

ALL CITY COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email the City Council at citycouncil@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. ROLL CALL**
- II. ACCEPTANCE OF MINUTES**
 - A. Regular Meeting: May 12, 2026**
- III. PUBLIC PARTICIPATION**
- IV. MAYOR**
 - A. RESIGNATIONS AND APPOINTMENTS**
 - 1. APPOINTMENTS
 - a. Saj Oliver, Arts and Culture Commission
 - B. MAYOR'S REMARKS**
- V. COUNCIL PRESIDENT**
 - A. RESIGNATIONS AND APPOINTMENTS**

1. APPOINTMENTS
 - a. Brian Bailey, Board of Estimate and Taxation
 - b. Anne Wennerstrand, Board of Estimate and Taxation, Alternate
 - c. Nicole Eaddy, Affordable Housing Account Committee
 - d. Broderick Sawyer, Affordable Housing Account Committee

B. CONSENT CALENDAR

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. CITY COUNCIL COMMITTEES

A. FINANCE AND CLAIMS COMMITTEE

1. Narrative on Tax Collections dated March and April 2026
2. Monthly Tax Collector's Reports dated March and April 2026
3. Claims Committee Report dated May 2026
4. Authorize NPS Purchasing Agent to purchase new Chromebooks from Vivacity Tech PBC for Nathan Hale, Ponus Ridge and West Rocks Middle Schools in the amount not to exceed \$450,714.60 From the Student Technology Munis Account 09265010-5777-C0740
5. Authorize NPS Purchasing Agent to purchase new Chromebooks from Vivacity Tech PBC for Teachers in grades K-5 in the amount not to exceed \$219,450 From the Instructional Technology Munis Account 09265010-5777-C0112
6. Authorize a Special Appropriation for Public Works & Operations Department in the amount of \$200,000 for recycling, yard and food composting initiatives. Munis Account 530000-5776-NPW01 NIPS Solid Waste Expense
7. Authorize the purchasing agent to issue a purchase order to GovConnection, Inc, in an amount not to exceed \$335,369.05 for Palo Alto Firewalls 3 years Renewal. Munis Account 011370-5742 IT Software
8. Authorize the Purchasing Agent to issue a purchase order to Zoom Communications, Inc. in an amount not to exceed \$12,300 for the annual renewal of fifty (50) Zoom Webinar accounts and six (6) translated captioning accounts. Funding will be allocated from Account No. 011370-5742 IT SOFTWARE.

9. Approve FY 2026-27 WPCA Operating Budget.

B. ORDINANCE

1. Approve changes to Chapter 7 (General Provisions), Article II (City Seal), Section 10 (Custody)
2. Approve new ordinance: Financial Disclosures and Impact of Ordinances
3. Approve changes to Chapter 32 (Code of Ethics), Section 1 (Title; Administration)
4. Approve changes to Chapter 32 (Code of Ethics), Section 3 (Definitions)
5. Approve changes to Chapter 32 (Code of Ethics), Section 12 (Board of Ethics)

C. RECREATION, PARKS AND CULTURAL AFFAIRS

1. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Flax Hill Park and immediate surrounding grounds by EJ's H.E.A.R.T. for their Fitness Celebration to be held on Saturday, June 6th, 2026 from 9:00 A.M to 1:00 P.M. Approximately 80 people.
2. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Rowayton Elementary School Field and immediate surrounding grounds by Rowayton Civic Association for their PorchFest to be held on Saturday, June 6th, 2026 from 11:00 A.M. to 6:00 P.M with set-up at 8:00 A.M. and tear-down by 8:00 P.M. Approximately 3,000 people.
3. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Calf Pasture Beach and immediate surrounding grounds by Third Taxing District for their Summer Concert Series to be held on Sunday, July 12th, 19th and 26th and Sunday, August 2nd, 16th and 23rd, 2026 from 5:00 P.M. to 7:00 P.M. with set-up at 2:00 P.M. and tear-down by 8:30 P.M Approximately 300 people.
4. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Oyster Shell Park and Veteran's Park and immediate surrounding grounds by Club Connecticut for their O'Neill's 5K to be held on Sunday, June 7th, 2026 from 10:00 A.M. to 11:00 A.M. Approximately 400 people.
5. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Freese Park by City of Norwalk Department of Recreation & Parks for their Tuesday Night Open Jam & Concert Series to be held on Sunday, June 21st, 2026, and Tuesday, June 23rd and 30th , July 7th, 14th, 21st and 28th , and August 4th, 11th, 18th and 25th, 2026 from 7:00 P.M. to 10:00 P.M. Approximately 75 people.
6. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of

Mathews Park by Lockwood Mathews Mansion for their 19th Annual Old-Fashioned Flea Market to be held on Sunday, September 13th from 10:00 A.M. to 4:00 P.M. with set-up at 8:00 A.M. and tear-down by 8:00 P.M. Approximately 2500 people.

7. Approve the following resolution, accepting the grant funding in the amount of \$255,000 from the CT DEEP Long Island Sound Ecosystems Grant, for work at Andrews Field:

Be it resolved that it is in the best interests of the City of Norwalk, CT. to enter into contracts with the Department of Environmental Protection. In furtherance of this resolution, Barbara C. Smyth, the Mayor, is duly authorized to enter into and sign said contracts on behalf of the City of Norwalk. Barbara C. Smyth currently holds the title of Mayor and has held that office since November 5, 2025. The mayor is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

8. Technical correction of the City Council Action of April 14, 2026 items VIII.B.8a & VIII.B.8b

a. Authorize the purchasing agent to issue a sole source purchase order to Northeast Scoreboards, in an amount not to exceed \$161,334.37, for the replacement of the Casagrande Field scoreboard at BMHS, from accounts 09246030 5777 C0820,2SB32001 739 03, 030000 2684.

b. Authorize the Director of Recreation and Parks to issue change orders, in an amount not to exceed \$16,000, to Northeast Scoreboards, for the replacement of the Casagrande Field scoreboard at BMHS, from accounts 09246030 5777 C0820,2SB32001 739 03, 030000 2684.

9. Authorize the Mayor, Barbara C. Smyth, to approve adjustments to the following fees for fiscal year 2026–2027, based on fee and charge structures, rate demands, and the costs of conducting recreation programs and using recreation and park facilities.

D. ECONOMIC AND COMMUNITY DEVELOPMENT

1. a. Authorize the Mayor to execute any and all documents associated with submission of the PY52 Annual Action Plan to HUD.

b. Authorize the Mayor to execute any and all documents consistent with the approved PY52 Annual Action Plan.

2. a. Authorize the Mayor, Barbara C. Smyth, to execute an Amendment to the Contract between the City of Norwalk and VHB for Design and Engineering Services for the Gregory Boulevard Roundabout & Fifth Street Shared-Use Path Project, in an amount not to exceed \$246,000.

b. Authorize the Director of Transportation, Mobility, and Parking to execute orders on the contract between the City of Norwalk and VHB for Design and Engineering Services for the Gregory Boulevard Roundabout & Fifth Street Shared Use Path Project, for a sum not to exceed \$24,600.

ACCT: 580000-5796-AID08

E. PUBLIC WORKS

1. Authorize the Purchasing Agent to issue a purchase Order to Kassbohrer All Terrain Vehicles Inc. in the amount of \$20,422.21 for the purchase of parts to repair the beach cleaning machine.
Account No. 01 40 45 5462
2. **WHEREAS**, pursuant to CGS Section 32-285a, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the City of Norwalk make an application to the State for \$10,000,000 in order to undertake the Keeler Brook Pump Station Replacement Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE City Council for the City of Norwalk:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Section 32-285a of the Connecticut General Statutes
2. That the filing of an application for State financial assistance by City of Norwalk in an amount not to exceed \$10,000,000.00 is hereby approved and that Barbara C. Smyth, as Mayor of the City of Norwalk, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of City of Norwalk
3. **WHEREAS**, pursuant to CGS Section 32-285a, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the City of Norwalk make an application to the State for \$1,500,000 in order to undertake the Bouton Street Sewer Extension Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE City Council for the City of Norwalk:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Section 32-285a of the Connecticut General Statutes
2. That the filing of an application for State financial assistance by City of Norwalk in an amount

not to exceed \$1,500,000 is hereby approved and that Barbara C. Smyth, as Mayor of the City of Norwalk, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of City of Norwalk

- VIII. RESOLUTIONS FROM CITY COUNCIL**
- IX. MOTIONS POSTPONED TO A SPECIFIC DATE**
- X. SUSPENSION OF RULES**
- XI. ADJOURNMENT**

APPOINTMENTS

**ARTS AND CULTURE
COMMISSION**

M/C

Norwalk Code 17A

SAJ OLIVER (U)
15 Madison Street, Unit B2
Norwalk, CT 06854

Term Expires - 07/01/2026

**CITY OF NORWALK
CITY COUNCIL
REGULAR MEETING MINUTES - MAY 12, 2026
COUNCIL CHAMBERS & VIA ZOOM VIRTUAL CONFERENCE**

ATTENDANCE: Mayor Barbara C. Smyth; Nicol Ayers; Jesse Buccolo; Joshua Goldstein; Colin Hosten; Johan Lopez; Broderick Sawyer; Jalin T. Sead Sr.; *Dajuan C. Wiggins Sr.*; Nicolé Eaddy; Anne Wennerstrand; Jan Degenshein; Richard Dellinger; James Frayer; Brian Bailey; Darlene Young.

STAFF: Marsha Elbourne, City Clerk; Mario Coppola, Corporation Council.

CALL TO ORDER

The meeting was called to order at 7:37 p.m.

ROLL CALL

The Clerk called the roll as noted above,

ACCEPTANCE OF MINUTES

Regular Meeting: April 28, 2026

****MR. DEGENSHEIN MOVED TO APPROVE THE APRIL 28, 2026 MINUTES AS PRESENTED.**

****MOTION PASSED WITH ONE ABSTENTION (COUNCILMEMBER BAILEY). IN FAVOR (AYERS; BUCCOLO; GOLDSTEIN; HOSTEN; LOPEZ; SAWYER; SEAD SR.; EADDY; WENNERSTRAND; DEGENSHEIN; DELLINGER; FRAYER; BAILEY; YOUNG.)**

PUBLIC PARTICIPATION

- **Andre DeNunzio** (5 Michael Street) Supported more sidewalks in the city and specifically urged approval of the Fillow Street sidewalk project.
- **Matthew Silbert** (230 East Ave) Strongly supported the VHB contract for the Gregory Boulevard Roundabout & Fifth Street Shared-Use Path. Emphasized it is fully grant-funded and necessary to create a design for public review.
- **Lou DeCanto** (21 Victory Court) Opposed the roundabout project. Long-time East Norwalk resident and retired firefighter; stated there have never been serious accidents at the location and raised concerns about cost, loss of parking, and emergency vehicle access.
- **Betty Bono** (35 5th Street) Urged the Council to pause/table the VHB contract. Cited safety concerns, loss of parking on 5th Street, and lack of procedural fairness/public input before spending money on design.
- **Reid Otterbach** (2 Roland Avenue) Opposed the roundabout. Retired fire captain and lifelong East Norwalk resident; said there have been no major accidents in 71 years and expressed concerns about parking loss and high cost.

- **Diane Ceci** (Olmsted Place) – speaking for the East Norwalk Neighborhood Association Urged the Council to pause the project until residents could see the actual design. Called for more transparency and genuine public engagement.
- **Lisa Roger** (11 Hays Avenue) Opposed approving the \$246,000 contract. Questioned the process, high cost, and the fact that no design had yet been shown to the public.
- **Joe Santo** Criticized the order of business; said the public and Council should see the consultant’s presentation/design before voting to spend money.
- **Paul Fox** (11 Hanford Place) Supported funding the design work so the public would have an actual proposal to review and comment on at the June 22 meeting.
- **Jessica Marchone** (90 Gregory Boulevard) Lives directly at the roundabout. Opposed major redesign; said the intersection works fine and any changes need thorough discussion with nearby residents.
- **Diane Lauricella** (Gregory Boulevard) Opposed the roundabout project (high cost and called for a pause). Also commented on the yard waste contract and urged the city to reduce yard waste volume.
- **Christina** (Dorset Road) Opposed the roundabout. Stated that firefighters confirmed there is no major safety issue and urged the Council to pause or vote no.

MAYOR A. RESIGNATIONS AND APPOINTMENTS

1. RESIGNATIONS

- a. Daniel Loftus George, Arts and Culture Commission, Regular Member – resignation accepted.

2. APPOINTMENTS

- a. Andre DeNunzio appointed to the Commission on Gender Equity (term expires September 1, 2027).

B. MAYOR’S REMARKS

Mayor Barbara C. Smyth offered remarks. She wished everyone a Happy Mother’s Day. She recognized May as Affordable Housing Month and reflected that housing represents stability, dignity, opportunity, and the foundation for families to build their lives. She noted that affordability affects young families, seniors, teachers, nurses, first responders, and essential workers, and reaffirmed her commitment to pursuing balanced, responsible solutions that increase opportunity while preserving the character and quality of life in Norwalk. She also recognized May as Asian American, Native Hawaiian, and Pacific Islander Heritage Month and honored the contributions of AANHPI communities to the city.

V. COUNCIL PRESIDENT

The reading of the consent calendar was passed to Ms. Young.

CITY COUNCIL COMMITTEES

B. ECONOMIC AND COMMUNITY DEVELOPMENT

A. PUBLIC SAFETY AND GENERAL GOVERNMENT

- 1. Authorize the Purchasing Department to issue a purchase order not to exceed

\$22,650.00 to Locality Media, Inc. (dba First Due) to add three modules (Scheduling, Exposure Documentation, and Reports) to the current Fire Department records management software contract. Funding available from account 01-301-031-31100-0-5742.

LAND USE AND BUILDING MANAGEMENT

1. a. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with Titan Enterprises, Inc. for the Concert Hall Restroom Renovations project for a total not to exceed \$397,700.00.

ACCT: 0925/26 2010 5777 C0536.

b. Authorize a contingency allowance for a total not to exceed \$39,770.00.

ACCT: 09262010 5777 C0536.

2. Authorize the Purchasing Agent to issue a Purchase Order to Facility Compliance Fire Protection LLC to provide Life Safety Services for various city buildings: a) Fire Alarm services — for an initial term of 3 years for a total of \$31,281.00 with two - one (1) year options for \$11,830.00 -FY 2029-2030 and \$12,184 -FY 2030-2031 and b) Sprinkler/Suppression Services – an initial term of 3 years for a total of \$25,817.00 with two - one (1) year options for \$9,970.00 -FY 2029-2030 and \$10,113.00 -FY 2030-2031.

ACCTS:

013059 5298 010474 5298 014075 5298 014079 5298 014081 5298
013154 5298 014082 5298 014083 5298 014084 5298 014093 5298
014089 5298 014072 5298 014086 5298 012012 5298 014078 5298
016210 5298 013055 5298 014073 5298 016220 5298

3. Authorize to increase the Owner Contingency Allowance for change orders to the Guaranteed Maximum Price (GMP) with Newfield Construction Group, LLC for the Silvermine School HVAC/IAQ project for an additional amount not to exceed \$504,308.97.

ACCT: 09245010 5777/5799 C0842.

D. PUBLIC WORKS

1. a. Authorize the Mayor, Barbara C. Smyth, to execute an Agreement between the City of Norwalk and B&W Paving & Landscaping, LLC for Project PM2026-1 - Roadway Paving and Sidewalk Installation for Fillow Street (From Grandview to North Taylor) for a sum not to exceed \$2,033,555.00.

ACCTS:

09 22 4021 5777 C0021
09 23 4021 5777 C0021
09 24 4021 5777 C0021
09 26 4021 5777 C0021
09 26 4021 5777 C0318

2. Authorize the Mayor, Barbara C. Smyth, to execute a 4-year agreement between the

City of Norwalk and Win Waste Innovations Holdings INC (City Carting LLC) for the Transportation and Disposal of Yard Waste Materials Project 4507 for an initial base price of \$67.50 per ton to be adjusted by market conditions for a period of 4 years with an option for two one-year extensions.

ACCTS:

01 40 42 5299

01 40 43 5299

530000 5776 NPW01

3. a. Authorize the Mayor, Barbara C. Smyth, to execute an Agreement between the City of Norwalk and A. Vitti Excavators, LLC for Project BLDG2026-1 - City Hall Drive Curb Ramp Project – 2026 – Base Bid for a sum not to exceed \$111,480.00.

ACCTS:

09 25 2010 5777 C0536

09 26 2010 5777 C0536

b. Authorize the Chief of Operations and Public Works to execute orders on the contract with A. Vitti Excavators, LLC. for Project BLDG2026-1 - City Hall Drive Curb Ramp Project – 2026 for a sum not to exceed \$22,296.00 contingency.

ACCTS:

09 25 2010 5777 C0536

09 26 2010 5777 C0536

****MR. GOLDSTEIN MOVED TO ACCEPT THE CONSENT CALENDAR AS READ.**

****THE MOTION PASSED UNANIMOUSLY.**

B. ECONOMIC AND COMMUNITY DEVELOPMENT

1. a. Authorize the Mayor, Barbara C. Smyth, to execute an Amendment to the Contract between the City of Norwalk and VHB for Design and Engineering Services for the Gregory Boulevard Roundabout & Fifth Street Shared-Use Path Project, in an amount not to exceed \$246,000.

2. Authorize the Mayor, Barbara C. Smyth, to execute an agreement between the City of Norwalk and Streetlight Data, Inc. for citywide traffic data analyses, for a sum not to exceed \$21,938.00.

ACCT: 01-37-50-525

Staff from the Transportation, Mobility, and Parking Department presented on the proposed \$246,000 contract amendment with VHB for preliminary engineering and design of the Gregory Boulevard Roundabout and Fifth Street Shared-Use Path project. The fully grant-funded amendment would support expanded design scope and a public engagement meeting scheduled for June 22, with staff citing safety data including 33 collisions over the past 10 years and a high number of bicycle incidents at the intersection.

