for 3/22/23 as written. Mr. DeWitt seconded the motion which carried unanimously.

Mr. Curley made a motion to approve the minutes for 3/25/23 as written. Mr. Walsh seconded the motion which carried 6-0-1 (LeClerc abstained).

Mr. Walsh made a motion to approve the minutes for 3/27/23 as written. Mr. Curley seconded the motion which carried unanimously.

Ms. Curley made a motion to approve the minutes for 3/30/23 as written. Ms. LeClerc seconded the motion which carried unanimously.

Mr. DeWitt made a motion to approve the minutes for 5/4/23 as written. Mr. Curley seconded the motion which carried unanimously.

Mr. Curley made a motion to approve the minutes for 5/23/23 as written. Ms. Walsh seconded the motion which carried 5-0-2 (Testani, DeWitt abstained).

Mr. Walsh made a motion to approve the minutes for 6/6/23 as written. Mr. Curley seconded the motion which carried unanimously.

- 5) To hear, consider and act upon any communications
The Capital Plan Workshop that was scheduled for September 26, 2023 has been rescheduled to October 19, 2023.
- 6) Adjourn
Mr. Walsh made a motion to adjourn. Mr. DeWitt seconded the motion which carried unanimously.

The meeting adjourned at 8:52 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary

**Board of Finance Quarterly Review Meeting
Tuesday, September 19, 2023, 7:30 pm
Via Webex & In-Person in Room 295 A/B
BOE Conference Room, 501 Kings Highway East
Fairfield, CT 06825**

A recording of this meeting can be found here: [BOF Quarterly Meeting 9/19/2023.](#)

DRAFT MINUTES

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

MEMBERS ABSENT: Christopher DeWitt

OTHERS PRESENT: Joint Retirement Investment Board (JRIB) Vice-Chairman Jack Mahoney, Police Chief Robert Kalamaras, Deputy Chief Eddie Weihe, Superintendent of Schools Mike Testani, CFO Jared Schmitt, Controller Caitlin Bosse, Fairfield Public Schools (FPS) CFO Courtney LeBorious, Human & Social Services Director Julie DeMarco, Engineering Project Manager Eli Ghazal, HR Assistant Director Peter Ritchey, Fire Chief Denis McCarthy, FairTV, members of the public

1. Call to Order

Chairwoman Lori Charlton called the meeting to order at 7:30 pm.

2. Pledge of Allegiance

Chairwoman Charlton led the Pledge of Allegiance.

3. To review the current status of the Town's Pension and OPEB Funds

Joint Retirement Investment Board (JRIB) Vice-Chairman Jack Mahoney went over the quarterly reports which are located in the backup documents.

The current allocations:

Pension: US Equity 32.8%, Non US Equity 20.0%, US Fixed Income 22.3%, Non US Fixed Income 9.1%, Real Estate 6.1%, Cash 0.9%, Privat Equity 8.0%.

OPEB: US Equity 43.5%, Non US Equity 27.3%, US Fixed Income 13.6%, Non US Fixed Income 5.8%, Real Estate 8.4%, Cash 0%, Private Equity 1.4%

The Board asked questions and had an open discussion with Mr. Mahoney.

4. Executive Session – School Security Update with Police Chief, Deputy Police Chief and Fairfield Public Schools Superintendent

Chairwoman Charlton made a motion to go into Executive Session at 7:51 pm. James Walsh seconded the motion which carried unanimously.

Chairwoman Charlton made a motion to come out of Executive Session at 8:15 pm. John Mitola seconded the motion which carried unanimously.

There were no votes taken during Executive Session.

5. To review the BOE FY23 year-end financial position
Fairfield Public Schools (FPS) CFO Courtney LeBorious went through her report which is included in pages 65-98 of the posted backup. Ms. LeBorious said the BOE will be giving \$160,554 back to the Town from the FY 23 budget. Ms. LeBorious also went through the transfers which had \$1.5 million going to Maintenance, \$525,000 to school support and \$1 million to capital.
6. To review the Town FY23 year-end financial position
Controller Caitlin Bosse and CFO Jared Schmitt presented this item. The backup documents are on pages 99-184. They said there is approximately a \$9 million surplus for the FY23. They said the bulk of the surplus is from State Aid, Fire Marshall and Building fees, Parks and Recreation, specifically H. Smith Richardson Golf Course, Burr Mansion, and FOIA requests. There was no vote as to where the surplus will go, but before the vote happens, the BOF requested an update on the paving plan.
7. To receive an update on Capital and ARPA Projects
Capital projects were reviewed. CFO Jared Schmitt said Penfield and Remediation was not included on the capital list. He said it will remain separate. The BOF would like a Penfield update from CAO Tom Bremer. ARPA projects were reviewed. Mr. Schmitt said all ARPA funds need to be encumbered by 12/31/2024 and the money needs to be spent by 12/31/2026.

There was a discussion with Engineering Project Manager Eli Ghazal regarding the EVs. He said the Town has acquired six electric vehicles. There was a discussion about the vehicles.

8. To hear, consider and act upon fund transfers for FY 23 operational activity
Jack Testani made a motion to approve Item 8. James Walsh seconded the motion.

The backup is located on page 145 of the backup documents. Controller Caitlin Bosse explained the process as departments having overages and transferring them to accounts that are in a negative status.

The motion carried unanimously.

9. To hear, consider and act upon the re-appropriations of FY 23 account surpluses
Jack Testani made a motion to approve Item 9. James Walsh seconded the motion.

This item refers to leftover money that wasn't spent in FY 23 that will be transferred into FY 24. This was broken down by the Town and WPCA.

The motion carried unanimously for both budgets.

10. To hear, consider and act upon any communications

There was nothing additional to discuss.

11. Adjourn

Chairwoman Charlton made a motion to adjourn. Jack Testani seconded the motion, which carried unanimously.

The meeting adjourned at 10:28 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary