

Engineering Department Cash Management



Town of Trumbull



February 8, 2024

Office of Internal Audit

Rebeca Lopez
Financial/Accounting Controls Analyst

Contents

Executive Summary.....	1
Authorization	2
Background	2
Objective	4
Scope and Methodology	4
Opportunities for Improvement	5
Appendix	8
A. Engineering Department Fee Schedule	
B. IWWC Permit Fee Schedule	
C. Annual Engineering Department Reports to First Selectman	



Executive Summary

The town of Trumbull's Engineering department is the technical service advisory division of the Public Works Department (PW). The department keeps records, establishes engineering policies, enforces local, State and Federal laws, and provides adequate controls to ensure responsible construction within the Town.

The department also acts as the Agent for the Inland Wetlands and Watercourses Commission (IWWC) and provides Engineering services to Town departments such as, Planning & Zoning (P&Z), Building, Fire, Police, Highway, Tax Assessor, and Town Clerk.

The Town of Trumbull provides funding for the Engineering Department's operations through the Town's general fund and revenue collected from the Department's permit/survey fees (**Appendix A-B**). The revenue collected from various permit fees help defray costs for the department's essential services. Land Use Surcharges are collected on behalf of the State of CT's Department of Energy and Environmental Protection (DEEP) and reimbursed to DEEP per the CT State Statute CGS 22a-27j-01.

The focus of this audit was to assess the design of key operational and financial processes, review and identify any process or internal control gaps, and assess compliance of the Town's established policies and procedures related to the collection of revenue and departmental expenditures.

Internal Audit (IA) conducted this audit for the periods covering fiscal years 2022 and 2023.

Internal Audit (IA) identified the following audit observations:

- The Town Engineer should delegate general WPCA Administrative duties to WPCA staff.
- Cash receipts bank deposits should comply with the Town's established cash handling policy.
- Permit application statistical data is tracked manually.
- FY2022 DEEP reports to State of CT missed required deadlines.
- The Department's current invoice approval process should be reviewed to improve efficiency.

I would like to express my appreciation to the Town Engineer, Engineering department Staff, and Finance staff for their time, assistance, and cooperation throughout the audit. Their contributions were essential to the success of this audit.

Authorization

Internal Audit (IA) conducted this audit under the authority of Chapter VII, Section 1C of the Town of Trumbull Charter and in accordance with the Annual Audit Plan approved by the Town of Trumbull Board of Finance.

Background

The Engineering department is the designer of numerous projects carried out by the Highway Department, the main technical advisor to the Planning and Zoning Commission and Inland Wetlands and Watercourses Commission (IWWC) and provides engineering service to various Town departments. Some of the services the Engineering Department provides to PW/Highway, P&Z, IWWC include, but are not limited to,

- Design Services - review and evaluate project designs using computer aided drafting and design (CADD) system,
- Site Inspections – sewer projects, new subdivisions, street openings, and commercial/industrial developments,
- Other Field Services – collect field data, street line survey (property line between private property and Town road).

Acting as an agent for the IWWC, the Engineering Department's role is to review proposed activity of the submitted plans affecting the Town's wetlands and watercourses and to render decisions accordingly. The Commission issues permits with or without modifications and in certain circumstances denies said permits for all regulated activities on inland wetlands and watercourses in the Town of Trumbull pursuant to the Connecticut General Statutes Sections 22a-36 to 22a-45.

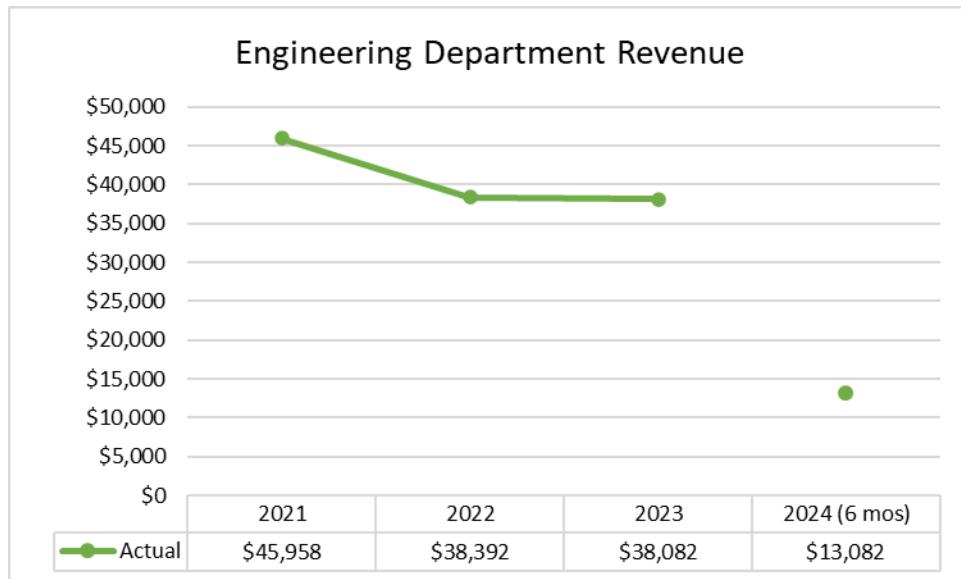
The Engineering Department is funded by the General Fund with some costs defrayed by revenue collected from the Engineering Permit Application fees. There are 7 full-time staff allocated to the Department's general fund budget. The Town Engineer also serves as the WPCA Administrator. The WPCA/sewer is a self-funded enterprise and as such was excluded from the scope of this audit.

The Department provides the First Selectman an annual overview and related statistics report for the Engineering, IWWC, & WPCA services rendered (**Appendix C**). The table below shows a summary of the Department's services rendered as noted on the Department's FY2023 annual report to the Selectman:

Table 1 –FY 2023 Engineering Department Service Stats

Service Type	Quantity
Land Surveying - Boundary Line Determination	41
IWWC permit applications	45
Locations marked out	70
Driveway permits	70
Planning & Zoning applications	85
WPCA Sewer Connection permit applications	78
Street Opening permits	102
Building Permit Review & Signoff	532
Call Before You Dig (CBYD) marked out	2,662

The Department's Administrative Support is the custodian of the Engineering Permit Application fees collected. Depending on the type and number of permit applications received, the amount of revenue collected varies from year to year:



In accordance with the State of Connecticut General Statute (CGS) section 22a-27j-01, the Town must submit a Quarterly Land Use Application Fee Summary report and pay the amount due to DEEP within 30 days from the end of the Quarter. Non-compliance with the statute may result in a penalty reduction up to \$4,000 of the State's Office of Policy and Management's municipality payment from the Mashantucket Pequot and Mohegan Fund.

The Engineering Department staff is responsible for collecting and recording DEEP's Land Use Application Fee collected with the applicable Engineering permit applications. The State of CT surcharge is \$60 per application. The State allows Municipalities to retain \$2 per application for administrative costs. The Administrative Support staff completes the quarterly Land Use Application Summary report using the data obtained from the Engineering applications for the given period and submits it with a Check Request Form to Finance for payment processing.

The Town Engineer works with the Planning & Zoning (P & Z) Department when a project needs additional work securing a P&Z bond from the applicant to ensure the work is properly completed. The Applicant provides an estimate of the cost to complete. The Town verifies reasonability and holds the P & Z bonding money in a separate account until the work is properly completed. Once the Town Engineer inspects the completed work, the P & Z Commission approves the P & Z bond release to the applicant. If the work is not completed, the Town may authorize another contractor to complete the work and uses the P & Z bond monies held on account to pay for the work. Finance completes a monthly bank reconciliation of the P & Z Bonds held on account. **As of October 2023, there were 8 stale (old) P & Z bonds held on account totaling \$75,026. On December 20, 2023, the P & Z Commission voted to approve the release of the stale P & Z bonds.**

Objective

The objective of the Town's Engineering department audit was to:

- assess the design of key operational and financial processes,
- review and identify any process or internal control gaps, and
- assess compliance of the Town's established policies and procedures.

Scope and Methodology

In accordance with the goals set forth in the Town's Annual Audit Plan, IA conducted an audit of the Town of Trumbull's Engineering Department. The audit was conducted in conformance with Generally Accepted Government Auditing Standards and the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors. The standards require that IA plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for the findings and conclusions based on the audit objectives. IA believes that the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

The scope of the audit was for the periods covering July 1, 2022 to June 30, 2023.

The audit methodologies presented in Table 2 below were to assess the reliability of the Department's design and internal controls and verify departmental processes are following the Town of Trumbull's established policies and procedures.

Table 2 – Audit Methodologies

Methodology	Source
Interviews	Interviews were conducted with the Town Engineer, Assistant Town Engineer, Administrative Support, and Civil Engineer to gain an understanding of their roles and the department's processes and needs related to the Department's system design and internal controls.
Documentation Review	Reviewed Engineering Permit application process and the Engineering permit application fees noted on the application to verify the fee charged agrees to the existing Engineering application fee schedule. Reviewed Department held funds (revenue collected from permit application fees) and the corresponding bank deposits to ensure the cash receipt recording and bank deposits are conducted in compliance with Town's Cash Handling policies and procedures and properly safeguarded. Reviewed department invoices to ensure expenditures follow the Town's existing Purchasing policy, authorizations are evident, and invoices are efficiently processed and submitted to the Finance department.
File Review	Obtained copies of State of CT's DEEP Land Use Application Fee Summary report and the corresponding Request for Payment to determine authorization, completeness, accuracy, timeliness, and compliance with applicable State and Town policies and procedures.

Opportunities for Improvement

During the audit, IA identified certain areas for improvement. The audit was not designed or intended to be a detailed study of every transaction, procedure, or relevant system. Accordingly, the Opportunities for Improvement section presented in this report may not be all-inclusive of areas where improvement might be needed.

Observations

IA interviewed the Department's staff regarding their job duties and satisfaction to gain an understanding of the department's processes and needs related to the Department's system design and internal controls. The Town Engineer's has a dual role as the WPCA Administrator. IA observed the Town Engineer frequently pulled away from the department to conduct WPCA administrative duties for various matters.

Observation #1: The Town Engineer's dual role workload at times is demanding limiting his availability for each department's essential needs.

Recommendation: The Department should consider delegating some of the general WPCA Administrative duties to the Assistant Sewer Administrator or qualified WPCA staff relieving the Town Engineer to focus on the Department's essential matters.

Management Response: In January the position of the Assistant Sewer Administrator became vacant. The town Engineer is diligently working with Human Resource department to fill the vacancy. The current WPCA Assistant Sewer Administrator's job description lists the job skills/duties the applicants would need to delegate more of the workload away from the Town Engineer to the Assistant Sewer Administrator. **The fulfillment of this vacancy will have no additional impact on the budget.**

IA observed the Department's cash handling process to verify the cash on hand is safeguarded in accordance with the Town's Cash Handling policy. IA informed the Department that the Town's Cash Handling Policy is accessible on the employee intranet page under Finance.

In the absence of a departmental central permit application database for all permit applications processed in the Engineering department (IWWC/DEEP permits are tracked on an Excel spreadsheet, while other permit applications are scanned directly to a shared file by type/address), IA compared a sample of the Department's permit applications on the shared drive to the Engineering fee schedule to ensure the correct fee was applied per application type. There were no discrepancies noted, the application fees reviewed agreed to the Engineering department's fee schedule on the Town's webpage.

IA obtained copies of the Cash Receipts documentation to verify segregation of duties exist and bank deposits were made in a timely manner in accordance with the Town's existing policy. IA compared payments collected per the Cash Receipts file to the bank deposit and the amount recorded in Finance's Munis system.

Observation #2: Cash receipts bank deposits are not in compliance with the Town's established cash handling policy with bank deposits averaging twice a month.

Recommendation: Per the Cash Handling policy, receipts totaling less than \$500 should be deposited in the bank for no longer than 7 calendar days. Funds greater than the \$500 threshold should be deposited within one business day.

Management Response: Management is currently complying with the Town's Cash Handling policy and will make every effort to ensure bank deposits are made weekly per the policy.

Observation #3: Engineering department permit applications are individually scanned to the Departments shared drive by address - Statistical and Reporting data is manually tracked.

Recommendation: The Department should consider uploading and maintaining the Permit Application transaction data on an automated or Access type database. The Building and P & Z departments currently use OpenGov and/or Veoci system to enter their permitting transaction information, which includes the transaction type, payment amount, and client information among other statistically useful information.

Management Response: The Department at one time considered Veoci system, but encountered numerous issues and prefers to keep the current process as the cost/benefit tradeoff is not favorable. Obtaining Statistical data has not been a problem when requesting information from staff for the Selectman's annual report or the State's Land Use reports.

In accordance with State of CT's General Statute Sec 22a-27j-01, Land Use application fees collected on behalf of the State of CT's Department of Energy and Environmental Protection should be recorded, reconciled, and reported to DEEP in a timely and efficient manner. IA obtained copies of the FY 2022 & 2023's State of CT's DEEP Land Use Application Summary reports completed and processed for payment. In addition, IA obtained the corresponding Request for Payment forms and support documentation to determine the completeness, accuracy, and timeliness of the reports.

Observation #4: The FY 2022 State of CT DEEP Land Use Application Summary reports completed and processed for payment were filed late and not in compliance with the State Statute requirement to file within 30 days after the quarter ended.