****MS. EADDY MOVED TO TABLE ITEMS B.1.a AND B.1.b FOR TWO WEEKS.**

****MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

****MS. YOUNG MADE A MOTION TO ADJOURN.**

****MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at approximately 10:20 PM.

Respectfully Submitted,
Courtney Baldwin
Recording Secretary

Saj

DJ • Graphic Designer • Creative Strategist • Warehouse Specialist

Based in CT/NYC
Willing to travel.
(203) 856-1082
SajOliver203@gmail.com

Professional Summary

Graphic designer and creative strategist with a knack for turning stories into visuals and experiences. From brand identities and marketing campaigns to live events and DJ sets, I merge design, music, and storytelling into work that connects. I build things with intention whether it's launching a start-up brand, designing merch, or shaping a vibe from the first look to the last detail. Based in CT/NYC and ready to work wherever the project takes me. Alongside my creative work, I bring 10+ years of warehouse and operations experience, including inventory management, materials handling, logistics support across retail, healthcare and manufacturing settings. Known for adaptability, efficiency and creating consistency in both creative projects and warehouse operations.

Creative Experience

Creative Consultant — *Freelance*

2012 - Present

As a freelance creative consultant, I have partnered with artists, entrepreneurs, and small businesses to craft branding, merchandise, and marketing campaigns that resonate with their audiences. My work spans music releases, live events, and product launches—blending graphic design, social media strategy, and merchandising into cohesive, culturally relevant experiences. I lead projects from concept to rollout, developing brand identities and style guides, coordinating with vendors, and managing budgets to ensure consistency across print, digital, and in-person activations. Over the years, I have supported fashion and lifestyle brands with product design, lookbooks, e-commerce visuals, and pop-up event concepts that bring their vision to life.

Sharpened Amidst Judas — *Founder & Creative Director*

2024 - Present

Founded and developed a lifestyle brand blending fashion, music, and cultural storytelling. Overseeing all creative direction including apparel collection design, brand identity, production sourcing, and marketing campaigns. The brand reflects a fusion of streetwear, fine

SKILLS

Creative & Design

Creative Strategy

Adobe Photoshop & Illustrator
(10+ years)

Graphic Design/Visual Storytelling

Merchandising & Apparel Design

Music & Production

Live DJ Performance & MC

Event Production

Business

E-commerce

Consulting

Start-up Operations

Warehouse & Operations

Forklift/Equipment Handling

Inventory Management

Shipping & Order Fulfillment

Materials Handling

Logistics Support

REFERENCES

Available upon request.

art, and film influences, designed to resonate with a culturally attuned audience.

4. the TASTEMAKERS — Co-Founder & Creative Director

2025 - Present

Co-founded and curate a recurring event series that blends DJ performances, cultural activations, and immersive themes. Lead the branding, visual design, and event marketing strategies while managing partnerships and collaborations with local businesses and sponsors to create unique, community-focused experiences.

Additional Experience

Uber — Driver | 2018–Present

Ranger Ready Repellents — Warehouse Coordinator | 2018–2023

Stamford Hospital — Materials Management Inventory | 2016–2018

Matt Bernson — Store Manager | 2015–2016

Old Navy — Visual Merchandiser / Lead Stock Associate | 2013–2016

Zara — Sales/Stock Associate | 2013–2015

CoCo & Breezy Eyewear — Marketing Intern | 2014

Sneaker Rehab — Store Manager | 2013–2016

Urban Outfitters — Sales/Visual Merchandising | 2012–2015

Education

Trinity Catholic High School — Diploma

Norwalk Community College — Coursework in Graphic Design, Marketing, Business Management, Entrepreneurship



CITY OF NORWALK
Tax Collector's Office
Department of Finance
125 East Avenue Room 105
Norwalk, CT 06851
Phone: 203- 854-7731 (main line)
Fax: 203-854-7770

To: Mayor Barbara Smyth; Board of Estimate and Taxation; Finance and Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: April 22, 2026
Re: Tax Collector's Narrative for **March 2026** End of Month report

As of the end of March 2026, having completed nine out of twelve months of the fiscal year, we collected nearly \$384 million against our (now) nearly \$392 million adjusted levy. Our current collection rate for all tax types was **97.94%**. We also collected **98.41%** of our nearly \$20 million adjusted sewer use levy, more than \$19.7 million, and 82.92% of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended the month of March slightly ahead of last year for collection of taxes (.29%), but down slightly for sewer use (-0.21%) and down for the IPP fee (-4.03%) as well.

Through the month of March 2026, we also collected an additional \$5.1 million in past due taxes, interest and fees. This amount is (net) \$1.3 million less than what had been collected in back taxes during the first nine months of the immediately prior fiscal year. Our office is scheduled to hold a large tax sale in August 2026 that will focus primarily on past due taxes. We should see back tax collections continue to climb as we make process toward the sale later this calendar year.

Since June 2024, the tax collector's office has been responsible for billing and for collecting a monthly municipal tax on gross receipts from cannabis sales within Norwalk. The tax rate is 3% of gross sales, and the tax is paid by all cannabis retailers, hybrid retailers and micro cultivators. From April 2024 through the end of the month of March 2026, we have collected \$597,506.66 in municipal cannabis tax. We include cannabis tax receipts in a one-line notation at the bottom of our monthly reports.

Our delinquent tax collector continues to work with the Department of Health to identify establishments with past due taxes that need to be brought current to renew a health permit. Food establishment health permits, which encompass restaurants, bakeries, groceries, mini-markets and so on, renewed January 1 in Norwalk and salons and body care facilities renew in the spring. Establishments that owe past due taxes should not be able to renew without paying their prior years' back taxes. She also continues filing Uniform Commercial Code (UCC-1) liens with the office of the Secretary of the State of Connecticut to secure payment of past due business personal property taxes.

Our third-party collection agency continues to bill on our behalf for suspended motor vehicle accounts. Through the end of March 2026, in conjunction with their efforts, we have collected **\$1,600,382** in past due motor vehicle taxes and interest *due directly to the City*. This agency's fees are charged *in addition to* the taxes and interest due to the City and are paid by the taxpayers who owe the past due bills. We collect what is due to us in full, and do not sacrifice any of what is due to the City. We began working with this company in December 2022.

In August 2025, our office issued the first set of tax bills for new motor vehicle accounts added by the Assessor's office in conjunction with Municipal Tax Services (MTS), the vendor contracted by the city to identify unregistered or out of state motor vehicles garaged in Norwalk. The first set of 528 bills had a pay-by date of September 12, 2025. To date, we have added a total receivable (net) of \$143,746.45. Through the end of March 2026, we had collected \$133,688.28. Norwalk retained **\$73,494.07** in taxes and interest, and we paid MTS \$60,194.21, which

includes a flat fee of \$50 per vehicle, as well as a portion (approximately 38%) of the newly billed / receivable tax and interest amount. Our collection percentage for this billing (to date) is approximately 80%. We are waiting for the Assessor's office to add new accounts and expect to issue another billing soon based on their subsequent activity.

Delinquent notices, called demand for payment and intent to lien notices, were mailed in March, and we filed our lien continuing certificates on unpaid real estate tax and sewer use accounts during the first week of April 2026.

We are still in the process of changing our online and IVR (pay by phone) payment provider in accordance with the contract that was approved by the City Council in the fall of 2025. The new vendor will provide a less expensive option for taxpayers who choose this payment method. We also envision potential efficiencies in absorbing the processing fee for the E Check. I will continue to update city officials on this initiative. We anticipate the changeover will occur in early June 2026.

We began work on our 2026 tax sale at the end of December 2025. We started with with 200+ properties in this sale and hoped to collect between \$5-\$7 million. All tax sale work is done by the tax collector's office staff, except for title searches. Performing this work in-house saves our taxpayers from the expense of the considerable legal fees charged by attorneys or state marshals who conduct tax sales on behalf of other municipalities. At the end of December, we sent out an initial letter to more than 120 properties that are scheduled for inclusion in the 2026 sale due to the number of years in arrears, or the dollar amount owed. Earlier this month, we sent out another set of letters to approximately 90 additional accounts. To date, we have already collected nearly \$2 million on both sets of these tax sale properties. We moved the date of the sale from July to August, and anticipate posting an official list sometime in May. I will provide updates on the sale in the coming months.

We have already begun planning for the June 2026 tax billing. We anticipate mill rates will be set the first week of May, which at this writing is only several weeks away. We will work with our Assessor's division and our software provider to prepare the 2026 grand list billing, which will be due July 1, 2026, payable by August 3, since August 1 falls on a Saturday. Our goal is to get tax bills in the mail and online as soon as possible in June rather than July so we can have a good infusion of revenue to the city prior to the start of the fiscal year on July 1. In prior years we were able to have our motor vehicle bills in the mail early and about 25% of them were paid during the month of June, before they were even due. We will keep all our stakeholders posted on our progress.

We will depend upon the continued support of policy makers, including members of the City Council and the Administration as we pursue our enforcement initiatives such as the tax sale. Maintaining a high tax collection rate through consistent enforcement allows for a fairer distribution of the tax burden. Maintaining a high current and back tax collection rate allows the budget making authority to set lower mill rates, as there can be less of an allowance for "uncollectible" taxes - taxes not timely paid when billed. Conversely, a lower collection rate, and less efficient tax collection, would require higher mill rates, and a correspondingly higher tax levy to be borne by all taxpayers. This principle inspires all our billing and tax collection enforcement activities and remains in sharp focus as the FYE 2027 budget cycle progresses.



CITY OF NORWALK
Tax Collector's Office
Department of Finance
125 East Avenue Room 105
Norwalk, CT 06851
Phone: 203- 854-7731 (main line)
Fax: 203-854-7770

To: Mayor Barbara Smyth; Board of Estimate and Taxation; Finance and Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: May 13, 2026
Re: Tax Collector's Narrative for **April 2026** End of Month report

As of the end of April 2026, having completed ten out of twelve months of the fiscal year, we collected more than \$385 million against our (now) nearly \$392 million adjusted levy. Our current collection rate for all tax types was **98.32%**. We also collected **98.8%** of our \$20 million adjusted sewer use levy, more than \$19.7 million, and 83.18% of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended the month of April slightly ahead of last year for collection of taxes (.34%) and sewer use (0.02%), but down for the IPP fee (-4.53%).

Through the month of April 2026, we also collected an additional \$5.9 million in past due taxes, interest and fees. This amount is (net) \$1 million less than what had been collected in back taxes during the first ten months of the immediately prior fiscal year. Our office is scheduled to hold a tax sale in August 2026, and we expect back tax collections to continue to climb in the remaining months of this fiscal year.

Since June 2024, the tax collector's office has been responsible for billing and for collecting a monthly municipal tax on gross receipts from cannabis sales within Norwalk. The tax rate is 3% of gross sales, and the tax is paid by all cannabis retailers, hybrid retailers and micro cultivators. From April 2024 through the end of the month of April 2026 (a two-year period), we have collected \$642,979.66 in municipal cannabis tax. We include cannabis tax receipts in a one-line notation at the bottom of our monthly reports.

Delinquent notices, called demand for payment and intent to lien notices, were mailed in March, and we filed our lien continuing certificates on unpaid real estate tax and sewer use accounts during the first week of April 2026.

Our delinquent tax collector continues to work with the Department of Health to identify establishments with past due taxes that need to be brought current to renew a health permit. Food establishment health permits, which encompass restaurants, bakeries, groceries, mini-markets and so on, renewed January 1, and salons and body care facilities renew in the spring. Establishments that owe past due taxes should not be able to renew without paying their prior years' back taxes. She also continues filing Uniform Commercial Code (UCC-1) liens with the office of the Secretary of the State of Connecticut to secure payment of past due business personal property taxes.

Our third-party collection agency continues to bill on our behalf for suspended motor vehicle accounts. Through the end of April 2026, in conjunction with their efforts, we have collected **\$1,630,238** in past due motor vehicle taxes and interest *due directly to the City*. This agency's fees are charged *in addition to* the taxes and interest due to the City and are paid by the taxpayers who owe the past due bills. We collect what is due to us in full, and do not sacrifice any of what is due to the City. We began working with this company in December 2022. We just turned over another batch of accounts to them in May 2026 for location and billing.

In August 2025, our office issued the first set of tax bills for new motor vehicle accounts added by the Assessor's office in conjunction with Municipal Tax Services (MTS), the vendor contracted by the city to identify unregistered

or out of state motor vehicles garaged in Norwalk. In September 2025, we began with 528 bills, and as of the end of April 2026, we are now at 730 bills added. We have added a total receivable (net) of \$203,938.21.

Through the end of April 2026, we collected \$137,703.52. Norwalk retained **\$75,645.66** in taxes and interest, and we paid MTS \$62,057.86, which includes a flat fee of \$50 per vehicle, as well as a portion (approximately 38%) of the newly billed / receivable tax and interest amount. Our collection percentage on MTS bills (to date) is approximately 58%, down from 80% last month, because this month we just added about 200 additional bills. The Assessor's office is still processing the additions of these new accounts, and our division is following up by billing, based on this subsequent activity. Vehicles registered out of state but determined to be taxable by Norwalk are being billed as personal property, rather than as motor vehicles.

We are still in the process of changing our online and IVR (pay by phone) payment provider in accordance with the contract that was approved by the City Council in the fall of 2025. The new vendor will provide a less expensive option for taxpayers who choose this payment method. We also envision potential efficiencies in absorbing the processing fee for the E Check. I will continue to update city officials on this initiative. The changeover will occur in early June 2026, prior to the issuance of our 2025 grand list tax billing.

We began work on our 2026 tax sale at the end of December 2025. We started with with 200+ properties in this sale and hoped to collect between \$5-\$7 million. All tax sale work is done by the tax collector's office staff, except for title searches. Performing this work in-house saves our taxpayers from the expense of the considerable legal fees charged by attorneys or state marshals who conduct tax sales on behalf of other municipalities. At the end of December, we sent out an initial letter to more than 120 properties that are scheduled for inclusion in the 2026 sale due to the number of years in arrears, or the dollar amount owed. In March, we added approximately 90 more accounts. To date, we have already collected more than \$2.4 million on both sets of these tax sale properties. We moved the date of the sale from July to August, and anticipate posting an official list in June. I will provide updates on the sale in the coming months.

Planning for the June 2026 tax billing of the 2025 grand list is underway, as mill rates were set on May 7, and sewer use rates were set in February. We are coordinating with our Assessor's division and our software provider to prepare for the 2025 grand list billing, which will be due July 1, 2026, payable by August 3, since August 1 falls on a Saturday. Our goal is to get tax bills in the mail and online as soon as possible in June rather than July, so we can provide a significant infusion of revenue to the city prior to the start of the fiscal year on July 1. In some prior years, we were able to have our motor vehicle bills in the mail early, and about 25% of them were paid during the month of June, before they were even due. We will keep all our stakeholders posted on our progress.

We will depend upon the continued support of policy makers, including members of the City Council and the Administration, as we pursue our enforcement initiatives, such as the tax sale. Maintaining a high tax collection rate through consistent enforcement allows for a fairer distribution of the tax burden. Maintaining a high current and back tax collection rate allows the budget making authority to set lower mill rates, as there can be less of an allowance for "uncollectible" taxes - taxes not timely paid when billed. Conversely, a lower collection rate, and less efficient tax collection, would require higher mill rates, and a correspondingly higher tax levy to be borne by all taxpayers. This principle inspires all our billing and tax collection enforcement activities and retains significance even as the FYE 2027 budget cycle winds down.

