

# MEMO

FROM: Town Clerk Betsy Browne

TO: Members of the RTM

DATE: October 11, 2017

RE: Committee Meetings



The location for October Committee meetings has been moved.

All committees will meet at Osborn Hill Elementary School, 760 Stillson Road, on Monday, October 16, 2017 at 7:00 P.M.

**June 30, 2017**

**Town of Fairfield**

**Investment Measurement Service  
Monthly Review**

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The following report was prepared by Callan Associates Inc. ("CAI") using information from sources that include the following: fund trustee(s); fund custodian(s); investment manager(s); CAI computer software; CAI investment manager and fund sponsor database; third party data vendors; and other outside sources as directed by the client. CAI assumes no responsibility for the accuracy or completeness of the information provided, or methodologies employed, by any information providers external to CAI. Reasonable care has been taken to assure the accuracy of the CAI database and computer software. Callan does not provide advice regarding, nor shall Callan be responsible for, the purchase, sale, hedge or holding of individual securities, including, without limitation securities of the client (i.e., company stock) or derivatives in the client's accounts. In preparing the following report, CAI has not reviewed the risks of individual security holdings or the conformity of individual security holdings with the client's investment policies and guidelines, nor has it assumed any responsibility to do so. Advice pertaining to the merits of individual securities and derivatives should be discussed with a third party securities expert. Copyright 2017 by Callan Associates Inc.

## Investment Manager Style Allocation

The table below contrasts the distribution of styles across the Fund's investment managers as of June 30, 2017, with the distribution as of May 31, 2017. The change in asset distribution is broken down into the dollar change due to Net New Investment and the dollar change due to Investment Return.

### Style Distribution Across Investment Managers

	June 30, 2017					May 31, 2017		
	Market Value	Weight	Target	Net New Inv.	Inv. Return	Market Value	Weight	Target
<b>Domestic Equity</b>	<b>\$95,781,812</b>	<b>26.10%</b>	<b>25.00%</b>	<b>\$(3,603)</b>	<b>\$1,136,176</b>	<b>\$94,649,239</b>	<b>25.82%</b>	<b>25.00%</b>
BlackRock S&P 500 Index	63,777,604	17.38%		0	396,211	63,381,394	17.29%	
The Boston Company	20,110,754	5.48%		(3,603)	543,418	19,570,938	5.34%	
Jennison Small Cap Core	11,893,454	3.24%		0	196,547	11,696,907	3.19%	
<b>International Equity</b>	<b>\$80,471,751</b>	<b>21.93%</b>	<b>20.00%</b>	<b>\$0</b>	<b>\$341,793</b>	<b>\$80,129,958</b>	<b>21.86%</b>	<b>20.00%</b>
Euro Pacific	41,160,772	11.22%		0	394,470	40,766,301	11.12%	
First State	17,908,576	4.88%		0	(162,489)	18,071,065	4.93%	
Vanguard Total Int'l Stock Index	21,402,404	5.83%		0	109,811	21,292,592	5.81%	
<b>Total Fixed</b>	<b>\$106,659,342</b>	<b>29.06%</b>	<b>30.00%</b>	<b>\$(2,203)</b>	<b>\$(130,892)</b>	<b>\$106,792,436</b>	<b>29.13%</b>	<b>30.00%</b>
<b>Domestic Fixed</b>	<b>\$71,235,082</b>	<b>19.41%</b>	<b>20.00%</b>	<b>\$(2,203)</b>	<b>\$(45,742)</b>	<b>\$71,283,027</b>	<b>19.44%</b>	<b>20.00%</b>
Montgomery US Core Fixed Income	35,686,581	9.72%		0	(17,291)	35,703,872	9.74%	
Seix	35,548,501	9.69%		(2,203)	(28,451)	35,579,155	9.70%	
<b>Global Fixed</b>	<b>\$35,424,259</b>	<b>9.65%</b>	<b>10.00%</b>	<b>\$0</b>	<b>\$(85,150)</b>	<b>\$35,509,409</b>	<b>9.69%</b>	<b>10.00%</b>
Standish Global Core Plus	35,424,259	9.65%		0	(85,150)	35,509,409	9.69%	
<b>Hedge Funds</b>	<b>\$21,466,702</b>	<b>5.85%</b>	<b>5.00%</b>	<b>\$0</b>	<b>\$219,934</b>	<b>\$21,246,768</b>	<b>5.80%</b>	<b>5.00%</b>
Conatus (1)	7,412,617	2.02%		0	(84,785)	7,497,402	2.04%	
Wellington Archipelago (2)	13,677,174	3.73%		0	304,720	13,372,454	3.65%	
DGAM - Diversified Strategies	376,912	0.10%		0	( )	376,912	0.10%	
<b>Absolute Return</b>	<b>\$17,264,342</b>	<b>4.70%</b>	<b>5.00%</b>	<b>\$(12,132)</b>	<b>\$(48,914)</b>	<b>\$17,325,387</b>	<b>4.73%</b>	<b>5.00%</b>
Invesco MAC Fund	17,264,342	4.70%		(12,132)	(48,914)	17,325,387	4.73%	
<b>Private Equity</b>	<b>\$13,047,421</b>	<b>3.56%</b>	<b>5.00%</b>	<b>\$318,223</b>	<b>\$0</b>	<b>\$12,729,198</b>	<b>3.47%</b>	<b>5.00%</b>
Lexington MMI II (3)	2,740,986	0.75%		(107,054)	0	2,848,040	0.78%	
Lexington MMI III (3)	3,999,791	1.09%		(214,953)	0	4,214,744	1.15%	
Mesirow (3)	6,306,644	1.72%		640,230	0	5,666,414	1.55%	
<b>Real Estate</b>	<b>\$16,953,578</b>	<b>4.62%</b>	<b>5.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,953,578</b>	<b>4.62%</b>	<b>5.00%</b>
TA Realty (4)	863,594	0.24%		0	0	863,594	0.24%	
Principal Opportunities Fund (3)	16,089,984	4.38%		0	0	16,089,984	4.39%	
<b>Commodities</b>	<b>\$10,014,002</b>	<b>2.73%</b>	<b>3.00%</b>	<b>\$(6,171)</b>	<b>\$(74,041)</b>	<b>\$10,094,214</b>	<b>2.75%</b>	<b>3.00%</b>
TAP Commoditybuilder Fund LLC	10,014,002	2.73%		(6,171)	(74,041)	10,094,214	2.75%	
<b>Cash</b>	<b>\$5,315,224</b>	<b>1.45%</b>	<b>2.00%</b>	<b>\$(1,397,826)</b>	<b>\$3,005</b>	<b>\$6,710,045</b>	<b>1.83%</b>	<b>2.00%</b>
Cash	1,992,983	0.54%		(327,013)	1,404	2,318,593	0.63%	
Town Employees	1,924,768	0.52%		(354,301)	844	2,278,225	0.62%	
Fire and Police	1,397,474	0.38%		(716,512)	758	2,113,228	0.58%	
<b>Total Fund</b>	<b>\$366,974,175</b>	<b>100.0%</b>	<b>100.0%</b>	<b>\$(1,103,711)</b>	<b>\$1,447,061</b>	<b>\$366,630,824</b>	<b>100.0%</b>	<b>100.0%</b>

(1) Market values provided by investment manager.

(2) Current market value is that of prior month.

(3) Current market value is that of two quarters prior, adjusted for capital calls and distributions of current quarter.

(4) Current market value is that of the prior quarter, adjusted for capital calls and distributions of current quarter.

## Investment Manager Returns

The table below details the rates of return for the fund's investment managers over various time periods ended June 30, 2017. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

### Returns for Periods Ended June 30, 2017

	Last Month	Fiscal Year	Last 36 Months	Last 60 Months	Last 84 Months
<b>Domestic Equity</b>	<b>1.20%</b>	<b>19.00%</b>	<b>7.97%</b>	<b>14.86%</b>	<b>14.80%</b>
Russell 3000 Index	0.90%	18.51%	9.10%	14.58%	15.34%
BlackRock S&P 500 Index	0.63%	17.92%	9.67%	-	-
S&P 500 Index	0.62%	17.90%	9.61%	14.63%	15.41%
The Boston Company	2.78%	20.31%	4.96%	14.64%	14.94%
Russell MidCap Index	0.99%	16.48%	7.69%	14.72%	15.28%
Jennison Small Cap Core	1.68%	22.26%	7.41%	-	-
Russell 2000 Index	3.46%	24.60%	7.36%	13.70%	14.35%
<b>International Equity</b>	<b>0.43%</b>	<b>18.94%</b>	<b>2.67%</b>	<b>8.32%</b>	<b>8.24%</b>
MSCI ACWI ex-US Index	0.31%	20.45%	0.80%	7.22%	6.66%
Euro Pacific	0.97%	22.18%	3.72%	9.54%	8.52%
MSCI ACWI ex-US Index	0.31%	20.45%	0.80%	7.22%	6.66%
First State	(0.90%)	10.93%	1.94%	6.51%	-
MSCI Emerging Mkts Idx	1.01%	23.75%	1.07%	3.96%	3.87%
Vanguard Total Int'l Stock Index	0.52%	20.08%	1.37%	7.70%	-
Vanguard Int'l Idx BM*	0.30%	20.75%	1.65%	8.08%	7.30%
<b>Domestic Fixed</b>	<b>(0.06%)</b>	<b>0.29%</b>	<b>2.83%</b>	<b>2.71%</b>	<b>3.84%</b>
Blmbg Aggregate Index	(0.10%)	(0.31%)	2.48%	2.21%	3.19%
Seix	(0.08%)	0.42%	2.89%	2.79%	3.89%
Blmbg Aggregate Index	(0.10%)	(0.31%)	2.48%	2.21%	3.19%
Montgomery US Core Fixed	(0.05%)	0.15%	2.78%	-	-
Blmbg Aggregate Index	(0.10%)	(0.31%)	2.48%	2.21%	3.19%
<b>Global Fixed</b>	<b>(0.24%)</b>	<b>1.87%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Standish Global Core Plus	(0.24%)	1.87%	-	-	-
Blmbg Global Aggregate Index	(0.28%)	(0.41%)	3.25%	3.32%	3.62%

\* As of June 1, 2013, the benchmark used is the FTSE Global All Cap exUS Index. Prior benchmark performance reflects that of the MSCI ACWI exUS IMI Index.

## Investment Manager Returns

The table below details the rates of return for the fund's investment managers over various time periods ended June 30, 2017. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

### Returns for Periods Ended June 30, 2017

	Last Month	Fiscal Year	Last 36 Months	Last 60 Months	Last 84 Months
<b>Hedge Funds (1)</b>	<b>1.04%</b>	<b>6.93%</b>	<b>3.92%</b>	<b>7.89%</b>	<b>33.20%</b>
<b>Hedge Funds ex Madoff Settlement</b>	<b>1.04%</b>	<b>6.93%</b>	<b>3.57%</b>	<b>5.66%</b>	<b>6.05%</b>
Conatus	(1.13%)	6.07%	5.18%	7.41%	-
DJCS L/S Equity	(0.19%)	8.40%	2.97%	7.00%	5.97%
MSCI ACWI	0.45%	18.78%	4.82%	10.54%	10.48%
Wellington Archipelago (2)	2.28%	10.33%	4.11%	8.05%	-
DJCS L/S Equity 1 Month Lag	1.75%	6.58%	3.38%	7.12%	5.68%
MSCI World Index 1 Month Lag	2.12%	16.42%	5.73%	12.41%	10.76%
<b>Absolute Return</b>	<b>(0.28%)</b>	-	-	-	-
Invesco MAC Fund	(0.28%)	-	-	-	-
TBIL + 4%	0.41%	4.49%	4.23%	4.17%	4.15%
<b>Private Equity</b>	<b>0.00%</b>	<b>12.99%</b>	<b>6.75%</b>	<b>11.17%</b>	<b>12.42%</b>
Lexington MMI II (3)	0.00%	13.01%	11.93%	13.32%	13.97%
Lexington MMI III (3)	0.00%	19.73%	7.28%	-	-
Mesirow (3)	0.00%	7.55%	(3.98%)	-	-
Russell 3000 Index + 3%	1.13%	21.51%	12.13%	17.62%	18.43%
<b>Real Estate</b>	<b>0.00%</b>	<b>9.90%</b>	<b>14.91%</b>	<b>15.13%</b>	<b>13.05%</b>
TA Realty (4)	0.00%	1.85%	8.91%	11.05%	10.17%
NFI-ODCE Equal Weight Net	0.00%	5.64%	10.12%	10.51%	11.86%
Principal Opportunities Fund (3)	0.00%	11.45%	16.31%	16.19%	-
NFI-ODCE Equal Weight Net	0.00%	5.64%	10.12%	10.51%	11.86%
<b>Commodities</b>	<b>(0.73%)</b>	<b>(4.64%)</b>	<b>(14.97%)</b>	<b>(10.18%)</b>	-
TAP Commoditybuilder Fund	(0.73%)	(4.64%)	(14.97%)	(10.18%)	-
DJ UBS Commodity Index	(0.27%)	(7.02%)	(15.03%)	(9.41%)	(5.83%)
<b>Cash</b>	<b>0.06%</b>	<b>0.44%</b>	<b>0.25%</b>	<b>0.19%</b>	-
Cash	0.06%	0.45%	0.25%	0.20%	0.17%
Town Employees	0.06%	0.43%	0.24%	0.17%	0.14%
Fire and Police	0.06%	0.43%	0.24%	0.18%	0.14%
ML 3-Month US T-Bill	0.08%	0.49%	0.23%	0.17%	0.15%
<b>Total Fund</b>	<b>0.40%</b>	<b>10.54%</b>	<b>4.56%</b>	<b>8.25%</b>	<b>9.28%</b>
Total Fund Benchmark*	0.36%	10.45%	4.18%	7.46%	8.14%

\* Current Month Target = 25.0% Russell 3000 Index, 20.0% Blmbg Aggregate, 15.0% MSCI ACWI ex US, 10.0% Blmbg Glob Agg Hedged, 5.0% Russell 3000 Index+3.0%, 5.0% 3-month Treasury Bill+4.0%, 5.0% NCREIF NFI-ODCE Eq Wt Net, 5.0% MSCI EM, 5.0% CS L/S Eq, 3.0% Blmbg Commodity Price Idx and 2.0% 3-month Treasury Bill.

(1) Composite returns include historical income from Madoff settlement.

(2) Returns are lagged one month.

(3) Current returns are that of two quarters prior, adjusted for capital calls and distributions of current quarter.

(4) Current returns are that of the prior quarter, adjusted for capital calls and distributions of current quarter.

June 30, 2017

**Town of Fairfield - OPEB**

**Investment Measurement Service  
Monthly Review**

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## Investment Manager Asset Allocation

The table below contrasts the distribution of assets across the Fund's investment managers as of June 30, 2017, with the distribution as of May 31, 2017. The change in asset distribution is broken down into the dollar change due to Net New Investment and the dollar change due to Investment Return.

### Asset Distribution Across Investment Managers

	June 30, 2017			Net New Inv.	Inv. Return	May 31, 2017		
	Market Value	Weight	Target			Market Value	Weight	Target
Vanguard US Stock Fund	\$14,664,200	41.84%	42.00%	\$411,712	\$128,119	\$14,124,369	41.86%	42.00%
Vanguard Intl Stock Fund	\$9,746,044	27.81%	28.00%	\$216,679	\$46,117	\$9,483,248	28.10%	28.00%
Fixed Income	\$10,447,741	29.81%	30.00%	\$341,095	\$(5,190)	\$10,111,836	29.97%	30.00%
Cash	\$187,821	0.54%	-	\$164,044	\$142	\$23,635	0.07%	-
OPEB Total	\$35,045,806	100.0%	100.0%	\$1,133,530	\$169,188	\$33,743,088	100.0%	100.0%

## Investment Manager Returns

The table below details the rates of return for the fund's investment managers over various time periods ended June 30, 2017. Negative returns are shown in red, positive returns in black. Returns for one year or greater are annualized. The first set of returns for each asset class represents the composite returns for all the fund's accounts for that asset class.

### Returns for Periods Ended June 30, 2017

	<b>Last Month</b>	<b>Last 12 Months</b>	<b>Last 36 Months</b>	<b>Last 60 Months</b>
<b>Vanguard US Stock Fund</b>	<b>0.93%</b>	<b>18.50%</b>	<b>9.07%</b>	<b>-</b>
CRSP U.S. Total Market Idx	0.93%	18.49%	9.07%	14.56%
<b>Vanguard Int'l Stock Fund</b>	<b>0.52%</b>	<b>20.08%</b>	<b>1.37%</b>	<b>-</b>
Vanguard Int'l Blended Benchmark**	0.27%	20.41%	1.37%	7.77%
<b>Fixed Income</b>	<b>(0.05%)</b>	<b>0.20%</b>	<b>2.80%</b>	<b>-</b>
Blmbg Aggregate Index	(0.10%)	(0.31%)	2.48%	2.21%
<b>Cash</b>	<b>0.07%</b>	<b>0.51%</b>	<b>0.27%</b>	<b>-</b>
3-month Treasury Bill	0.08%	0.49%	0.23%	0.17%
<b>OPEB Total</b>	<b>0.51%</b>	<b>12.71%</b>	<b>4.87%</b>	<b>5.89%</b>
OPEB Benchmark*	0.44%	13.15%	4.92%	6.19%

\* Current Month Target = 42.0% Russell 3000 Index, 30.0% Blmbg Aggregate and 28.0% MSCI ACWI ex US.

\*\* Total International Composite Index through August 31, 2006; MSCI EAFE + Emerging Markets Index through December 15, 2010; MSCI ACWI ex USA IMI Index through June 2, 2013; and FTSE Global All Cap ex US Index thereafter.



FIRST AMENDMENT TO LEASE  
BETWEEN THE TOWN OF FAIRFIELD, AS LANDLORD  
AND  
CELLCO PARTNERSHIP d/b/a  
VERIZON WIRELESS, AS TENANT

This First Amendment to Lease ("First Amendment") entered into as of this \_\_\_ day of \_\_\_\_\_, 2016 by and between The Town of Fairfield, acting by and through its First Selectman ("Landlord") and Cellco Partnership d/b/a Verizon Wireless, a Delaware general partnership d/b/a Verizon Wireless with its principal office located at One Verizon Way, Basking Ridge, New Jersey 07920 ("Tenant").

**WHEREAS**, Landlord and Tenant entered into a certain Lease dated as of February 1, 2004 (the "Lease"), for a portion of space on Landlord's property located at 3965 Congress Street, Fairfield, Connecticut (the "Premises");

**WHEREAS**, The Lease commenced on September 30, 2004 for an initial term of five (5) years with two (2) additional five (5) year options to renew; and

**WHEREAS**, Tenant has exercised both options to renew the Lease term and desires to amend the Lease to provide for four (4) additional options to renew.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto covenant, agree and bind themselves to the following modifications to the Lease:

1. The last sentence of Paragraph 2 of the Lease is hereby deleted and replaced with the following:

"This Lease may be renewed for up to six (6) additional five (5) year terms upon written notice from Tenant one hundred eighty (180) days before the end of the current term. For clarification purposes only, the aforementioned six (6) additional five (5) year terms includes the original two (2) renewal terms provided in the Lease, which Verizon Wireless has already exercised."

2. Capitalized terms not defined in this First Amendment shall have the meaning ascribed to such terms in the Lease.
3. Except as specifically set forth in this First Amendment, the Lease is otherwise unmodified and remains in full force and effect.
4. Any inconsistencies between the Lease and this First Amendment, the terms of this First Amendment shall control.

[Signature follow on next page]

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Lease as of the day and year first above written.

LANDLORD  
TOWN OF FAIRFIELD

By: \_\_\_\_\_  
Print Name:  
Its:

TENANT  
CELLCO PARTNERSHIP d/b/a  
VERIZON WIRELESS

By: \_\_\_\_\_

## **FIRST AMENDMENT TO AND RESTATEMENT OF LEASE AGREEMENT**

**THIS FIRST AMENDMENT TO AND RESTATEMENT OF LEASE AGREEMENT** (“First Amendment”) is made by and between **THE TOWN OF FAIRFIELD** (“Landlord”) and **T-MOBILE NORTHEAST LLC**, a Delaware limited liability company, successor-in-interest to Omnipoint Communications, Inc. (together with its successors as assigns “Tenant”).

**WHEREAS**, Landlord and Tenant entered into that certain Lease Agreement dated August 31, 2000 (the “Lease”), whereby Landlord leased to Tenant certain premises described therein, together with all other space and access and utility easements pursuant to the terms of the Lease (collectively, the “Premises”), that are a portion of the property located at 100 Reef Road, Fairfield, CT 06824 (the “Property”).

**WHEREAS**, the Term of the Lease expired on August 31, 2015 and Landlord and Tenant desire to amend, restate and affirm the Lease and extend the Term as follows; and

**WHEREAS**, Landlord and Tenant hereby affirm that, as of the date hereof: (i) no breach or default by Landlord or Tenant occurred; and (ii) the Lease, and all the terms, covenants, conditions, provisions and agreements thereof, except as expressly modified by this First Amendment are in full force and effect, with no defenses or offsets thereto; and

**NOW THEREFORE**, in consideration of the mutual covenants contained in the Lease and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Landlord and Tenant hereby agree as follows:

1. **Extension of Term.** The Term of the Lease is retroactively extended through August 31, 2022 (“Extension Term”) with two (2) additional separate consecutive periods of five (5) years each (each being defined as an “Additional Extension Term”) upon the same terms and conditions of the Lease. Each Additional Extension Term shall automatically commence, on the same terms and conditions of the Lease (as amended by this First Amendment), without further action by Tenant unless (i) the Lease is sooner terminated in accordance with its terms or (ii) Tenant provides Landlord with written notice of its intention not to renew at least sixty (60) days prior to the expiration of the then current Extension Term or Additional Extension Term.
2. **Rent.** Effective September 1, 2017, Tenant shall pay Landlord as annual rent for the Premises the sum of Thirty-Seven Thousand Three Hundred Forty-Six & 00/100 Dollars (37,346.00) (“Base Rent”) payable in monthly installments of Three Thousand One Hundred Twelve & 17/100 Dollars (\$3,112.17). Base Rent shall be increased annually effective as of each anniversary of the Commencement Date by three percent (3%) of the prior year’s rent during the Extension Term and each subsequent Additional Extension Term.
3. **Authority.** Each of the parties represent and warrant that they have the right, power, legal capacity and authority to enter into and perform their respective obligations under this First Amendment.

4. **Successors and Assigns.** This First Amendment will be binding on and inure to the benefit of the parties herein, their heirs, executors, administrators, successors-in-interest and assigns.
5. **Required Consents.** Landlord represents and warrants to Tenant that the consent or approval of a third party has either been obtained or is not required with respect to the execution of this First Amendment.
6. **Other Terms and Conditions Remain.** Except as specifically amended herein, the remaining terms of the Lease shall remain in full force and effect. To the extent any provision contained in this First Amendment conflicts with the terms of the Lease, the terms and provisions of this First Amendment shall prevail. All capitalized terms shall have the meaning ascribed to them in the Lease unless otherwise defined in this First Amendment.
7. **Execution of Duplicate Counterparts is Deemed as Original.** This First Amendment may be executed in duplicate counterparts, each of which will be deemed an original.

**IN WITNESS WHEREOF**, the parties have executed this First Amendment on the day and year last written below.

**LANDLORD**  
THE TOWN OF FAIRFIELD

**TENANT**  
T-Mobile Northeast LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## AMENDMENT NO. 2 TO LEASE AGREEMENT

THIS AMENDMENT NO. 2 TO LEASE AGREEMENT ("Amendment") is made effective as of \_\_\_\_\_, 201\_\_ ("Effective Date"), by and between the Town of Fairfield Connecticut, a Connecticut municipal corporation ("Landlord") and Sprint Spectrum Realty Company, LLC, a Delaware limited liability company, successor in interest to Sprint Spectrum L.P., a Delaware limited partnership ("Sprint" or "Tenant").

### **BACKGROUND**

Pursuant to a Lease Agreement dated April 3, 1998, as amended by Amendment No. 1 to Lease Agreement dated December 29, 2016 (the "Agreement"), Landlord leased to Sprint a certain portion of real property located at 100 Reef Road, City of Fairfield, County of Fairfield, State of Connecticut, as more particularly described in Exhibit B to the Agreement ("Premises").

Landlord and Sprint desire to amend the Agreement as set forth herein. Words and phrases having a defined meaning in the Agreement have the same respective meanings when used herein unless otherwise expressly stated.

### **AGREEMENT**

The parties agree as follows:

1. **Term.** Paragraph 2 of the Agreement is amended by adding the following:

Notwithstanding anything set forth in Paragraph 2 to the contrary, the current Term of the Agreement will expire on April 30, 2017. Commencing on May 1, 2017, the term of the Agreement ("New Initial Term") is sixty (60) months. The Agreement will be automatically renewed for up to four (4) additional terms (each a "Renewal Term") of sixty (60) months each. Each Renewal Term will be deemed automatically exercised without any action by either party unless Sprint gives written notice of its decision not to exercise any options to Landlord before expiration of the then current term.

2. **Rent.** Paragraph 3 of the Agreement is amended by adding the following:

Notwithstanding anything set forth in Paragraph 3 to the contrary, effective May 1, 2017, the Base Rent shall be paid in equal monthly installments of Four Thousand Seven Hundred Eighty-Nine and 04/100 Dollars (\$4,789.04), and shall continue during the term (until increased as set forth herein), partial months to be prorated, in advance. Thereafter, commencing on May 1, 2018, the Base Rent will be increased annually by three percent (3%) of the then current Base Rent.

Landlord initials: \_\_\_\_\_

Sprint initials: \_\_\_\_\_

3. **Notices.** Paragraph 27 of the Agreement is deleted in its entirety and replaced with the following:

"All notices, requests, demands or other communications with respect to the Agreement, whether or not herein expressly provided for, must be in writing and will be deemed to have been delivered upon receipt or refusal to accept delivery after being either mailed by United States first-class certified or registered mail, postage prepaid, return receipt requested or deposited with an overnight courier service for next-day delivery to the parties at the following addresses (the addresses may be changed by either party by giving written notice).

Landlord: First Selectman  
Town of Fairfield  
725 Old Post Road  
Fairfield, CT 06430

Sprint: Sprint Spectrum Realty Company, LLC  
Sprint Property Services  
Site ID: CT03XC354  
Mailstop KSOPHT0101-Z2650  
6391 Sprint Parkway  
Overland Park, KS 66251-2650

with a copy to: Sprint Law Department  
Attn: Real Estate Attorney  
Site ID: CT03XC354  
Mailstop KSOPHT0101-Z2020  
6391 Sprint Parkway  
Overland Park, KS 66251-2020"

4. **Memorandum of Amendment.** Landlord agrees to promptly execute and deliver to Sprint a recordable Memorandum of Amendment in the form of Attachment 1, attached.

5. **Reaffirmation; Intention to be Bound.** Except as provided in this Amendment, each and every term, condition and agreement contained in the Agreement will remain in full force and effect. The parties reaffirm that the representations and warranties made by each of the parties in the Agreement are true and accurate as of the Effective Date. The parties executing this Amendment, on behalf of themselves, their assigns and successors, acknowledge and reaffirm their intention to be bound by the terms and conditions of the Agreement.

**SIGNATURES APPEAR ON THE FOLLOWING PAGE**

Landlord initials: \_\_\_\_\_

Sprint initials: \_\_\_\_\_

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed as of the Effective Date.

**Landlord:**

**Sprint:**

**Town of Fairfield**

**Sprint Spectrum Realty Company, LLC,  
a Delaware limited liability company**

By: \_\_\_\_\_  
(please use blue ink)

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Silvia J. Lin

Title: \_\_\_\_\_

Title: Manager, Real Estate

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Witnesses:

Witnesses:

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Landlord initials: \_\_\_\_\_

Sprint initials: \_\_\_\_\_

**ATTACHMENT 1****RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:**

Sprint Property Services  
 Mailstop KSOPHT0101-Z2650  
 6391 Sprint Parkway  
 Overland Park, Kansas 66251-2650

[space above this line for Recorder's use]

**MEMORANDUM OF AMENDMENT NO. 2 TO LEASE AGREEMENT**

This MEMORANDUM OF AMENDMENT NO. 2 TO LEASE AGREEMENT ("Amended Memorandum"), by and between the Town of Fairfield Connecticut, a Connecticut municipal corporation ("Landlord") and Sprint Spectrum Realty Company, LLC, a Delaware limited liability company, successor in interest to Sprint Spectrum L.P., a Delaware limited partnership ("Sprint"), evidences that the lease made and entered into by written Lease Agreement between Landlord and Sprint or Sprint's affiliate, dated April 3, 1998, as amended by Amendment No. 1 to Lease Agreement dated December 29, 2016 (collectively, the "Agreement"), has been amended by written agreement between the parties (the "Amendment"). The parties caused to be recorded a Memorandum of Amendment with the Office of Fairfield Town Clerk, State of Connecticut, as Instrument number 2017-219 Volume 5505 Page 303 on January 10, 2017.

The terms and conditions of the Agreement and Amendment are incorporated herein by reference.

The Amendment provides in part that Landlord leases to Sprint a certain portion of real property owned by Landlord, located at 100 Reef Road, City of Fairfield, County of Fairfield, State of Connecticut, together with non-exclusive utility and access easements (the "Premises"). The real property which is the subject of the Agreement is described in Exhibit A attached hereto. The Amendment grants Sprint the option to extend the Agreement for four (4) additional sixty (60) month terms after the expiration of the new initial sixty (60) month term which commenced on May 1, 2017.

All notices to Sprint must be sent via U.S. Postal Service certified mail, return receipt requested with all postage prepaid to:

Sprint Spectrum Realty Company, LLC  
 Sprint Property Services  
 Site ID: CT03XC354  
 Mailstop KSOPHT0101-Z2650  
 6391 Sprint Parkway  
 Overland Park, KS 66251-2650

with a mandatory copy to:  
 Sprint Law Department  
 Attn: Real Estate Attorney  
 Site ID: CT03XC354  
 Mailstop KSOPHT0101-Z2020  
 6391 Sprint Parkway  
 Overland Park, KS 66251-2020

Landlord initials: \_\_\_\_\_

Sprint initials: \_\_\_\_\_



IN WITNESS WHEREOF, the parties have executed this Amended Memorandum as of the day and year indicated below.

**Landlord:**

**Sprint:**

**Town of Fairfield**

**Sprint Spectrum Realty Company, LLC,  
a Delaware limited liability company**

By: (NOT FOR EXECUTION)

By: (NOT FOR EXECUTION)

Name: \_\_\_\_\_

Name: Silvia J. Lin

Title: \_\_\_\_\_

Title: Manager, Real Estate

Landlord initials: \_\_\_\_\_

Sprint initials: \_\_\_\_\_

**EXHIBIT A**  
**TO MEMORANDUM OF AMENDMENT NO. 2 TO LEASE AGREEMENT**

**Description of Real Property**

A portion of certain real property located at 100 Reef Road, City of Fairfield, County of Fairfield, State of Connecticut, described as follows:

All that certain piece or parcel of land situated in said Fairfield, bounded and described as follows:

Easterly by highway known as Reef Road, 429.20 feet, more or less;

Southerly by land now or formerly of Henry B. Nicholas, 298.50 feet, more or less;

Westerly by land now or formerly of John Kruzaliak, 535.25 feet, more or less;

Northerly by land now or formerly of Frank Judd and others, 368.70 feet, more or less.

Landlord initials: \_\_\_\_\_

Sprint initials: \_\_\_\_\_

#### FOURTH AMENDMENT TO LEASE

**THIS FOURTH AMENDMENT TO LEASE** (“**Fourth Amendment**”), dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between The Town of Fairfield, acting by and through its First Selectman (“**Landlord**”), having an address of 725 Old Post Road, Fairfield, CT 06430, and New Cingular Wireless PCS, LLC, a Delaware limited liability company (“**Tenant**”), having a mailing address of 575 Morosgo Drive, Atlanta, GA 30324, as successor to AT&T Wireless PCS LLC (“**Original Tenant**”).

WHEREAS The Town of Fairfield (“**Owner**”), is the owner of that certain real property commonly known as 100 Reef Road, Fairfield, CT, 06824 (the “**Owned Premises**”); and

WHEREAS, Owner and Original Tenant entered into that certain Lease Agreement dated May 15, 2000 (the “**Original Lease**”), pursuant to which Owner leased to Original Tenant all or a portion of space located on the Property (“**Premises**”) for Original Tenant’s operation of a telecommunications site (“**Antennae Facilities**”) as more particularly described in the Lease; and

WHEREAS, subsequently, Original Tenant assigned its interest in the Lease to Tenant;

WHEREAS, Owner and WCP entered into that certain Purchase and Sale of Lease and Successor Lease dated April 8, 2005 (“**Purchase Agreement**”), pursuant to which Owner sold and assigned its right, title and interest in and to the Lease to WCP, a memorandum of which was recorded previously recorded in the County Recorder’s Office of Fairfield, State of Connecticut; and

WHEREAS, WCP and Tenant entered in a First Amendment to the Lease dated June 21, 2006 (“**First Amendment**”); and

WHEREAS, WCP assigned its interest in the Purchase Agreement to MW Cell, pursuant to that certain Assignment dated April 20, 2007, a memorandum of which was recorded on June 2, 2007 in the County Recorder’s Office of Fairfield, State of Connecticut, in Volume 3973, Page 105; and

WHEREAS, MW Cell, Owner, and Tenant entered into a Second Amendment to Lease Agreement dated July 18, 2012 (“**Second Amendment**”), (the Original Lease, First Amendment and Second Amendment collectively herein, the “**Lease**”); and

WHEREAS, MW Cell, Owner, and Tenant entered into a Third Amendment to Lease Agreement dated December 28, 2015 (“**Third Amendment**”), (the Original Lease, First Amendment, Second Amendment and Third Amendment collectively herein, the “**Lease**”); and

WHEREAS, MW Cell agreed to relinquish its assignment rights back to the Landlord effective May 15, 2017; and

WHEREAS, the term of the Agreement expired on May 15, 2017, and Landlord acknowledges that Tenant has been occupying the Premises on a month-to-month basis and Landlord has accepted Rent during such month-to-month basis from Tenant and the parties mutually desire to renew the Agreement, memorialize such Renewal Terms and modify the Agreement in certain other respects, all on the terms and conditions contained herein; and

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree as follows:

1. **Incorporation of Recitals.** The foregoing recitals are true and correct in all respects and are hereby made a part of this Amendment for all purposes.

2. **Effective Date.** This Fourth Amendment shall take effect as of May 16, 2017 ("Effective Date").

3. **Renewal Term.** Upon the Effective Date, Landlord and Tenant mutually agree that the Term will be extended and expire on May 15, 2022. Landlord and Tenant hereby acknowledge and agree that the Agreement will be amended to add five (5) additional sixty (60) month terms (each an "Renewal Term") upon the same terms and conditions of the Agreement as amended herein, without further action by Tenant, unless Tenant notifies Landlord in writing of Tenant's intention not to renew the Agreement at least sixty (60) days prior to the expiration of the then current Renewal Term.

4. **Base Rent.** Commencing on the Effective Date, the Annual Rent payable under the Agreement shall be Fifty Thousand and Eighty Four .35/100 Dollars (\$50,084.35) per year payable in annual installments in advance on May 16th each year (the "Rent"), and shall continue during the Term, subject to adjustment, if any, as provided below.

5. **Future Rent Increase.** The Agreement is amended to provide that commencing on May 16, 2018; Rent shall increase by three percent (3%) and at the beginning of each lease year, as applicable.

6. **Notices.** Paragraph 27 of the Lease is hereby amended by inserting the following notice addresses for the parties hereto:

If to Tenant:

New Cingular Wireless PCS, LLC  
Attn: Network Real Estate Administration  
Re: Cell Site # CT5022

Site Name: Fairfield CT1028

AT&T Market: New England  
AT&T Site Name: Fairfield Police Tower  
AT&T Site Number: CT5022  
AT&T FA Number: 10108711

Cell Site Name Fairfield Police (CT); Fixed Asset No.: 10108711  
575 Morosgo Drive  
Atlanta, GA 30324

With a required copy of the notice sent to the address above to AT&T Legal at:

New Cingular Wireless PCS, LLC  
Attn: AT&T Legal Department  
Re: Cell Site # CT5022  
Cell Site Name Fairfield Police (CT); Fixed Asset No.: 10108711  
208 S. Akard Street  
Dallas, Texas, 75202-4206

A copy sent to the Legal Department is an administrative step which alone does not constitute legal notice.

And as to Landlord:

Town of Fairfield  
Office of the First Selectman  
725 Old Post Road  
Fairfield, CT 06430

**Other Terms and Conditions Remain.** In the event of any inconsistencies between the Lease and this Fourth Amendment, the terms of this Fourth Amendment shall control. Except as expressly set forth in this Fourth Amendment, the Lease otherwise is unmodified and remains in full force and effect. Each reference in the Lease to itself shall be deemed also to refer to this Fourth Amendment.

11. **Authority.** Each of the parties to this Fourth Amendment represents and warrants that the individual signing this Fourth Amendment on its behalf is authorized to do so and that each party has the right, power, legal capacity, and authority to enter into and be bound by this Fourth Amendment.

12. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Lease.

13. **Counterparts.** This Fourth Amendment may be executed in separate and multiple counterparts, each of which shall be deemed an original but all of which taken together shall be deemed to constitute one and the same instrument.

AT&T Market: New England  
AT&T Site Name: Fairfield Police Tower  
AT&T Site Number: CT5022  
AT&T FA Number: 10108711

14. **Optional Termination.** Upon the Effective Date, Landlord and Tenant mutually agree that the Paragraphs 16 (c), 16 (d) and 16 (e) are hereby deleted from the Agreement.

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this Fourth Amendment on the dates set forth below.

**TENANT**

New Cingular Wireless PCS, LLC,  
a Delaware limited liability company

By: AT&T Mobility Corporation  
Its: Manager

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**LANDLORD**

Town of Fairfield,  
Office of First Selectman

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**H. SMITH RICHARDSON CLUBHOUSE BUILDING COMMITTEE CANDIDATES**  
**October 2, 2017**

Edna L. Albrecht (D), 323 Old Mill Road  
Christopher C. Cocotas (D), 122 Oldfield Drive  
Craig A. Curley (R), 109 Lakewood Drive  
Donald C. DiMartino (R), 84 Sunset Circle  
Frank T. Geiger (U), 301 Adley Road  
Tamara L. Guarino (U), 176 Brion Drive  
Jeffrey T. Hendrickson (U), 1982 Merwins Lane  
Kimberly L. Marshall (D), 180 Brookbend Road  
Brian J. Nerreau (R), 105 Mountain Laurel Road  
Harold G. Schwartz (D), 400 Eastfield Drive  
Jack Slane (D), 35 Bailey Road

Town of Fairfield  
H. Smith Richardson Clubhouse Building Committee

Committee Charge

An H. Smith Richardson Clubhouse Building Committee (HSRBC) shall be established to review and recommend a schematic design and obtain cost estimates for the renovation or replacement of the H. Smith Richardson Clubhouse, golf cart barn and for other site and grounds improvements including mechanical, electrical, plumbing, fire protection and sewer, for the Town of Fairfield.

The HSRBC shall be guided by the 2008 H. Smith Richardson Clubhouse Feasibility Study, the H. Smith Richardson Golf Course 10-Year Master Improvement and Financial Plan (2010-2019), the Town Facilities Commission and their 2014 recommendation, the Golf Commission, the Parks and Recreation Department, the public, including public meetings, and neighborhood concerns.

The HSRBC shall retain appropriate design professionals (architect, structural engineer) for site review, design and contract administration, and shall retain additional design, engineering and specialty consultants as may be required in accordance with Town selection and procurement standards and requirements. The HSRBC may retain a construction manager to facilitate and accomplish the construction. The HSRBC shall use the services of the owner's representative as designated by the Board of Selectmen (BOS). The HSRBC will follow all statutory requirements in regards to any energy savings or green initiatives.

The chair of the HSRBC shall develop a reporting process to keep the BOS updated specifically during the design process.

The HSRBC shall organize their scope of work and estimate the costs and request appropriate funding. The estimate of total project cost, schedule and schematic design documents shall provide the basis for the request for project funding to be submitted to appropriate Town bodies and agencies. The HSRBC shall seek any grants that may be available to help cover or reduce costs.

The HSRBC may consist of not less than seven and not more than eleven members including representation from the Golf Commission (liaison), TFC and members of the public. The HSRBC shall be appointed by the Board of Selectmen and confirmed by the RTM. The Committee shall report to the Board of Selectmen through the office of the First Selectman, and provide regular updates/seek input from the Golf Commission.

The committee shall meet monthly, shall maintain minutes and an orderly record and shall comply with Town and State statutes and regulations. The HSRBC shall follow practices and guidelines outlined in town building committee manuals and the 2007



report issued by the Building Construction Review Committee. The Committee shall use the Town's Owner's Rep Firm on this building project.

The Committee will consider the following as it evaluates and recommends project options:

- How to minimize the ongoing cost of maintenance and operation of the building and the improvements
- How to incorporate appropriate "green" initiatives and capabilities within the design and operation
- How to incorporate "time tested" options, design features and construction techniques
- How to minimize the impact to the existing golf course and golf operation.

*Approved by Board of Selectmen – 11-04-2015*

*Revised by Board of Selectmen – 02-01-2017*

*Revised by Board of Selectmen – 04-19-2017*

# Town of Fairfield

Office of the First Selectman

725 Old Post Road  
Fairfield, CT 06824



**RECEIVED**

By Office of the First Selectman at 4:35 pm, Mar 18, 2016

## NEW BOARDS AND COMMISSIONS QUESTIONNAIRE

To be considered for appointment to a Board or Commission please fill out this form, save a copy and email the saved copy, along with a copy of your resume, to the First Selectman's office at [firstselectmanffid@town.fairfield.ct.us](mailto:firstselectmanffid@town.fairfield.ct.us). Please note that your resume and completed questionnaire are public documents. If you have any questions please contact Kathleen Griffin at 203-256-3030 or [kgriffin@town.fairfield.ct.us](mailto:kgriffin@town.fairfield.ct.us).

Board/Commission: H. Smith Richardson Clubhouse Building Committee  
Date: \_\_\_\_\_

Name: Edna L. Albrecht (Lou) email: LABBZ323@Yahoo.com  
Address: 323 Old Mill Rd. home phone: 203 256-0930  
Fairfield, Ct 06824 work phone: \_\_\_\_\_  
cell phone: 203 610-4329

1. How did you learn about this position?

As a member of the Golf Commission. (Term ended Mar. 2016)

2. Why are you interested in serving and how can you contribute to this board / commission?

I am very interested in the Golf Course as a plus for the community.

I was an original member of the Golf Commission Committee to study the construction of a new clubhouse at Smith

I was one of four administrators on staff at SCSU and as such, was on many committees for hiring, grievances, construction, etc.

3. Have you attended the meetings of any similar committees or reviewed past minutes or agendas?  
If yes, please specify.

NO

4. Have you read the committee charge?

Yes

5. Do you have any potential conflict of interest?

No

6. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

Yes Democrat

7. Please use this space to ask any questions you may have or to provide additional information you'd like to share.

I feel I have unique background experiences to be a member of the HSRBC.

**RECEIVED**

*By Office of the First Selectman at 4:35 pm, Mar 18, 2016*

March 16, 2016

Resume to be considered to serve on the H. Smith Richardson Clubhouse Building Committee.

1. I served on the original Committee of the Golf Commission to study the construction of a clubhouse at the golf course.
2. I was on the physical education and athletic staff at Southern Connecticut State University for 29 years. The last ten years being the Associate Athletic Director.
3. At SCSU, I was a member of the committee for the construction of Jess Dow Stadium. I also served on the NCAA Council which set policy for the National Intercollegiate Sports Programs.
4. At Smith Richardson, I was in charge of the CT Women's Amateur Tourney in 2009 and several major tournaments for the Southern New England Women's Golf Association.
5. I was a member of the Golf Commission till March 14th 2016 after serving five years.

Edna L. Albrecht (Lou)  
323 Old Mill Rd.  
Fairfield, CT 06824  
203 256-0930

*Edna L. Albrecht*



**RECEIVED**

By Office of the First Selectman at 10:04 am, Apr 25, 2017

## Town of Fairfield

Office of the First Selectman  
725 Old Post Road  
Fairfield, CT 06824

### NEW BOARDS AND COMMISSIONS QUESTIONNAIRE

*To be considered for appointment to a Board or Commission please fill out this form, save a copy and email the saved copy, along with a copy of your resume, to the First Selectman's office at [firstselectmanffld@town.fairfield.ct.us](mailto:firstselectmanffld@town.fairfield.ct.us). Please note that your resume and completed questionnaire are public documents. If you have any questions please contact the First Selectman's office at 203-256-3030 or [firstselectmanffld@town.fairfield.ct.us](mailto:firstselectmanffld@town.fairfield.ct.us).*

Board/Commission: **H. Smith Richardson Clubhouse Committee**

Date: **4/19/17**

Name: **Christopher Cocotas**

email: **Christopher.cocotas@gmail.com**

Address: **122 Oldfield Drive  
Fairfield, CT 06824**

home phone:

work phone:

Party:

cell phone: **203-246-9600**

1. How did you learn about this position? **Town of Fairfield news and announcements distribution list.**
2. Why are you interested in serving and how can you contribute to this board / commission? **In my time building in Fairfield County I've had the opportunity to appear in front of various commissions and boards. I believe with my professional experience developing, programming and designing various properties and my personal desire for community involvement I can assist the town in executing this project that the rest of the town and surrounding areas can enjoy for many years to come.**
3. Have you attended the meetings of any similar committees or reviewed past minutes or agendas? **If yes, please specify. I have not done so for this particular project. I've only ready the request to the First Selectman from the H. Smith Richardson sub committee requesting the improvements and the brief outline do the scope.**
4. Have you read the committee charge? **Yes, the committee is being charged with "reviewing and recommending a schematic design and obtaining cost estimates for the renovation or replacement of the H. Smith Richardson Clubhouse, golf cart barn and other site and grounds improvements."**
5. Do you have any potential conflict of interest? – **No I do not.**

6. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation? **I am registered to vote in Fairfield as a Democrat.**
7. Please use this space to ask any questions you may have or to provide additional information you'd like to share.
  - a. **I look forward to the consideration of the decision making body to allow me to give back to the Town of Fairfield. I have constructed many structures in my career and I think my experience and character lend itself well to helping the Town with this effort. If anyone has any further questions for me, I can be reach via email at [Christopher.cocotas@gmail.com](mailto:Christopher.cocotas@gmail.com) or cell phone 203/246-9600.**

**Christopher Charles Cocotas**122 Oldfield Drive, Fairfield, Connecticut 06824 | (203) 246-9600 | christopher.cocotas@gmail.com

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**PROFESSIONAL SUMMARY**

Senior Level Construction Management Professional with a diverse blend of design, construction, project management and owner's representation experience. Dedicated leader who removes obstacles, increases efficiencies and achieves win-win outcomes. Impeccable communicator who possess strong organizational skills with an acute attention to detail and is able to manage multiple projects using effective time and priority management expertise. Actively displays good analytical, follow-through and decision-making intelligence, consistently bringing projects to a successful finish on time and under budget.

---

**PROFESSIONAL EXPERIENCE****Actium Development Company, New York, NY****September 2016 - Present****Senior Project Manager – Development Manager**

Direct all efforts of development and capital redevelopment for various clients:

- Kickoff client projects with program coordination, initial budgets and design direction.
- Establish client schedule based on project specifics for all facets of the project from entitlement, design, permitting, improvements and close out.
- Facilitate client initiative by bidding and negotiating agreements for a team of qualified consultants which best suits the clients project, budget and schedule.
- Manage all consultants during design process ensuring conformance to schedule and brand standards set forth by the client.
- Provide guidance on budgeting, value engineering and material alternates.
- Bid and award construction management/general contracting agreements on behalf of the client.
- Manage all designers, purchasing agents, construction manager and alike throughout the execution phase of the project.
- Supply monthly reports and review/approve all monthly banking requisitions for client and lender review.
- Lead change order negotiations and project close out on behalf of our clients.

**Hunter Gregory Realty/Maplewood Senior Living, Westport, CT****December 2013 – September 2016****Senior Project Manager**

Direct all facets of project oversight on construction and capital projects from initial planning and proposal stages through design, engineering, and construction cycles to project turnover and closeout. Scope of responsibilities include:

- Full accountability for design and construction budgets including construction costs, indirect fees, indirect costs, FF&E, general and administrative costs and contingency
- Work directly with equity partners and lenders to assist in coordinate financing for capital expenditures and new acquisitions.
- Management of on-site Maplewood project managers on all construction and capital projects.
- Selection and hiring of all consultancy and construction personal through RFP process; Establish staffing plans.
- Negotiate and execute all consultancy agreements and manage design process.
- Coordinate and manage internal Maplewood review of design, drawings, specifications, samples, etc. including review by Maplewood operations groups
- Monitor approval of all FF&E purchase orders by interior designer
- Negotiate and execute all construction contracts and purchase orders
- Review, approve and monitor project design deliverables and construction schedules
- Perform on-site visits commensurate with the complexity/type of project
- Monitor coordination of FF&E installation with contractor(s) and operations
- Coordinate turn-over of project/space to operations
- Review and file all close-out documents including product and/or manufacturer warranties if not performed by on-site project manager

**Projects Completed**

Maplewood at Stony Hill, Bethel, CT: \$21MM, 84 Units  
Maplewood at Brewster, Brewster, MA: \$37MM, 132 Units  
Maplewood at Cuyahoga Falls, Cuyahoga, OH: \$14MM, 72 Units

**Projects in Design and/or Construction**

Maplewood at 93rd Street, New York, NY: \$220MM, 214 Units  
Maplewood at Twinsburg, Twinsburg, OH: \$14MM, 72 Units  
Maplewood at Mill Pond, Yarmouth, MA: \$20MM, 75 Units  
Maplewood at Mayflower Place Assisted Living: \$14MM, 51 Units  
Maplewood at Princeton, Plainsboro Township, NJ: \$25MM, 105 Units  
Maplewood at Southport, Fairfield, CT: \$30MM, 86 Units

**Park 7 Group, New York, NY****February 2013-December 2013****Senior Project Manager, Avenue Clubhouses (Various Cities)**

Managed all amenities design, coordination and construction for ground up multi-family developments in various cities. Project locations include Lubbock, Texas, San Marcos, Texas and Tuscaloosa, Alabama



- Full accountability for all general contracting and owners' representation including FFE coordination, design coordination, city approvals and general contracting.
- Projects include 10,000sf clubhouse, pool house and 110,000-gallon resort style pool and associated amenities.
- Oversaw expedited construction schedules completing scope of work in six months or less.
- Responsible for monthly requisition review and comment, as well as financial reporting to capital partners.

**Hunter Gregory Realty/Maplewood Senior Living, Westport, CT****October 2011 – February 2013****Project Manager**

Worked directly for owner managing all new construction projects and capital improvements for a portfolio of six office and assisted living properties with a combined square footage over 425,000sf. Provided in house Construction Management services for renovations and capital improvements under \$1,000,000.

- Managed aggressive value engineering team to reduce costs of new construction and capital improvements while still providing quality and intent of base design.
- Negotiated design and construction proposals for new construction and renovations, including but not limited to, Construction Managers, Architects, Interior Designers, Engineering Services, Purchasing Agents, etc.
- As Owner's Representative, managed lender requisition process verifying payment amounts for work complete and conforming to all terms of the lender agreement.
- Participated in zoning and permitting processes as they relate to land purchase and new construction.

**Tishman Construction Corporation, New York, NY****October 2006 – October 2011****Project Manager (2010-2011)****Assistant Project Manager (2007-2010)****Purchasing Agent (2006-2007)****Major Projects Include:****Weill Cornell Medical Center, New York, NY – Project Manager**

- With Owner and Design Team, managed all trades in constructing a Mock Up for Weill Cornell Medical Center with a budget of \$5,000,000 while simultaneously managing the bid and award of multiple trades for main Weill Cornell Medical Center project with a budget of \$500,000,000.
- Responsible for contract management, inclusive of financial reporting, schedule of values review, insurance requirements, bonding capacities and labor rates.
- Site permits management. Worked with multiple government agencies to manage all permits required to construct new buildings in New York City and Long Island City, New York.

**44th Street InterContinental Hotel, New York, NY – Assistant Project Manager**

- Worked with Owner, Architect, and Interior Designer during preconstruction evaluating, budgeting, and estimating various design options.
- Implemented Value Engineering program utilizing a wide scope of industry professionals and overseas manufacturing to provide equal alternatives with substantial cost savings.
- Managed multiple project trades, including bid and award, submittals, RFI's, and Change Orders.
- Facilitated a diverse project team coordinating trades and organizing a fast track construction process keeping the project on schedule.

**1 World Trade Center, New York, NY – Purchasing Agent**

- Managed and analyzed 200+ hundred bids, following strict guideline set forth by the Port Authority of New York and New Jersey.
- Led a team to negotiate and award \$50+ million in Contracts; assisted on a team to negotiate and award Contracts \$1+ Billion.
- Prepared scopes of work for all building trades based on project drawings and specifications; Maintained Project Budgets for real time tracking of project costs.

**HITT Contracting, Inc, Fairfax, VA****October 2005 – October 2006****Assistant Project Manager**

- Initiated project RFP's by reviewing drawings and distributing plans to the required trades in order to qualify and prepare proposals.
- Conducted weekly construction progress meetings with the client, architect, and construction managers to address all open project issues and to facilitate a timely response; Coordinated relevant information with field supervision to ensure job quality and maintain project schedule.
- Maintained positive, ongoing client relationships by organizing, pricing, and executing service work; Created project submittal log to track client and architect approvals for all construction materials.

**EDUCATION****University of Connecticut, Storrs, CT****2003-2005****Degree: BA in Economics****United States Merchant Marine Academy, Kings Point, NY****2000-2002****Major: Marine Engineering**

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**RECEIVED**

By Office of the First Selectman at 10:56 am, Jan 09, 2017

## Town of Fairfield

Office of the First Selectman  
725 Old Post Road  
Fairfield, CT 06824

### BOARDS AND COMMISSIONS QUESTIONNAIRE

*To be considered for appointment to a Board or Commission please fill out this form, save a copy and email the saved copy, along with a copy of your resume, to the First Selectman's office at [firstselectmanffd@town.fairfield.ct.us](mailto:firstselectmanffd@town.fairfield.ct.us). Please note that your resume and completed questionnaire are public documents. If you have any questions please contact the First Selectman's Office at 203-256-3030 or [firstselectmanffd@town.fairfield.ct.us](mailto:firstselectmanffd@town.fairfield.ct.us).*

Board/Commission: **HSR Building Committee**

Date: December 29, 2016

Name: **Craig Curley**

Address: **109 Lakewood Dr  
Fairfield, CT 06824**

Party: **Republican**

email: **craig\_curley@yahoo.com**

home phone: **203.255.5896**

work phone: **203.292.3037**

cell phone: **203.583.0993**

1. How did you learn about this position?

**I was on the Fairfield Golf Commission from April, 2009 through April, 2014 and serviced as Chairman for 4.5 years.**

2. Why are you interested in serving and how can you contribute to this board / commission?

**I have been a resident of Fairfield for roughly 20 years and would like to see this town asset improved in an appropriate and fiscally-responsible way. I am an active patron of the HSR golf course and I believe that my experience as a patron along with my experience while serving on the Fairfield Golf Commission, and other work/life experience will help me add value to the HSR Building Committee and help bring this project to fruition.**

3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify.

**As this building committee has yet to form, no. However, following my time on the Fairfield Golf Commission, I did attend meetings and sub-committee meetings held by the Town facilities Commission and the HSR Clubhouse Renovation Subcommittee in 2014.**

4. Have you spoken with the chair, any members, or the appropriate Department Head?

**I have expressed my interest to serve on this committee via email to the First Selectman and to Gerry Lombardo, the Director of Parks and Recreation prior to his retirement.**



5. Have you read the written description of the board's role?

**Yes.**

6. Do you have any potential conflict of interest?

**No.**

7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position?

**My understanding is that dates and times for these meetings have not been established, but I work in Fairfield and don't foresee any dates or times that would present a conflict.**

8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

**Yes. Republican.**

9. Please use this space to ask any questions you may have or to provide additional information you'd like to share.

**I have no specific questions other than whether a timeline has been established for the HSR Building Committee to get started.**

**Additional information with my credentials and relevant experience will be provided under separate cover.**

## Craig A. Curley

109 Lakewood Drive  
Fairfield, CT 06824

**RECEIVED**

By Office of the First Selectman at 10:52 am, Jan 09, 2017

[craig\\_curley@yahoo.com](mailto:craig_curley@yahoo.com)  
203.583.0993

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My wife and I have lived in Fairfield since 1997 and have raised our two sons here. We love our town and our community. I have volunteered in different capacities over the years and would like to do so again. I believe my experience will add tremendous value to the HSR Clubhouse Building Committee. I believe that I can help the town improve an asset in both a cost-efficient and time-efficient manner.

### *Relevant Volunteer Experience*

#### **Fairfield Golf Commission**

Commissioner: 2009 – 2014

Chairman: 2009 – 2013

- Facilitated meetings, with a focus on competitive rate analyses, deliberations of annual budgets, and concessionaire contracts.
- Proposed and authored the HSR 10-year Master Improvement and Financial Plan
- Facilitated the prioritization and execution of golf course improvement projects
- Proposed and implemented the HSR Memorial Bench program

#### **H. Smith Richardson Golf Club**

Board of Directors: 2008 – 2010

Chairman, Scholarship Committee: 2008 – 2010

- Revitalized scholarship fundraising efforts through tee-marker advertising program
- Expanded the number of recipient awards through increased scholarship fund solvency

#### **Fairfield National Little League**

Division Coordinator: 2007 – 2013

Board of Directors: 2008 – 2014

All Star Coach: 2009 – 2012

Field Coordinator: 2010 – 2013

- Proposed and oversaw four major field renovations with budgets in excess of \$100K; each of which were completed ahead of schedule and under budget. (Melville Park phases 1 & 2, Tunxis Hill Park and Fairfield Woods Middle School)
- Proposed and facilitated privatized field maintenance to improve field conditions and lower town maintenance expense

### *Work Experience*

#### **Bank of America Merrill Lynch**

Renewable Energy Finance: 2010 – Current

Director, Pricing and Portfolio Analysis

- Oversee structuring and tax compliance for wind and solar equity investments and debt products totaling roughly \$2 billion annually and a portfolio balance totaling roughly \$6 billion

#### **Prior Employers**

Tygris Asset Finance, GE Commercial Finance, Montgomery Street Financial, Nations Credit, IBM Credit

### *Education*

#### **University of Connecticut, School of Business**

B.S. Finance: 1991



**RECEIVED**

By Office of the First Selectman at 10:34 am, Mar 06, 2017

## Town of Fairfield

Office of the First Selectman  
725 Old Post Road  
Fairfield, CT 06824

### NEW BOARDS AND COMMISSIONS QUESTIONNAIRE

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Board/Commission: **H. Smith Richardson Clubhouse Committee**

Date: **6/13/16**

Name: **Donald C. DiMartino**

email: **ddimar@sbcglobal.net**

Address: **84 Sunset Circle  
Fairfield, CT 06824**

home phone: **203 335-2992**

work phone : **203 410-3489**

cell phone: **203 410-3489**

1. How did you learn about this position?

**As a member of the Town Facilities Commission and thru interaction with golfers at Smith Richardson.**

2. Why are you interested in serving and how can you contribute to this board / commission?

**I have been actively involved in Town of Fairfield Construction Projects since approx. 2004 as a project manager for Turner Construction. I managed construction at the Fairfield School Projects (Mckinley, Warde, Ludlowe and Tomlinson). I was also a member of the Stratfield School building committee These gratifying experience of contributing to the improvement of our town Facilities has spurred my interest in serving on this building committee**

**I am a licensed structural engineer and have 39 years of engineering and construction experience. My professional experience and knowledge of the golf course make me well suited to positively contribute as a building committee member**

3. Have you attended the meetings of any similar committees or reviewed past minutes or agendas? If yes, please specify.

**I was chairman of the TFC subcommittee that conducted the most recent feasibility study for the clubhouse renovation in 2014. We made the recommendations for the Clubhouse and Site improvements in**

4. Have you read the committee charge?

**Yes, the revised charge dated 02-01-2017**

- 
5. Do you have any potential conflict of interest?

**I do not have any conflict of interest**

6. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

**I am a registered voter in the Town of Fairfield. My party affiliation is republican.**

7. Please use this space to ask any questions you may have or to provide additional information you'd like to share.

**I have been golfing at H. Smith Richardson since 1972 and I am a member of the Men's Club.**

**I have also had numerous discussions with members of the golf commission and men's club concerning the needed improvements at the facility.**

---

**RECEIVED**

By Office of the First Selectman at 10:29 am, Mar 06, 2017

**Resume**

**Donald C. DiMartino**  
**84 Sunset Circle**  
**Fairfield, CT 06824**  
**(203) 335-2992**

Education: Fairfield University  
Master of Business Administration with a major in Finance

University of Connecticut, Storrs, Connecticut  
Bachelor of Science, Civil Engineering with a major in Structural Engineering

**Employment:**

***04/2015 to present- PerkinElmer Corporation, Shelton, CT***

**Facilities Manager:**

- Manage construction projects and maintenance for a 250,000 SF manufacturing and engineering facility.
- Work with designers, contractors and end users to construct new projects and renovations in the existing facility
- Design and Construction projects include new Fitness Center, Lobby Renovations and Office and Lab Renovations,

***04/2000 to 04/2015- Turner Construction Company, Milford, CT***

**Project Manager:**

- In charge of managing the construction of Commercial Buildings Educational facilities and Hospitals. Supervise field staff, engineers and subcontractors.
- Construction projects include: \$12 million Lab Facility at Yale University School of Medicine, renovations at 3 high school projects for the Town of Fairfield, CT ranging from \$15 to \$30 million. Yale New Haven Hospital projects ranging from \$50 to the \$300 million Smilow Cancer Center. Managed the \$60 million addition to Norwalk Hospital.
- Work includes: providing preconstruction cost estimates & budgets, procuring contracts with subcontractors, tracking schedules and project budgets, insuring code compliance and conformance to contract documents.
- Coordinate construction and design requirements with Owner, Facility Managers, Architects, Engineers, Subcontractors and Building Officials

***02/1989 - 04/2000: Sikorsky Aircraft, Stratford, CT***

**Supervisor, Facilities Design and Construction**

- In charge of Structural, Civil, Mechanical and Electrical Engineering, Architecture and Construction Management.
- Responsible for design of Facility Projects at all Sikorsky Plants in CT and Florida. Supervise the interaction between Facilities Design, Construction, Environmental Dept., Space Planning & Maintenance.
- Design projects include: Major HVAC systems, chemical process lines, waste treatment systems, electrical power distribution systems, buildings, foundations, office and lab renovations.
- Work closely with purchasing dept. on procurement of competitive bids and terms & conditions of design and construction contracts. Extensive interface with Finance Dept. to manage project budgets.

***03/1982 - 02/1989: Tor and Partners Consulting Engineers, New Haven, CT***

- Responsible for the design and construction of commercial office buildings, parking garages, schools, hospitals & residential structures. Extensive experience in steel, concrete, masonry and wood design.
- Issued Structural drawings & specifications, approved shop drawings and inspected construction
- Experienced in computer aided structural design and drafting

**Public Service:**

***2007 - 2017: Member of the Town Facilities Commission-*** Oversee major projects in the Town of Fairfield, CT

***2010- 2012: Member of the Stratfield School Building Committee-*** Oversee the construction of an elementary school in Fairfield, CT

Personal: Birth Date: April 12, 1955, Registered Professional Engineer in Connecticut, LEED Professional  
Married- two children, excellent health

References: Available upon request



## Town of Fairfield

Office of the First Selectman  
Fairfield, Connecticut 06824

### BOARDS AND COMMISSIONS QUESTIONNAIRE

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Board/Commission: HSR Building committee  
Date: May 18 2016

Name: Frank Geiger  
Address: 301 Adley Road  
Fairfield

Email: Frank@greenscapedesign.org  
Home Phone: 2033716404  
Work Phone : \_\_\_\_\_  
Cell Phone: 2039130820

1. How did you learn about this position?  
Golf Commissioner; Ryan Morris

2. Why are you interested in serving and how can you contribute to this board / commission?

As a resident of Fairfield and an avid member of the golfing community I would enjoy being involved with planning, implementation and the construction of a functional, safe, green clubhouse, that the entire community can enjoy using.

As a business owner I am keenly aware of the many costs, budgets, documents and responsibilities involved in day to day operations. As a golfer I am aware of the most practical ways that the new facility should function. As someone who has designed outdoor environments for most of my adult life, I can offer expertise in the buildings relationship to its natural surroundings.

3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify.  
no

4. Have you spoken with the chair, any members, or the appropriate Department Head?  
no

5. Have you read the written description of the board's role?  
yes

6. Do you have any potential conflict of interest?  
no

7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position?

yes

8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

yes, unaffiliated

9. Use this space to ask any questions you may have or to provide additional information you'd like to share.

**RECEIVED**

*By Office of the First Selectman at 2:59 pm, May 25, 2016*

Frank Thomas Geiger

Frank Thomas Geiger was born in Amityville New York on September 21, 1956. Shortly after his family moved to Weston Connecticut where Frank attended Weston High School. He began working in the family business during high school. Frank studied landscape architecture at Ohio State University from 1974 through 1979. He began his career in Westport Connecticut at Geiger's Garden Center in 1979. Frank has designed beautiful landscapes throughout Fairfield County over the past thirty five years. These projects include Landsdowne Condominiums, Harvest Commons and The Great River Gold Club. Recently Frank started his own company Greenscape Design, one of Fairfield Counties finest landscape design firms. When Frank is not creating beautiful landscapes he is an avid golfer who has been both a golf commissioner for the Town of Fairfield and the president of the men's club at Fairfield's premier public golf course H. Smith Richardson.

Frank married in 1980 and has lived in Fairfield Connecticut with his wife Donna since that time. They have three grown children who all live locally and he enjoys time with three young grandchildren.





**RECEIVED**

By Office of the First Selectman at 9:55 am, May 01, 2017

## Town of Fairfield

Office of the First Selectman  
725 Old Post Road  
Fairfield, CT 06824

### NEW BOARDS AND COMMISSIONS QUESTIONNAIRE

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Board/Commission: **HSR Clubhouse Building Committee**

Date: April 27, 2017

Name: Tamara Guarino

email: TamGuarino3@optimum.net

Address: 176 Brion Drive Fairfield, CT. 06825

home phone: 203.212.3006

cell phone: 203.247.8659

Party: Unaffiliated

1. How did you learn about this position? Anthony Calabresse
2. Why are you interested in serving and how can you contribute to this board / commission?  
I am interested in serving on this committee because my family and I have lived in Fairfield for fourteen years and we love it! Fairfield has a lot to offer and the HSR project could make our town much more appealing to potential new residents and meet the needs of our current residents. My experience, knowledge and expertise in facilities & operational management, would be a positive contribution to this committee. Specifically, my ability to identify opportunities to improve and regulate processes to increase revenue and decrease costs.
3. Have you attended the meetings of any similar committees or reviewed past minutes or agendas? If yes, please specify.  
In the past years I have served on committees for the Oaklane Country Club Pool & Clubhouse where we, among many other things, sought out bids on much needed

upgrades to major facility components that needed to meet state and local regulations. I have also served on the Fairfield Board of Education Strategic Plan, National Charity League Fairfield Chapter and the Chamber of Commerce. None of which were exact in nature.

4. Have you read the committee charge?

Yes, I have read the Committee Charge as well as the Program Requirements. I have also reviewed the 10 Year Master Improvement and Financial Plan.

5. Do you have any potential conflict of interest?

The only conflict that I could foresee is that I would really like all of the program requirements met.

6. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

Yes, I am a registered voter and I have no affiliation.

7. Please use this space to ask any questions you may have or to provide additional information you'd like to share

I welcome the opportunity to be a part of our towns committee that is affecting change in lives. I am a highly dedicated and motivated team player that has great interpersonal communication skills. I hope to serve with the best interest of our community.

Thank you for your time and consideration.

**TAMARA GUARINO**

TamGuarino3@optonline.net ▪ (203) 247-8659  
176 Brion Drive ▪ Fairfield, CT 06825

**DIRECTOR**

As a highly motivated operations professional with years of success overseeing recreational facilities, I have spearheaded multiple dynamic programs for all ages and needs. I am highly adept at building, developing, and directing high-functioning teams, as well as identifying opportunities to improve and regulate processes to increase revenue and decrease costs.

I have been recognized for an excellent track record for conflict resolution and client satisfaction regarding programs and services. My expertise leverage a strong analytical, collaborative, and decisive management in designing programming that capitalizes on market opportunities and propels business growth. As a forward-thinking leader, my skills are proficient in building consensus across all levels from employees to senior stakeholders as well as clients.

*Areas of expertise:*

MANAGEMENT: PROGRAMS, EMPLOYEES, OPERATIONS & FACILITIES – TRAINING & DEVELOPMENT – STRATEGIC PLANNING & PARTNERSHIPS – PUBLIC & MEDIA RELATIONS – MARKETING & ADVERTISING – SAFETY & STATE REGULATIONS – BUDGETING PROCESS IMPROVEMENT & OPTIMIZATION -- P&L MANAGEMENT – CROSS-FUNCTIONAL LEADERSHIP – EVENT PLANNING – CLIENT SERVICES & SATISFACTION – WEBSITE MAINTENANCE – SOCIAL MEDIA

**PROFESSIONAL EXPERIENCE****SPORTSPLEX@FAIRFIELD** – Fairfield, CT

2011- April 2017

*Indoor recreational community with 120K SF of buildings on a six- acre campus.*

**DIRECTOR**

- Design and execute summer, vacation camps, and after school programs, including operation of Sportsplex bus service  
(Nine businesses involved in building vacation camps, organized & provided transportation from seven local schools)  
(Innovated a special needs camp & worked with a non-profit to offset the cost and hire the appropriate professionals)
- Oversee marketing and promotions campaigns, including press releases and media relations to drive business, visibility, and market share.  
(Brought together & managed 26 businesses to minimize advertising cost for mailer to 80,000 homes & businesses)
- Identify and develop opportunities that enable combined venue experiences, such as special events and group visits
- Pioneered team building programming  
(St. Vincent's attended three consecutive years and have booked eight more events to bridge the gap in their 'Change in Care' model.)
- Steer facility management and initiate improvements to Field House, GCA Parkour and Ninja Zone, as well as Rock Climb Fairfield and fitness centers  
(Overall maintenance & machinery service logs, education & training of staff, economic upgrades)
- Plan and advertise customer appreciation events and programs  
(Family Fun Day: a free event for the community, seven consecutive years)
- Create and maintain website, blogs, social media platforms, and Constant Contact account

**FAIRFIELD ICE ACADEMY** – Fairfield, CT

2010 to April 2017

*Skating and hockey training facility at Sportsplex@Fairfield with two ice surfaces teaching, recreation, or hockey.*

**MANAGING DIRECTOR**

- Increased revenue 71% first year compared to projections and over 35-50% each successive year
- Lead daily facility, equipment, maintenance, safety, and employee operations
- Develop, market, and execute all programming, fostering and fortifying strategic partnerships with local youth hockey organizations
- Recruit and train instructors and administration, resolving all team issues and concerns
- Track and report cost analysis and P&L data directly to owner
- Maintain website, and social media

**TAMARA GUARINO**

TamGuarino3@optonline.net ▪ (203) 247-8659

**STAMFORD TWIN RINKS** – Stamford, CT

2008 to 2009

*Recreational and ice skating facility teaching families how to skate, play hockey, dance, and more.***PROFESSIONAL SKATING INSTRUCTOR**

- Taught group skating and hockey lessons and programming
- Introduced preschool hockey program to compliment established classes and events

**WINTER GARDEN ICE ARENA** – Ridgefield, CT

1999 to 2007

*Recreational facility offering skating, figure skating, hockey programs, special events, and clinics.***MANAGER****DIRECTOR OF ADVERTISEMENT****RETAIL SALES MANAGER**

- Recognized for generating \$80K in annual sales, increasing sales by 60% while decreasing costs 32%
- Supervised all program instructors and assistants as well as custodial employees and Zamboni drivers
- Designed informational and marketing brochures and posters to develop business
- Controlled costs through advertising and sponsorships, writing all advertising copy
- Wrote and implemented standard operating procedures for all rink employees
- Held bimonthly staff meetings to facilitate open lines of communications and team building
- Maintained employee scheduling to ensure efficient service for all facility machinery and programming
- Sourced, negotiated, and ordered inventory and supplies
- Spearheaded client and employee challenges
- Instrumental in creating and strategic planning, including financial packages
- Established new accounts through innovative and networking initiatives
- Presented new retail product suggestions to bolster earnings

**PREVIOUS PROFESSIONAL EXPERIENCE**

Business Owner – Limestone Herb Gardens – Ridgefield, CT

Head Instructor/Program Coordinator – Independent Contractor – Fairfield County Territory

**TECHNICAL PROFICIENCIES**

Microsoft Office, Jackrabbit Class Management Software, Constant Contacts QuickBooks, Social Media Outlets

**EDUCATION**

University of Maine, Orono

**RECEIVED**

By Office of the First Selectman at 11:06 am, Apr 25, 2017

## Town of Fairfield

Office of the First Selectman  
Fairfield, Connecticut 06824

### BOARDS AND COMMISSIONS QUESTIONNAIRE

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Board/Commission: HSR Clubhouse Building Committee

Date: April 20, 2017

Name: Jeffrey Hendrickson

Email: jth@greenfieldhill.us

Address: 1982 Merwins Lane

Home Phone: 203-256-0870

Fairfield, CT

Work Phone : \_\_\_\_\_

Cell Phone: 203-571-8015

1. How did you learn about this position?

Email message from the First Selectman's Office

2. Why are you interested in serving and how can you contribute to this board / commission?

HSR is a first class golf course deserving a clubhouse that is commensurate with the beauty and play that it offers. Here is an opportunity to enhance the entire playing and sporting experience for Fairfield residents. Now that the Town has the premier municipal beach facility in the County, we have an opportunity to offer the finest municipal golf facility in the County. It's an exciting circumstance and I am eager to leverage my business background and personal interests to that end and become a key contributor to the project.

3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify.

No, not yet.

4. Have you spoken with the chair, any members, or the appropriate Department Head?

No, not yet.

5. Have you read the written description of the board's role?

Yes...

6. Do you have any potential conflict of interest?

No...

7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position?

Yes...

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8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

Independent.... Fairfield resident for twenty years.

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9. Use this space to ask any questions you may have or to provide additional information you'd like to share.

I am an avid golfer (16.5 GHIN Index), playing at HSR (Senior #9505) for the past several years and a member of Aspetuck Valley CC and The Course at Yale. My professional career entails building design, construction and facility maintenance responsibility. As CEO and COO of several nationwide businesses, I developed and supervised wide networks of locations. As CEO of Sport & Health Clubs, I came to understand the importance of aligning club culture with clubhouse design to support efficient functionality, property maintenance and a welcoming ambiance.

### SHORT BIO:

Jeff has proven to be an outstanding leader through various acquisitions and turnaround situations. Business services organizations with wide networks of operation, demanding customers and highly competitive markets are familiar to him. His experience ranges from large, global corporations to middle market companies both private (PE) and publically traded. In addition to North America, Jeff has successfully completed three international assignments.

### I CAN HELP YOU WITH:

- Potential acquisitions – mid cap B2B and B2C service and light manufacturing or distribution companies
- Establishing vital information flows, KPIs and daily, web-based business performance dashboards
- Due diligence, 90-day plans, acquisition integration, turnarounds /restructuring in troubled situations
- On-the-scene assessments to identify obstacles and resource requirements to achieve desired outcomes



## EXECUTIVE ROLES / EXPERIENCE:

- ❑ **MCG global, LLC**, Stratford, CT, **Principal**  
MCG specializes in advising middle market companies that due to various financial and operational circumstances are unable to meet their obligations or achieve their desired immediate and value-building, strategic outcomes.
- ❑ **Velocity Express**, Westport CT, **COO & President** 2003 – 2010  
A TH Lee Putnam portfolio company. Operational leadership for the nation's largest (\$200mm pa revenue) provider of time-definite, regional delivery services through a network of 85 locations, 2,000+ contract drivers and state-of-the-art freight management IT systems.
- ❑ **Sport & Health Clubs**, McLean, VA, **CEO & President** 2001 - 2003  
A Carl Marks strategic investment, S&H is one of the top ten largest health and athletic club operators in the United States (100k members, 29 locations), providing an array of indoor-outdoor sports and wellness programs. Declining membership trends were reversed as fitness programs and facility upgrades significantly enhanced customer satisfaction and the ultimate sale value of the business.
- ❑ **BC Harris Publishing**, White Plains, NY, **COO & President** 1998 - 2001  
As BOD member, at the request of the owner and CEO, assumed executive leadership role of this privately held data base publishing company. Created complimentary business development and marketing strategies for both on-line and print products. Lean manufacturing analytics reduced directory production time and COGS, enhancing financial performance and customer satisfaction.
- ❑ **Budget Rent-a Car**, Naperville, IL, **EVP & COO** 1997 - 1999  
Pursuant to the Ford Motor Company divestiture of Budget to Budget Group, Inc, assumed full P&L responsibility for North America: \$1.3b pa revenue, 7,600 employees and 450 locations. Eliminated unprofitable operations, restored profitability, grew revenue for both trucks and cars.

**EDUCATION:**

- ❑ **Executive Education Program, Harvard Graduate School of Business, 1986**
- ❑ **MBA, Whittemore School, University of New Hampshire, 1968**
- ❑ **BA, Hartwick College, 1966**

[illegible]

**RECEIVED**

By Office of the First Selectman at 1:47 pm, May 25, 2016

## Town of Fairfield

Office of the First Selectman  
725 Old Post Road  
Fairfield, CT 06824

### NEW BOARDS AND COMMISSIONS QUESTIONNAIRE

To be considered for appointment to a Board or Commission please fill out this form, save a copy and email the saved copy, along with a copy of your resume, to the First Selectman's office at [firstselectmanffld@town.fairfield.ct.us](mailto:firstselectmanffld@town.fairfield.ct.us). Please note that your resume and completed questionnaire are public documents. If you have any questions please contact Kathleen Griffin at 203-256-3030 or [kgriffin@town.fairfield.ct.us](mailto:kgriffin@town.fairfield.ct.us).

Board/Commission: Smith Richardson Clubhouse Committee  
Date: May 25, 2016

Name:	<u>Kim Marshall</u>	email:	<u>caela83@gmail.com</u>
Address:	<u>180 Brookbend Road</u>	home phone:	<u>2032540707</u>
	<u>Fairfield, CT 06824</u>	work phone :	<u>4752893005</u>
		cell phone:	<u>2036501932</u>

1. How did you learn about this position?

Through the town facilities commission

2. Why are you interested in serving and how can you contribute to this board / commission?

I have been in the construction industry for 40 years. Also, I have served on two building committees in town so I understand how the process operates, from the committee charge to the final product. I have also served on the house committee for a local golf club so am familiar with the usage of a golf clubhouse building. Lastly, I enjoy the sport, modest as my skills may be.

3. Have you attended the meetings of any similar committees or reviewed past minutes or agendas? If yes, please specify.

I was on the Town facilities sub committee for the clubhouse.

4. Have you read the committee charge?

Yes.

5. Do you have any potential conflict of interest?

No.



6. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

I am registered as a Democrat.

7. Please use this space to ask any questions you may have or to provide additional information you'd like to share.

---

**RECEIVED**

By Office of the First Selectman at 1:05 pm, May 25, 2016

**Kimberly Lucchesi Marshall**  
**180 Brookbend Road**  
**Fairfield, Ct 06824**

**203 254 0707**

**EDUCATION:**

**Boston College**

*Newton College of the Sacred Heart*

Chestnut Hill, MA

B. A. Architectural History

1971-1975

**Columbia University**

*School of Architecture, Planning and Preservation*

New York, NY

Graduate Coursework

September 2008- May 2009

**EXPERIENCE:**

**United Roofing & Sheet Metal, Inc.**

Danbury, CT

Director of Business Development

2014-present

Part of a team creating a roofing construction company “startup”, covering 13 counties in New York and CT. Involved with reaching out to customers, point of contract for pre qualifications, insurance, bonding, bidding.

**Barrett Roofing**

Danbury, CT

Vice President

1975-2000, 2009 to 2014

*Estimating, Project Management, Contract Administration, Business Development*

Responsible in these capacities for projects of all sizes and durations, for clients ranging from general contractors, construction managers, and directly for private and public owners.

**ADDITIONAL INFORMATION:**

*Chair of the Management/Labor Negotiating Committee for Local #12- 1990-2000*

*Chair of the Health and Welfare Fund for Local #12- 1992-2002*

*Executive Board Member of the Connecticut Roofing Contractors' Association, holding position of Treasurer, Secretary, Vice President, President- three year periods per position 1990-2002*

*Member of the Advisory Committee for the Northeast Roofing Contractors-1993-1998*

*Executive Board Member of the Bellarmine Guild at Fairfield Prep, chairing various committees [including four years for Prep Pride, the school store]-2001-2008*

*Co Chair of the Landmark Campaign, a \$20,000,000 capital project for new additions and renovations at Fairfield Prep- 2003-2005*

*Member of the House Committee at Brooklawn Country Club-2002-2009*

*Member of the Fairfield Woods Building Middle School Building Committee 2009-2013*

*Chair of the Osborn Hill Building Committee 2013-2016*

*Member of the Town Facilities Commission 2013-2016*



**RECEIVED**

By Office of the First Selectman at 4:43 pm, Apr 19, 2017

## Town of Fairfield

Office of the First Selectman  
Fairfield, Connecticut 06824

### BOARDS AND COMMISSIONS QUESTIONNAIRE

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Board/Commission: H. Smith Richardson Building Committee

Date: April 19, 2017

Name: Brian J. Nerreau

Email: Brian.nerreau@ms.com

Address: 105 Mountain Laurel Road

Home Phone: 203-256-8915

Fairfield, CT 06824

Work Phone : 203-326-6942

Cell Phone: 203-258-9305

1. How did you learn about this position?

Through my prior position with the Parks and Recreation Commission.

2. Why are you interested in serving and how can you contribute to this board / commission?

I have lived in Fairfield for 23 years and have been on the Parks & Rec Commission for the past 9 1/2 years. I have always been very involved with volunteer activities, including S.P.A.R.K, as President, as well as coaching lacrosse, basketball, soccer, baseball etc., primarily on the youth level but also lacrosse for Fairfield Warde HS, running the off-season programs for both the boy's and girl's programs. I am also a lifelong golfer. I believe my volunteering experience and knowledge of the workings within the town of Fairfield, will allow me to offer much to this commission.

3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify.

Yes - Attended P&R, Board of Finance, BOS, RTM, Penfield Bldg. Com., etc.

4. Have you spoken with the chair, any members, or the appropriate Department Head?

N/A

5. Have you read the written description of the board's role?

Yes, the little that has been written.

6. Do you have any potential conflict of interest?

No.

7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position?

No, but I do not anticipate any attendance problems.

8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation?

Yes. Republican

9. Use this space to ask any questions you may have or to provide additional information you'd like to share.

**From:** Nerreau, Brian (DARIEN, CT.) [mailto:Brian\_Nerreau@ml.com]  
**Sent:** Tuesday, May 29, 2007 2:31 PM  
**To:** Carpenter, Jennifer  
**Subject:** Parks and Rec Commission

105 Mountain Laurel Road  
Fairfield, CT 06824

Jen

I am terribly sorry for the delay in getting this information to you. In lieu of a resume, here is a brief synopsis of my professional and personal life:

**Work History:**

December 2001 to present

Merrill Lynch, Pierce, Fenner and Smith. Wealth Management Advisor and Partner of the Darien, CT based advisory team known as The Wood Group. Team provides wealth management services and financial advisory services for individuals, families, businesses, foundations and not-for-profit organizations.

1989 - 2001

Bank of America Private Banking (formerly Fleet Financial Group Private Banking Division). Senior Vice President and area manager for the Southern Fairfield County Private Banking Department.

1983 - 1989

Chase Manhattan Bank Private Banking Department. Vice President and Manager of the Private Banking Real Estate Lending Group.

**Educational History:**

BA Economics and Finance from Fairfield University, graduating in 1982

Completed all classroom work towards a Masters in Financial Management from Fairfield University

Certified Financial Planner, College of Financial Planning, Denver, CO

Series 7, Insurance License, CT Certified Long-Term-Care provider

**Personal:**

Married to Shari Nerreau since 1990. Three children, Bradley 14, Jason 11, and Meredith 9, all presently students in the Fairfield Public School System. We have resided in Fairfield since 1994.

Currently I serve as President of S.P.A.R.K.

In my spare time, in addition to spending time with my family I enjoy golfing, bicycling, and coaching numerous teams in a variety of sports.

If there is anything further required, or if you need me to expand on any of the sections above, please let me know.

5/29/2007

# Town of Fairfield

Office of the First Selectman  
725 Old Post Road  
Fairfield, CT 06824



## NEW BOARDS AND COMMISSIONS QUESTIONNAIRE

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Board/Commission: **H. Smith Richardson Building Committee**

Date: **01-13-2016**

Name: **Hal Schwartz**

Address: **400 Eastfield Drive**

Party: **Democrat**

email: **halrtm7@gmail.com**

home phone: **203-371-7217**

work phone: **203-432-6668**

cell phone: **203-814-6317**

1. How did you learn about this position?  
**I inquired into possible appointments after deciding not to serve on the RTM anymore.**
2. Why are you interested in serving and how can you contribute to this board / commission?  
**I enjoy volunteering for the town and feel that my 12 years of RTM experience could be valuable to a building committee to help guide through approval process. I am also very good with running town meetings and FOI.**
3. Have you attended the meetings of any similar committees or reviewed past minutes or agendas? If yes, please specify. **I was on the RTM for 12 Years**
4. Have you read the committee charge?  
**Yes**
5. Do you have any potential conflict of interest?  
**Except that I play golf at Smith, No**
6. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation? **Registered Democrat**
7. Please use this space to ask any questions you may have or to provide additional information you'd like to share

Hal Schwartz 400 Eastfield Dr. Fairfield CT 06825

- Fairfield resident for 21 years.
- Married to Beth, with 3 daughters
- First elected to the RTM in 2003
- Past President North Stratfield School PTA, SNN PTA Board of Education Rep.
- Chairman of the RTM Sub Committee for Education and Recreation 2005-2007
- RTM Assistant Minority Leader 2009-2011
- RTM Minority Leader 2009-2013 2 terms
- Project Manager , Yale University YPPS 7 years
- Board Certified Baseball Umpire and Basketball Official

After serving 6 terms on the RTM and deciding that I wanted to do something else I am still interested in serving the town in a different capacity. I am well educated in the process of town bodies and how they work as well as budgets.





**RECEIVED**

By Office of the First Selectman at 4:55 pm, Apr 06, 2016

## Town of Fairfield

Office of the First Selectman  
725 Old Post Road  
Fairfield, CT 06824

### BOARDS AND COMMISSIONS QUESTIONNAIRE

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Board/Commission: **H. Smith Richardson Club House Building Committee**

Date: **April 6, 2016**

Name: **Jack Slane**

email: **jackslane@aol.com**

Address: **35 Bailey Road, Fairfield**

home phone: **203 374 7545**

work phone: **203 661 8400**

Party:

cell phone: **203 962 1300**

1. How did you learn about this position? **From being on the Golf Commission**
2. Why are you interested in serving and how can you contribute to this board / commission?

**I am an avid golfer and former member of the Golf Commission. In the past I have served on the Board of Education and was chairman of the Long Range Facilities Planning Committee. I was the chairman of the first Fairfield Woods Building Committee for the school's first expansion and renovation. I served on the RTM and am a former Moderator. I am an attorney whose practice is concentrated in matters of land use, real estate and construction issues.**

3. Have you attended any meetings or reviewed past minutes / agendas? If yes, please specify. **There have been no meetings that I am aware of. I am familiar with the feasibility study and the 10 year plan. I was in attendance when the Town Facilities Commission toured the site. I have read the charge and the recommendation of the Commission.**
4. Have you spoken with the chair, any members, or the appropriate Department Head? **I have spoken with Mr. Lombardo.**
5. Have you read the written description of the board's role? **Yes**

6. Do you have any potential conflict of interest? **No**
7. Do you know the time, date and location of meetings and will you be able to attend and fulfill the obligations of the position? **No meetings are scheduled but my professional schedule is very flexible so I anticipate no difficulty attending meetings.**
8. Participation requires that you are registered voter in the town of Fairfield. Additionally, the town charter requires that party balance be maintained on all boards/commissions. Are you registered to vote and what is your party affiliation? **I am a registered Democrat**
9. Please use this space to ask any questions you may have or to provide additional information you'd like to share. **I have not questions. I do feel that the project is necessary to maintain the golf course as a first class amenity for the Town and a continued source of revenue.**

**JACK SLANE**  
**35 BAILEY ROAD**  
**FAIRFIELD, CT 06430**  
**203-374-7545**

W: 203 661-8400

Education:

University of Maine School of Law, Portland, Maine, 1971-1974  
(Editor, Law Review)

St. Michael's College, Winooski Park, Vermont, 1967-1971  
(Bachelor of Arts, History, cum laude)

Essex Catholic High School, Newark, New Jersey, 1963-1967

~~jackslane@aol.com~~  
jack.slane1@gmail

Professional:

Practicing Attorney. Since 1982 a Partner in the firm of  
Heagney, Lennon & Slane, LLP, Greenwich, Connecticut. Practice primarily in real estate and  
related litigation, including construction disputes, personal injury, zoning and land use issues

Bar Admissions: Connecticut, 1974; Federal District Court, Connecticut, 1975; New York, 1981;  
United States Tax Court, 1989; Federal District Court, Southern District of New York, 1996.

Fairfield Community Service:

Alternate, Zoning Board of Appeals, 2008-2009; Board of Tax Review, 2006; Representative  
Town Meeting, 1990-2002 (moderator for 1 term); Board of Education, 1988-1989; Co-Chairman,  
Long Range Facilities Planning Committee, 1988-1989; Fairfield Woods Planning Committee,  
1991; Fairfield Woods Feasibility Committee, 1992-1993; Co-President PTA Council, 1991-1993;  
Vestry, St. Paul's Church, 1992-1994; Chairman, Fairfield Woods Building Committee,  
1993-1998.

Personal

Fairfield resident since 1984

Married to Stacey Miles Slane, teacher 1<sup>st</sup> and 2<sup>nd</sup> grade, Easton Country Day School

Children: Allie, 26, Fairfield High, class of 2002

Emma, 24, Fairfield High, class of 2004

Town of Fairfield  
Financial Impact Statement

Requesting Department: Fairfield Police Department

Project/Grant: Port Security Grant Program (PSGP)

Proposed Special Appropriation Amount: \_\_\_\_\_

Proposed Funding:

Bonding

Grant

Contingency

Other

\$60,944

\$20,314

\$ 81,258

**ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):**

List any financial impact your request will have on the Town's annual operating budget.  
Attach spreadsheet(s) showing your calculation of the estimated impact.

**EXPENDITURE CATEGORY:**

\*\*FOR BRACKETS USE NEGATIVE SIGN  
BEFORE NUMBER..

(POSITIVE IMPACT) /  
NEGATIVE IMPACT

Attachment  
#

SALARIES & BENEFITS

PROFESSIONAL SERVICES

CONTRACTED SERVICES

REPAIRS & MAINTENANCE

UTILITIES

OTHER

DEBT SERVICE (1st year)

TOTAL IMPACT ON EXPENDITURES

(-60,994 ) \$20,314

\$ (-40,680)

**COMMENTS:**

PSGP is a 3 year sustainability grant 75 % funding provided by the Federal Department of Homeland Security, with a 25% match from the Town of Fairfield.

PREPARED BY: Chris Lyddy, Deputy Chief of Police

DATE: 9/14/2017

# INFORMATION AND JUSTIFICATION

1. **Background:** The Fairfield Police Department Marine Unit provides layered protection to the Town of Fairfield, Connecticut and greater Fairfield County residents, business, and infrastructure. Our Marine Unit is dedicated to port security and regularly patrols the waters of Long Island Sound and coastal Fairfield, responding to emergencies and call for service. Two of the assets that our marine unit operates are a 33' SAFEBOAT Defender, and a 23' Safeboat. These two assets were purchased using funding from the Port Security Grant Program. Sustainability funding through this same grant program is available on a competitive basis, to aid towns and cities who have received federal assets to assist in port security.
2. **Purpose and Justification:** The funding, if awarded, would be used over a 36 month period, to off-set maintenance costs including the replacement of three engines on the 33' SAFEBOAT which will require replacement during the next three years.
3. **Detailed Description of Proposal:** Sustainability funding to include periodic engine maintenance, and the replacement of 3 engines:

ITEM	COMPUTATION	COST
Mercury Engine 300XL Model-V23LD	\$16,188	\$16,188
Mercury Engine 300XL Model-V33LD	\$16,312	\$16,312
Mercury Engine 300XL Model-V24LD	\$16,513	\$16,513
Command Module	\$157.13 each x 3	\$467.39
Tiebar – Duel	\$504.85	\$504.85
Tiebar Plus	\$419.34	\$419.34
TORQ SSR HD	\$101.97 each x 3	\$305.91
Praetorian Digital-Grant writing Services	\$1,500	\$1,500
Ongoing Engine Maintenance	\$387.25/maintenance appointments x 5 engines x 15 service appointments over 3 years	\$29,043.75
<b>Total</b>		<b>\$81,254.24</b>

4. **Reliability of estimated Costs:** Estimated costs were compiled by Officer Jim Witsie, the lead marine unit officer, working in conjunction with the manufacturer of the vessels.
5. **Not applicable**
6. **Additional Long-Range Costs:** There are no known long range costs associated with this grant.
7. **Additional Use or Demand on Existing Facilities:** Not applicable
8. **Alternates to this request:** By not seeking this sustainability grant, we would either have to fund the anticipated repairs or liquidate the assets.
9. **Safety and Loss Control:** Not applicable

- 10. Environmental Considerations:** There are no environmental implications in seeking this sustainability grant.
- 11. Insurance:** There are no effects on insurance by seeking this sustainability grant.
- 12. Financing:** PSGS is a matching grant, 75% by the federal government and match 25% by the Town of Fairfield. The matching 25%, \$20,314 is broken out over the next three years. \$6771.33 will come from the approved FY18 Police Operating Budget (0403-54330). \$6771.33 will also be transferred from the FY19 and FY20 Police Operating Budgets (0403-54330) to complete the local match of \$20,314 over the next three years.
- 13. Other considerations:** There are no other pertinent considerations not already detailed.
- 14. Other Approvals:**     Board of Selectman  
                                    Board of Finance

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- ☒ Preapplication  
☐ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

08/14/2017

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Town of Fairfield

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

06-6001998

**\* c. Organizational DUNS:**

6021236220000

**d. Address:**

**\* Street1:**

611 Old Post Road

**Street2:**

**\* City:**

Fairfield

**County/Parish:**

**\* State:**

CT: Connecticut

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

06824-6646

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

**\* First Name:**

James

**Middle Name:**

**\* Last Name:**

Wiltsie

**Suffix:**

**Title:**

Marine Officer/Project Manager

**Organizational Affiliation:**

**\* Telephone Number:**

203-650-6242

**Fax Number:**

203-254-4897

**\* Email:**

jwiltsie@town.fairfield.ct.us

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Department of Homeland Security - FEMA

**11. Catalog of Federal Domestic Assistance Number:**

97.056

CFDA Title:

Port Security Grant Program

**\* 12. Funding Opportunity Number:**

DHS-17-GPD-056-00-01

\* Title:

Fiscal Year (FY) 2017 Port Security Grant Program (PSGP)

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Town of Fairfield Police Department's Maintenance and Sustainment PSGP FY17 Application

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="75,000.00"/>
* b. Applicant	<input type="text" value="18,750.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="93,750.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed:

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency

SENSITIVE  
SECURITY  
INFORMATION

OMB Control Number: 1660-0114  
Expiration: 05/31/2020

PORT SECURITY GRANT PROGRAM INVESTMENT JUSTIFICATION

Warning: Please follow the Notice of Funding Opportunity Guidance while completing this form.

PART I - INVESTMENT HEADING

ORGANIZATION NAME (Legal Name Listed On The SF-424): Town of Fairfield		STATE OR TERRITORY IN WHICH THE PROJECT WILL BE IMPLEMENTED: Connecticut	
TYPE OF ORGANIZATION: Local Agency	STATE OR LOCAL AGENCY: First Responder – Law Enforcement	OTHER:	
PROJECT'S CAPTAIN OF THE PORT ZONE: Long Island Sound	INVESTMENT JUSTIFICATIONS (Ex. 1 of 1): 1 of 1		

PART II - BASIC PROJECT INFORMATION

PROJECT TITLE:	The Town of Fairfield Police Department Marine Unit Vessel Maintenance Cost		
PROJECT SERVICE(S)/EQUIPMENT SUMMARY:	The Town of Fairfield Police Department Marine Unit, as part of the Bridgeport Marine Group is applying for PSGP FY 2017 funding to cover vessel maintenance costs. The project will include engine replacement for each of the three engines on the primary police vessel due to the amount of documented usage exceeding engine life expectations for performance vessels and ongoing maintenance for the other police vessel.		
IS THIS PROJECT EXEMPT FROM THE REQUIRED COST SHARE OUTLINED IN 46 U.S.C. 70107? No			
IF YES, IDENTIFY THE COST SHARE EXEMPTION :			
FEDERAL SHARE: \$60943.68	COST SHARE: \$20314.56	TOTAL PROJECT COST: \$81258.24	
(Total Project Cost x 0.75)	(Total Project Cost x 0.25)	(Fed Share/0.75; or Cost Share/0.25)	
PROJECT CATEGORY: Equipment	NEW CAPABILITY OR MANAGEMENT/SUSTAINMENT: Maintenance/Sustainment		

PART III - ELIGIBILITY INFORMATION

PLEASE REVIEW THE NOTICE OF FUNDING OPPORTUNITY AND 46 U.S.C. 70107

WHICH PLAN(S) APPLIES TO YOUR ORGANIZATION?:	AREA MARITIME SECURITY PLAN: <input checked="" type="checkbox"/>	FACILITY SECURITY PLAN: <input checked="" type="checkbox"/>
	PORT-WIDE RISK MANAGEMENT PLAN: <input checked="" type="checkbox"/>	VESSEL SECURITY PLAN: <input checked="" type="checkbox"/>
IF NONE OF THE ABOVE ARE APPLICABLE, PLEASE LIST OTHER PORT RELATED SECURITY PLANS OR CIRCUMSTANCES THAT APPLY TO THIS PROJECT AND YOUR ORGANIZATION:		<input type="checkbox"/> N/A
ACTIVE PARTICIPANT OF AN AREA MARITIME SECURITY COMMITTEE? Yes	IS THIS APPLICATION ON BEHALF OF ANOTHER ENTITY OR SUBMITTED AS A CONSORTIUM? No	
IS THE PROJECT SITE OWNED BY YOUR ORGANIZATION? Yes	IF THE PROJECT SITE IS NOT OWNED OR OPERATED BY YOUR ORGANIZATION, PLEASE EXPLAIN YOUR ORGANIZATION'S RELATION TO THE PROJECT SITE:	<input checked="" type="checkbox"/> N/A
IS THE PROJECT SITE OPERATED BY YOUR ORGANIZATION? Yes		
IS THE PROJECT SITE A FACILITY OR VESSEL THAT IS REGULATED UNDER THE MARITIME TRANSPORTATION SECURITY ACT (MTSA) OF 2002, AS AMENDED?		Yes
STATE AND LOCAL AGENCIES ONLY - IS YOUR AGENCY REQUIRED TO PROVIDE PORT SECURITY SERVICES TO MTSA REGULATED FACILITIES?		Yes
STATE AND LOCAL AGENCIES ONLY - ARE YOU THE PRIMARY RESPONDING AGENCY TO MTSA REGULATED FACILITY?		Yes

**WARNING:** This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

# **SENSITIVE SECURITY INFORMATION**

## **PART IV - POINT(S) OF CONTACT FOR ORGANIZATION**

<b>SIGNATORY AUTHORITY FOR ENTERING INTO A GRANT AWARD AGREEMENT</b>		<b>AUTHORIZED REPRESENTATIVE FOR THE MANAGEMENT OF THE PROJECT</b>	
<b>NAME:</b>	First Selectman Mike Tetro	<b>NAME:</b>	Officer James Wiltsie
<b>ORGANIZATION:</b>	Town of Fairfield Police Department	<b>ORGANIZATION:</b>	Town of Fairfield Police Department
<b>ADDRESS:</b>	100 Reef Road Fairfield, CT 06824	<b>ADDRESS:</b>	100 Reef Road Fairfield, CT 06824
<b>PHONE:</b>	203.254.4800	<b>PHONE:</b>	203.254.4800
<b>E-MAIL:</b>	mtetro@town.fairfield.ct.us	<b>E-MAIL:</b>	jwiltsie@town.fairfield.ct.us

## **PART V - PHYSICAL LOCATION OF PROJECT**

The intent of this section is to verify the primary location the project is being implemented to address the PSGP and port area priorities. The applicant's primary area of responsibility for utilizing the project should be identified. This includes training, exercises, interoperable systems, vessel equipment and regionally beneficial projects. Secondary areas of responsibility are not considered the project location. Please identify the location from which the project will be implemented/deployed (the applicant facility address), such as fire or police departments or MTSA regulated facility.

<b>PHYSICAL ADDRESS OF THE PROJECT LOCATION:</b>		<b>BRIEF DESCRIPTION OF THE PROJECT LOCATION:</b>
<b>Street Address:</b>	100 Reef Road	The main office of the Fairfield Police Department is located at 100 Reef Road. The Marine Unit office is located at the South Benson Marina where the Marine Unit maintains a 33' SAFEBOAT Defender and a 23' SAFEBOAT. Both vessels were acquired through PSGP funding.
<b>City:</b>	Fairfield	
<b>State:</b> CT	<b>Zip Code:</b> 06824	
<b>LATITUDE &amp; LONGITUDE:</b> 41.139569, -73.257048		

## **STATE AND LOCAL AGENCIES ONLY - ROLE IN PROVIDING LAYERED PROTECTION OF REGULATED ENTITIES**

### **DESCRIBE YOUR ORGANIZATION'S SPECIFIC ROLES, RESPONSIBILITIES AND ACTIVITIES IN DELIVERING LAYERED PROTECTION.**

Fairfield Police Department Marine Unit (FPD-MU) provides layered protection to the Town of Fairfield, Connecticut and greater Fairfield County residents, businesses, and infrastructure within a 31.3 square mile coverage area. FPD-MU is dedicated to port security and regularly patrols the waters of Long Island Sound, Fairfield, and Bridgeport. FPD-MU, as part of the Bridgeport Marine Group, provides first responder emergency support to this body of water, as well as maritime security to the Port of Bridgeport in conjunction with the Bridgeport Port Authority, Bridgeport Police Marine Unit, and the Bridgeport Harbormaster with which Bridgeport has mutual aid agreements. Port components include but are not limited to: chemical cargo, ferry service general cargo, commuters, marine service, petroleum cargo, and power generation. Recent incident statistics show an increase in calls for service over a three year seasonal period. This data includes 133 calls in 2011, 120 calls in 2012, and 162 calls in 2013. More recent data is currently being compiled but not yet available, however, FPD - MU maintains its ever-expanding role in the maritime region.

The Marine Group Concept of Operations (CONOPS) originated as the highest priority initiative from the 2009 Port Wide Strategic Risk Management/Mitigation Plan (SRMP) for the Group II Port of Bridgeport. SRMP development was mandated by the Federal Emergency Management Agency for all Group II port areas as a condition for receiving funding under the Port Security Grant Program (PSGP). FPD-MU and the Port of Bridgeport region have adopted and adhere to the recommendations set forth in the Marine Group CONOPS.

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## SENSITIVE SECURITY INFORMATION

### PART VI - ALL AGENCIES/ORGANIZATION - IMPORTANT FEATURES

**DESCRIBE ANY OPERATIONAL ISSUES YOU DEEM IMPORTANT TO THE CONSIDERATION OF YOUR APPLICATION** (e.g., interrelationship of your operations with other eligible high-risk ports, Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA), Etc.). **PLEASE LIST ALL AGENCIES WITH WHOM YOU HAVE A MARITIME SECURITY MOU OR MOA.**

FPD - MU is dedicated to port security and regularly patrols the waters of Long Island Sound, Fairfield, and Bridgeport. FPD - MU, as part of the Bridgeport Marine Group, provides first responder emergency support to this body of water, as well as maritime security to the Port of Bridgeport in conjunction with the Bridgeport Port Authority, Bridgeport Police Marine Unit, and the Bridgeport Harbormaster, with which Bridgeport has mutual aid agreements.

According to the Bridgeport Marine Group CONOPS, the Port of Bridgeport, and areas surrounding face a wide range of events that could significantly disrupt port commerce and/or adversely impact public safety/health. These events include accidents, attacks (security threats), natural events, illegal activities and support system outages that affect the port. The CONOPS Planning and Information Management Mission states that a preventative maintenance program with identified technical support for equipment upgrades is imperative to provide security to the critical infrastructure of the Port.

According to the Port of Bridgeport Marine Group Concepts of Operations (CONOPS) which the Town of Fairfield FPD-MU is an active member of, "Mission sustainability will be reinforced through the development and integration of systematic programs related to recurring plan review and enhancement, training and equipment maintenance." This vessel sustainment project seeks funding to assist with costs associated with maintaining vessels.

The Port Wide Strategic Management Plan recommends that patrol and response capabilities be available 24 hours a day, 365 days a year. FPD - MU is dedicated to port security and regularly patrols the waters of Long Island Sound, Fairfield, and Bridgeport. These patrols are conducted using the following assets:

- 2011 33' patrol boat that was purchased with PSGP funding 2008, drafts 36" Outfitted with Triple Mercury Verado's 300 HP
- 2016 23' CBRNE Equipped Shallow Water Vessel purchased with PSGP funding 2015, drafts 17"

FPD - MU has maintained its PSGP asset utilizing sustainability funding provided by a PSGP FY2014 award to the City of Stamford. However, this grant period has closed and the funds have been allocated. Municipal budgets do not support all the preventative maintenance, as well as equipment upgrades necessary to ensure each vessel is capable of performing to its maximum potential. This investment seeks to support this function.

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# SENSITIVE SECURITY INFORMATION

## PART VII - INVESTMENT JUSTIFICATION ABSTRACT

WHAT WILL THIS PROJECT INVESTMENT FUND (i.e. vessels, radios, cameras, construction, contracts, fencing, etc.)?

Vessel Maintenance

ARE ANY PROJECT ITEMS ON THE CONTROLLED EQUIPMENT LIST  
(please reference **FEMA Information Bulletin 407**):

No

IF YES, PLEASE PROVIDE THE AUTHORIZED EQUIPMENT LIST (AEL) NUMBER(S) FOR CONTROLLED EQUIPMENT:

### SUMMARIZE THE PROPOSED INVESTMENT JUSTIFICATION.

THE FOLLOWING MUST BE INCLUDED:

- DESCRIBE HOW THIS INVESTMENT ADDRESSES THE CAPTAIN OF THE PORT'S PRIORITIES
- EXPLAIN HOW THIS INVESTMENT WILL ACHIEVE A MORE SECURE AND RESILIENT PORT AREA
- IDENTIFY ASSETS BEING REQUESTED
- IDENTIFY SIMILAR ASSETS THAT ALREADY EXIST

The Town of Fairfield Police Department Marine Unit, as part of the Bridgeport Marine Group, is applying for PSGP FY 2017 funding to cover vessel maintenance costs. Maintaining the viability of the Port Group vessels is essential to the sustainment of the core capabilities of preventing a threat or actual act of terrorism, protecting residents, critical infrastructures and assets against threats or hazards, mitigating the loss of life and/or property and enhancing response and recovery capabilities.

The goal of the proposed project is to meet the strategies set forth in the Long Island Sound Sector Group II Ports Port Wide Strategic Risk Mitigation Plan, Trade Resumption and Resiliency Plan, the National Response Framework (NRF), the National Emergency Communications Plan (NECP), the National Incident Management System (NIMS), Statewide Communications Interoperability Plan (SCIP), DEMHS Regional Emergency Support Plans and Regional Emergency Planning so that the Long Island Sound region can effectively manage all hazard capabilities consistent with the national strategy for Homeland Security. This investment is also consistent with the PSGP funding priorities to enhance Maritime Domain Awareness and IED and CBRNE prevention, protection, response, and recovery capabilities and Port Resilience and recovery capabilities.