A review of the Engineering department's Land Use Application Summary reports completed during FY2022 & FY 2023 resulted in the following:

- FY2021's Q4 report filing for **\$1,276** was included with the FY2022 Deep Land Use Application Summary report's Request for Payment – **over 102 days** after the Deep report's due date.
- The FY2022 Q1 quarterly report was completed and processed for a payment of **\$1,392 over 10 days** after the DEEP report due date.
- FY2022 reports for Q2, Q3, & Q4 were completed and processed for payment totaling **\$1,682** in September 2022—ranging from **45 to more than 255 days** after the Deep report's due date.

Recommendation: The Land Use summary reports should be completed in a timely manner, no later than 30 days after the Quarter ends. The Department should consider cross training the current staff on all State and Town reporting requirements to ensure deadlines are met in the event of a staff absence or vacancy.

Management Response: Management concurs there were quarters that were filed late and as of FY2023 has been diligent on filing the State DEEP Land Use Summary reports by their due dates.

Corrective Action Taken: IA verified that FY 2023 and current fiscal year's quarterly reports were completed and processed in compliance with the State's required timeline.

IA reviewed FY2023's Professional, Ancillary, and Contractual Services and Fees expense accounts to ensure expenditures follow the Town's existing Purchasing policy, authorizations are evident, and invoices are efficiently processed and submitted to the Finance department.

Observation #5: Invoice payments at times have exceeded the vendor payment terms timeliness due to inspection/signoff requirement.

The department receives contractor/vendor invoices that are at times mailed to Town Hall or other departments and then forwarded to the Engineering department for review and approval. Invoices that require onsite inspections and/or signoffs take a bit more time to process. Finance processes the invoice payments once the reviewed and approved invoice is received in Accounts Payable. IA found the following among the 3 accounts sampled:

- 4 vendor invoices ranging from \$50 to \$7,400 were paid beyond the net due terms of 30 days (15 days to 13 months after the due date).
- The above mentioned \$7,400 invoice for GIS System Maintenance Services was from FY2021 and paid using FY2023 budget funds—no purchase order was evident.

Recommendation: Although Contract vendors are familiar with the Engineering and Building process and generally do not consider this a Town issue, the Department should consider reviewing the current invoice approval process to see if there are any steps in the process to improve efficiency. Fiscal Year End departmental procedure should include contacting contractor/vendors in advance for potential outstanding invoices that need to be paid in the corresponding Fiscal Year.

Management Response: Management agrees the process takes longer due to required site inspections of project/work performed, incorrect invoice amount, and/or project change orders. The contractor/vendors are aware of this process and are lenient with the payment terms. Generally, invoices are authorized and forwarded to Finance upon completing the job inspection. Both the Engineering and WPCA departments recently created a departmental email for receiving vendor invoices electronically to reduce the time the departments receive their vendor/contractor invoices and preventing an unintended oversight or misplacement of an invoice that may contribute to invoice processing delays.

Appendix

Appendix A - Engineering Department Fee Schedule

<p style="text-align: center;">Town of Trumbull CONNECTICUT www.trumbull-ct.gov</p>									
ENGINEERING DEPARTMENT PHONE: 203-452-5050	5866 MAIN STREET TRUMBULL, CT 06611								
									