TAX COLLECTOR'S REPORT
MARCH 2026

FISCAL YEAR 2025-2026
(2024 GRAND LIST)

| | ORIGINAL LEVY | ADJ. TAX COLLECTIONS JUN 25 - MAR 26 | COLLECTION % | CORRECTED LEVY* | CHANGE IN LEVY | COLLECTION % |
|-------------------------|-------------------------|---|---------------|-------------------------|-----------------------|---------------|
| AUTOMOBILE-REGULAR | \$19,621,713.02 | \$17,794,768.46 | 90.69% | \$19,451,032.50 | (\$170,680.52) | 91.48% |
| AUTOMOBILE-SUPPLEMENTAL | \$3,115,978.84 | \$2,424,811.49 | 77.82% | \$3,096,809.00 | (\$19,169.84) | 78.30% |
| PERSONAL PROPERTY | \$28,666,103.44 | \$27,030,868.14 | 94.30% | \$28,484,293.84 | (\$181,809.60) | 94.90% |
| REAL ESTATE | \$340,880,548.34 | \$336,549,327.56 | 98.73% | \$340,845,512.57 | (\$35,035.77) | 98.74% |
| TOTAL TAX | \$392,284,343.64 | \$383,799,775.65 | 97.84% | \$391,877,647.91 | (\$406,695.73) | 97.94% |
| SEWER USE | \$19,835,102.00 | \$19,700,895.26 | 99.32% | \$20,020,112.00 | \$185,010.00 | 98.41% |
| IPP FEE | \$181,250.00 | \$151,750.42 | 83.72% | \$182,999.66 | \$1,749.66 | 82.92% |

FISCAL YEAR 2024-2025
(2023 GRAND LIST)

| | ORIGINAL LEVY | JUN 24 - MAR 25 | 89.12% | \$30,042,857.02 | (\$442,663.60) | 90.43% |
|-------------------------|-------------------------|-------------------------|---------------|-------------------------|-------------------------|---------------|
| AUTOMOBILE-REGULAR | \$30,485,520.62 | \$27,168,571.74 | 78.45% | \$4,590,692.16 | (\$27,256.19) | 78.91% |
| AUTOMOBILE-SUPPLEMENTAL | \$4,617,948.35 | \$3,622,632.88 | 94.85% | \$24,552,195.54 | (\$108,452.08) | 95.27% |
| PERSONAL PROPERTY | \$24,860,647.62 | \$23,391,071.27 | 98.25% | \$312,751,052.21 | (\$1,761,107.74) | 98.80% |
| REAL ESTATE | \$314,512,159.95 | \$309,009,595.26 | 97.04% | \$371,936,796.93 | (\$2,339,479.61) | 97.65% |
| TOTAL TAX | \$374,276,276.54 | \$363,191,871.15 | 97.04% | \$371,936,796.93 | (\$2,339,479.61) | 97.65% |
| SEWER USE | \$19,044,215.00 | \$18,725,091.83 | 98.32% | \$18,987,820.50 | (\$56,394.50) | 98.62% |
| IPP FEE | \$167,750.00 | \$171,734.41 | 102.38% | \$197,499.49 | \$29,749.49 | 86.95% |

TAX DIFFERENCE 2024 G.L. vs. 2023 G.L.
INCREASE/(DECREASE)

| | | | | | | |
|--|-----------------|-----------------|-------|-----------------|----------------|-------|
| | \$18,008,067.10 | \$20,607,904.50 | 0.80% | \$19,940,850.98 | \$1,932,783.88 | 0.29% |
|--|-----------------|-----------------|-------|-----------------|----------------|-------|

SEWER DIFFERENCE 2024 G.L. vs. 2023 G.L.
INCREASE/(DECREASE)

| | | | | | | |
|--|--------------|--------------|-------|----------------|--------------|--------|
| | \$790,887.00 | \$975,803.43 | 1.00% | \$1,032,291.50 | \$241,404.50 | -0.21% |
|--|--------------|--------------|-------|----------------|--------------|--------|

IPP DIFFERENCE 2024 G.L. vs. 2023 G.L.
INCREASE/(DECREASE)

| | | | | | | |
|--|-------------|---------------|---------|---------------|---------------|--------|
| | \$13,500.00 | (\$19,983.99) | -18.65% | (\$14,499.83) | (\$27,999.83) | -4.03% |
|--|-------------|---------------|---------|---------------|---------------|--------|

BACK TAXES COLLECTED

| | FISCAL YR 2025-2026 (JUL 25 - MAR 26) | FISCAL YR 2024-2025 (JUL 24 - MAR 25) | CUR YR vs. PRIOR YR INC/(DEC) |
|---|--|--|----------------------------------|
| PRIOR TAXES | \$3,198,834.79 | \$3,874,753.53 | (\$675,918.74) |
| PRIOR SEWER USE FEE | \$130,846.85 | \$164,338.77 | (\$33,491.92) |
| PRIOR IPP FEE | \$9,000.00 | \$12,811.57 | (\$3,811.57) |
| TOTAL PRIOR TAX, SEWER & IPP | \$3,338,681.64 | \$4,051,903.87 | (\$713,222.23) |
| CURRENT INTEREST | \$565,768.97 | \$822,029.92 | (\$256,260.95) |
| PRIOR INTEREST | \$870,441.53 | \$1,110,529.62 | (\$240,088.09) |
| SEWER USE FEE INTEREST | \$64,235.50 | \$87,987.06 | (\$23,751.56) |
| IPP FEE INTEREST | \$5,507.26 | \$8,002.24 | (\$2,494.98) |
| TOTAL INTEREST COLLECTED | \$1,505,953.26 | \$2,028,548.84 | (\$522,595.58) |
| PRIOR LIEN FEE | \$9,776.35 | \$14,121.43 | (\$4,345.08) |
| CURRENT LIEN FEE | \$0.00 | \$0.00 | \$0.00 |
| TOTAL LIEN FEE COLLECTED | \$9,776.35 | \$14,121.43 | (\$4,345.08) |
| MISC FEES COLLECTED** | \$310,617.82 | \$457,241.98 | (\$146,624.16) |

TOTAL PRIOR TAX, ALL INTEREST
& ALL FEES

| | | | |
|--|----------------|----------------|------------------|
| | \$5,165,029.07 | \$6,551,816.12 | (\$1,386,787.05) |
|--|----------------|----------------|------------------|

TOTAL TAX BILLED/PAID ON GROSS RECEIPTS FROM CANNABIS SINCE 05/24

| | | | |
|--|----|----|------------|
| | \$ | \$ | 597,506.66 |
|--|----|----|------------|

**TAX COLLECTOR'S REPORT
APRIL 2026**

| FISCAL YEAR 2025-2026 (2024 GRAND LIST) | ORIGINAL LEVY | ADJ. TAX COLLECTIONS JUN 25 - APR 26 | COLLECTION % | CORRECTED LEVY* | CHANGE IN LEVY | COLLECTION % |
|--|-------------------------|---|---------------------|-------------------------|-----------------------|---------------------|
| AUTOMOBILE-REGULAR | \$19,621,713.02 | \$17,945,840.24 | 91.46% | \$19,457,206.25 | (\$164,506.77) | 92.23% |
| AUTOMOBILE-SUPPLEMENTAL | \$3,115,978.84 | \$2,547,340.70 | 81.75% | \$3,096,062.81 | (\$19,916.03) | 82.28% |
| PERSONAL PROPERTY | \$28,666,103.44 | \$27,103,896.90 | 94.55% | \$28,509,745.79 | (\$156,357.65) | 95.07% |
| REAL ESTATE | <u>\$340,880,548.34</u> | <u>\$337,646,799.62</u> | 99.05% | <u>\$340,770,859.14</u> | (\$109,689.20) | 99.08% |
| TOTAL TAX | \$392,284,343.64 | \$385,243,877.46 | 98.21% | \$391,833,873.99 | (\$450,469.65) | 98.32% |
| SEWER USE | \$19,835,102.00 | \$19,763,058.12 | 99.64% | \$20,003,042.00 | \$167,940.00 | 98.80% |
| IPP FEE | \$181,250.00 | \$152,227.92 | 83.99% | \$182,999.66 | \$1,749.66 | 83.18% |

| FISCAL YEAR 2024-2025 (2023 GRAND LIST) | ORIGINAL LEVY | JUN 24 - APR 25 | | | | |
|--|-------------------------|-------------------------|---------------|-------------------------|-------------------------|---------------|
| AUTOMOBILE-REGULAR | \$30,485,520.62 | \$27,409,027.42 | 89.91% | \$30,017,539.03 | (\$467,981.59) | 91.31% |
| AUTOMOBILE-SUPPLEMENTAL | \$4,617,948.35 | \$3,743,473.47 | 81.06% | \$4,580,856.23 | (\$37,092.12) | 81.72% |
| PERSONAL PROPERTY | \$24,660,647.62 | \$23,468,887.33 | 95.17% | \$24,614,837.77 | (\$45,809.85) | 95.34% |
| REAL ESTATE | <u>\$314,512,159.95</u> | <u>\$309,698,346.27</u> | 98.47% | <u>\$312,612,923.22</u> | (\$1,899,236.73) | 99.07% |
| TOTAL TAX | \$374,276,276.54 | \$364,319,734.49 | 97.34% | \$371,826,156.25 | (\$2,450,120.29) | 97.98% |
| SEWER USE | \$19,044,215.00 | \$18,755,297.82 | 98.48% | \$18,987,820.50 | (\$56,394.50) | 98.78% |
| IPP FEE | \$167,750.00 | \$173,242.02 | 103.27% | \$197,499.52 | \$29,749.52 | 87.72% |

| | | | | | | |
|---|-----------------|-----------------|-------|-----------------|----------------|-------|
| TAX DIFFERENCE 2024 G.L. vs. 2023 G.L. INCREASE/(DECREASE) | \$18,008,067.10 | \$20,924,142.97 | 0.87% | \$20,007,717.74 | \$1,999,650.64 | 0.34% |
|---|-----------------|-----------------|-------|-----------------|----------------|-------|

| | | | | | | |
|---|--------------|----------------|-------|----------------|--------------|-------|
| SEWER DIFFERENCE 2024 G.L. vs. 2023 G.L. INCREASE/(DECREASE) | \$790,887.00 | \$1,007,760.30 | 1.15% | \$1,015,221.50 | \$224,334.50 | 0.02% |
|---|--------------|----------------|-------|----------------|--------------|-------|

| | | | | | | |
|---|-------------|---------------|---------|---------------|---------------|--------|
| IPP DIFFERENCE 2024 G.L. vs. 2023 G.L. INCREASE/(DECREASE) | \$13,500.00 | (\$21,014.10) | -19.29% | (\$14,499.86) | (\$27,999.86) | -4.53% |
|---|-------------|---------------|---------|---------------|---------------|--------|

| BACK TAXES COLLECTED | FISCAL YR 2025-2026 (JUL 25 - APR 26) | FISCAL YR 2024-2025 (JUL 24 - APR 25) | CUR YR vs. PRIOR YR INC/(DEC) |
|--|--|--|--|
| PRIOR TAXES | \$3,455,900.47 | \$4,068,309.21 | (\$612,408.74) |
| PRIOR SEWER USE FEE | \$138,153.82 | \$164,341.28 | (\$26,187.46) |
| PRIOR IPP FEE | <u>\$9,330.50</u> | <u>\$13,311.57</u> | (\$3,981.07) |
| TOTAL PRIOR TAX, SEWER & IPP | \$3,603,384.79 | \$4,245,962.06 | (\$642,577.27) |
| CURRENT INTEREST | \$830,059.57 | \$925,490.16 | (\$95,430.59) |
| PRIOR INTEREST | \$1,068,641.57 | \$1,188,970.37 | (\$120,328.80) |
| SEWER USE FEE INTEREST | \$72,378.07 | \$90,132.42 | (\$17,754.35) |
| IPP FEE INTEREST | <u>\$5,636.79</u> | <u>\$8,385.65</u> | (\$2,748.86) |
| TOTAL INTEREST COLLECTED | \$1,976,716.00 | \$2,212,978.60 | (\$236,262.60) |
| PRIOR LIEN FEE | \$10,400.35 | \$14,457.43 | (\$4,057.08) |
| CURRENT LIEN FEE | <u>\$4,028.80</u> | <u>\$2,735.98</u> | <u>\$1,292.82</u> |
| TOTAL LIEN FEE COLLECTED | \$14,429.15 | \$17,193.41 | (\$2,764.26) |
| MISC FEES COLLECTED** | \$322,341.97 | \$531,691.96 | (\$209,349.99) |
| TOTAL PRIOR TAX, ALL INTEREST & ALL FEES | \$5,916,871.91 | \$7,007,826.03 | (\$1,090,954.12) |
| TOTAL TAX BILLED/PAID ON GROSS RECEIPTS FROM CANNABIS SINCE 05/24 | | \$ | 642,979.66 |

AGENDA

CLAIMS COMMITTEE MEETING

MAY 14TH

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO: BILL No & AMOUNT REFUNDED REASON

MOTOR VEHICLE

| | | |
|-------------------------------|--------------------------------------|-------------|
| BRITO CHIRIBOGA WILMER P | 24-MV-307522 \$455.33 | PRORATION |
| | 24-MV-307520 \$104.06 | ABATEMENT |
| CASTILLO XIAMARY I | 22-MV-310836 \$310.85 + \$32.64 INT | ABATEMENT |
| | 23-MV-310946 \$267.47 + \$8.02 INT | ABATEMENT |
| CCAP AUTO LEASE | 24-MV-311022 \$487.41 | PRORATION |
| CCAP AUTO LEASE | 24-MV-311052 \$239.36 | PRORATION |
| CHARLTON DARIEN A | 23-MV-312263 \$91.21 + \$28.73 INT | ABATEMENT |
| CULA LLC | 24-MV-315213 \$331.32 | ABATEMENT |
| DOYLE KENNETH & AMANDA | 23-MV-319284 \$459.63 | ABATEMENT |
| ELLIS MARCIA P | 22-MV-403868 \$137.71 + \$14.46 INT | ABATEMENT |
| | 23-MV-321078 \$129.52 | ABATEMENT |
| GLATZER LUKAS M | 24-MV-326478 \$118.84 | PRORATION |
| GONZALEZ LAURO P | 24-MV-405288 \$319.13 | ABATEMENT |
| HONDA LEASE TRUST | 24-MV-331305 \$143.66 | PRORATION |
| JONATHAN PAINTING SERVICE LLC | 24-MV-404057 \$168.91 | OVERPAYMENT |
| KASARCI GENCALI | 24-MV-335977 \$36.48 | PRORATION |
| KYLE LISANNE & JODY J | 24-MV-337881 \$60.30 | PRORATION |
| LAMORTE LAURA | 24-MV-338268 \$26.44 | PRORATION |
| MAHONEY MICHAEL V | 22-MV-342206 \$982.10 + \$103.12 INT | ABATEMENT |
| NISSAN MOTOR ACCEPTANCE | 24-MV-401195 \$286.22 | PRORATION |
| SOMMA RANDY A | 24-MV-364328 \$70.82 | PRORATION |
| TESLA LEASE TRUST | 24-MV-SEE ATTACHED \$4,442.01 | ABMNT/PRTN |

| | | |
|--------------------|-------------------------------|------------|
| TOYOTA LEASE TRUST | 24-MV-368465 \$289.96 | PRORATION |
| | 24-MV-368942 \$137.39 | PRORATION |
| VAULT TRUST | 24-MV-SEE ATTACHED \$1,099.02 | ABMNT/PRTN |
| WINN JAMES C | 24-MV-374420 \$233.29 | PRORATION |

REAL ESTATE

| | | |
|-------------------------|-------------------------|-------------------|
| DORLON HOLDINGS LLC | | |
| 199 GREGORY BLVD 17 | | |
| 3-74-1-17 | 22-RE-110234 \$140.76 | OVERPAYMENT |
| LERETA LLC | | |
| 11 BETHEL STREET | | |
| 3-42-40-0 | 24-RE-116686 \$4,740.17 | PAID IN ERROR |
| SSI HEMLOCK LLC | | |
| 38 HEMLOCK PLACE UNIT A | | |
| 2-75-164-A | 23-RE-125150 \$592.00 | SEWER FEE REMOVED |

MTS SAYS VEHICLE SHOULD BE TAXED BY STAMFORD, DMV SAYS VEHICLE IS REGISTERED IN NORWALK

Inquiry Report **NORWALK TAX COLLECTOR** **Interest Date : 04/20/2026**

Bill# Name Prop Loc/Veh. Info./Plan-Sew

Unique_id Address MBL/LINK #

Dist City/State/Zip Flags

2024-03-0366867-00 TESLA LEASE TRUST AV728664/5YJ3E1EC2PF627883/2023/TESLA/MODEL 3 TOT Inst 824.56 Page : 1 Tax Due -68.44 Balance -68.44

366867 3000 HANOVER ST LINK # 2024-MV-0049604 TOT Adj -68.44 Int Due 0.00 Due Now -68.44

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-7141114-Y TOT Paid 824.56 L/F/B/Int Due 0.00 Discount 0.00

2024-03-0366870-00 TESLA LEASE TRUST BA80823/7SAYGDE4PF68981/2023/TESLA/MODEL Y 863.72 -215.93 -215.93

366870 3000 HANOVER ST LINK # 2024-MV-0049605 -215.93 0.00 -215.93

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-7210138-Y 863.72 0.00 0.00

2024-03-0366873-00 TESLA LEASE TRUST BE88060/5YJYGD80MF284988/2021/TESLA/MODEL Y 577.50 -577.50 -577.50

366873 3000 HANOVER ST LINK # 2024-MV-0049599 -577.50 0.00 -577.50

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-6468710-Y 577.50 0.00 0.00

2024-03-0366874-00 TESLA LEASE TRUST BF48638/7SAYGDE9NF310260/2022/TESLA/MODEL Y 775.94 -581.94 -581.94

366874 3000 HANOVER ST LINK # 2024-MV-0049599 -581.94 0.00 -581.94

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-6513293-Y 775.94 0.00 0.00

2024-03-0366876-00 TESLA LEASE TRUST BF52223/7SAYGDE8NF307762/2022/TESLA/MODEL Y 677.38 -621.15 -621.15

366876 3000 HANOVER ST LINK # 2024-MV-0049599 -621.15 0.00 -621.15

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-6516079-Y 677.38 0.00 0.00

2024-03-0366878-00 TESLA LEASE TRUST BF63699/7SAYGDEE2NF331653/2022/TESLA/MODEL Y 677.38 -508.02 -508.02

366878 3000 HANOVER ST LINK # 2024-MV-0049599 -508.02 0.00 -508.02

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-6525863-Y 677.38 0.00 0.00

2024-03-0366879-00 TESLA LEASE TRUST BF90033/7SAYGDEE8NF357322/2022/TESLA/MODEL Y 677.38 -394.92 -394.92

366879 3000 HANOVER ST LINK # 2024-MV-0049600 -394.92 0.00 -394.92

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-6557187-Y 677.38 0.00 0.00

2024-03-0366882-00 TESLA LEASE TRUST BG21384/5YJ3E1EB5NF179563/2022/TESLA/MODEL 3 628.10 -628.10 -628.10

366882 3000 HANOVER ST LINK # 2024-MV-0049600 -628.10 0.00 -628.10

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-6602602-Y 628.10 0.00 0.00

2024-03-0366909-00 TESLA LEASE TRUST BM39766/7SAYGDEFPF673533/2023/TESLA/MODEL Y 916.08 -229.02 -229.02

366909 3000 HANOVER ST LINK # 2024-MV-0049606 -229.02 0.00 -229.02

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-7344899-Y 916.08 0.00 0.00

2024-03-0366910-00 TESLA LEASE TRUST BM62242/5YJ3E1EBXPF634202/2023/TESLA/MODEL 3 759.00 -189.75 -189.75

366910 3000 HANOVER ST LINK # 2024-MV-0049605 -189.75 0.00 -189.75

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-7186106-Y 759.00 0.00 0.00

2024-03-0376136-00 TESLA LEASE TRUST BE99043/5YJ3E1EA3MF077717/2021/TESLA/MODEL 3 427.24 -427.24 -427.24

376136 3000 HANOVER ST LINK # 2024-MV-0049599 -427.24 0.00 -427.24

M030 PALO ALTO CA 94304 Bank - M030/DMV CIVLS: 140562-6475688-Y 427.24 0.00 0.00

Of Acct (s) : 11

APR 20 2026

7,804.28 -4,442.01 -4,442.01

-4,442.01 0.00 -4,442.01

7,804.28 0.00 0.00

Inquiry Report

NORWALK TAX COLLECTOR

Interest Date : 04/23/2026

Page : 1

Bill# Name
 Unique_id Address
 Dist City/State/Zip

Prop Loc/Veh. Info./Plan-Sew
 MBL/LINK #
 Flags

TOT Inst Tax Due Balance
 TOT Adj Int Due Due Now
 TOT Paid L/F/Bint Due Discount