According to the Port of Bridgeport Marine Group Concepts of Operations (CONOPS) which the Town of Fairfield FPD - MU is an active member of, "Mission sustainability will be reinforced through the development and integration of systematic programs related to recurring plan review and enhancement, training and equipment maintenance." This vessel sustainment project seeks funding to assist with costs associated with maintaining vessels.

The FPD - MU currently owns and operates two vessels. The equipment and maintenance costs for this investment include: engine replacement of three engines for one vessel, and basic engine maintenance of all five engines of FPD - MU's two vessels. This maintenance/sustainability investment is vital to maintaining optimal protection strategies for the Town of Fairfield as part of the Bridgeport Marine Group. This is even more vital during times of increased Maritime Security Level (MARSEC) conditions. The objective of this investment is to ensure that the vessels actively operated by the Town of Fairfield as part of the Bridgeport Marine Group function to their maximum capacity. Frequent and thorough preventative maintenance is the most effective way to achieve this objective.

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SENSITIVE SECURITY INFORMATION

PART VIII - NATIONAL PRIORITIES

IDENTIFY ONE NATIONAL PRIORITY THIS INVESTMENT MOST CLOSELY SUPPORTS:

Port Resilience and Recovery Capabilities

DESCRIBE HOW, AND THE EXTENT THIS INVESTMENT JUSTIFICATION MEETS ONE OR MORE OF THE NATIONAL PRIORITIES.

THE FOLLOWING MUST BE INCLUDED:

- HOW THIS INVESTMENT ADDRESSES VULNERABILITIES IDENTIFIED WITHIN AN AREA MARITIME SECURITY PLAN, FACILITY SECURITY PLAN, VESSEL SECURITY PLAN, OR OTHER IDENTIFIED PLAN(S).

The requested vessel sustainment investment of the project is consistent with the National Priorities including the protection of facilities (including commercial port facilities, public cruise lines and ferry terminals) and vessels from tampering and/or attack as well as enhancing port system maritime domain awareness (access, communications and enhanced intelligence sharing). This investment will enable the Town of Fairfield's FPD - MU to best meet the national priority of enhancing prevention, protection, response and recovery capabilities.

The goal of the project is to meet the strategies set forth in the Long Island Sound Sector Group II Ports Port Wide Strategic Risk Mitigation Plan, Trade Resumption and Resiliency Plan, the National Response Framework (NRF), the National Emergency Communications Plan (NECP), the National Incident Management System (NIMS), Statewide Communications Interoperability Plan (SCIP), DEMHS Regional Emergency Support Plans and Regional Emergency Planning so that the Long Island Sound region can effectively manage all hazard capabilities consistent with the national strategy for Homeland Security. This investment is also consistent with the PSGP funding priorities to enhance Maritime Domain Awareness and IED and CBRNE prevention, protection, response and recovery capabilities and Port Resilience and recovery capabilities.

The Town of Fairfield strives to ensure that all activities and projects are consistent with the priorities outlined in the Area Maritime Security Plan (AMSP) as well as the Maritime Transportation Response Plan (MTRP). The proposed project will provide the FPD - MU with vital maintenance repairs and equipment upgrades that will enable them to continue their role and responsibility of providing layered security in and around the waters of Bridgeport Long Island Sound COTP Zone while remaining consistent with the priorities outlined in the AMSP.

The requested vessel sustainment investment of the project is consistent with National Priorities including the protection of facilities (including commercial port facilities, public cruise lines and ferry terminals) and vessels from tampering and/or attack as well as enhancing port system maritime domain awareness (access, communications, and enhanced intelligence sharing). This investment will enable FPD - MU to best meet the national priority of enhancing prevention, protection, response and recovery capabilities.

The goal of the project is to meet and maintain readiness according to the strategies set forth in the Port Wide Strategic Management Plan, Strategic Risk Mitigation Plan, Trade Resumption and Resiliency Plan, the National Response Framework (NRF), and DEMHS Regional Emergency Support Plans. All of the priority areas listed below (as identified in the Marine Groups CONOPS) will be met through the funding of this sustainability project thereby keeping PFD - MU vessels in a 24/7 readiness status:

- Enhanced Maritime Domain Awareness through better command and control during emergency situations;
  - Increased Port Resilience and Recovery Capabilities to support FPD - MU coverage areas and those of mutual aid partners;
  - Enhanced Intergovernmental Coordination within mutual aid partner relationships and with the US Coast Guard;
- and
- Training and Exercises alignment with National Preparedness priorities.

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## SENSITIVE SECURITY INFORMATION

### PART IX - NATIONAL PREPAREDNESS GOAL

IDENTIFY ONE CORE CAPABILITY THIS INVESTMENT MOST CLOSELY SUPPORTS:

On-Scene Security, Protection, and Law Enforcement

### PART X - IMPLEMENTATION PLAN

PROVIDE A HIGH-LEVEL TIMELINE OF MILESTONES FOR THE IMPLEMENTATION OF THIS INVESTMENT, SUCH AS PLANNING, TRAINING, EXERCISES, AND MAJOR ACQUISITIONS OR PURCHASES. UP TO 10 MILESTONES MAY BE SUBMITTED.

THE FOLLOWING MUST BE INCLUDED:

- MAJOR MILESTONES OR RELEVANT INFORMATION THAT IS CRITICAL TO THE SUCCESS OF THE INVESTMENT
- MAJOR TASKS THAT WILL NEED TO OCCUR (E.G. DESIGN AND DEVELOPMENT, CONTRACTUAL AGREEMENTS, PROCUREMENT, DELIVERY, INSTALLATION AND PROJECT COMPLETION)

This project will begin immediately upon award. The Town of Fairfield will follow all procurement guidelines. The goal for this investment is to meet the strategies articulated in the Long Island Sound Sector Group II National, State and Regional Emergency plans so that the FPD - MU can effectively manage all-hazard capabilities consistent with the National Strategy for Homeland Security.

Timeline:

Activity*	Month
1. Grant Awarded	1
2. Issue request for proposals for equipment	2
3. Review proposals and make purchasing decision	4
4. Procure Equipment for Maintenance	6-9
5. Engine Replacement	9-12
6. Preventative Maintenance	12-36

\*The timeline for activities will begin upon receipt of a fully executed award contract. The department will comply with all required procurement standards and reporting requirements.

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## FY 2017 PSGP Sample Budget Detail Worksheet

**Purpose:** The budget detail worksheet may be used as a guide to assist applicants in the preparation of the budget and budget narrative. Applicants may submit the budget and budget narrative using this form or in the format of their choice (plain sheets, the applicant's own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to the project budget may be deleted. Below is an example for reference purposes.

**A. Personnel.** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
N/A		
<b>Total Personnel</b>		\$0

**B. Fringe Benefits.** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
N/A		
<b>Total Fringe Benefits</b>		\$0

**C. Travel.** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to three-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
N/A				
<b>Total Travel</b>				\$0

**D. Equipment.** List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Identify the Authorized Equipment List number (AEL #) for items requested. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. For CBRNE



Vessels or Vehicles, list the specific CBRNE equipment that will be installed on the vessel or vehicle, including equipment already owned by the applicant.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Computation	Cost
Mercury Engine 300 XL Model – V23LD	\$16,188	\$16,188
Mercury Engine 300 XL Model – V33LD	\$16,312	\$16,312
Mercury Engine 300 XL Model – V24LD	\$16,513	\$16,513
Command Module	\$157.13 each x 3	\$471.39
Tiebar – Dual	\$504.85	\$504.85
Tiebar- Plus	\$419.34	\$419.34
TORQ SSR HD	\$101.97 each x 3	\$305.91
<b>Total Equipment</b>		<b>\$50,714.49</b>

**E. Supplies.** List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
N/A		
<b>Total Supplies</b>		<b>\$0</b>

**F. Consultants/Contracts.** Indicate whether applicant's procurement policy follows standards found in 2 C.F.R. § 200.318(a).

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, reasonable daily or hourly (8-hour day), and estimated time on the project to include M&A.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Name of Consultant	Service Provided	Computation	Cost
N/A			
<b>Subtotal – Consultant Fees</b>			<b>\$0</b>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Location	Computation	Cost
N/A			
<b>Subtotal – Consultant Expenses</b>			<b>\$0</b>

***Contracts:*** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Any sole source contracts must follow the requirements set forth in applicable state and local laws and regulations, as well as applicable Federal regulations at 2 CFR Part 200.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Cost
Praetorian Digital – Grant writing services	\$1,500
<b>Subtotal – Contracts</b>	<b>\$1,500</b>
<b>Total Consultants/Contracts</b>	<b>\$</b>

**G. Other Costs.** List items (e.g., reproduction, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Important Note:** If applicable to the project, construction costs should be included in this section of the budget detail worksheet.

Description	Computation	Cost
Ongoing engine maintenance	\$387.25/maintenance appointment x 5 engines x 15 service appointments over 3 years	\$29,043.75
<b>Total Other</b>		<b>\$29,043.75</b>

**H. Indirect Costs.** Indirect costs are allowable only as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) must be attached.

Description	Computation	Cost
N/A		\$
<b>Total Indirect Costs</b>		<b>\$0</b>

**Budget Summary** - When the budget detail worksheet has been completed, applicants should transfer the total for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Amount	Non-Federal Amount
A. Personnel	\$0	\$0
B. Fringe Benefits	\$0	\$0
C. Travel	\$0	\$0
D. Equipment	\$38,035.87	\$12,678.62
E. Supplies	\$0	\$0
F. Consultants/Contracts	\$1,125	\$375
G. Other	\$21,782.81	\$7,260.94
H. Indirect Costs	\$0	\$0

Total Requested Federal Amount	Total Non-Federal Amount
\$60,943.68	\$20,314.56
Combined Total Project Costs	
\$81,258.24	

**FEMA APPROVED \$60,944.00****FY 2017 Port Security Grant Program Awards**

State	Port Area	Grant Recipient	FY 2017 Award
Alabama	Mobile, AL	Mobile, City of	\$501,821
California	Los Angeles-Long Beach	APM Terminals	\$775,936
California	Los Angeles-Long Beach	Carnival Corporation	\$1,372,500
California	Los Angeles-Long Beach	Eagle Marine Services, Ltd.	\$360,000
California	Los Angeles-Long Beach	Everport Terminal Services, Inc.	\$843,750
California	Los Angeles-Long Beach	Long Beach Container Terminal, LLC	\$1,219,009
California	Los Angeles-Long Beach	Long Beach Fire Department	\$205,500
California	Los Angeles-Long Beach	Long Beach Harbour Department	\$2,760,000
California	Los Angeles-Long Beach	Long Beach Police Department	\$1,470,000
California	Los Angeles-Long Beach	Los Angeles County	\$555,000
California	Los Angeles-Long Beach	Los Angeles Harbour Department	\$1,875,000
California	Los Angeles-Long Beach	Marine Exchange of Los Angeles-Long Beach	\$311,100
California	Port Hueneme, CA	Hueneme - Oxnard Harbor District, Port	\$42,000
California	San Diego, CA	San Diego Unified Port District	\$1,338,017
California	San Francisco Bay	IMTT Holdings, LLC	\$78,308
California	San Francisco Bay	Marin County	\$401,002
California	San Francisco Bay	Oakland, Port of	\$1,824,201
California	San Francisco Bay	San Francisco, City and County of	\$165,000
California	San Francisco Bay	South Marin County Fire Department	\$734,522
California	San Francisco Bay	Stockton, City of	\$44,317
California	San Francisco Bay	Stockton, Port of	\$1,030,673
Connecticut	Long Island Sound	Branford Fire Department	\$66,576
Connecticut	Long Island Sound	Bridgeport, City of	\$253,297
Connecticut	Long Island Sound	Cross Sound Ferry	\$25,000
Connecticut	Long Island Sound	JDZ Marine, LLC dba TowBoatUS Mystic	\$18,709
Connecticut	Long Island Sound	Mystic Fire Department	\$20,250
Connecticut	Long Island Sound	New Haven, City of	\$386,791
Connecticut	Long Island Sound	Norwich, City of	\$253,856
Connecticut	Long Island Sound	Old Mystic Fire District	\$105,253
Connecticut	Long Island Sound	Town of Fairfield	\$60,944
Connecticut	Long Island Sound	Town of Stratford, CT	\$11,250
Delaware	Delaware Bay	Delaware City Refining Company, LLC	\$288,280
Delaware	Delaware Bay	Wilmington, City of	\$82,500
Florida	Jacksonville, FL	Ceres Terminals, Inc.	\$30,540
Florida	Jacksonville, FL	Jacksonville Port Authority	\$573,750
Florida	Jacksonville, FL	Jacksonville, City of	\$909,980
Florida	Miami, FL	Miami Dade County	\$278,584
Florida	Miami, FL	Miami-Dade Fire Rescue Department	\$1,537,425
Florida	Panama City, FL	Panama City, City of	\$36,525
Florida	Pensacola, FL	Pensacola, City of	\$315,375
Florida	Port Canaveral, FL	Canaveral Port Authority	\$999,101
Florida	Port Everglades, FL	Broward Sheriff's Office	\$646,121
Florida	Tampa Bay	Gulf Marine Repair Corporation	\$43,808
Florida	Tampa Bay	Hillsborough County	\$208,191
Florida	Tampa Bay	Manatee County Port Authority	\$946,950
Florida	Tampa Bay	Tampa Port Authority	\$682,500
Florida	Tampa Bay	Tampa, City of	\$7,000
Georgia	Savannah, GA	Georgia Ports Authority	\$937,500

## Lyddy, Chris

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**From:** Wiltsie, James  
**Sent:** Tuesday, September 12, 2017 9:23 AM  
**To:** Lyddy, Chris  
**Cc:** Tursi, Chris; MacNamara, Gary  
**Subject:** Actual Numbers For PSG 2017

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

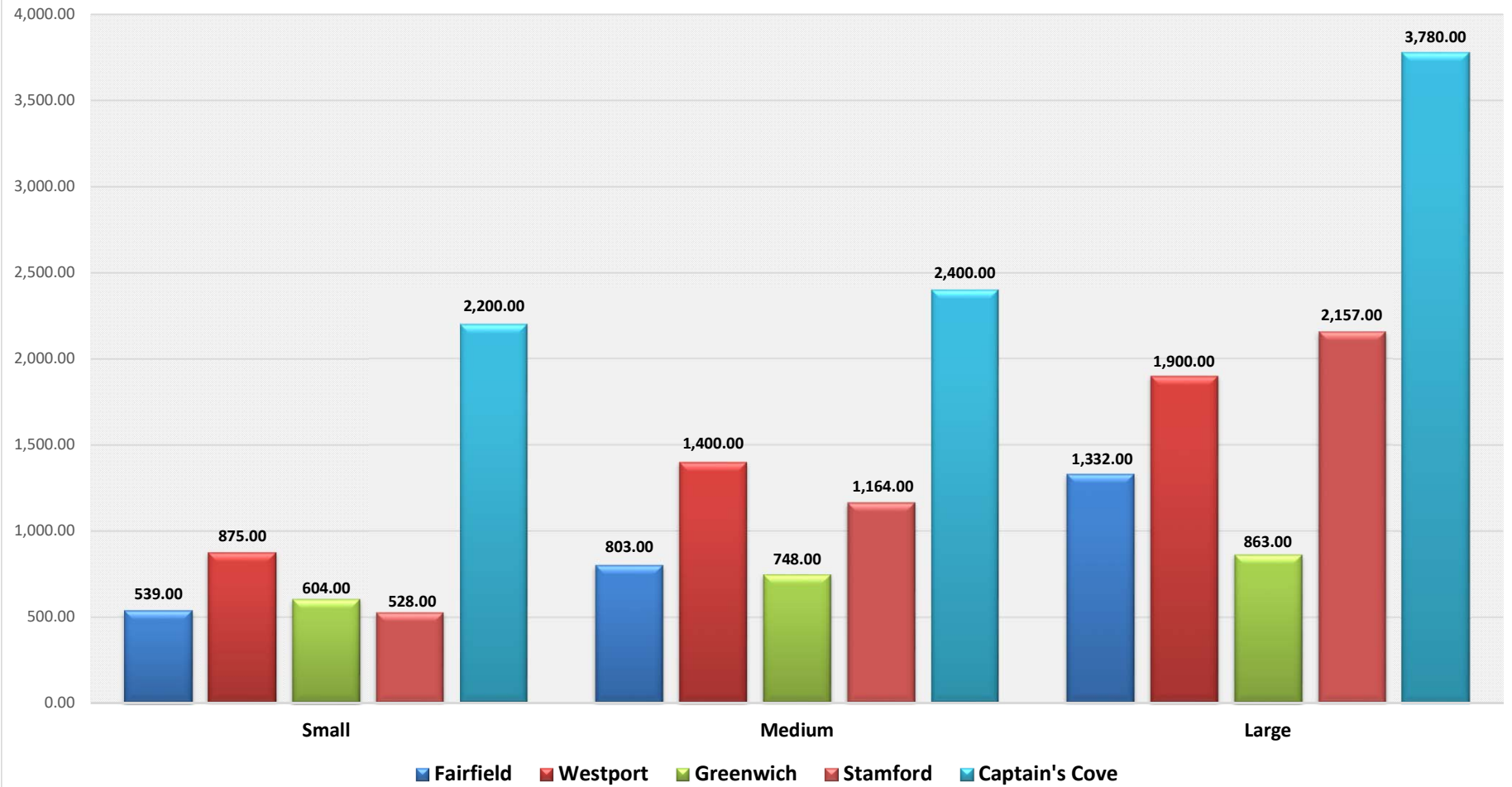
DC,  
See highlighted number below for our portion of award.  
Jim W

Port Security Grant Program  
CFDA Number  
97.056

<b>Budget Object Class</b>	<b>Amount</b>
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$50,714.49
Supplies	\$0.00
Contractual	\$1,500.00
Construction	\$0.00
Other	\$29,043.75
Total Direct Charges	\$81,258.24
Indirect Charges	\$0.00
<b>Budget Category Total</b>	<b>\$81,258.24</b>
<b>Non-Federal Resources</b>	<b>Amount</b>
Applicant	\$20,314.56
State	\$0.00

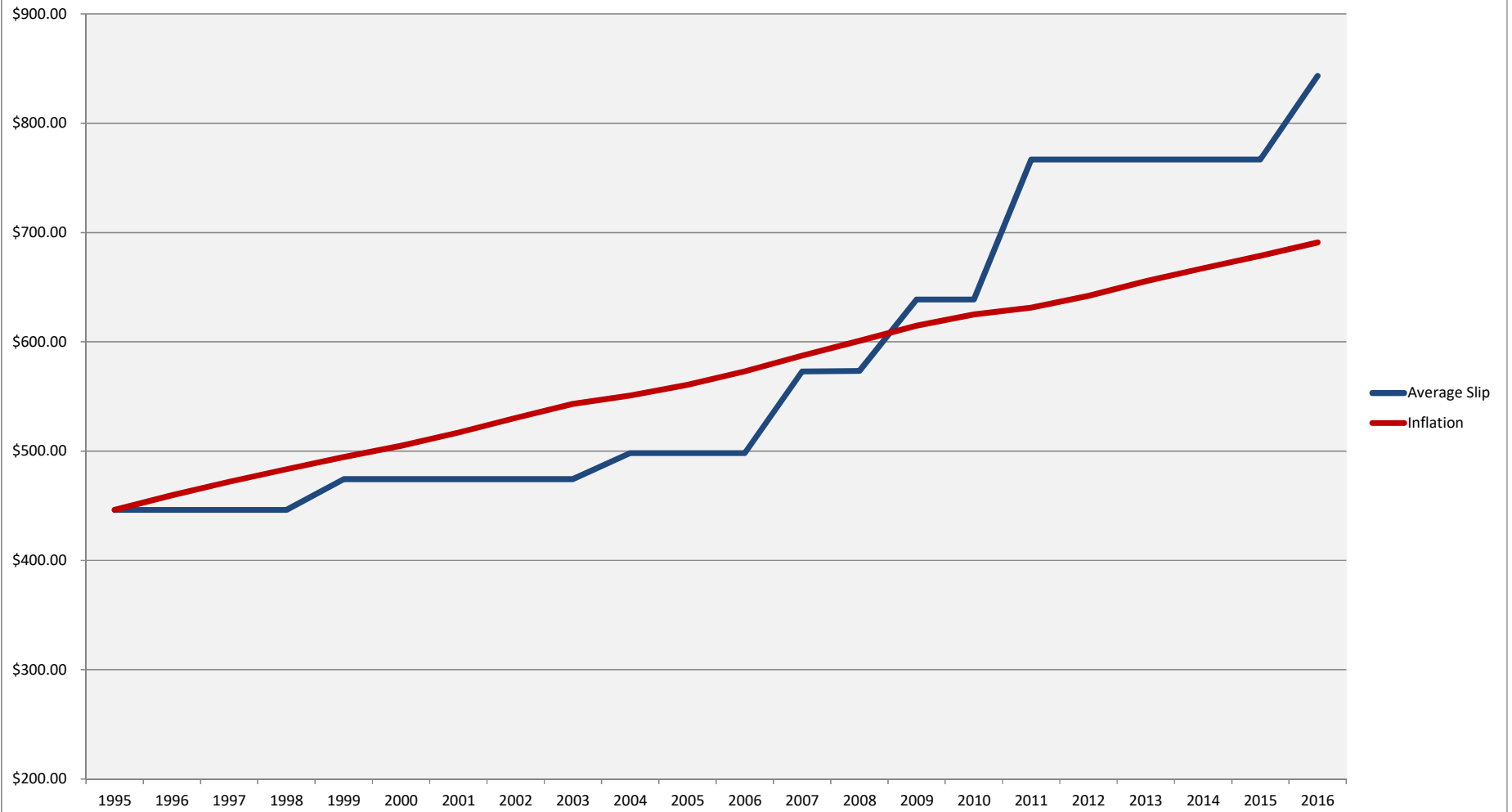
<b>Budget Object Class</b>	<b>Amount</b>
Other	\$0.00
<b>Total Non-Federal Resources</b>	<b>\$20,314.56</b>
<b>Income</b>	<b>Amount</b>
Program Income	\$0.00
<b>Total Budget</b>	<b>Amount</b>
Federal	\$60,943.68
Non-Federal	\$20,314.56
<b>Total Project Cost</b>	<b>\$81,258.24</b>