ENGINEERING DEPARTMENT FEE SCHEDULE EFFECTIVE AUGUST 1, 2017									
<table><thead><tr><th>Copies:</th><th>FEE</th></tr></thead><tbody><tr><td>Blk & Wht Copies</td><td>\$1.00 ea.</td></tr><tr><td>Color Copies</td><td>\$2.00 ea.</td></tr><tr><td>Full Size Maps</td><td>\$5.00 ea.</td></tr></tbody></table>		Copies:	FEE	Blk & Wht Copies	\$1.00 ea.	Color Copies	\$2.00 ea.	Full Size Maps	\$5.00 ea.
Copies:	FEE								
Blk & Wht Copies	\$1.00 ea.								
Color Copies	\$2.00 ea.								
Full Size Maps	\$5.00 ea.								
<table><thead><tr><th>Street Opening:</th><th></th></tr></thead><tbody><tr><td>R.O.W. Encroachment Permit</td><td>\$75.00 ea.</td></tr><tr><td>Contractor Registration</td><td>\$50.00 annually</td></tr><tr><td>Driveway Permit</td><td>\$25.00 ea.</td></tr></tbody></table>		Street Opening:		R.O.W. Encroachment Permit	\$75.00 ea.	Contractor Registration	\$50.00 annually	Driveway Permit	\$25.00 ea.
Street Opening:									
R.O.W. Encroachment Permit	\$75.00 ea.								
Contractor Registration	\$50.00 annually								
Driveway Permit	\$25.00 ea.								
<table><thead><tr><th>IWWC Sign-Off For All Building Permits</th><th></th></tr></thead><tbody><tr><td></td><td>\$25.00</td></tr></tbody></table>		IWWC Sign-Off For All Building Permits			\$25.00				
IWWC Sign-Off For All Building Permits									
	\$25.00								
<table><thead><tr><th>Site Plan Review Residential (Addition, Single Family Dwelling, Two Family)</th><th></th></tr></thead><tbody><tr><td></td><td>\$20.00 for the first \$1,000 of value of on-site and off-site improvements and \$10.00 for each additional \$1,000 or fraction thereof. (Max. \$75.00) (See Note #1 below)</td></tr></tbody></table>		Site Plan Review Residential (Addition, Single Family Dwelling, Two Family)			\$20.00 for the first \$1,000 of value of on-site and off-site improvements and \$10.00 for each additional \$1,000 or fraction thereof. (Max. \$75.00) (See Note #1 below)				
Site Plan Review Residential (Addition, Single Family Dwelling, Two Family)									
	\$20.00 for the first \$1,000 of value of on-site and off-site improvements and \$10.00 for each additional \$1,000 or fraction thereof. (Max. \$75.00) (See Note #1 below)								
<table><thead><tr><th>Site Plan Review All others – (i.e. residential-3 units or greater, subdivisions, commercial, industrial, etc.)</th><th></th></tr></thead><tbody><tr><td></td><td>\$20.00 for the first \$1,000 of value of on-site and off-site improvements and \$10.00 for each additional \$1,000 or fraction thereof. (See Note #1 below)</td></tr></tbody></table>		Site Plan Review All others – (i.e. residential-3 units or greater, subdivisions, commercial, industrial, etc.)			\$20.00 for the first \$1,000 of value of on-site and off-site improvements and \$10.00 for each additional \$1,000 or fraction thereof. (See Note #1 below)				
Site Plan Review All others – (i.e. residential-3 units or greater, subdivisions, commercial, industrial, etc.)									
	\$20.00 for the first \$1,000 of value of on-site and off-site improvements and \$10.00 for each additional \$1,000 or fraction thereof. (See Note #1 below)								
<table><thead><tr><th>Front Property Line Stake</th><th></th></tr></thead><tbody><tr><td></td><td>\$100.00</td></tr></tbody></table>		Front Property Line Stake			\$100.00				
Front Property Line Stake									
	\$100.00								
<p>Note #1: "Value of site improvements" shall include storm water infrastructure costs.</p>									
<small>G:ENGINEERING DEPARTMENT\EE SCHEDULE ENGINEERING\ENGINEERING FEE SCHEDULE ADOPTED 6-5-17 TC26-140.docx</small>									