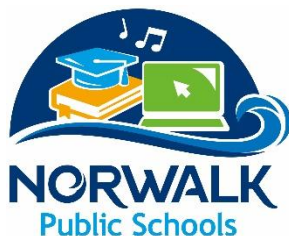
2024-03-0370992-00 VAULT TRUST /1C4HJXD3MWM862289/2021/JEEP/WRANGLER 367.18 -91.78 -91.78
 370992 500 WOODWARD AVE LINK # 2024-WV-0049740 -91.78 0.00 -91.78
 M034 DETROIT MI 48226 Bank - M034 367.18 0.00 0.00

2024-03-0371024-00 VAULT TRUST /1C6HJTAGXNLI12735/2022/JEEP/GLADIATOR 476.96 -476.96 -476.96
 371024 500 WOODWARD AVE LINK # 2024-WV-0049745 -476.96 0.00 -476.96
 M034 DETROIT MI 48226 Bank - M034 476.96 0.00 0.00

2024-03-0371114-00 VAULT TRUST /1C4RJKAG9P8768101/2023/JEEP/GRAND CH 562.98 -468.95 -468.95
 371114 500 WOODWARD AVE LINK # 2024-WV-0049748 -468.95 0.00 -468.95
 M034 DETROIT MI 48226 Bank - M034 562.98 0.00 0.00

2024-04-0406161-00 VAULT TRUST /1C4HJXD3MWM804995/2021/JEEP/WRANGLER 367.22 -61.33 -61.33
 406161 500 WOODWARD AVE LINK # 2024-MS-0063393 -61.33 0.00 -61.33
 S823 DETROIT MI 48226 Bank - S823 367.22 0.00 0.00

Of Acct (s) : 4 1,774.34 -1,099.02 -1,099.02
 -1,099.02 0.00 -1,099.02
 1,774.34 0.00 0.00



Norwalk Public Schools
Technology Department
P: 203-854-4039 / F: 203-806-4289
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

TO: Chitsamay Lam
CC: Finance & Claims Committee
FROM: David B. Hopp, Director of Technology
RE: Teacher and Student Chromebooks
DATE: 4/29/2026

Dear Members of the Finance Claims Board and Common Council,

I am writing to respectfully request funding for the purchase of student and staff Chromebooks to support ongoing teaching and learning needs across the district.

We are requesting funding for **820 student Chromebooks** to replace devices currently assigned to **Grade 6 students** that have reached the end of their useful life. These aging devices are no longer able to reliably support daily classroom use and replacing them will help ensure that students have dependable access to the tools they need for instruction, assignments, and assessments.

We are also requesting funding for **350 staff Chromebooks** for **elementary teachers** whose current devices are now **more than six years old**. Replacing these older staff devices will help ensure teachers have reliable equipment to support instruction, communication, lesson preparation, and other daily responsibilities.

Thank you for considering this request and for your continued support of our students and staff.

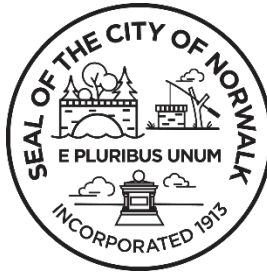
David B. Hopp
Director of Technology
Norwalk Public Schools
125 East Ave.
Norwalk, CT 06852
203-854-4149

ACTION REQUESTED:

Authorize the Purchasing Agent to issue a purchase order to Vivacity Tech PBC, for student Chromebooks, for an amount not to exceed \$450,714.60, account 09265010-5777-C0740, and forward to the Common Council for further action.

ACTION REQUESTED:

Authorize the Purchasing Agent to issue a purchase order to Vivacity Tech PBC, for staff Chromebooks, for an amount not to exceed \$219,450.00, account 09265010-5777-C0112, and forward to the Common Council for further action.



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: _____

DEPARTMENT: _____


Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

| | |
|---|--|
| 1 | The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements |
| 2 | After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached) |
| 3 | The compatibility of equipment, accessories, or replacement parts is of paramount consideration |
| 4 | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) |
| 5 | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency |
| 6 | Other, please explain: |

TOTAL COST: _____ MUNIS Account: _____

VENDOR: _____

| Purchasing Agent Signature | The Purchasing Agent | | Department Head Signature |
|----------------------------|----------------------|---|---|
| | X | Supports |  |
| Purchasing Agent Name | | Does Not Support | |
| Date | | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Date |

JUSTIFICATION:

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



Vivacity Tech PBC
 641 Fairview Ave
 Saint Paul, MN 55104
 (877) 731-2069
 vivacitytech.com

Quote

56279864398

Quote expires: June 1, 2026

| | | |
|--|--|----------------------------------|
| Account Name Norwalk School District | Project Name (820) Acer Chromebooks - Norwalk School District | Payment Terms Net 30 |
| Prepared For David Hopp dave@norwalkps.org +12038544039 | Sales Representative Angel Kevadia akevadia@vivacitytech.com | Contract TIPS (230105) |

Products & Services

| Item & Description | Quantity | Price | Total |
|--|----------|----------|--------------|
| Acer Chromebook Spin 311 R725T Acer Chromebook Spin 311 R725T R725T-840G 11.6" Touchscreen Convertible 2 in 1 Chromebook - HD - 60 Hz - MediaTek MT8 - 4 GB - 64 GB Flash Memory - English (US) Keyboard - Black | 820 | \$398.53 | \$326,794.60 |
| Google Chrome OS Education License (CROSSWDISEDUNEW) Chrome OS Education License | 820 | \$32.00 | \$26,240.00 |
| Vivacity Tech 3-Year Vsuite Pro T (VT-3YR-EMPLUS-TS) 3-Year Vivacity Tech Vsuite Pro (Touch): Includes choice of Vivacity case or Charging Solution Blue Light Blocking Screen Protector installed by Vivacity Tech Covers both manufacturer defects and accidental damage Enhanced Priority repair for all covered devices No deductibles, claim limits, or shipping charges Battery and power adapter coverage Theft and loss coverage Self-Maintainer option available Dream Asset Management Subscription Repair Academy Subscription By purchasing a Vivacity Branded Warranty, you agree to the terms and conditions of the warranty. Full T&C's are available on the Dream portal or upon request. | 820 | \$100.00 | \$82,000.00 |

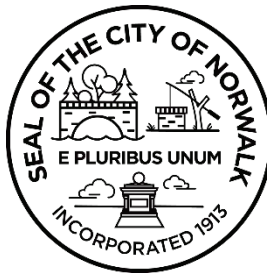
| Item & Description | Quantity | Price | Total |
|--|----------|----------|---------------------|
| Vivacity Tech Blue Light Blocking Tempered Glass Screen Protector Placeholder Item (VT-SP-PLACE-ITEM) Vivacity Tech Screen Protector Placeholder Item | 820 | \$0.00 | \$0.00 |
| Screen Protector Installation Service (SVC-SPI) Vivacity Tech Screen Protector Installation Service | 820 | \$0.00 | \$0.00 |
| UZBL Acer Spin 311 Hard Shell Case - 11in UZBL Acer Spin 311 Hard Shell Case - 11in | 820 | \$0.00 | \$0.00 |
| V-Suite Warranty Shell Add-on V-Suite Warranty Shell Add-on | 820 | \$10.00 | \$8,200.00 |
| Chromebook/Case Assembly Service (SVC-CCA) Vivacity Tech Chromebook/Case Assembly Service | 820 | \$0.00 | \$0.00 |
| Vivacity Tech Future Google AI Pro for Education License Purchase (VT-GEMINI-PLACE-ITEM) Vivacity Tech Future Google AI Pro for Education License Purchase | 8 | \$0.00 | \$0.00 |
| V Suite Parts Closet Vivacity Tech V Suite Parts Closet (SVC-PC) | 1 | \$0.00 | \$0.00 |
| Vivacity Tech Advanced Zero Touch Enrollment (SVC-ZTE-ADV) Vivacity Tech Advanced Zero Touch Enrollment | 820 | \$4.00 | \$3,280.00 |
| Asset Tagging Service - VT Provided (SVC-VT-ATAG) Vivacity Tech Asset Tagging Service - VT Provided | 820 | \$5.00 | \$4,100.00 |
| VT Quick Deploy Packaging Service (FEE-GRNSH) Vivacity Tech Quick Deploy Packaging Service | 820 | \$0.00 | \$0.00 |
| Shipping & Handling Vivacity Tech Shipping & Handling | 1 | \$0.00 | \$0.00 |
| Liftgate Service at Delivery (FEE-LFGT) Vivacity Tech Liftgate Service at Delivery | 1 | \$100.00 | \$100.00 |
| Subtotal | | | \$450,714.60 |
| Total | | | \$450,714.60 |

Terms

Credit Card Payments are subject to a 3% Convenience fee.

Vivacity Tech reserves the right to assign any order to our vendor Assignment of Funds programs. The programs are a beneficial way for Vivacity to accommodate education or government end user orders. Please note that under these programs, the remittance address may change and additional paperwork may be required. Should this order be allocated to one of these programs, the Vivacity procurement team will follow up with further communication. We thank you in advance for your assistance in facilitating Vivacity's participation in these beneficial partnership programs. Pricing provided on Quotes expires on the expiration date stated on each Quote or while supplies last. If pricing is no longer accurate at the time of purchase your dedicated Account Manager will work with you to create an updated Quote.

**Vivacity Tech PBC is the first and only Public Benefit Corporation to provide technology hardware to schools.
We are excited about this opportunity to work with you and your school district!**



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 4/24/2026

DEPARTMENT: BOE Technology

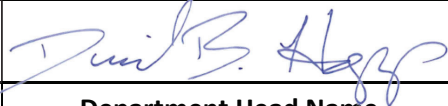
Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

| | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> | 1 | The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements |
| <input type="checkbox"/> | 2 | After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached) |
| <input type="checkbox"/> | 3 | The compatibility of equipment, accessories, or replacement parts is of paramount consideration |
| <input checked="" type="checkbox"/> | 4 | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) |
| <input type="checkbox"/> | 5 | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency |
| <input type="checkbox"/> | 6 | Other, please explain: |

TOTAL COST: \$219,450.00 MUNIS Account: 09265010-5777-C0112

VENDOR: Vivacity Tech PBC

| Purchasing Agent Signature | | The Purchasing Agent | | Department Head Signature | |
|----------------------------|------------------------------------|-------------------------------------|---|---|--|
| Sharon Conners | Digitally signed by Sharon Conners | <input checked="" type="checkbox"/> | Supports |  | |
| | Purchasing Agent Name | <input type="checkbox"/> | Does Not Support | | |
| Date | 2026.04.24 15:40:11 -04'00' | <input type="checkbox"/> | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | David B. Hopp | |
| | | | | Date 4/24/2026 | |

JUSTIFICATION:

Replacement Chromebooks for Teachers in grades K-5. Current units 6 years old.
Contract
TIPS (230105)

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



Vivacity Tech PBC
 641 Fairview Ave
 Saint Paul, MN 55104
 (877) 731-2069
 vivacitytech.com

Quote
58798245130
 Quote expires: May 8, 2026

| | | |
|--|--|----------------------------------|
| Account Name Norwalk School District | Project Name (350) Acer CB Plus Round 3 - Norwalk School District | Payment Terms Net 30 |
| Prepared For David Hopp dave@norwalkps.org +12038544039 | Sales Representative Angel Kevadia akevadia@vivacitytech.com | Contract TIPS (230105) |

Products & Services

| Item & Description | Quantity | Price | Total |
|---|----------|----------|--------------|
| Acer Chromebook Plus 514 CBE594-3T Chromebook Intel N355/8 GB/256 GB TS (NX.JJRAA.001) Acer Chromebook Plus 514 CBE594-3T CBE594-3T-36N8 14" Touchscreen Chromebook - WUXGA - Intel Core 3 N355 - 8 GB - 256 GB SSD - English (US) Keyboard - Iron - Intel Chip - 1920 x 1200 - ChromeOS - Intel - ComfyView (Matte), In-plane Switching (IPS) Technology - Front Camera/Webcam - 15 Hours Battery Run Time - IEEE 802.11be Wireless LAN Standard | 350 | \$574.00 | \$200,900.00 |
| Google Chrome OS Education License (CROSSWDISEDUNEW) Chrome OS Education License | 350 | \$32.00 | \$11,200.00 |
| 1-Year Vsuite Starter Service Plan 1-Year Vsuite Starter Service Plan: Includes: Unlimited Mechanical Hardware Repair Claims for the first year Available for Education-Grade Chromebooks No deductibles, claim limits, or shipping charges Battery and power adapter replacement for the first year Includes Dream real-time assest management software access and Repair Academy Access By purchasing a Vivacity Branded Service Plan, you agree to the terms and conditions of the plan. Full T&C's are available on the Dream portal or upon request. | 350 | \$0.00 | \$0.00 |

| Item & Description | Quantity | Price | Total |
|--|----------|---------|---------------------|
| Vivacity Tech Blue Light Blocking Screen Protector for Acer Chromebook Plus 514 (VTSPAP514) Vivacity Tech Blue Light Blocking Screen Protector for Acer Chromebook Plus 514 | 350 | \$10.00 | \$3,500.00 |
| Screen Protector Installation Service (SVC-SPI) Vivacity Tech Screen Protector Installation Service | 350 | \$4.00 | \$1,400.00 |
| Vivacity Tech Advanced Zero Touch Enrollment (SVC-ZTE-ADV) Vivacity Tech Advanced Zero Touch Enrollment | 350 | \$4.00 | \$1,400.00 |
| Asset Identifier Entry Service (SVC-ASSETID) Vivacity Tech Asset Identifier Entry Service | 350 | \$3.00 | \$1,050.00 |
| VT Quick Deploy Packaging Service (FEE-GRNSH) Vivacity Tech Quick Deploy Packaging Service | 350 | \$0.00 | \$0.00 |
| Shipping & Handling Vivacity Tech Shipping & Handling | 1 | \$0.00 | \$0.00 |
| Subtotal | | | \$219,450.00 |
| Total | | | \$219,450.00 |

Terms

Credit Card Payments are subject to a 3% Convenience fee.

Vivacity Tech reserves the right to assign any order to our vendor Assignment of Funds programs. The programs are a beneficial way for Vivacity to accommodate education or government end user orders. Please note that under these programs, the remittance address may change and additional paperwork may be required. Should this order be allocated to one of these programs, the Vivacity procurement team will follow up with further communication. We thank you in advance for your assistance in facilitating Vivacity's participation in these beneficial partnership programs. Pricing provided on Quotes expires on the expiration date stated on each Quote or while supplies last. If pricing is no longer accurate at the time of purchase your dedicated Account Manager will work with you to create an updated Quote.

**Vivacity Tech PBC is the first and only Public Benefit Corporation to provide technology hardware to schools.
We are excited about this opportunity to work with you and your school district!**



Vivacity Tech PBC
 641 Fairview Ave
 Saint Paul, MN 55104
 (877) 731-2069
 vivacitytech.com

Quote

58798245130

Quote expires: June 1, 2026

| | | |
|--|--|---|
| Account Name Norwalk School District | Project Name (350) Acer CB Plus Round 3 - Norwalk School District | Payment Terms Net 30 |
| Prepared For David Hopp dave@norwalkps.org +12038544039 | Sales Representative Angel Kevadia akevadia@vivacitytech.com | Contract No Contract Selected |

Products & Services

| Item & Description | Quantity | Price | Total |
|--|----------|----------|--------------|
| Acer Chromebook Plus 514 CBE594-3T Chromebook Intel N355/8 GB/256 GB TS (NX.JJRAA.001) Acer Chromebook Plus 514 CBE594-3T CBE594-3T-36N8 14" Touchscreen Chromebook - WUXGA - Intel Core 3 N355 - 8 GB - 256 GB SSD - English (US) Keyboard - Iron - Intel Chip - 1920 x 1200 - ChromeOS - Intel - ComfyView (Matte), In-plane Switching (IPS) Technology - Front Camera/Webcam - 15 Hours Battery Run Time - IEEE 802.11be Wireless LAN Standard | 350 | \$574.00 | \$200,900.00 |
| Google Chrome OS Education License (CROSSWDISEDUNEW) Chrome OS Education License | 350 | \$32.00 | \$11,200.00 |
| 1-Year Vsuite Starter Service Plan 1-Year Vsuite Starter Service Plan: Includes: Unlimited Mechanical Hardware Repair Claims for the first year Available for Education-Grade Chromebooks No deductibles, claim limits, or shipping charges Battery and power adapter replacement for the first year Includes Dream real-time asset management software access and Repair Academy Access By purchasing a Vivacity Branded Service Plan, you agree to the terms and conditions of the plan. Full T&C's are available on the Dream portal or upon request. | 350 | \$0.00 | \$0.00 |

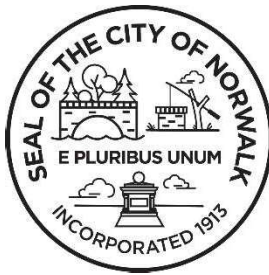
| Item & Description | Quantity | Price | Total |
|---|----------|---------|---------------------|
| Vivacity Tech Blue Light Blocking Screen Protector for Acer Chromebook Plus 514 (VTSPAP514) Vivacity Tech Blue Light Blocking Screen Protector for Acer Chromebook Plus 514 | 350 | \$10.00 | \$3,500.00 |
| Screen Protector Installation Service (SVC-SPI) Vivacity Tech Screen Protector Installation Service | 350 | \$4.00 | \$1,400.00 |
| Vivacity Tech Advanced Zero Touch Enrollment (SVC-ZTE-ADV) Vivacity Tech Advanced Zero Touch Enrollment | 350 | \$4.00 | \$1,400.00 |
| Asset Identifier Entry Service (SVC-ASSETID) Vivacity Tech Asset Identifier Entry Service | 350 | \$3.00 | \$1,050.00 |
| VT Quick Deploy Packaging Service (FEE-GRNSH) Vivacity Tech Quick Deploy Packaging Service | 350 | \$0.00 | \$0.00 |
| Shipping & Handling Vivacity Tech Shipping & Handling | 1 | \$0.00 | \$0.00 |
| Subtotal | | | \$219,450.00 |
| Total | | | \$219,450.00 |

Terms

Credit Card Payments are subject to a 3% Convenience fee.