## 2016 Fairfield County Marina Fee Comparison by Slip Size

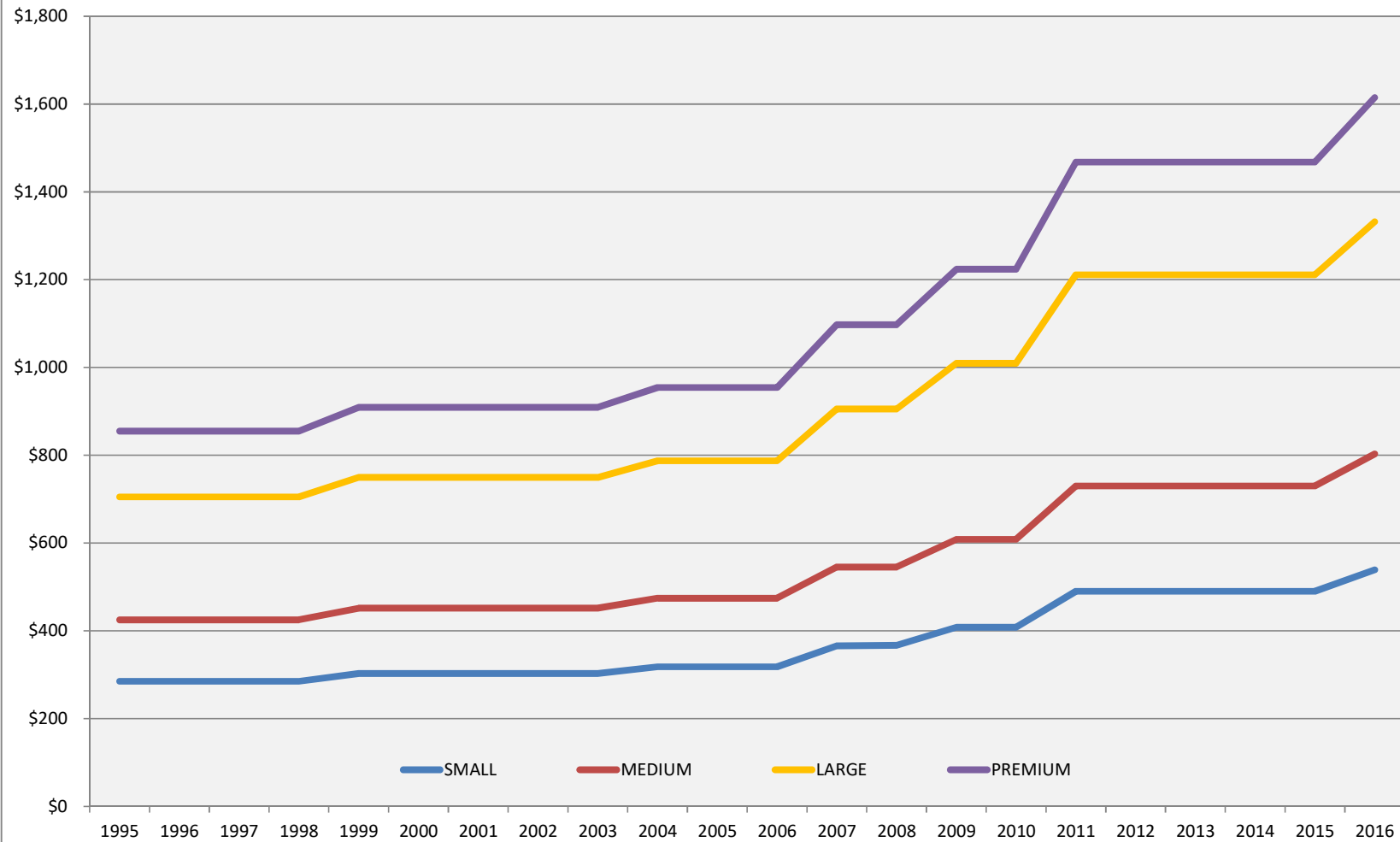




**South Benson Marina Average Slip Price vs. Inflation  
1995-2016**



## South Benson Marina Rate History by Slip Size 1995-2016



# Supporting Data

**South Benson Marina Rate History  
1995-2016**

	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
SMALL	\$285	\$285	\$285	\$285	\$302.95	\$302.95	\$302.95	\$302.95	\$302.95	\$318.10	\$318.10
MEDIUM	\$425	\$425	\$425	\$425	\$451.77	\$451.77	\$451.77	\$451.77	\$451.77	\$474.36	\$474.36
LARGE	\$705.00	\$705.00	\$705.00	\$705.00	\$749.41	\$749.41	\$749.41	\$749.41	\$749.41	\$787.35	\$787.35
PREMIUM	\$855.00	\$855.00	\$855.00	\$855.00	\$908.86	\$908.86	\$908.86	\$908.86	\$908.86	\$954.36	\$954.36
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
SMALL	\$318.10	\$365.80	\$366.80	\$407.85	\$407.85	\$490.00	\$490.00	\$490.00	\$490.00	\$490.00	\$539.00
MEDIUM	\$474.36	\$545.51	\$545.51	\$608.24	\$608.24	\$730.00	\$730.00	\$730.00	\$730.00	\$730.00	\$803.00
LARGE	\$787.35	\$905.35	\$905.35	\$1,009.58	\$1,009.58	\$1,211.00	\$1,211.00	\$1,211.00	\$1,211.00	\$1,211.00	\$1,332.00
PREMIUM	\$954.36	\$1,097.51	\$1,097.51	\$1,223.72	\$1,223.72	\$1,468.00	\$1,468.00	\$1,468.00	\$1,468.00	\$1,468.00	\$1,614.80


# Databases, Tables & Calculators by Subject

SHARE ON:   

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Change Output Options: From: 1995 ▾ To: 2017 ▾ GO

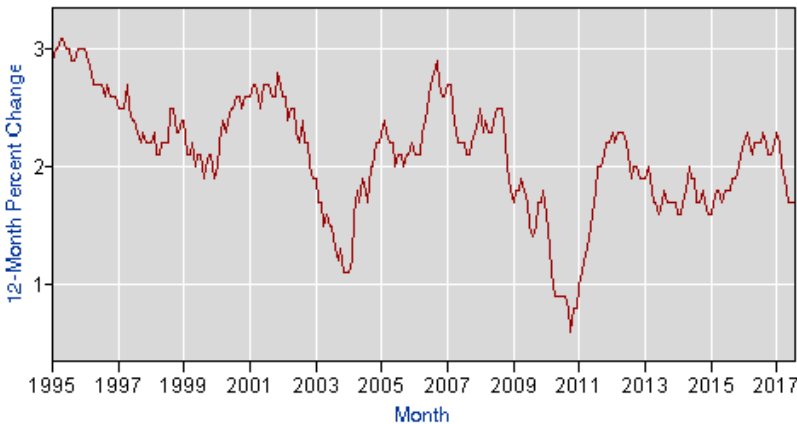
☒ include graphs ☒ include annual averages

[More Formatting Options](#) 

Data extracted on: September 25, 2017 (1:23:37 PM)

## CPI-All Urban Consumers (Current Series)

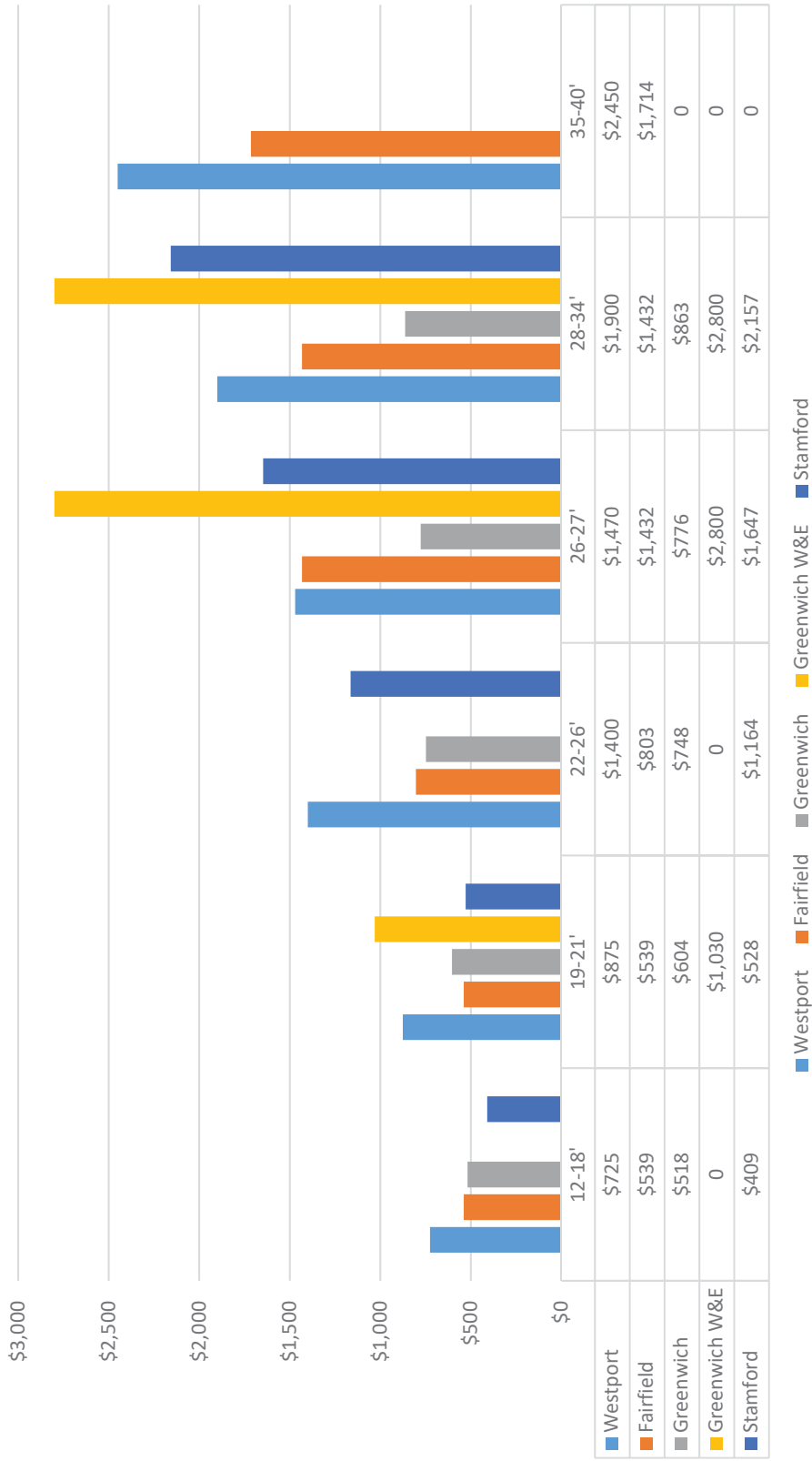
**12-Month Percent Change**  
Series Id: CUUR0000SA0L1E  
Not Seasonally Adjusted  
Series Title: All items less food and energy in U.S. city average, all urban consumers, not seasonally adjusted  
Area: U.S. city average  
Item: All items less food and energy  
Base Period: 1982-84=100



Download:  [xlsx](#)

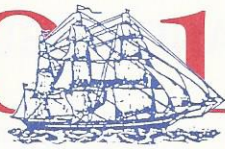
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
1995	2.9	3.0	3.0	3.1	3.1	3.0	3.0	2.9	2.9	3.0	3.0	3.0	3.0	3.0	3.0
1996	3.0	2.9	2.8	2.7	2.7	2.7	2.7	2.6	2.7	2.6	2.6	2.6	2.7	2.7	2.7
1997	2.5	2.5	2.5	2.7	2.5	2.4	2.4	2.3	2.2	2.3	2.2	2.2	2.4	2.6	2.2
1998	2.2	2.3	2.1	2.1	2.2	2.2	2.2	2.5	2.5	2.3	2.3	2.4	2.3	2.2	2.4
1999	2.4	2.1	2.1	2.2	2.0	2.1	2.1	1.9	2.0	2.1	2.1	1.9	2.1	2.1	2.0
2000	2.0	2.2	2.4	2.3	2.4	2.5	2.5	2.6	2.6	2.5	2.6	2.6	2.4	2.3	2.5
2001	2.6	2.7	2.7	2.6	2.5	2.7	2.7	2.7	2.6	2.6	2.8	2.7	2.6	2.6	2.7
2002	2.6	2.6	2.4	2.5	2.5	2.3	2.2	2.4	2.2	2.2	2.0	1.9	2.4	2.5	2.2
2003	1.9	1.7	1.7	1.5	1.6	1.5	1.5	1.3	1.2	1.3	1.1	1.1	1.4	1.7	1.3
2004	1.1	1.2	1.6	1.8	1.7	1.9	1.8	1.7	2.0	2.0	2.2	2.2	1.8	1.6	2.0
2005	2.3	2.4	2.3	2.2	2.2	2.0	2.1	2.1	2.0	2.1	2.1	2.2	2.2	2.2	2.1
2006	2.1	2.1	2.1	2.3	2.4	2.6	2.7	2.8	2.9	2.7	2.6	2.6	2.5	2.2	2.7
2007	2.7	2.7	2.5	2.3	2.2	2.2	2.2	2.1	2.1	2.2	2.3	2.4	2.3	2.4	2.3
2008	2.5	2.3	2.4	2.3	2.3	2.4	2.5	2.5	2.5	2.2	2.0	1.8	2.3	2.3	2.3
2009	1.7	1.8	1.8	1.9	1.8	1.7	1.5	1.4	1.5	1.7	1.7	1.8	1.7	1.8	1.6
2010	1.6	1.3	1.1	0.9	0.9	0.9	0.9	0.9	0.8	0.6	0.8	0.8	1.0	1.1	0.8
2011	1.0	1.1	1.2	1.3	1.5	1.6	1.8	2.0	2.0	2.1	2.2	2.2	1.7	1.3	2.0
2012	2.3	2.2	2.3	2.3	2.3	2.2	2.1	1.9	2.0	2.0	1.9	1.9	2.1	2.2	2.0
2013	1.9	2.0	1.9	1.7	1.7	1.6	1.7	1.8	1.7	1.7	1.7	1.7	1.8	1.8	1.7
2014	1.6	1.6	1.7	1.8	2.0	1.9	1.9	1.7	1.7	1.8	1.7	1.6	1.7	1.8	1.7
2015	1.6	1.7	1.8	1.8	1.7	1.8	1.8	1.8	1.9	1.9	2.0	2.1	1.8	1.7	1.9
2016	2.2	2.3	2.2	2.1	2.2	2.2	2.2	2.3	2.2	2.1	2.1	2.2	2.2	2.2	2.2
2017	2.3	2.2	2.0	1.9	1.7	1.7	1.7	1.7						2.0	

Fairfield County Municipal Marina Seasonal Cost Comparison



- Comparisons are a relatively close approximation to annual slip charges by size
- Variability exists when comparing absolute sizes as in the case of Greenwich for 20’ and 30’ slips

2017



# Captain's★Cove★Seaport

on Historic Black Rock Harbor

ONE BOSTWICK AVENUE, BRIDGEPORT, CT 06605

TEL 203.335.1433 FAX 203.335.6793

www.CaptainsCoveSeaport.com

## SUMMER STORAGE CONTRACT

For the period beginning May 1, 2017 and ending November 1, 2017

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ BUSINESS# \_\_\_\_\_ CELL# \_\_\_\_\_  
 NAME OF BOAT \_\_\_\_\_ SAIL ☐ POWER ☐ FIBERGLASS ☐ WOOD ☐  
 REG # \_\_\_\_\_ OR DOC. # \_\_\_\_\_ AND HAILING PORT \_\_\_\_\_  
WE ARE REQUIRED BY LAW TO KEEP A RECORD OF THESE REGISTRATIONS.  
 MAKE \_\_\_\_\_ L.O.A. \_\_\_\_\_ BEAM \_\_\_\_\_ DRAFT \_\_\_\_\_ YEAR \_\_\_\_\_

### RATES FOR THE 2017 SUMMER SEASON AS FOLLOWS

Dockage or storage charges are based on length plus extensions, such as bow sprits, swim platforms, davits, etc., and are subject to verification by measurement. Any fraction of a foot will be charged as an additional foot. Monthly Rates/Seasonal Fee divided by four to determine per month fee.

#### DOCKSIDE

Electric and water included (\*Please see #18 on reverse side)

Boats up to and including 24 feet - minimum boat length 20 feet .....\$100 per foot \$ \_\_\_\_\_  
 All other Boats – 25 feet and over .....\$105 per foot \$ \_\_\_\_\_

#### A-DOCK

Boats up to 24 feet .....\$85 per foot \$ \_\_\_\_\_

#### ISLAND DOCK (No water or electricity)

All Boats .....\$70 per foot \$ \_\_\_\_\_

#### SUMMER DRY LAND STORAGE

All Boats .....\$50 per foot \$ \_\_\_\_\_  
 Boat Stand Rental ..... How Many? \_\_\_\_\_ \$30 each \$ \_\_\_\_\_  
 Trailer Storage..... How Marked? \_\_\_\_\_ \$150 \$ \_\_\_\_\_  
 Boat Stand Storage.... How Many? \_\_\_\_\_ \$5 each \$ \_\_\_\_\_

**½ IS DUE WITH CONTRACT**  
**Balance due May 1, 2017**  
**or if vessel is docked prior**  
**to May 1st, balance is due**  
**in full at that time.**

Subtotal \_\_\_\_\_  
 CT State Tax 6.35% \_\_\_\_\_  
 Total \_\_\_\_\_  
 1/2 due with contract \_\_\_\_\_  
 Balance Due on or before May 1st \_\_\_\_\_

## Preliminary Questions for BOF

1. Where do you want the South Benson Marina (SBM) slip pricing to be relative to other Fairfield County municipal marinas?
2. What improvements would you like to see at SBM over the next ten years:
  - a. None. Maintain at current level of service and maintenance.
  - b. Substantial improvements which may include redesign of basin and change in total slip count.
    - i. If substantial improvements are to be made, what amenities should be considered as possible additions (e.g.; clubhouse, ship's store, tackle shop, hauling services)?
3. Do you have an opinion on municipalizing fuel dock operations?
4. Is there a report format you would prefer for our plan?



**Riverside Drive Coastal Resiliency Plan  
Engineering Investigation, Design and Permitting Services  
Turney Creek Outfall Replacement Project**

---

1. **Background** – The Town of Fairfield is proposing to investigate, design, and permit the construction of a new outfall at Turney Creek located on Riverside Drive, Fairfield, Connecticut. The Town has been awarded an additional grant from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant – Disaster Recovery (CDBG-DR) Program to fund the investigation, design and permitting of the new outfall structure to replace the existing failing bulkhead and culvert system. This project is in furtherance of findings that are detailed in the Riverside Drive Coastal Resiliency and Flood Mitigation Plan that was completed in July 2017 under a previous CDBG-DR grant.

In particular, the project aims to complete the initial investigation, full engineer design, and all permitting phases in relation to the replacement of the existing culverts and tide gates with a similar more functional structure. The grant award is in the amount of \$300,000 even though the award letter from the CT Department of Housing has a typo stipulating that \$200,000 has been awarded for the project.

2. **Purpose and Justification** – The purpose of the project is complete the engineered design for the replacement of the existing timber bulkhead and culvert systems due to their age and physical condition. Turney Creek connects to Ash Creek at the Riverside Drive bridge. The original concrete bridge remains at this site, but has been modified at least twice to incorporate culverts and tide gates. Overall this structure appears to be at the end of its service life due to pipe corrosion. At an age of 43 years, the bulkhead and metal culverts are past their functional age.
3. **Detailed Description of Proposal** – The Town will complete the following scope of services for the investigation, design, and permitting for the replacement of the Turney Creek Outfall as referenced in the attached RFQ #2018-09.
4. **Reliability of Cost Estimate** – The Town posted and has received responses to the RFQ #2018-09 for the “Engineering Investigation, Design and Permitting Services for the Turney Creek Outfall Replacement Project”. The Town is currently reviewing the responses for the RFQ. None of the responses to the RFQ exceed the grant amount of \$300,000.
5. **Increased Efficiency or Productivity** – There are no increase in efficiencies or productivity associated with this project.
6. **Additional Long Range Costs** – Future long range costs associated with this project will be for the construction of the new bulkhead and culvert system that will be designed as part of the grant. The Conservation Department and Department of Public Works has already provided an engineer estimate in the capital plan for the construction of the new bulkhead/culvert system. The construction project is estimated to cost approximately \$1,116,000. The exact costs will be refined once the project is designed and put out to public bid.

**7. Additional Use or Demand on Existing Facilities** – None Anticipated

**8. Alternatives to this Request** – There are no feasible alternatives to this request. In the future, these funds would have to be paid by the Town directly if the Town wished to conduct a similar study and did not accept the current grant.

**9. Safety and Loss Control** – The new bulkhead and culvert system is being constructed to replace the old failing system. The new system will continue to function like the current system but will be more resilient to future coastal and inland flooding events. The bulkhead and culvert system is integral in protecting the residential and commercial properties that abut Turney Creek.

**10. Environmental Considerations** – There are no environmental causes or concerns as a result of implementing this planning and design grant for the construction of the new bulkhead and culvert system

**11. Insurance** – The engineering consultant will be required to carry the necessary insurance prescribed by the Purchasing Department.