Appendix B – IWWC Permit Fee Schedule

<u>Inland Wetlands and Watercourses Commission</u> <u>PERMIT FEE SCHEDULE</u>	
	
EFFECTIVE AUGUST 1, 2017	
A. REGULATED ACTIVITIES	
FILING FEE: Includes: preliminary review of plans, site evaluation inspection, and final compliance inspection	FEE
SINGLE FAMILY RESIDENCE: (Plus Schedule A)	\$500.00
➢ Additional site inspections that require corrective measures by the applicant	\$125.00/visit
OTHER RESIDENTIAL DEVELOPMENTS & COMMERCIAL: (Plus Schedule A)	\$575.00
➢ for sites less than 3,000 sq. ft. of regulated area	\$55.00 per 1000 sq. ft.
➢ for sites of 3,000-50,000 sq. ft. of regulated area	\$52.50 per 1000 sq. ft.
➢ for sites more than 50,000 sq. ft. of regulated area	\$50.00 per 1000 sq. ft.
➢ Additional site inspections that require corrective measures by the applicant	\$120.00/visit
Modification, extension, or renewal of permit	\$275.00
ALL OTHER ACTIVITIES: (Plus Schedule A)	
➢ Including but not limited to: Swimming pools, tennis courts, decks, building additions, accessory buildings and land alteration	\$175.00
➢ Pond cleaning or dredging with no change in size of pond (per acre or part thereof)	\$325.00
➢ Construction of new pond or enlargement of existing pond	\$525.00
➢ Stream channel/embankment work	\$325.00
➢ Permanent wetland disturbance - additional	\$525.00
➢ Modification, extension, or renewal of permit	\$275.00
Expert Analysis Fee (Section 10.6 of these Regulations*) – Payment in full prior to commencement of public hearing. Commission will not proceed with public hearing if expert fees are outstanding. (*2/3/2016 This corrects an incorrect reference.)	Varies
Public Hearing fee – single family residence and other uses	\$275.00
Continuance of Public Hearing – single family residence and other uses	\$275.00
Public Hearing fee – other residential developments and commercial	\$600.00
Continuance of Public Hearing – other residential developments and commercial	\$600.00
Approval by Duly Authorized Agent (Plus Schedule A)	\$125.00
Appeal of Duly Authorized Agent Decision (Plus Schedule A)	\$225.00
(The fee for an appeal of an authorized agent decision shall be reimbursed upon reversal of such agent approval decision by the Commission. Said reimbursement shall not include the State DEP surcharge fee.)	
B. PERMITTED AND NONREGULATED USES	
➢ Permitted Uses as of Right	n/a
➢ Nonregulated Uses	n/a
C. REGULATION AMENDMENT PETITIONS (Plus Schedule A)	\$525.00
Plus administrative costs and notification fees (Does not include Notices to or Regulation Advisories from DEP)	
D. MAP AMENDMENT PETITIONS (Plus Schedule A)	\$525.00
E. AFTER-THE-FACT SURCHARGE OF 200% OF FEES PAID UNDER THIS SECTION.	
The total amount paid will be three times the amount that would have been due had the application not been after-the-fact. This surcharge is in addition to any other fines or penalties that may be assessed.	
F. WETLAND SIGNOFFS for all building permits	\$25.00
SCHEDULE A	
DEP – State DEP reporting fee	\$60.00
(State Environment Fee - established by the State Department of Environmental Protection)	
* (rounded to the nearest 0.1 acre; \$5,000.00 Maximum Fee)	
G. Violation - See Chapter 14-3 of the Trumbull Municipal Code.	\$1,000 max
*Make checks payable to Town of Trumbull *Fee waiver request to be made in writing at time of submission of Application	
G ENGINEERING DEPARTMENT FEE SCHEDULE ENGINEERING IWWC FEE SCHEDULE ADOPTED 1C26-141 06-05-2017.docx	
9 20 2017 3:02 PM	

Appendix C – Annual Engineering Department Reports to First Selectman

William C. Maurer P.E., L.S.
Town Engineer

TOWN OF TRUMBULL CONNECTICUT



Town Hall
5866 Main Street
Trumbull, Connecticut 06611
Phone: 203.452.5050
Fax: 203.452.5061

Date: December 18, 2023

To: Vicki Tesoro - First Selectman
From: William C. Maurer P.E., L.S. - Town Engineer
RE: Annual Engineering Department Report
Fiscal Year Ending June 30, 2023

The Town of Trumbull Engineering Department is a division of the Public Works Department; core responsibilities performed regularly by the Engineering Department include managing various Town Capital Projects and providing technical support to Town departments as well as to the Town of Trumbull community as a whole.

An overview of Town Capital Projects occurred during 2022-2023 FY include but not limited to:

- Managed the 2022 Paving Program
- Completed construction of Gunther Park Pond dredging
- Completed construction of Twin Brooks Park Roadway and Drainage improvements
- Design for Twin Brooks Dredging
- Design for Kaatz Pond Dredging
- Design of Park Street Culvert
- Design and construction of Police Department parking expansion
- Completed construction of Long Hill Administration Parking improvements
- Completed construction Route 111 Traffic Signal
- Old Town Road Bridge repairs
- Design for Booth Hill and Madison Middle School drainage improvements
- Design for Daniels Farm roadway and drainage improvements
- Design & Construction of Long Hill Green Improvements and Sidewalks
- Manage Town Wide program for Bridges and Culverts
- Design of Harvest Hill Belden Brook culvert
- Design of Valley View Road culvert
- MS-4 outfall inspections
- Design and Construction of Indian Ledge Park improvements

An overview of the engineering services rendered to various town departments is as follows:

Public Works Department

Highway Department - Engineering design support and field surveying services provided for on-going town-wide roadway paving program, repairing failing infrastructure, storm drain design and survey stake out.

Parks Department - Engineering design and support field surveying services provided for construction projects at Town of Trumbull parks.

Sewer Department – Provided project management services for any on-going sewer projects.

Tree Warden - Land surveying services provided 41 boundary line determination for the purpose of tree ownership and establishment of jurisdiction of the Tree Warden as well as property line determination.