Vivacity Tech reserves the right to assign any order to our vendor Assignment of Funds programs. The programs are a beneficial way for Vivacity to accommodate education or government end user orders. Please note that under these programs, the remittance address may change and additional paperwork may be required. Should this order be allocated to one of these programs, the Vivacity procurement team will follow up with further communication. We thank you in advance for your assistance in facilitating Vivacity's participation in these beneficial partnership programs. Pricing provided on Quotes expires on the expiration date stated on each Quote or while supplies last. If pricing is no longer accurate at the time of purchase your dedicated Account Manager will work with you to create an updated Quote.

**Vivacity Tech PBC is the first and only Public Benefit Corporation to provide technology hardware to schools.
We are excited about this opportunity to work with you and your school district!**



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 5/1/2026

DEPARTMENT: Information Technology

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

| | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> | 1 | The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements |
| <input type="checkbox"/> | 2 | After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached) |
| <input type="checkbox"/> | 3 | The compatibility of equipment, accessories, or replacement parts is of paramount consideration |
| <input checked="" type="checkbox"/> | 4 | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) |
| <input type="checkbox"/> | 5 | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency |
| <input type="checkbox"/> | 6 | Other, please explain: |

TOTAL COST: \$335,369.05 MUNIS Account: 011370-5742

VENDOR: GovConnection, Inc (Contract ID R250605)

| Purchasing Agent Signature | The Purchasing Agent | | Department Head Signature |
|----------------------------|-------------------------------------|---|----------------------------|
| | <input checked="" type="checkbox"/> | Supports | <i>Joyce Liu</i> |
| Purchasing Agent Name | <input type="checkbox"/> | Does Not Support | Department Head Name |
| Date | <input type="checkbox"/> | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Joyce Liu Date 5/1/2026 |

JUSTIFICATION:

Purchase Justification - Palo Alto Firewall 3-Year Renewal

The IT Department is requesting approval to purchase a three-year prepaid renewal of firewall subscriptions and support services from Palo Alto Networks. These services are required to maintain the City's network security and ensure uninterrupted operations.

Palo Alto is the sole provider for the City's existing firewall infrastructure, making this a sole source procurement.

Cost Comparison:

1-Year (both firewalls): \$143,911.60 annually

3-Year Prepaid Total: \$335,369.05

3-Year Annual Total: \$431,734.80

Savings: \$96,365.75 (22%)

The 3-year prepaid option provides significant savings, locks in pricing, aligns renewal dates, and ensures continuous protection.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

~~**EMERGENCY:** Explain in detail the nature of the emergency~~

PA Review/Notes: This procurement is being purchased through a cooperative purchasing association contract OMNIA Partners/Region 4 ESC Contract #R210402.

Regarding justification as Sole Source Procurement: Palo Alto Networks has competitors in the firewall market. The City is satisfied with their current provider and at this time its in the best interest align the renewal dates and have continuous protection.

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Anthony Forno
Phone: (800) 800-0019 ext. 75004
Fax: 603-683-0827
Email: anthony.forno@connection.com

25882877.02
PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING
Date: 5/4/2026
Valid Through: 6/15/2026
Account #: S01766

Customer Contact: Joyce Liu
Email: jliu@norwalkct.org
Phone: (203) 854-7726
Fax: (203) 857-0143

| | |
|--|--|
| QUOTE PROVIDED TO: AB#: 12884 CITY OF NORWALK ACCOUNTS PAYABLE/CITY HAL PO BOX 5125 125 EAST AVE, RM 233 NORWALK, CT 06854 US (203) 854-7712 | SHIP TO: AB#: 14774888 CITY OF NORWALK CONNECTICUT AnneMArie Silva 125 EAST AVE STE 203 NORWALK, CT 06851 US (203) 854-7849 |
|--|--|

| DELIVERY | FOB | SHIP VIA | PRODUCT WEIGHT | TERMS | CONTRACT ID# |
|-----------------|-------------|--------------------------------|----------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | .00 lbs | Net 30 | R250605 |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract # R250605. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line # | Qty | Item # | Mfg. Part # | Description | Mfg. | Price | Ext |
|------------------------------|-----|----------|--------------------------------|---|--------------------|---------------|-------------------|
| 1 | | | | 6/15/26 to 6/15/29 | | | \$ - |
| 2 | | | | PO is required by 6/15/26 | | | \$ - |
| 3 | 1 | 42124202 | PAN-SVC-PREMUSG-5410-3YR-R | For US Government accounts only. Premium support 3-year prepaid renewal, PA-5410 | Palo Alto Networks | \$ 45,683.80 | \$ 45,683.80 |
| 4 | 1 | 42124201 | PAN-PA-5410-BNDPRECISIONAI-3-R | PA-5410, Precision AI Network Security Subscription Renewal Bundle Advanced Threat Prevention | Palo Alto Networks | \$ 121,609.56 | \$ 121,609.56 |
| 5 | 1 | 42124203 | PAN-SVC-PREMUSG-PRA-25-3YR-R | For US Government accounts only. Premium support | Palo Alto Networks | \$ 6,876.52 | \$ 6,876.52 |
| 6 | 1 | 42124203 | PAN-SVC-PREMUSG-PRA-25-3YR-R | For US Government accounts only. Premium support | Palo Alto Networks | \$ 6,876.52 | \$ 6,876.52 |
| 7 | 1 | 42124201 | PAN-PA-5410-BNDPRECISIONAI-3-R | PA-5410, Precision AI Network Security Subscription Renewal Bundle Advanced Threat Prevention | Palo Alto Networks | \$ 114,634.94 | \$ 114,634.94 |
| 8 | 1 | 42124202 | PAN-SVC-PREMUSG-5410-3YR-R | For US Government accounts only. Premium support 3-year prepaid renewal, PA-5410 | Palo Alto Networks | \$ 39,687.71 | \$ 39,687.71 |
| Subtotal | | | | | | \$ | 335,369.05 |
| Fee | | | | | | \$ | 0.00 |
| Shipping and Handling | | | | | | \$ | 0.00 |
| Tax | | | | | | | Exempt! |
| Total | | | | | | \$ | 335,369.05 |

3 year quote

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Anthony Forno
Phone: (800) 800-0019 ext. 75004
Fax: 603-683-0827
Email: anthony.forno@connection.com

25882877.02
PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING
Date: 5/4/2026
Valid Through: 6/15/2026
Account #: S01766

Customer Contact: Joyce Liu
Email: jliu@norwalkct.org

Phone: (203) 854-7726
Fax: (203) 857-0143

| | |
|--|--|
| QUOTE PROVIDED TO: AB#: 12884 CITY OF NORWALK ACCOUNTS PAYABLE/CITY HAL PO BOX 5125 125 EAST AVE, RM 233 NORWALK, CT 06854 US (203) 854-7712 | SHIP TO: AB#: 14774888 CITY OF NORWALK CONNECTICUT AnneMArie Silva 125 EAST AVE STE 203 NORWALK, CT 06851 US (203) 854-7849 |
|--|--|

| DELIVERY | FOB | SHIP VIA | PRODUCT WEIGHT | TERMS | CONTRACT ID# |
|-----------------|-------------|--------------------------------|----------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | .00 lbs | Net 30 | R250605 |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract # R250605. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line # | Qty | Item # | Mfg. Part # | Description | Mfg. | Price | Ext |
|----------|-----|--------|-------------|-------------|------|-------|-----|
|----------|-----|--------|-------------|-------------|------|-------|-----|

QUOTE TERMS AND CONDITIONS

Unless you have a written master purchase agreement in effect with PC Connection, Inc., PC Connection Sales Corporation, MoreDirect, Inc., or GovConnection, Inc. (each doing business as Connection), that expressly governs this transaction, all orders are governed by Connection s Terms and Conditions of Sale available at: <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale> (the Agreement), which are incorporated by reference as if fully set forth in this Quote.

Some products and services sold by Connection come with end user license agreements (EULAs) from the original manufacturer or service provider (OEM), as well as certain required reseller pass-through terms that Connection must provide or enforce. These terms may be shared with you either by the OEM or by Connection. For your convenience, applicable terms for certain products are available here: <https://www.govconnection.com/content/about/legal/oem-cloud-software-mandatory-end-customer-notice> . Please review this page to see whether any of the products you are purchasing are listed. These terms apply in addition to this Agreement or any applicable master purchase agreement.

Most license and subscription products renew automatically under OEM terms. You are responsible for timely cancellation as required by the OEM. Cancellation and refund rights are governed by OEM terms, and some products or services may be non-cancellable and non-refundable once ordered, activated, or renewed. You remain responsible for any non-cancellable or non-refundable charges.

By placing an order in response to this Quote or using the products or services described, you agree to the Agreement (if no master purchase agreement applies) and all OEM and pass-through terms. No signature is required. Any additional or different customer terms are rejected. If you do not agree, do not place an order or use the products or services.

Pricing and availability are subject to change prior to shipment (in the case of equipment) or delivery (in the case of software). Connection reserves the right, prior to shipment or delivery, to adjust pricing or cancel any order for any reason, including manufacturer price increases, allocation changes, tariffs, exchange rate fluctuations, supply constraints, or other factors beyond Connection s reasonable control. Orders are not binding until shipment or delivery.

3 Year Quote

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Anthony Forno
Phone: (800) 800-0019 ext. 75004
Fax: 603-683-0827
Email: anthony.forno@connection.com

25876512.02
PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING
Date: 4/22/2026
Valid Through: 4/25/2026
Account #: S01766

Customer Contact: Joyce Liu
Email: jliu@norwalkct.org

Phone: (203) 854-7726
Fax: (203) 857-0143

| | |
|--|--|
| QUOTE PROVIDED TO: AB#: 12884 CITY OF NORWALK ACCOUNTS PAYABLE/CITY HAL PO BOX 5125 125 EAST AVE, RM 233 NORWALK, CT 06854 US (203) 854-7712 | SHIP TO: AB#: 14774888 CITY OF NORWALK CONNECTICUT AnneMArie Silva 125 EAST AVE STE 203 NORWALK, CT 06851 US (203) 854-7849 |
|--|--|

| DELIVERY | FOB | SHIP VIA | PRODUCT WEIGHT | TERMS | CONTRACT ID# |
|-----------------|-------------|--------------------------------|----------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | .00 lbs | Net 30 | R210402 |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract # R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line # | Qty | Item # | Mfg. Part # | Description | Mfg. | Price | Ext |
|------------------------------|-----|----------|-----------------------------------|--|--------------------|---------------|-------------------|
| 1 | | | | 5-22-26 to 5-28-27 | | | \$ - |
| 2 | 1 | 42130103 | PAN-PA-5410-BND-PRECISIONAI-R | PA-5410, Precision AI Network | Palo Alto Networks | \$ 56,254.47 | \$ 56,254.47 |
| 3 | 1 | 41800699 | PAN-SVC-PREMUSG-5410-R | For US Government accounts only. Premium support renewal, PA-5410 | Palo Alto Networks | \$ 15,701.33 | \$ 15,701.33 |
| 4 | | | | | | | \$ - |
| 5 | | | | | | | \$ - |
| 6 | 1 | 42124202 | PAN-SVC-PREMUSG-5410-3YR-R | For US Government accounts only. Premium support 3-year prepaid renewal, PA-5410 | Palo Alto Networks | \$ 45,480.03 | \$ 45,480.03 |
| 7 | 1 | | PAN-PA-5410-BND-PRECISIONAI-3YR-R | PA-5410, Precision AI Network 3year | Palo Alto Networks | \$ 142,406.56 | \$ 142,406.56 |
| Subtotal | | | | | | \$ | 259,842.39 |
| Fee | | | | | | \$ | 0.00 |
| Shipping and Handling | | | | | | \$ | 0.00 |
| Tax | | | | | | | Exempt! |
| Total | | | | | | \$ | 259,842.39 |

QUOTE TERMS AND CONDITIONS

Unless you have a written master purchase agreement in effect with PC Connection, Inc., PC Connection Sales Corporation, MoreDirect, Inc., or GovConnection, Inc. (each doing business as Connection), that expressly governs this transaction, all orders are governed by Connection's Terms and Conditions of Sale available at: <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale> (the Agreement), which are incorporated by reference as if fully set forth in this Quote.

Some products and services sold by Connection come with end user license agreements (EULAs) from the original manufacturer or service provider (OEM), as well as certain required reseller pass-through terms that Connection must provide or enforce. These terms may be shared with you either by the OEM or by Connection. For your convenience, applicable terms for certain products are available here: <https://www.govconnection.com/content/about/legal/oem-cloud-software-mandatory-end-customer-notice>. Please review this page to see whether any of the products you are purchasing are listed. These terms apply in addition to this Agreement or any applicable master purchase agreement.

Most license and subscription products renew automatically under OEM terms. You are responsible for timely cancellation as required by the OEM. Cancellation and refund rights are governed by OEM terms, and some products or services may be non-cancellable and non-refundable once ordered, activated, or renewed. You remain responsible for any non-cancellable or non-refundable charges.

By placing an order in response to this Quote or using the products or services described, you agree to the Agreement (if no master purchase agreement applies) and all OEM and pass-through terms. No signature is required. Any additional or different customer terms are rejected. If you do not agree, do not place an order or use the products or services.

Pricing and availability are subject to change prior to shipment (in the case of equipment) or delivery (in the case of software). Connection reserves the right, prior to shipment or delivery, to adjust pricing or cancel any order for any reason, including manufacturer price increases, allocation changes, tariffs, exchange rate fluctuations, supply constraints, or other factors beyond Connection's reasonable control. Orders are not binding until shipment or delivery.



ORDERING INFORMATION

**GovConnection, Inc. DBA Connection-Public Sector Solutions
OMNIA Partners/Region 4 ESC Contract #R210402
Contract Expiration: 31 May 2026**

Please contact your account manager with any questions.

| | |
|--|--|
| Ordering Address | Remittance Address |
| GovConnection, Inc. 732 Milford Road Merrimack, NH 03054 | GovConnection, Inc. Box 536477 Pittsburgh, PA 15253-5906 |

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

| | |
|---------------------------|-------------------------------------|
| Payment Terms: | NET 30 (subject to approved credit) |
| FOB Point: | DESTINATION (within Continental US) |
| Maximum Order Limitation: | NONE |
| FEIN: | 52-1837891 |
| DUNS Number: | 80-967-8782 |
| Cage Code: | OGTJ3 |
| Business Size: | LARGE |

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract #R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:

<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

| |
|---|
| Please forward your Contract or Purchase Order to: SLEDOPS@connection.com |
| QUESTIONS: Call 800-800-0019 |
| FAX: 603.683.0374 |

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Anthony Forno
Phone: (800) 800-0019 ext. 75004
Fax: 603-683-0827
Email: anthony.forno@connection.com

25876512.02

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 4/22/2026
Valid Through: 4/25/2026
Account #: S01766

Customer Contact: Joyce Liu
Email: jliu@norwalkct.org

Phone: (203) 854-7726
Fax: (203) 857-0143

| | |
|--|--|
| QUOTE PROVIDED TO: AB#: 12884 CITY OF NORWALK ACCOUNTS PAYABLE/CITY HAL PO BOX 5125 125 EAST AVE, RM 233 NORWALK, CT 06854 US (203) 854-7712 | SHIP TO: AB#: 14774888 CITY OF NORWALK CONNECTICUT AnneMArie Silva 125 EAST AVE STE 203 NORWALK, CT 06851 US (203) 854-7849 |
|--|--|

| DELIVERY | FOB | SHIP VIA | PRODUCT WEIGHT | TERMS | CONTRACT ID# |
|-----------------|-------------|--------------------------------|----------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | .00 lbs | Net 30 | R210402 |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract # R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line # | Qty | Item # | Mfg. Part # | Description | Mfg. | Price | Ext |
|------------------------------|-----|----------|-----------------------------------|--|--------------------|---------------|-------------------|
| 1 | | | | 5-22-26 to 5-28-27 | | | \$ - |
| 2 | 1 | 42130103 | PAN-PA-5410-BND-PRECISIONAI-R | PA-5410, Precision AI Network | Palo Alto Networks | \$ 56,254.47 | \$ 56,254.47 |
| 3 | 1 | 41800699 | PAN-SVC-PREMUSG-5410-R | For US Government accounts only. Premium support renewal, PA-5410 | Palo Alto Networks | \$ 15,701.33 | \$ 15,701.33 |
| 4 | | | | | | | \$ - |
| 5 | | | | | | | \$ - |
| 6 | 1 | 42124202 | PAN-SVC-PREMUSG-5410-3YR-R | For US Government accounts only. Premium support 3-year prepaid renewal, PA-5410 | Palo Alto Networks | \$ 45,480.03 | \$ 45,480.03 |
| 7 | 1 | | PAN-PA-5410-BND-PRECISIONAI-3YR-R | PA-5410, Precision AI Network 3year | Palo Alto Networks | \$ 142,406.56 | \$ 142,406.56 |
| Subtotal | | | | | | \$ | 259,842.39 |
| Fee | | | | | | \$ | 0.00 |
| Shipping and Handling | | | | | | \$ | 0.00 |
| Tax | | | | | | | Exempt! |
| Total | | | | | | \$ | 259,842.39 |

QUOTE TERMS AND CONDITIONS

Unless you have a written master purchase agreement in effect with PC Connection, Inc., PC Connection Sales Corporation, MoreDirect, Inc., or GovConnection, Inc. (each doing business as Connection), that expressly governs this transaction, all orders are governed by Connection's Terms and Conditions of Sale available at: <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale> (the Agreement), which are incorporated by reference as if fully set forth in this Quote.