**12. Financing** – The project is being funded completely with the \$300,000 CDBG-DR grant. There is no financial or in-kind services match required from the Town in order to meet the terms of the grant assistance agreement. The attached August 4<sup>th</sup>, 2017 letter from the CT DOH states that the grant is for \$200,000 but this is incorrect and the real number is \$300,000.

**13. Other Considerations:** None

**14. Other Approvals:**

Board of Selectmen	-	October 2 <sup>nd</sup> , 2017
Board of Finance	-	October 3 <sup>rd</sup> , 2017
RTM	-	October 23 <sup>rd</sup> , 2017



Dannel P. Malloy  
Governor

STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING

Bill Hurley, L. Bulie  
+ J. M.



Evonne M. Klein  
Commissioner

August 4, 2017

Honorable Michael C. Tetreau  
First Selectman  
Town of Fairfield  
611 Old Post Road  
Fairfield, CT 06824

AUG 11 2017

Subject: CDBG-DR Planning Grant Funds Transfer

Dear First Selectman Tetreau:

The Connecticut Department of Housing (DOH) is in receipt of your letter dated July 31, 2017 requesting a transfer of CDBG-DR funds in the amount of \$200,000 from the Pine Creek Dike Elevation Planning Project to the Riverside Drive Coastal Resiliency and Flood Mitigation Study. According to your letter, the Pine Creek Planning Project is experiencing delays because a co-funder the US Army Corps of Engineers needs additional time for the project selection process.

The DOH has reviewed your request and is willing to grant the transfer of CDBG-DR funds from the Pine Creek Planning Project to the Riverside Drive Planning Project in the amount of \$200,000.

DOH staff will prepare the necessary Assistance Agreement amendments and forward them to you for your review and execution.

This letter is not a contract and the State shall not be bound until an amended Assistance Agreement has been fully executed in accordance with Federal, State and Local Laws. If you have any questions about this letter, please contact John Rosenthal, Economic and Community Development Agent at 860-270-8173.

Thank you for your participation in the CDBG-DR program.

Sincerely,

Evonne M. Klein  
Commissioner

RECEIVED

AUG 10 2017

FIRST SELECTMAN'S OFFICE



## Town of Fairfield

Sullivan Independence Hall  
725 Old Post Road

Fairfield, Connecticut 06824  
Purchasing Department

(203) 256-3060  
FAX (203) 256-3080

### RFP #2018-13

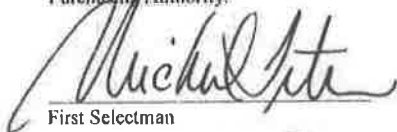
Engineering Investigation, Design and Permitting Services  
Turney Creek Outfall Replacement Project

TOWN OF FAIRFIELD  
PURCHASING AUTHORITY  
725 OLD POST ROAD  
INDEPENDENCE HALL  
FAIRFIELD, CT 06824.

Date Submitted \_\_\_\_\_ 2017.

SEALED BIDS are subject to the standard  
instructions set forth on the attached sheets.

Any modifications must be specifically  
accepted by the Town of Fairfield,  
Purchasing Authority.



First Selectman



Director of Purchasing

8/17/2017

Date

Bidder:

\_\_\_\_\_

Doing Business As (Trade Name)

\_\_\_\_\_

Address

\_\_\_\_\_

Town, State, Zip

\_\_\_\_\_

(Mr/Ms) Name and Title, Printed

\_\_\_\_\_

Signature

\_\_\_\_\_

Telephone

\_\_\_\_\_

Fax

\_\_\_\_\_

E-mail

Sealed bids will be received by the Purchasing Authority at the office of the Director of Purchasing,  
First Floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut 06824, up to:

**12:00pm, Friday, 1 September, 2017**

To provide qualifications and pricing proposals from qualified firms to investigate, design, and permit the  
construction of a new outfall at Turney Creek located on Riverside Drive as detailed in the attached specifications.

#### NOTES:

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page and the Proposal page with their bid.
2. No bid shall be accepted from, or contracts awarded to, any person/company who is in arrears to the Town of Fairfield upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Fairfield.
3. Bid proposals are to be submitted in a sealed envelope and clearly marked "RFP #2018-13" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.
4. Bid proposals are not to be submitted with plastic binders or covers, nor may the bid proposal contain any plastic inserts or pages.

## **Overview**

The Town of Fairfield ("the Town") is seeking Request for Proposals (RFPs) to investigate, design, and permit the construction of a new outfall at Turney Creek located on Riverside Drive, Fairfield, Connecticut. The Town has been awarded a grant from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant – Disaster Recovery (CDBG-DR) Program in order to investigate, design and permit a new outfall structure to replace the existing infrastructure. In particular, the project aims to complete the initial investigation, full engineer design, and all permitting phases in relation to the replacement of the existing culverts and tide gates with a similar more functional structure.

## **Term of Contract**

All Task items must be completed within six (6) months of contract award.

## **Notes to Candidates**

Questions concerning this RFP must be in writing and directed only to:

Corinne Dyer, Buyer  
[cdyer@fairfieldct.org](mailto:cdyer@fairfieldct.org)

Inquiries must reference the RFP due date and must be received no later than 24 August 2017. Failure to comply with these conditions will result in the candidate waiving the right to dispute the RFP specifications and conditions.

Response will be in the form of an addendum that will be posted approximately 24 August, 2017 to the Town of Fairfield website, which is [www.fairfieldct.org](http://www.fairfieldct.org). It is the Respondent's responsibility to monitor the website for additional information.

Any contact about this bid between a Bidder and any other Town official and/or department manager and/or Town of Fairfield employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above.

## **Submission Requirements**

You must submit one original and four (4) written copies of your proposal. Proposals must be received by  
**12:00 p.m. on 1 September 2017;** send sealed proposals to:

Town of Fairfield  
Purchasing Authority  
725 Old Post Rd  
Fairfield, CT 06824

## **Proposed Scope of Work**

The Town is anticipating the following scope of services for the investigation, design, and permitting for the replacement of the Turney Creek Outfall will be completed as part of the project: .

### **Task 1 –Study Phase**

1. Prepare a watershed map for the area based on topographic mapping as provided by the Town of Fairfield to determine the extent of the area contributing to the Turney Creek Outfall.
2. Conduct a limited field investigation to confirm the contributing area and flow direction of the drainage system.
3. Prepare a hydraulic model of the existing outfall pipes with two (2) to three (3) alternatives designs. (Some preliminary conceptual design work has been completed that can be built upon) This model will be used to determine the rate and time it will take to drain the 100-year storm and consider the effects of the high-low tide cycles.
4. Investigate tide gate options utilizing both self-regulating and manual operated tide gates.
5. Prepare schematic details associated with the proposed culvert and headwall improvements.
6. Prepare draft study report providing analysis of alternatives, opinions of probable costs, and permit requirements for review by DPW/Conservation Department Staff.
7. Incorporate comments from DPW/Conservation into final report. Provide the Town with five (5) copies of the final report.

## **Task 2 – Investigation and Design Services**

1. Project Startup – The selected contractor will coordinate a project kick-off meeting with relevant Town departments involved with the project.
2. Topographic Survey – The contractor will be required to perform a topographic survey within the area of the existing culvert and bridge. Survey information to be gathered will include grades along the existing embankment, location and elevations of the existing culverts and tide gates.
3. Site and Subsurface Investigation – Perform borings in the vicinity of the proposed culverts, headwall and tide gates to identify soil type, depth of rock (if discovered) and groundwater.
4. Prepare Base Plan – Combine topographic and property survey information with Town GIS mapping to prepare base for design that will include available information for other utilities. Provide plan view along the alignment of the existing embankment and section/profile views along the embankment and through the existing culverts.
5. Utilities – Contact the private utilities (electric, gas, telephone, cable, and sewer) to confirm location in the area of the planned worksite.
6. Construction Plan – Prepare construction plans and details for the project. At a minimum, the anticipated construction plan package will include:
  - a. Cover sheet
  - b. Existing Condition Plan
  - c. Proposed Construction Layout Plan
  - d. Embankment Profile – Sections
  - e. Headwall – Tidegate Details
  - f. Foundation Details
  - g. Miscellaneous Construction Details
  - h. Soil Erosion Control Plan, Narrative and Details
  - i. Notes and Details relating to temporary water handling
  - j. Restoration Plan
7. Technical Specifications and Bid Documents - Prepare project manual including bidding requirements, contract requirements, technical specifications and stamped construction plans. The Town of Fairfield will provide all front end documents, as well as, terms and conditions for use in preparing the project manual.
8. Opinion of Probable Construction Cost – Prepare an opinion of probable construction cost based on itemized quantities and unit costs from recent, similar projects.
9. Meetings – Attend three (3) progress coordination meetings with DPW/Engineering/Conservation Staff to discuss project status during the development of the plans and specifications. Attend two (2) Fairfield Flood and Erosion Control Board meetings to provide updates on project status during the design and permitting phases.
10. Final deliverable will be six (6) sets of the bid documents including drawings and specifications.

## **Task 3 – Permitting Services**

### **1. Tidal Wetlands Delineation**

The consulting engineer will delineate tidal wetlands within the project area. Tidal wetlands are generally characterized as low lands subject to tidal action, including those areas now or formerly connected to tidal waters, and whose surface is at or below an elevation of one foot above local extreme high water; and upon which may grow or be capable of growing some of a specific listed plants species detailed in CGS section 22a-29(2). Delineation will be limited to the immediate project area.

### **2. OLISP Permitting**

The project will be subject to permitting by the Connecticut Department of Energy and Environmental Protection's Office of Long Island Sound Programs (OLISP) under the Structures, Dredging and Fill Act (CGS 22a-359 through 22a-363f), the Tidal Wetlands

Act (CGS Sections 22a-28 through 22a-35) and the Coastal Management Act (CGS Section 22a-90 through 22a-112). The Town anticipates that the following permits will be required for the project:

- Structures, Dredging and Fill Permit – This permit is required prior to conducting work, including dredging and the placement of fill material, waterward of the Coastal Jurisdiction Line (5.2 NAVD88 in Fairfield) in tidal, coastal or navigable waters of the state.
- Tidal Wetlands Permit – This permit is required prior to conducting work within tidal wetlands as defined in CGS Sections 22a-29
- Section 401 Water Quality Certification – The project would require a state Water Quality Certificate pursuant to Section 401 of the federal Clean Water Act.

The contractor shall request and attend with Town staff a pre-application meeting with OLISP staff prior to submission of the required permit applications. A pre-application questionnaire and supporting materials should be provided to OLISP at the meeting. The contractor will be responsible to complete and submit for approval a Permit Application for Programs Administered by the Office of Long Island Sound Programs and Notice of Permit Application along with the following attachments:

- A. Executive Summary
- B. Owner Permission
- C. CT NDDDB Information
- D. Fairfield Shellfish Commission Consultation
- E. Fairfield Harbor Management Commission Consultation
- F. Department of Agriculture/Bureau of Aquaculture Consultation
- G. Conservation or Preservation Restriction
- H. Applicant Compliance Information Form
- I. Project Plans
- J. Site Photos
- K. Abutting/Adjacent Property Owners
- L. Applicant Background Information
- M. Other Information
- N. US Army Corps of Engineers Consultation Form

### **3. US Army of Corp of Engineers (ACOE) Permitting**

Work and structures located in, under or over any navigable water of the U.S. that affects the course, location, condition, or capacity of such waters; or the excavating from or depositing of material in navigable waters is regulated by the ACOE under Section 10 of the Rivers and Harbors Act of 1899. The Town anticipates the project would be subject to Category 2 authorization under Section 2 of the Connecticut General Permit.

The contractor will be responsible for the submission of the OLISP permit application to the ACOE for joint review under Section 10.

### **Task 4 – Bidding Services**

The selected contractor will assist the Town with the bidding process including reviewing the submitted bids for construction and selection of the construction contractor.

### **Proposal Requirements**

This section of the RFP establishes certain standards of experience and financial capabilities that the Town for a Respondent to be deemed qualified. Proposals that do not meet the prescribed standards will be considered by the Town to be non-responsive. The Town, at its sole discretion, will decide if a Respondent meets the standards. Each Respondent must answer the questions honestly and completely; the following section describes the submission requirements:

- A. Provide an executive summary – maximum three (3) pages, single spaced – that includes the full name, tax identification number and main office address of the primary Respondent. Include annual reports, 10k, balance sheets and any other information detailing the financial stability and organizational ability of the Respondent. Respondent must have been in business for a minimum of three (3) years.

- B. Provide the business history of the primary Respondent. Include any changes in the Respondent's status as the result of merger, acquisition, spin-off, reorganization or other change in business organizational status. Identify when the Respondent was organized and, if a corporation, where incorporated and number of years engaged in providing full service contract operations under that name. Provide a comprehensive description of Respondent's corporate ownership and/or operating name.
- C. State whether any selectman or other officer, employee, or person who is payable in whole or in part from the Town currently has any direct or indirect personal interest in the Respondent. If so, describe the circumstances.
- D. State whether the Respondent or any of its employees or officers has been named as a defendant in any litigation brought as a result of any contract operations for operations and maintenance. If so, name the owner and describe the circumstances, including the outcome of the litigation.
- E. State whether the Respondent has ever been terminated, fired, or replaced on a project other than those contracts that have been terminated due to completion. If so, name the owner and describe the circumstances.
- F. The primary Respondent must demonstrate the capability to successfully analyze, design, inspect and provide related services with the emphasis on watershed management. Describe Respondent's experience and provide documentation on expertise with the DEEP, ACOE, OLISP, and other related permits.
- G. Provide the Town of Fairfield with a detailed schedule in which each phase will be performed.
- H. Include resumes and project lists of the key personnel who are proposed to work on this project. Including a contact person for questions about the proposal.
- I. Identify any subcontractors, if any, who will perform work on this project. The Town retains the right to reject any and all proposed subcontractors. This provision applies through the term of the contract.
- J. State your relevant prior experience, including a list of all clients served during the past five years, complete with names, addresses and telephone numbers of contact persons for each. Provide the client name, contact, address, and phone number of at least one municipal project that Respondent has designed, if available.
- K. Provide examples of work produced for similar projects completed within the past five years.
- L. Include a project schedule
- M. Scope of Work (detailed description of work and products. The consultant should include additional issues, if any; they believe to be important to this project.)
- N. Fee Proposal Form- Respondents shall complete the attached Fee Proposal Form and include it in their submission. The Respondent may also attach any additional breakdown of fees for reference, however all costs for the project shall be illustrated and absorbed into the "not to exceed" pricing on the Fee Proposal Form.

#### **Proposal Review Criteria**

The Town of Fairfield will judge the proposals and recommend a consultant for final approval. The Town reserves the right to investigate the reputation, integrity, skill, business experience, and quality of performance of each candidate firm, before making its final recommendation. The recommendation will be based on both an objective and subjective comparison of proposals and candidates. The evaluation criteria will include, but shall not be limited to, consideration of the following:

- Qualifications of the Candidates and proposed team
- Technical soundness of the proposal
- Innovative nature of the proposal
- Examples of work produced for and past performance on similar projects
- Proposed time frames and schedule
- Familiarity with local conditions and future needs
- Comparable projects completed by candidate
- Experience with and knowledge of federal, state and municipal processes, requirements and procedures, especially Connecticut municipalities and DEEP, ACOE, and OLISP.
- Budget / Fee Proposal



- Detailed Schedule
- References

In awarding the work, the Town reserves the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the Town, considering cost, proposal content qualifications of the firm, quality of the project approach, time of delivery or completion, responsibility of consultants being considered, previous experience of consultants with Town, State, and Federal contracts, or any other factors could be deemed appropriate.

#### **Selection Process**

- The Town's evaluation team will individually review and rank each Respondent's sealed Statement of Qualification using the evaluation matrix attached as Table 1.
- The Town's team will meet to discuss the Respondents credentials and qualifications;
- The evaluation team may short-list Respondents for interview in order to clarify qualifications and verify its evaluation. Additional services or significant changes to the submittals during the interview will not be entertained.
- Based on the responses received, the Town may choose to continue or cancel the RFP process.
- The responsibility for the final selection rests solely with the Town; the Town may commence negotiations with the Responder who scores highest during the selection process, or at its sole option may cancel the process at any time. During this negotiation phase, the Town may discuss any cost, charge or service. The Town shall not be liable to any firm for any costs associated with responding to the Request for Qualifications and Proposals, and the firm's participation in any interview, or for any costs associated with negotiations.

The Town of Fairfield reserves the right to conduct interviews with selected teams. The decision to conduct interviews may affect the specified time line.

#### **DISCLAIMER**

This Request for Qualifications does not commit the Town of Fairfield to award a contract or pay any costs incurred during the preparation of the qualifications package. The Town of Fairfield reserves the right to reject any or all of the proposals for completing this work. The Town of Fairfield also reserves the right to eliminate the need for the selected firm to complete one or more tasks, pending the outcome of preceding related tasks or issues.

**FEE PROPOSAL FORM**

CONSULTING ENGINEERING SERVICES FOR INVESTIGATION, DESIGN  
AND PERMITTING SERVICES  
TURNERY CREEK OUTFALL REPLACEMENT PROJECT

<b>Service</b>	<b>Estimated Hours</b>	<b>Billed Hourly Rate</b>	<b>Maximum Amount* (Not to Exceed)</b>
<b>Task 1 – Study Phase</b>		\$	\$
<b>Task 2 – Investigation and Design Phase</b>		\$	\$
<b>Task 3 – Permitting Phase</b>		\$	\$
<b>Task 4 – Bidding</b>		\$	\$
<b>TOTAL</b>		\$	\$

**PURCHASING AUTHORITY  
TOWN OF FAIRFIELD  
INSTRUCTIONS FOR BIDDERS  
TERMS AND CONDITIONS OF BID**

**ACCEPTANCE PERIOD**

In submitting the proposal, the Candidate agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Prices quoted must be firm, for acceptance by the Town of Fairfield, for a period of ninety (90) days.

**THE CANDIDATE**

The Candidate shall be thoroughly familiar with the requirements of all specifications and the actual physical conditions of the various actual and proposed project sites. The submission of a proposal shall be construed as evidence that the Candidate has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required or difficulties encountered that could have been foreseen will not be recognized.

**ASSIGNMENT OF CONTRACT**

No contract may be assigned or transferred without the prior written consent of the Purchasing Authority.

**INSURANCE COVERAGE**

The successful Candidate will be required to furnish and maintain insurance and a comprehensive general liability certificate of insurance naming the Town as additional insured. The insurance is to be suitable liability, worker's compensation, and professional coverage. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in reasonable amounts satisfactory to the Town, which will not be less than Two Million Dollars.

**FEDERAL, STATE AND LOCAL LAWS**

All applicable Federal, State, and local laws, and rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

**REQUIRED INSURANCE AND BOND**

The successful company shall procure and maintain in effect during the life of the agreement commercial General Liability Insurance with a minimum limit per occurrence for Bodily Injury and Property Damage of \$1,000,000 per occurrence and an aggregate limit of \$2,000,000, Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles; Workers Compensation Insurance in the amount as required in the State of Connecticut, and Employer's Liability Insurance with a minimum limit of \$500,000 each accident, \$500,000 Disease, Policy Limit \$500,000 Disease, each employee; Professional Liability Errors and Omissions Insurance with a \$1,000,000 combined single limit; and Umbrella Excess Liability Insurance coverage with a limit of \$3,000,000. Evidence of required insurance shall be presented prior to contract execution. Insurance coverage shall not be canceled without prior written notification to Town.

**TAXES, FEES, CODE COMPLIANCE, LICENSING**

The company shall be responsible for payment of any required permits, licenses, taxes or fees associated with the execution of the performance contract. The company shall be responsible for compliance with all applicable codes and laws. If there are tax credits that Town is not qualified for but the company is, those savings will be passed on to Town.

**RIGHT TO ACCEPT / REJECT**

**AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE PURCHASING AUTHORITY OF THE TOWN OF FAIRFIELD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF FAIRFIELD.**

SAMPLE OF FORM MATRIX THAT THE TOWN WILL BE USING FOR RESPONDENT SELECTION

**Town of Fairfield**  
**RESPONDENT SELECTION FORM for RFP**

**INDIVIDUAL RESPONDENT RATING FORM**

*(Reproduce this form for each Selection Committee Member to complete for each Respondent reviewed)*

**Project:** RFP Engineering Investigation, Design and Permitting Services Turney Creek Outfall Replacement Project

**Municipality:** Town of Fairfield of Connecticut

**Respondent:** \_\_\_\_\_

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<u>Criteria</u>	<u>Maximum Points</u>	<u>Point Rating</u>
Specialized watershed management and technical competence	30	
Fee Proposal	30	
Capacity and capability to perform the work within the allotted time	10	
Past record of performance on Contracts with the Municipality and other clients with respect to such factors as control of costs, quality of work and cooperation with the client. Include sub-Respondent(s)	20	
Knowledge of federal, state, municipal, and DEEP, ACOE, OLISP procedures	10	
<b>Total Points</b>	<b>100</b>	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
(print)

**From:** Michael Jehle  
**Date:** October 2, 2017 at 3:24:15 PM EDT  
**Cc:** "Michelangelo, Joseph"  
**Subject:** Burr Mansion Update

Dear Pam:

As you have requested, below is an update on the status of renovations at Burr Mansion.

Since the RTM's approval at the end of February for funding to complete the renovation of the Burr Mansion kitchen, the project architect and engineer required considerable time to complete the bid documents. Because of the busy summer season of Burr rentals, the request for bids was further delayed until this fall. The Request for Bids is now out and bid are due October 10<sup>th</sup>. We anticipate the work will begin around January 1<sup>st</sup> once the holiday season events are over at Burr. The work is expected to be completed by April when 2018 rental season begins. I look forward to presenting a full report on the renovations, as well as an updated business plan for the Burr Mansion at an RTM meeting in May.

**Michael A. Jehle**

Executive Director

Fairfield Museum

370 Beach Road

Fairfield, CT 06824

(203) 259-1598

[www.fairfieldhistory.org](http://www.fairfieldhistory.org)