Land Use Boards

Inland Wetlands and Watercourses Commission- Provided technical support, written comment and regular attendance at meetings and site walks for the Board. Construction inspection services were provided for enforcement of conditions made by the Commission. 45 permit applications were reviewed in FY 2022-2023.

Planning and Zoning Commission - Provided technical support, written comments and attendance at meetings for the Board. Construction inspection services were provided for enforcement of conditions made by the Commission. 85 zoning applications were reviewed in FY 2022-2023.

Building Department

Engineering is responsible for the approval of plans for obtaining building permits issued by the Building Department. A review and signature is required for each building permit issued. 532 building permits were reviewed in FY 2022-2023.

General Public

Inspection, land surveying and consulting services provided to the public. The inspector is usually the first responder to resident concerns. The surveyors provided boundary line information upon request. The Town Engineer provided consulting for development issues and questions by the community.

Floodplain Management

Town Engineering is responsible for managing the Community Rating System (CRS). The town is currently rated as a #8, which reduces the flood insurance rate for properties within a flood zone.

Town Engineering Department also inspects roadway excavations and mark out Call Before You Dig's (CBYD) for contractors and property owners. For FY 2022-2023; 102 street opening permits were issued and 2,662 locations marked out. 70 driveway permits were issued.

An overview of various Town Capital Projects anticipated for 2023-2024 include but are not limited to:

- Continue drainage improvements for 2023 & 2024 Paving Roads
- Old Town Road Bridge Repairs, on going
- Police Department Parking expansion ongoing
- Jane Ryan School parking lot improvements and drainage
- Tashua School parking lot improvements and drainage
- Twin Brooks dredging
- Design of Whitney Ave Sidewalks (Dunellen to Trail)
- Design and construction of Spring Hill Road improvements
- Construction of Unity Park drainage improvements
- Construction Williams Road & Edison Road culverts
- Construction of Whitney Ave traffic light
- Construction of sidewalks on Main Street and Whitney Avenue

**Inland Wetlands and
Watercourses Commission**
William C. Maurer, P.E., L.S.
Town Engineer



Town Hall
5866 Main Street
Trumbull, Connecticut 06611
Telephone: (203) 452-5056
Fax: (203) 452-5061

Date: December 18, 2023

To: Vicki Tesoro
First Selectman

From: William C. Maurer, P.E., L.S.
Town Engineer

Re: INLAND WETLANDS AND WATERCOURSES COMMISSION
ANNUAL REPORT
FISCAL YEAR JULY 1, 2022- JUNE 30, 2023

The Town of Trumbull Inland Wetlands and Watercourses Commission became a regulating agency for the Town of Trumbull on December 30, 1974 as required by the Connecticut's Inland Wetlands and Watercourses Act. The Act requires municipalities to regulate activities affecting inland wetlands and watercourses within their boundaries. Municipal inland wetlands regulations must minimally conform to the Act's provision, but may be more restrictive.

The Act defines "inland wetlands" as any land consisting of soil types designated as poorly drained, very poorly drained, alluvial, or floodplain by the U.S. Department of Agriculture. Watercourses include rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs, and all other water bodies. They may be natural or artificial, vernal (appearing in the spring) or intermittent, public or private, and must be contained within, flow through, or border upon the state.

Therefore, the purpose of the agency is to review proposed activity affecting wetlands and watercourses in Town and to render decisions based upon the review of the plans submitted. The Commission issues permits with or without modifications and in certain circumstances denies said permits for all regulated activities on inland wetlands and watercourses in the Town of Trumbull pursuant to Sections 22a-36 to 22a-45, inclusive, of the Connecticut General Statutes, as amended.

The regulated activities within wetlands, watercourses and all adjacent ground surfaces within 100 feet of their boundaries are the subject of the commission's applications. The Wetlands Map and the Trumbull GIS delineate the wetlands and watercourses throughout Trumbull. The web-based GIS system launched in 2011 by

the Town of Trumbull has become a valuable tool utilized by this Commission, staff and members of the general public.

The Commission met according to its published schedule, of the 45 applications received by the commission, 4 public hearings were held. Prior to each hearing, the Commission conducted a field investigation of the property in question for a first-hand observation of the existing wetland and/or watercourse.

The Commission is comprised of seven (7) commissioners and two (2) alternates. Currently seven (7) full member seats of the Commission are filled and the two (2) alternate seats are not filled. Trumbull's Assistant Town Engineer currently serves as the Agent for the Commission and an Administrative Assistant serves as Clerk.