Some products and services sold by Connection come with end user license agreements (EULAs) from the original manufacturer or service provider (OEM), as well as certain required reseller pass-through terms that Connection must provide or enforce. These terms may be shared with you either by the OEM or by Connection. For your convenience, applicable terms for certain products are available here: <https://www.govconnection.com/content/about/legal/oem-cloud-software-mandatory-end-customer-notice>. Please review this page to see whether any of the products you are purchasing are listed. These terms apply in addition to this Agreement or any applicable master purchase agreement.

Most license and subscription products renew automatically under OEM terms. You are responsible for timely cancellation as required by the OEM. Cancellation and refund rights are governed by OEM terms, and some products or services may be non-cancellable and non-refundable once ordered, activated, or renewed. You remain responsible for any non-cancellable or non-refundable charges.

By placing an order in response to this Quote or using the products or services described, you agree to the Agreement (if no master purchase agreement applies) and all OEM and pass-through terms. No signature is required. Any additional or different customer terms are rejected. If you do not agree, do not place an order or use the products or services.

Pricing and availability are subject to change prior to shipment (in the case of equipment) or delivery (in the case of software). Connection reserves the right, prior to shipment or delivery, to adjust pricing or cancel any order for any reason, including manufacturer price increases, allocation changes, tariffs, exchange rate fluctuations, supply constraints, or other factors beyond Connection's reasonable control. Orders are not binding until shipment or delivery.



ORDERING INFORMATION

**GovConnection, Inc. DBA Connection-Public Sector Solutions
OMNIA Partners/Region 4 ESC Contract #R210402
Contract Expiration: 31 May 2026**

Please contact your account manager with any questions.

| | |
|--|--|
| Ordering Address | Remittance Address |
| GovConnection, Inc. 732 Milford Road Merrimack, NH 03054 | GovConnection, Inc. Box 536477 Pittsburgh, PA 15253-5906 |

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

| | |
|---------------------------|-------------------------------------|
| Payment Terms: | NET 30 (subject to approved credit) |
| FOB Point: | DESTINATION (within Continental US) |
| Maximum Order Limitation: | NONE |
| FEIN: | 52-1837891 |
| DUNS Number: | 80-967-8782 |
| Cage Code: | OGTJ3 |
| Business Size: | LARGE |

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract #R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:

<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

| |
|---|
| Please forward your Contract or Purchase Order to: SLEDOPS@connection.com |
| QUESTIONS: Call 800-800-0019 |
| FAX: 603.683.0374 |

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Anthony Forno
Phone: (800) 800-0019 ext. 75004
Fax: 603-683-0827
Email: anthony.forno@connection.com

25876512.01

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 4/10/2026
Valid Through: 4/13/2026
Account #: S01766

Customer Contact: Joyce Liu
Email: jliu@norwalkct.org

Phone: (203) 854-7726
Fax: (203) 857-0143

| | |
|--|--|
| QUOTE PROVIDED TO: AB#: 12884 CITY OF NORWALK ACCOUNTS PAYABLE/CITY HAL PO BOX 5125 125 EAST AVE, RM 233 NORWALK, CT 06854 US (203) 854-7712 | SHIP TO: AB#: 14774888 CITY OF NORWALK CONNECTICUT AnneMArie Silva 125 EAST AVE STE 203 NORWALK, CT 06851 US (203) 854-7849 |
|--|--|

| DELIVERY | FOB | SHIP VIA | PRODUCT WEIGHT | TERMS | CONTRACT ID# |
|-----------------|-------------|--------------------------------|----------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | .00 lbs | Net 30 | R210402 |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract # R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line # | Qty | Item # | Mfg. Part # | Description | Mfg. | Price | Ext |
|------------------------------|-----|----------|-------------------------------|---|--------------------|---------------------|--------------|
| 1 | | | | 5-22-26 to 5-28-27 | | | \$ - |
| 2 | 1 | 42130103 | PAN-PA-5410-BND-PRECISIONAI-R | PA-5410, Precision AI Network | Palo Alto Networks | \$ 56,254.47 | \$ 56,254.47 |
| 3 | 1 | 41800699 | PAN-SVC-PREMUSG-5410-R | For US Government accounts only. Premium support renewal, PA-5410 | Palo Alto Networks | \$ 15,701.33 | \$ 15,701.33 |
| 4 | | | | | | | \$ - |
| Subtotal | | | | | | \$ 71,955.80 | |
| Fee | | | | | | \$ 0.00 | |
| Shipping and Handling | | | | | | \$ 0.00 | |
| Tax | | | | | | Exempt! | |
| Total | | | | | | \$ 71,955.80 | |

QUOTE TERMS AND CONDITIONS

Unless you have a written master purchase agreement in effect with PC Connection, Inc., PC Connection Sales Corporation, MoreDirect, Inc., or GovConnection, Inc. (each doing business as Connection), that expressly governs this transaction, all orders are governed by Connection's Terms and Conditions of Sale available at: <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale> (the Agreement), which are incorporated by reference as if fully set forth in this Quote.

Some products and services sold by Connection come with end user license agreements (EULAs) from the original manufacturer or service provider (OEM), as well as certain required reseller pass-through terms that Connection must provide or enforce. These terms may be shared with you either by the OEM or by Connection. For your convenience, applicable terms for certain products are available here: <https://www.govconnection.com/content/about/legal/oem-cloud-software-mandatory-end-customer-notice>. Please review this page to see whether any of the products you are purchasing are listed. These terms apply in addition to this Agreement or any applicable master purchase agreement.

Most license and subscription products renew automatically under OEM terms. You are responsible for timely cancellation as required by the OEM. Cancellation and refund rights are governed by OEM terms, and some products or services may be non-cancellable and non-refundable once ordered, activated, or renewed. You remain responsible for any non-cancellable or non-refundable charges.

By placing an order in response to this Quote or using the products or services described, you agree to the Agreement (if no master purchase agreement applies) and all OEM and pass-through terms. No signature is required. Any additional or different customer terms are rejected. If you do not agree, do not place an order or use the products or services.

Pricing and availability are subject to change prior to shipment (in the case of equipment) or delivery (in the case of software). Connection reserves the right, prior to shipment or delivery, to adjust pricing or cancel any order for any reason, including manufacturer price increases, allocation changes, tariffs, exchange rate fluctuations, supply constraints, or other factors beyond Connection's reasonable control. Orders are not binding until shipment or delivery.



ORDERING INFORMATION

**GovConnection, Inc. DBA Connection-Public Sector Solutions
OMNIA Partners/Region 4 ESC Contract #R210402
Contract Expiration: 31 May 2026**

Please contact your account manager with any questions.

| | |
|--|--|
| <u>Ordering Address</u> | <u>Remittance Address</u> |
| GovConnection, Inc. 732 Milford Road Merrimack, NH 03054 | GovConnection, Inc. Box 536477 Pittsburgh, PA 15253-5906 |

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

| | |
|---------------------------|-------------------------------------|
| Payment Terms: | NET 30 (subject to approved credit) |
| FOB Point: | DESTINATION (within Continental US) |
| Maximum Order Limitation: | NONE |
| FEIN: | 52-1837891 |
| DUNS Number: | 80-967-8782 |
| Cage Code: | OGTJ3 |
| Business Size: | LARGE |

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract #R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:

<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

| |
|---|
| Please forward your Contract or Purchase Order to: SLEDOPS@connection.com |
| QUESTIONS: Call 800-800-0019 |
| FAX: 603.683.0374 |

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Anthony Forno
Phone: (800) 800-0019 ext. 75004
Fax: 603-683-0827
Email: anthony.forno@connection.com

25870627.01

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 4/10/2026
Valid Through: 4/13/2026
Account #: S01766

Customer Contact: Joyce Liu
Email: jliu@norwalkct.org

Phone: (203) 854-7726
Fax: (203) 857-0143

| | |
|--|--|
| QUOTE PROVIDED TO: AB#: 12884 CITY OF NORWALK ACCOUNTS PAYABLE/CITY HAL PO BOX 5125 125 EAST AVE, RM 233 NORWALK, CT 06854 US (203) 854-7712 | SHIP TO: AB#: 14774888 CITY OF NORWALK CONNECTICUT AnneMArie Silva 125 EAST AVE STE 203 NORWALK, CT 06851 US (203) 854-7849 |
|--|--|

| DELIVERY | FOB | SHIP VIA | PRODUCT WEIGHT | TERMS | CONTRACT ID# |
|-----------------|-------------|--------------------------------|----------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | .00 lbs | Net 30 | R210402 |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract # R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line # | Qty | Item # | Mfg. Part # | Description | Mfg. | Price | Ext |
|------------------------------|-----|----------|--------------------------------|--|--------------------|--------------|-------------------|
| 1 | | | | 6-15-26 to 10-22-29 | | | \$ - |
| 2 | 1 | 42124201 | PAN-PA-5410-BNDPRECISIONAI-3-R | PA-5410, Precision AI Network | Palo Alto Networks | \$ 95,935.11 | \$ 95,935.11 |
| 3 | 1 | 42124202 | PAN-SVC-PREMUSG-5410-3YR-R | PA-5410, For US Government acc | Palo Alto Networks | \$ 44,944.96 | \$ 44,944.96 |
| 4 | 1 | 42124203 | PAN-SVC-PREMUSG-PRA-25-3YR-R | For US Government accounts onl | Palo Alto Networks | \$ 7,697.60 | \$ 7,697.60 |
| 5 | 1 | 42124203 | PAN-SVC-PREMUSG-PRA-25-3YR-R | For US Government accounts only. Premium support | Palo Alto Networks | \$ 7,697.60 | \$ 7,697.60 |
| Subtotal | | | | | | \$ | 156,275.27 |
| Fee | | | | | | \$ | 0.00 |
| Shipping and Handling | | | | | | \$ | 0.00 |
| Tax | | | | | | | Exempt! |
| Total | | | | | | \$ | 156,275.27 |

QUOTE TERMS AND CONDITIONS

Unless you have a written master purchase agreement in effect with PC Connection, Inc., PC Connection Sales Corporation, MoreDirect, Inc., or GovConnection, Inc. (each doing business as Connection), that expressly governs this transaction, all orders are governed by Connection's Terms and Conditions of Sale available at: <https://www.govconnection.com/content/about/legal/terms-and-conditions-sale> (the Agreement), which are incorporated by reference as if fully set forth in this Quote.

Some products and services sold by Connection come with end user license agreements (EULAs) from the original manufacturer or service provider (OEM), as well as certain required reseller pass-through terms that Connection must provide or enforce. These terms may be shared with you either by the OEM or by Connection. For your convenience, applicable terms for certain products are available here: <https://www.govconnection.com/content/about/legal/oem-cloud-software-mandatory-end-customer-notice>. Please review this page to see whether any of the products you are purchasing are listed. These terms apply in addition to this Agreement or any applicable master purchase agreement.

Most license and subscription products renew automatically under OEM terms. You are responsible for timely cancellation as required by the OEM. Cancellation and refund rights are governed by OEM terms, and some products or services may be non-cancellable and non-refundable and non-refundable once ordered, activated, or renewed. You remain responsible for any non-cancellable or non-refundable charges.

By placing an order in response to this Quote or using the products or services described, you agree to the Agreement (if no master purchase agreement applies) and all OEM and pass-through terms. No signature is required. Any additional or different customer terms are rejected. If you do not agree, do not place an order or use the products or services.

Pricing and availability are subject to change prior to shipment (in the case of equipment) or delivery (in the case of software). Connection reserves the right, prior to shipment or delivery, to adjust pricing or cancel any order for any reason, including manufacturer price increases, allocation changes, tariffs, exchange rate fluctuations, supply constraints, or other factors beyond Connection's reasonable control. Orders are not binding until shipment or delivery.



ORDERING INFORMATION

**GovConnection, Inc. DBA Connection-Public Sector Solutions
OMNIA Partners/Region 4 ESC Contract #R210402
Contract Expiration: 31 May 2026**

Please contact your account manager with any questions.

| | |
|--|--|
| Ordering Address | Remittance Address |
| GovConnection, Inc. 732 Milford Road Merrimack, NH 03054 | GovConnection, Inc. Box 536477 Pittsburgh, PA 15253-5906 |

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

| | |
|---------------------------|-------------------------------------|
| Payment Terms: | NET 30 (subject to approved credit) |
| FOB Point: | DESTINATION (within Continental US) |
| Maximum Order Limitation: | NONE |
| FEIN: | 52-1837891 |
| DUNS Number: | 80-967-8782 |
| Cage Code: | OGTJ3 |
| Business Size: | LARGE |

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract #R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:

<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

| |
|---|
| Please forward your Contract or Purchase Order to: SLEDOPS@connection.com |
| QUESTIONS: Call 800-800-0019 |
| FAX: 603.683.0374 |



CITY OF NORWALK
Joyce Liu
Director/Information
Technology
125 East Avenue Room 203
Norwalk, CT 06851
Office: (203) 854-7714
www.norwalkct.gov
jliu@norwalkct.gov

TO: Finance & Claim Committee
FROM: Joyce Liu, Director of Information Technology
RE: Palo Alto firewalls 3 years renewal
DATE: May 14th, 2026

Dear Members of the Finance Committee,

I am writing to request approval to renew and purchase a three-year subscription for the City's firewall services from Palo Alto Networks. These firewalls are a critical component of the City's cybersecurity infrastructure and are required to protect our network, systems, and data from external threats while ensuring secure access to City services.

The City currently operates two Palo Alto firewalls that support all departments. The existing subscriptions are scheduled to expire in May and June 2026. To simplify management and ensure continuity of service, we have obtained a co-termed renewal quote that aligns both firewalls under a single expiration date.

The total cost for the three-year renewal is \$335,369.05. Palo Alto Networks is the sole provider of these proprietary firewall subscriptions and support services. The proposed three-year prepaid agreement offers a significant cost savings compared to annual renewals and locks in pricing, protecting the City from future increases.

Given the critical nature of these services and the upcoming expiration dates, timely approval is necessary to avoid any interruption in the City's network security protection.

Please let me know if you need any additional information or documentation to support this request. Thank you for your consideration and continued support.

Sincerely,
Joyce Liu

IT Director

ACTION REQUESTED:

Authorize the purchasing agent to issue a purchase order to GovConnection, Inc, in an amount not to exceed \$335,369.05 for Palo Alto Firewalls 3 years Renewal. Account Allocation: 011370-5742



CITY OF NORWALK
Joyce Liu
Director/Information
Technology
125 East Avenue Room 203
Norwalk, CT 06851
Office: (203) 854-7714
www.norwalkct.gov
jliu@norwalkct.gov

TO: Finance & Claim Committee
FROM: Joyce Liu, Director of Information Technology
RE: Zoom Annual Renewal
DATE: May 14th, 2026

Dear Members of the Finance Committee,

The Information Technology Department is requesting approval to renew the City’s Zoom Webinar licensing agreement for fifty (50) webinar accounts and six (6) translated captioning accounts utilized to support public meetings, boards, commissions, committees, and other City operations requiring virtual public participation and broadcasting capabilities.

The City currently maintains these webinar licenses centrally through the IT Department to support consistent administration, security management, meeting controls, and operational continuity across departments and committees. Zoom Webinar services continue to be required for various public-facing meetings and hybrid meeting operations where webinar functionality is necessary beyond standard meeting capabilities.

The proposed agreement includes terms and conditions containing automatic renewal provisions and indemnification language. Based on guidance provided by the Law Department and pursuant to the City Charter, these provisions create a present or future obligation extending beyond twelve months in duration, thereby requiring approval through the City’s normal authorization process, including Finance & Claims Committee review and subsequent City Council approval.

Funding for this renewal has been included within the IT operating budget.

Thank you for your consideration.

Sincerely,

IT Director

ACTION REQUESTED:



CITY OF NORWALK
Joyce Liu
***Director/Information
Technology***
125 East Avenue Room 203
Norwalk, CT 06851
Office: (203) 854-7714
www.norwalkct.gov
jliu@norwalkct.gov

Authorize the Purchasing Agent to issue a purchase order to Zoom Communications, Inc. in an amount not to exceed \$12,300 for the annual renewal of fifty (50) Zoom Webinar accounts and six (6) translated captioning accounts.

Funding will be allocated from Account No. 011370-5742.



Account Number: 53580889
Order Form Number: Q3949327
Valid Until: 06/04/2026

Zoom Communications, Inc. ('Zoom')
 55 Almaden Blvd, 6th Floor
 San Jose, CA

| | |
|---|---|
| Billed To Customer: City of Norwalk, Connecticut Account Legal Name: CITY OF NORWALK Contact Name: Joyce Liu Address: 125 EAST AVE NORWALK,Connecticut 06851, United States Email Address: zoomsupport@norwalkct.gov Phone: (203) 854-7726 | Sold To Customer: City of Norwalk, Connecticut Account Legal Name: CITY OF NORWALK Contact Name: Joyce Liu Address: 125 EAST AVE NORWALK,Connecticut 06851, United States Email Address: zoomsupport@norwalkct.gov Phone: (203) 854-7726 |
| Auto Renew: No Initial Paid Subscription Term: 12 Months Paid Period Start Date: 05/05/2026 | Billing Method: Email Currency: USD Payment Term: Net 30 |

This Zoom Order Form and any other Order Forms that reference this Order Form are governed by the Zoom Terms of Service found at <https://explore.zoom.us/en/terms/> (unless Customer and Zoom have entered a written governing Master Subscription Agreement, in which case such written agreement will govern).

| SERVICE | BILLING PERIOD | QUANTITY | PRICE | TOTAL |
|---------------------------------|----------------|----------|------------|---------------|
| Zoom Translated Captions Annual | Annual | 6 | USD 50.00 | USD 300.00 |
| Enterprise Named Host Annual | Annual | 50 | USD 240.00 | USD 12,000.00 |

| | |
|-----------------------------------|---------------|
| (Before Taxes) Annual Payment: | USD 12,300.00 |
|-----------------------------------|---------------|

| Payment Schedule Summary (Before Taxes) |
|---|
| First Payment: USD 12,300.00 |

| Other Terms & Notes |
|--|
| Zoom One is rebranding to Zoom Workplace! This new name does not impact your services. |
| Special Notes: |
| Other: |

Named Host - means any licensed host who may host an unlimited number of meetings, one meeting at a time, during the Term using the Service. Any meeting will have at least one Named Host. Unless Customer has purchased an extended capacity, the number of participants (participants do not require a license) will not exceed 500 per meeting. Named Host license may not be shared or used by anyone other than the individual to whom the Named Host license is assigned.

Enterprise Named Host Plan includes 500 meeting capacity and webinar 500 attendee capacity for all named users.

Translated Captions as Add-on

Translation Named Host' means a user of Zoom Translated Captions, licensed hereunder. A Translation Named Host license may not be shared or used by anyone other than the individual to whom the Translation Named Host license is assigned. Customer may reassign licenses as needed within their account.

Fees - The fees for the Services, if any, are described in the Order Form. The actual fees may also include overage amounts or per use charges for audio and/or cloud recording in addition to the fees in the Order, if such use is higher than the amounts described in the Order, and you agree to pay these amounts or charges if you incur them. Invoicing for Services begins on the first day that the service is available for use by the Customer and monthly thereafter for the duration Term, except for annual pre-pay option which is invoiced once in the first month of the annual term. Amendment orders will co-term with the existing subscription term end date. Invoices are pro-rated from paid period start date to base subscription end date. Purchase order, if any, issued in connection with this order should reference the above order form number. Commitments not utilized by the Customer during the month for which they are committed may not be carried forward into any subsequent month or term. All invoices for the subscription Services listed herein will be provided to the Customer via the billing email address associated with the corresponding Zoom Account.

All prices shown for Zoom services are exclusive of taxes and fees. The terms 'taxes' and 'fees' include but are not limited to: US state and local taxes, VAT, GST, HST, JCT, any other consumption based taxes, Digital Service Taxes, Universal Service Fund, or other telecom regulatory fees and Withholding Taxes that may apply upon making payments to Zoom. Any taxes that apply will be based on the prevailing rates in place at the time of invoicing.

If you are exempt from any of these taxes or fees, please submit your exemption documentation online through the Billing Management section of your account. The document will be reviewed and if approved, will exempt you from all applicable taxes.

Professional Services, if purchased, will be presented in a separate Order Form.

Accepted and agreed as of the date specified below by the authorized representative of Customer

| |
|---------------------------------------|
| Signature: |
| Print Name: |
| Date: |
| Zoom Service Effective Date: 5/5/2026 |
| PO # (If Applicable): |

The Services will be activated within 48 hours of order signature or Zoom Service Effective Date, whichever is later.

Zoom reserves the right at its sole discretion to accept Order Forms received after the Valid Until date.

If a PO# is required for processing the invoice related to this order, please provide a PO with this order. If issuance of PO is delayed, please provide a PO within

5 days of the service effective date via email to purchase-orders@zoom.us. Notwithstanding the foregoing, the period for payment shall commence as of the applicable invoice date. Such payment period shall not restart based on any delays in issuing a Purchase Order or any procurement process.

MEMORANDUM

TO: Honorable Members of the Board of Estimate and Taxation (BET)

FROM: Ralph Kolb, PE, Sr. Environmental Engineer, WPCA

CC: Vanessa Valadares, PE, Chief of Operations and Public Works
Christine Pacelli, Wastewater Systems Manager, WPCA

DATE: March 31, 2026

REASON: Norwalk Water Pollution Control Authority
FY26/27 Operating Budget

The Norwalk Water Pollution Control Authority (WPCA), an enterprise fund, manages the City's sanitary sewer collection system, pumping stations and wastewater treatment facility in accordance with environmental standards and regulations in the most cost effective and responsible manner.

Enclosed is the WPCA's FY2026/27 budget as approved at the WPCA Board of Directors meeting held on February 16, 2026. The WPCA approved a 4.5% sewer use charge increase.

In early 2026, the WPCA's consultant, Woodard & Curran, finished updating its Dynamic Financial Model with current and future capital and operating budget spending, future bonding, and feedback from the WPCA Board of Directors, Mayor's Office and Finance Department. This model covers a forecast period of five years, from FY2027 through FY2031, and emphasizes the FY27 budget. The WPCA anticipates updating the model at least annually for future financial planning and budget preparation.

The WPCA and Veolia Water North America (Veolia) partnership continues to make significant progress in many key areas such as collections system operation and maintenance, emergency response, customer service, asset preservation, enhanced operations, and high quality effluent. In FY2025/26, multiple projects were completed including wet weather chlorination improvements, screen washpress replacement and arc flash study at the WWTP, pump upgrade at the Fort Point pump station, pump rebuilds at Westport and Sammis St pump stations, and the continued daily maintenance of the Keeler Brook temporary pumping system.

In September 2022, the WPCA submitted a Sanitary Sewer Collection System Master Plan Update to the Connecticut Department of Energy and Environmental Protection (DEEP). In September 2023, a Facility Plan Update was submitted to DEEP. In 2024, DEEP and City staff participated in progress meeting discussing both plans and long-term capital improvement recommendations. Additional information was requested by DEEP during the summer and the WPCA team provided responses in a November 1, 2024 letter. These documents continue to be under review at CTDEEP.

The WPCA looks forward to continuing its ongoing capital improvements of rehabilitating collection system infrastructure, pump stations, and improvements at the Wastewater Treatment Plant.

Several key operating budget line items to note are as follows:

Revenues:

- Rate increase of 4.5%, which is an increase of \$20 residential; \$28 commercial; and \$0.50/1,000 gallons commercial consumption per WPCA Financial Model
- Nitrogen Credits for 2025, waiting for pricing from DEEP
- Includes line item for reimbursement (\$145,367) of WPCA support services billed to City

Expenditures:

- Operation and maintenance fee account increase of approximately 3.5%
- Includes line item for reimbursement (\$802,951) of City support services billed to WPCA
- Debt service payments increasing due to bond funding of capital improvement projects

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
Approved FY 2026-27 Operating Budget Summary

REVENUES (224062)

| ACCOUNT | DESCRIPTION | APPROVED FY 25-26 | PROJECTED ACTUAL FY 25-26 | PROPOSED FY 26-27 |
|--------------|--|----------------------|---------------------------------|----------------------|
| | Sewer Use Charges | \$ 20,457,000 | \$ 20,508,390 | \$ 21,356,389 |
| 4513 | Norwalk Customers ¹ | \$ 19,562,000 | \$ 19,580,890 | \$ 20,442,000 |
| 4521 | Wilton Interlocal Agreement ² | \$ 850,000 | \$ 850,000 | \$ 850,000 |
| 4522 | Other Contract Customers | \$ 45,000 | \$ 77,500 | \$ 64,389 |
| | Other Revenues | \$ 850,647 | \$ 961,694 | \$ 859,067 |
| 452C | Industrial Pretreatment Surcharge ³ | \$ 175,000 | \$ 175,000 | \$ 175,000 |
| 452D | Sewer Connection Fees | \$ 150,000 | \$ 200,000 | \$ 150,000 |
| 452E | Industrial Pretreatment Interest | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| 4451 | Sewer Permits | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| 4807 | Reimbursement of Expenses | \$ 1,000 | \$ 58,327 | \$ 1,000 |
| 4453 | Septage Haulers Licenses | \$ 1,200 | \$ 1,200 | \$ 1,200 |
| 4516 | Septage Disposal Fees | \$ 175,000 | \$ 175,000 | \$ 175,000 |
| 4121 | Nitrogen Credits ⁴ | \$ 30,000 | \$ 33,720 | \$ 30,000 |
| 4901 | Investment Income ⁵ | \$ 110,000 | \$ 110,000 | \$ 110,000 |
| 4051 | Interest on Delinquent Accounts ⁶ | \$ 65,000 | \$ 65,000 | \$ 65,000 |
| 489F | Reimbursement for Indirect Expenses ⁷ | \$ 136,947 | \$ 136,947 | \$ 145,367 |
| TOTAL | | \$ 21,307,647 | \$ 21,470,084 | \$ 22,215,456 |

¹ Rate increase of approximately 4.5, which is an increase of \$20 residential; \$28 commercial; \$0.50/1000 gallons commercial consumption per WPCA Financial Model.

Includes annual adjustments and a 98.2% collection rate per Tax Collector's Office and may fluctuate based upon economic conditions.

² Billed on actual metered wastewater flow. Varies based on audited expenditures.

³ No change in IPP rates.

⁴ Nitrogen FY26/27 credits estimated based on past CTDEEP credit sharing.

⁵ Per Comptroller.

⁶ Per Comptroller.

⁷ Salaries, benefits and other direct costs for WPCA support services, City Sewer Use Fee, IPP/FOG billing and stormwater O&M.

City of Norwalk
WATER POLLUTION CONTROL AUTHORITY
Approved FY 2026-27 Operating Budget Summary

EXPENDITURES (224062)

| ACCOUNT | DESCRIPTION | APPROVED FY 25-26 | PROJECTED ACTUAL FY 25-26 | PROPOSED FY 26-27 |
|--------------|---|----------------------|---------------------------------|----------------------|
| | Personnel/Benefits | \$ 1,235,112 | \$ 1,184,018 | \$ 1,365,102 |
| 5110 | Wages & Salary - Regular ¹ | \$ 716,169 | \$ 663,800 | \$ 800,784 |
| 5428 | Employee Benefits | \$ 381,718 | \$ 381,718 | \$ 426,818 |
| 5120 | Wages & Salary - Overtime | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| 5140 | Wages & Salary - Part-time | \$ 36,000 | \$ 36,000 | \$ 36,000 |
| 5150 | Longevity | \$ 1,225 | \$ 2,500 | \$ 1,500 |
| 5258 | Operations & Maintenance Fees² | \$ 11,260,000 | \$ 11,260,000 | \$ 11,340,000 |
| 5651 | Indirect Expenses³ | \$ 768,460 | \$ 768,460 | \$ 802,951 |
| 5241 | Electricity⁴ | \$ 1,671,700 | \$ 1,671,700 | \$ 1,738,600 |
| 5298 | Other Contractual Services | \$ 250,000 | \$ 250,000 | \$ 250,000 |
| 5252 | Legal Services | \$ 250,000 | \$ 250,000 | \$ 250,000 |
| | Administration | \$ 94,000 | \$ 64,000 | \$ 64,000 |
| 5286 | Business Expense (General Office / Billing Costs) | \$ 32,000 | \$ 32,000 | \$ 32,000 |
| 5245 | Telephone | \$ 2,000 | \$ 2,000 | \$ 2,000 |
| 5741 | IT Hardware / Software | \$ 60,000 | \$ 30,000 | \$ 30,000 |
| 5235 | Professional Dues/Memberships | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| 5295 | Training/Conferences | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| 5418 | Property Insurance/Liability Premium Worker's Compensation⁵ | \$ 82,675 | \$ 82,675 | \$ 74,728 |
| 5789 | Replacement Reserve - Wilton's portion per agreement | \$ - | \$ - | \$ - |
| 5789 | Replacement Reserve - Norwalk⁶ | \$ 568,028 | \$ - | \$ - |
| 5521 | Debt Service - Principal | \$ 3,657,413 | \$ 3,657,413 | \$ 4,109,593 |
| 5522 | Debt Service - Interest | \$ 1,440,259 | \$ 2,243,639 | \$ 2,190,482 |
| TOTAL | | \$ 21,307,647 | \$ 21,461,905 | \$ 22,215,456 |

¹ Includes step and COL increases.

² Includes a 3.5% increase on base service fee, contract incentives, and a 5% contingency for contract components (pass-through and extraordinary items).

³ Salaries, benefits and other direct costs for City support services including Finance Department (CFO, Tax Collector, Tax Assessor, Comptroller, IT/GIS, Purchasing, and Management & Budgets), Customer Service, and DPW Engineering.

⁴ Assumes 4% increase over previous year.

⁵ Per Risk Management and Finance Department

⁶ Surplus funds historically used for rate stabilization in future years included in WPCA Financial Model. FY26-27 no surplus is projected.

§ 7-10. Custody.

The City Clerk¹ shall have the custody of the city seal, and the same shall be carefully preserved and kept ~~by him~~ at all times in ~~the his~~ office. The city seal may not be used by private companies or organizations without proper authorization by the City of Norwalk. A violation of this section shall be punishable by a fine of \$250 per day. Each day such violation continues shall constitute a separate violation.

1. Editor's Note: As to duties of City Clerk see Charter and Related Laws, § 5-5.

§ 7-10. Custody.

The City Clerk shall have the custody of the city seal, and the same shall be carefully preserved and kept at all times in the office. The city seal may not be used by private companies or organizations without proper authorization by the City of Norwalk. A violation of this section shall be punishable by a fine of \$250 per day. Each day such violation continues shall constitute a separate violation.

1. **Editor's Note:** As to duties of City Clerk see Charter and Related Laws, § 5-5.

PROPOSED ORDINANCE - FISCAL IMPACT STATEMENTS

§ XX-1. Purpose.

The purpose of this chapter is to promote responsible fiscal planning and transparency in the City of Norwalk. In order to ensure proper fiscal planning and public transparency, it is critical that the City Council be aware of any fiscal impact that may arise from enacting a new or revised ordinance. The City residents are best served when an ordinance is accompanied by clear and accurate information regarding its financial implications. It is in the public interest to require that the enactment of all new or revised ordinances being passed by the City Council to include a Fiscal Impact Statement outlining the projected impact of the ordinance for the upcoming fiscal year. The Fiscal Impact Statement shall allow the City Council to make informed decisions concerning the City's budget, spending, and use of public funds.

§ XX-2. Definitions.

FISCAL IMPACT STATEMENT: A document that estimates the financial effect of a proposed new or revised ordinance on the costs, savings, revenue, staffing, operations and capital expenditures of the City's budget.

§ XX-3. Fiscal Impact Statements; when required, preparation and review.

- A. All ordinances shall include either a Fiscal Impact Statement prepared by the appropriate City Department(s), or a written statement from the appropriate City Department(s) explaining the reason(s) that no Fiscal Impact Statement could be prepared. The Fiscal Impact Statement, or the written statement explaining that no Fiscal Impact Statement could be prepared, shall be completed in coordination with the Chief Finance Officer, or their designee.
- B. The Fiscal Impact Statement, or a written statement explaining the reason why no Fiscal Impact Statement could be prepared, must be submitted to the City's Chief Financial Officer, or their designee, for their review and comment before a public hearing is held on the new or revised ordinance. The Fiscal Impact Statement shall be submitted to the City's Chief Financial Officer, or their designee, twenty-one days before the public hearing is held.
 1. The City's Chief Financial Officer, or their designee, shall review all Fiscal Impact Statements, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared. The City's Chief Financial Officer, or their designee, may accept or revise the Fiscal Impact Statement, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared. The City's Chief Financial Officer, or their designee, shall decide whether to accept or revise the Fiscal Impact Statement within seven days of receipt.
 2. If the Chief Financial Officer, or their designee, revises a Fiscal Impact Statement, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared, then the revised document shall be provided to the City Council no later than ten days after before the public hearing is held.
- C. The Fiscal Impact Statement, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared, must be submitted to the City Council before a public hearing is held on the new or revised ordinance. The Fiscal Impact Statement shall be submitted to the City Council ten days before the public hearing is held.
- D. Following the public hearing, any City Council member who intends to present a significant amendment to the ordinance shall provide the appropriate City Department and the Chief Financial Officer, or their designee, with a copy and sufficient time to analyze the fiscal impact of the amended ordinance. If the amendment requires a revised Fiscal Impact Statement, or the written statement explaining the reason

why no Fiscal Impact Statement could be prepared, it shall be provided to the City Council no less than three days before the City Council meeting where the final vote will be held.

E. The City Council cannot vote on an ordinance unless the requirements of this Section are satisfied.

§ XX-4. Contents of Fiscal Impact Statement.

A. A Fiscal Impact Statement shall include, but not be limited to the following information:

1. A statement of the estimated costs or savings to the City resulting from the ordinance in the upcoming fiscal year.
2. A statement on any potential impact of the ordinance on revenues in the upcoming fiscal year.
3. A statement on any potential impact of the ordinance on staffing, operations, and capital expenditures in the upcoming fiscal year.
4. Identification of the funding source(s) of the ordinance, if applicable.

§ XX-5. Submission and Use.

All Fiscal Impact Statements, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared, shall be submitted as supporting documentation to the proposed ordinance at the City Council meeting where the final vote will be held. The purpose of the Fiscal Impact Statement, or the written statement explaining the reason why no Fiscal Impact Statement could be prepared, is to provide a formal structure for estimating potential financial impact and to inform the City Council's deliberations. The Fiscal Impact Statement shall not be considered binding.

§ XX-6. Effect of Inaccuracy.

Any mistake or inaccuracy in a Fiscal Impact Statement shall not affect the validity of the legislative action to which it is attached.

§ XX-7. When effective.

This Chapter shall take effect 10 days following adoption by the City Council.

§ 32-1. Title; administration. [Amended 7-23-2019]

This chapter shall be known and referred to as the "Norwalk Code of Ethics." The ~~City Common~~ Council of the City of Norwalk shall be charged with the administration of the Norwalk Code of Ethics. Accordingly, there shall be established an independent committee of ~~nine five~~-members ~~and two alternates~~ to be known as the "Board of Ethics." The Board of Ethics (the Board) shall be appointed by the ~~Common City~~ Council and comprised as provided for in § 32-12 of this chapter.