The wetlands and watercourses exist as an integral part of an interrelated web of nature essential to an adequate supply of surface and underground water; to control flooding and erosion; to the purification of our drinking water and to the existence of many forms of animal, aquatic and plant life. Many inland wetlands and watercourses have been destroyed, or are in danger of destruction, because of unregulated use. The Commission exists to ensure the preservation of this fragile natural resource for the people of Trumbull and generations yet to come. The Commission renders decisions to ensure the integrity and function of inland wetlands and watercourses in the Town of Trumbull, thereby preserving these valuable natural resources.

WATER POLLUTION CONTROL AUTHORITY
Town of Trumbull
CONNECTICUT

TOWN HALL

(203) 452-5048



5866 MAIN STREET

TRUMBULL, CT 06611

December 18, 2023

To: Vicki Tesoro
First Selectman

From: William C. Maurer, P.E., L.S.
W.P.C.A. Administrator

Subject: Annual W.P.C.A. Department Report – (FY2022-2023)

The Water Pollution Control Authority (W.P.C.A.), the name was changed from Sewer Department in the late 90's, is in the Public Works Administrative Building, 366 Church Hill Road, Trumbull, CT. The Authority is self-funded with a staff of (4) full time employees an Assistant Administrator and (2) maintenance personnel and (1) Civil Engineer. The Town Engineer, William C. Maurer, P.E., L.S., also serves as the department's administrator along with a part time clerical assistant/clerk and a Public Works inspector who contributes when installation inspections are required. There are 13 pump stations and approximately 180 miles of sanitary sewer pipes to maintain.

Projects included in 2022-2023 Fiscal Year include:

- Evaluate alternate disposal options for WPCA wastewater. (On-going)
- Monitor existing sewer lines for groundwater infiltrations and existing stormwater flow. (On-going)
- Reconstruction of Reservoir Avenue & Old Town Road pump stations. (On-going)
- Design of potential Beardsley Parkway area sewer system. (Completed)
- Continue sewer lateral permit inspections. (On-going)
- Continue to monitor Fats, Oils & Grease program. (On-going)
- Responded to three (3) major sewer system failures.
- Repair of Beardsley force-main (first section). (Completed)
- Continued updates of Sewer As-built information into GIS system to provide real time information in the field.
- Evaluate interceptor line inflow & infiltration. (I&I).
- Cross country easement maintenance and cleaning.
- The Sewer Department also inspects sewer lateral connections from dwellings to the sewer mains. There were 78 sewer connection permit applications pulled in FY 2022-2023 (FY ending June 30, 2023).
- Marked out 2,662 CBYD's (Call Before You Dig).

Projects proposed for 2023-2024 Fiscal year include:

- Design of Whitney & Wildwood pump stations.
- Design of Old Town pump station force main replacement.
- Design and permits of the gravity line under the Merritt Parkway.
- Continue sewer lateral permit inspections.
- Continue marking out CBYD's. (On-going)
- Design of the next section of the Beardsley force main replacement.
- Monitor existing sewer lines for I&I and implement repairs. (On-going)
- Continue to monitor Fats, Oil, and Grease program. (On-going)
- Cross country easement maintenance and cleaning. (On-going)
- Video inspection and repairs for next year's paving program
- Evaluate force mains.

Other ongoing general items included in WPCA's daily task:

**INFILTRATION and INFLOW (I/I) STUDY &
SANITARY SEWER EVALUATION SURVEY**

Even though Trumbull's sanitary sewers and storm drainage systems are separated, during intense rainfall events, the Town's sanitary sewer system collects excess rain and groundwater called Infiltration and Inflow or I&I. "Infiltration" is defined as additional flow entering the system due to high groundwater. "Inflow" is defined as illegal direct connections of storm water or other excess flows. Typical examples include yard drains, sump pumps or roof leaders.

These excess flows caused by I&I create capacity restrictions in the system. As such, the WPCA continues to evaluate to determine the magnitude of Infiltration and Inflow (I&I) within the system and to identify an overall plan and scope of work to reduce the substantial increase of wastewater flow during wet weather. The data collected during this time will determine the on-going master plan to remediate this infiltration.

REGULATING the DISCHARGE of FATS, OIL & GREASE (FOG)

Most Food Preparation Establishments operating within the Town of Trumbull are required to comply with a new "General Permit Program" aimed at eliminating Fats, Oil and Grease (FOG) discharge into the sewer system. This program was established by the State of Connecticut – Department of Environmental Protection.