§ 32-1. Title; administration. [Amended 7-23-2019]

This chapter shall be known and referred to as the “Norwalk Code of Ethics.” The City Council of the City of Norwalk shall be charged with the administration of the Norwalk Code of Ethics. Accordingly, there shall be established an independent committee of nine members to be known as the “Board of Ethics.” The Board of Ethics (the Board) shall be appointed by the City Council and comprised as provided for in § 32-12 of this chapter.

§ 32-3. Definitions. [Amended 7-23-2019]

As used in this chapter, the following terms shall have the meanings indicated:

HEARING BOARD — Shall be comprised of three members of the Board of Ethics who shall be appointed by a majority vote of the Board of Ethics. In the event the Board of Ethics members have a conflict or an interest in the complaint at issue, the City Council, by majority vote, may appoint one or more City officials, who are electors of the City of Norwalk, to serve on a Hearing Board for that particular complaint. Once impaneled, the Hearing Board shall continue to serve until it completes the hearing process specified in this Code of Ethics. No two members of a Hearing Board shall be registered members of the same political party. The Hearing Board shall be permitted to hold a public hearing(s) and to determine whether there is Clear And Convincing Evidence that the respondent has violated the Code of Ethics.

INVESTIGATING PANEL — Shall consist of three individual electors, from the City of Norwalk, each of whom shall be appointed by the Board of Ethics to investigate an ethics complaint and to determine whether there is Probable Cause to proceed to a public hearing on such a complaint. No two members of an Investigating Panel shall be registered members of the same political party.

§ 32-3. Definitions. [Amended 7-23-2019]

As used in this chapter, the following terms shall have the meanings indicated:

HEARING BOARD — Shall be comprised of three members of the Board of Ethics ~~or, in the event of a conflict or vacancy, one or more of the alternates to the Board of Ethics~~ who shall be appointed by a majority vote of the Board of Ethics. In the event the Board of Ethics members have a conflict or an interest in the complaint at issue, the ~~City Common~~ Council, by majority vote, may appoint one or more City officials, who are electors of the City of Norwalk, to serve on a Hearing Board for that particular complaint. Once impaneled, the Hearing Board shall continue to serve until it completes the hearing process specified in this Code of Ethics. No ~~more than~~ two members of a Hearing Board shall be registered members of the same political party. The Hearing Board shall be permitted to hold a public hearing(s) and to determine whether there is Clear And Convincing Evidence that the respondent has violated the Code of Ethics.

INVESTIGATING PANEL — Shall consist of three individual electors, from the City of Norwalk, each of whom shall be appointed by the Board of Ethics to investigate an ethics complaint and to determine whether there is Probable Cause to proceed to a public hearing on such a complaint. No two members of an Investigating Panel shall be registered members of the same political party; ~~and the Investigating Panel shall include an unaffiliated voter.~~

§ 32-12. Board of Ethics. [Amended 6-11-2019; 7-23-2020]

- A. Appointment of members. The Board of Ethics shall be comprised of ~~nine five~~ full members ~~and two alternate members~~, each of whom shall be electors of the City of Norwalk. No more than ~~three two~~ of the members of the Board ~~and one of the alternates~~ shall be registered members of the same political party, and no member of the Board of Ethics shall be an Employee or Officer of the City. Each member shall serve for a three-year term and, in the event of a vacancy on the Board of Ethics, a replacement shall be appointed to serve the balance of the term. All appointments to the Board of Ethics shall be made by the ~~City Common~~ Council and shall require the affirmative vote of 11 members of the ~~City Common~~ Council.
- B. Organization. The Board of Ethics shall elect a Chairperson. The Board of Ethics shall keep minutes of its meetings, which shall be filed in the office of the City Clerk, and the Board of Ethics shall hold meetings at the call of one full member of the Board and at such times as a majority of the full members of the Board of Ethics may determine. ~~Five Four~~ members present, ~~including sitting alternates~~, shall constitute a quorum in order for the Board of Ethics to conduct official business. ~~An alternate serving in place of an absent member of the Board of Ethics shall have all of the powers and responsibilities as a full member during the meeting at which such alternate member shall sit.~~
- C. Powers and duties. The powers and duties of the Board of Ethics shall include: rendering advisory opinions, investigation of complaints, and hearings on complaints; notification to the Mayor, City Clerk, Corporation Counsel and any other Officer as it deems appropriate of its memorandum of decision on any complaint; annual reports to the Mayor, ~~City Common~~ Council, and Corporation Counsel on its activities and recommendations; annual educational programs on the Code of Ethics for municipal Officers, Employees, and Agencies; and such other powers and duties as may be set forth herein. Further, the Board of Ethics shall promote a culture and operating environment of high ethical standards throughout the City of Norwalk by educating, informing and encouraging Officers, Employees, residents and vendors of the City of Norwalk to become aware of the Code of Ethics to ensure that their public actions and activities are in compliance with the Code of Ethics.
- (1) Advisory opinions. The Board of Ethics, when requested to do so in writing by any Officer, Employee, Agency, or upon its own motion, may render advisory opinions concerning Officers and Employees and other issues with respect to this Code of Ethics. Such an advisory opinion shall be binding on the Board of Ethics, until amended or revoked, and reliance on a controlling advisory opinion in good faith is an absolute defense in any action or proceedings brought under the provisions of this Code of Ethics. Within 120 days of valid receipt of such a request, the Board of Ethics shall render its advisory opinion or its decision not to consider such request, and shall file such opinion or decision with the office of the City Clerk, and such opinion or decision shall be available to the public. The opinion or decision so filed may contain such deletions as the Board of Ethics may in its sole discretion deem necessary to prevent disclosure of the identity of the Officer or Employee involved.
- (2) Probable Cause hearings and subsequent procedures.
- (a) Filing of the complaint; notification and amendment. Any Person, including a member of the Board of Ethics, may submit a written complaint, in a form prescribed by the Board of Ethics and signed under penalty of false statement,

alleging a violation of this Code of Ethics by an Officer or Employee or an Individual who was an Officer or Employee within the preceding year. The complaint shall contain the specific act or acts which allegedly constitute the violation.

(b) Review of complaint.

[1] Upon receipt of a complaint, the Board of Ethics shall review the complaint and determine whether it warrants acceptance. If a majority of the members of the Board of Ethics present at the meeting reviewing said complaint determines that acceptance is not warranted, then it shall notify the Complainant that it has refused to accept the complaint without establishing an Investigating Panel. If the Board of Ethics refuses to accept a complaint, it shall issue a written explanation of the reasons for such rejection.

[2] The basis for which the Board of Ethics may refuse to accept a complaint may include, but not be limited to: (i) the number of complaints filed and the total number of pending complaints by the Complainant; (ii) the scope of the complaint; (iii) the nature, content, language or subject matter of the complaint; (iv) the nature, content, language or subject matter of other oral and written communications to the Board of Ethics from the Complainant; and (v) a pattern of conduct that amounts to an abuse of the ethics complaint process or an interference with the operations of the Board of Ethics.

[3] Upon the rejection of a complaint, if the Board of Ethics makes a finding that the complaint was vexatious and brought in bad faith it may provide appropriate relief commensurate with the conduct, including but not limited to, an order that the Board of Ethics need not accept future complaints from the Complainant for a specified period of time.

(c) Appointment of Investigating Panel. An Investigating Panel shall be appointed within 21 days after the next regularly scheduled Board of Ethics meeting following receipt of a complaint by the Board of Ethics. No member of the Investigating Panel shall serve or have served within one year as an Officer or Employee from the Agency at which the Complainant or Respondent serves or formally served within one year as an Officer or Employee. The Investigating Panel members may delete, defer or reject any part of a complaint that does not conform to the requirements specified by the Board of Ethics. If any member of the Board of Ethics initiates or is involved in a complaint, he or she will recuse himself or herself from the Board of Ethics for the purposes of that complaint, including the appointment of the Investigating Panel and any Hearing Board, ~~and an alternate of the Board shall serve in his or her place as to all further proceedings on that complaint.~~

§ 32-12. Board of Ethics. [Amended 6-11-2019; 7-23-2020]

- A. **Appointment of members.** The Board of Ethics shall be comprised of nine full members, each of whom shall be electors of the City of Norwalk. No more than three of the members of the Board shall be registered members of the same political party, and no member of the Board of Ethics shall be an Employee or Officer of the City. Each member shall serve for a three-year term and, in the event of a vacancy on the Board of Ethics, a replacement shall be appointed to serve the balance of the term. All appointments to the Board of Ethics shall be made by the City Council and shall require the affirmative vote of 11 members of the City Council.
- B. **Organization.** The Board of Ethics shall elect a Chairperson. The Board of Ethics shall keep minutes of its meetings, which shall be filed in the office of the City Clerk, and the Board of Ethics shall hold meetings at the call of one full member of the Board and at such times as a majority of the full members of the Board of Ethics may determine. Five members present shall constitute a quorum in order for the Board of Ethics to conduct official business.
- C. **Powers and duties.** The powers and duties of the Board of Ethics shall include: rendering advisory opinions, investigation of complaints, and hearings on complaints; notification to the Mayor, City Clerk, Corporation Counsel and any other Officer as it deems appropriate of its memorandum of decision on any complaint; annual reports to the Mayor, City Council, and Corporation Counsel on its activities and recommendations; annual educational programs on the Code of Ethics for municipal Officers, Employees, and Agencies; and such other powers and duties as may be set forth herein. Further, the Board of Ethics shall promote a culture and operating environment of high ethical standards throughout the City of Norwalk by educating, informing and encouraging Officers, Employees, residents and vendors of the City of Norwalk to become aware of the Code of Ethics to ensure that their public actions and activities are in compliance with the Code of Ethics.
- (1) **Advisory opinions.** The Board of Ethics, when requested to do so in writing by any Officer, Employee, Agency, or upon its own motion, may render advisory opinions concerning Officers and Employees and other issues with respect to this Code of Ethics. Such an advisory opinion shall be binding on the Board of Ethics, until amended or revoked, and reliance on a controlling advisory opinion in good faith is an absolute defense in any action or proceedings brought under the provisions of this Code of Ethics. Within 120 days of valid receipt of such a request, the Board of Ethics shall render its advisory opinion or its decision not to consider such request, and shall file such opinion or decision with the office of the City Clerk, and such opinion or decision shall be available to the public. The opinion or decision so filed may contain such deletions as the Board of Ethics may in its sole discretion deem necessary to prevent disclosure of the identity of the Officer or Employee involved.
- (2) **Probable Cause hearings and subsequent procedures.**
- (a) **Filing of the complaint; notification and amendment.** Any Person, including a member of the Board of Ethics, may submit a written complaint, in a form prescribed by the Board of Ethics and signed under penalty of false statements, alleging a violation of this Code of Ethics by an Officer or Employee or an Individual who was an Officer or Employee within the preceding year. The complaint shall contain the specific act or acts which allegedly constitute the violation.

(b) Review of complaint.

- [1] Upon receipt of a complaint, the Board of Ethics shall review the complaint and determine whether it warrants acceptance. If a majority of the members of the Board of Ethics present at the meeting reviewing said complaint determines that acceptance is not warranted, then it shall notify the Complainant that it has refused to accept the complaint without establishing an Investigating Panel. If the Board of Ethics refuses to accept a complaint, it shall issue a written explanation of the reasons for such rejection.
- [2] The basis for which the Board of Ethics may refuse to accept a complaint may include, but not be limited to: (i) the number of complaints filed and the total number of pending complaints by the Complainant; (ii) the scope of the complaint; (iii) the nature, content, language or subject matter of the complaint; (iv) the nature, content, language or subject matter of other oral and written communications to the Board of Ethics from the Complainant; and (v) a pattern of conduct that amounts to an abuse of the ethics complaint process or an interference with the operations of the Board of Ethics.
- [3] Upon the rejection of a complaint, if the Board of Ethics makes a finding that the complaint was vexatious and brought in bad faith it may provide appropriate relief commensurate with the conduct, including but not limited to, an order that the Board of Ethics need not accept future complaints from the Complainant for a specified period of time.

- (c) Appointment of Investigating Panel. An Investigating Panel shall be appointed within 21 days after the next regularly scheduled Board of Ethics meeting following receipt of a complaint by the Board of Ethics. No member of the Investigating Panel shall serve or have served within one year as an Officer or Employee from the Agency at which the Complainant or Respondent serves or formally served within one year as an Officer or Employee. The Investigating Panel members may delete, defer or reject any part of a complaint that does not conform to the requirements specified by the Board of Ethics. If any member of the Board of Ethics initiates or is involved in a complaint, he or she will recuse himself or herself from the Board of Ethics for the purposes of that complaint, including the appointment of the Investigating Panel and any Hearing Board.

City of Norwalk Online
125 East Ave.
Room 225
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3673
Status Tentative
Date of Issue Apr 8, 2026 12:13 PM
Expiration Date May 8, 2026

| | | | |
|------------------------|---|--------------------------|--|
| Customer Name | Fritzsareth Gilmore - 6016 | Home Phone Number | (475) 777-0070 |
| Customer Type | General Public | Cell Phone Number | (475) 777-0070 |
| Mailing Address | 6 N Star Dr 6 N Star Dr Seymour, CT 06483 | Email Address | ejsheartinc@gmail.com |
| System User | Internet User | | |

| | |
|-------------------------|-----------------|
| Rental Fee | \$400.00 |
| Discounts | \$0.00 |
| Subtotal | \$400.00 |
| Deposits | \$0.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$400.00 |
| Total Payment | \$0.00 |
| Refunds | \$0.00 |
| Balance | \$400.00 |

Fitness Celebration 1 resource(s) 1 booking(s) **Subtotal: \$400.00**

Event Notes:
 \$1,000,000 liability insurance naming City of Norwalk as additional insured required before event
 Special Event permit on file
 Event pending 5/13 Recreation & Parks Committee approval, please do not advertise until all approvals are complete

[Booking Summary](#)

| Flax Hill Park (Event) | | Center: Flax Hill Park | |
|--------------------------|--------------------------|------------------------|-------------|
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sat, Jun 6, 2026 9:00 AM | Sat, Jun 6, 2026 1:00 PM | 80 | \$0.00 |
| Resource level fees | | | \$400.00 |

[Custom Questions](#)

| QUESTION | ANSWER |
|---|--------|
| *Will you require lights? (Fields only) | No |
| Are you a Non-Profit or 501C3? | Yes |
| Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept. | No |
| Are you using a food truck? | No |
| Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only) | No |

| | |
|---|---------------------|
| Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks) | No |
| If so, how many (Up to 2 allowed. Food Trucks not allowed at beach) | 0 |
| Is there a 2nd date in mind or a rain date or location? | No |
| Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn) | 80 |
| What is the setup time? | 8am |
| What type of event? | Fitness |
| What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property) | DJ with one speaker |
| Will the group be going into the water? (Beach permits only) | No |
| Will the public be invited to the event? | Yes |
| Will there be music? No amplified music at the beach. | Yes |
| Will you be bringing a grill? (Not allowed on grass, propane only) | No |
| Will you be having portable restrooms? | No |
| Will you be selling food, beverages, goods or wares? | No |
| Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited) | No |
| Will you be using display advertising? | Yes |
| Will you be using temporary electrical resources? | No |
| Will you have a catering tent? (Gallaher Mansion site only) | No |
| Will you have over 200 guests- if so police officer will be required. | No |
| Will you need the Showmobile? (Calf Pasture only) | No |
| Will you solicit contributions at your event? | No |

Waivers and Information

| WAIVER NAME | DUE DATE | FOR | SIGNING STATUS |
|--|-------------|---------------------|--|
| Facility- Facility Rental Event Application Form | Jun 6, 2026 | Fritzsareth Gilmore | Waiver Signed by: Fritzsareth Gilmore on Apr 8, 2026 |

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
- 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
- 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
- 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon 7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date

MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

| | | | |
|-----------------------------|-------------|---------------------|--|
| Facility - Rental Agreement | Jun 6, 2026 | Fritzsareth Gilmore | Waiver Signed by: Fritzsareth Gilmore on Apr 8, 2026 |
|-----------------------------|-------------|---------------------|--|

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time—except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City’s property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER’s use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney’s fees), of any character, name or description arising out of the RENTER’s use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER’s permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER’s property or that of RENTER’s licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature



Payment Schedules

Original Balance: \$400.00 Current Balance: \$400.00

| DUE DATE | AMOUNT DUE | AMOUNT PAID | WITHDRAWAL ADJUSTMENT | BALANCE |
|-------------|------------|-------------|-----------------------|----------|
| Jun 6, 2026 | \$400.00 | \$0.00 | \$0.00 | \$400.00 |

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk Online

Mailing Address: 125 East Ave., Room 225, Norwalk, CT 06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalk.ct.gov

Fritzsareth Gilmore

Customer ID: 6016
Home Phone Number: (475) 777-0070
Cell Phone Number: (475) 777-0070
Email Address: ejsheartinc@gmail.com

City of Norwalk Online
125 East Ave.
Room 225
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3745
Status Tentative
Date of Issue Apr 21, 2026 4:35 PM
Expiration Date May 21, 2026

| | | | |
|------------------------|---|--------------------------|--|
| Customer Name | Tim Pettee - 17104 | Home Phone Number | (203) 939-9654 |
| Customer Type | General Public | Cell Phone Number | (917) 847-5333 |
| Mailing Address | 133 Rowayton Avenue Unit C Rowayton, CT 06853 | Email Address | permits@rowaytoncivic.org |
| System User | Internet User | | |

| | |
|-------------------------|-------------------|
| Rental Fee | \$2,900.00 |
| Discounts | \$0.00 |
| Subtotal | \$2,900.00 |
| Deposits | \$1,500.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$4,400.00 |
| Total Payment | \$0.00 |
| Refunds | \$0.00 |
| Balance | \$4,400.00 |

Rowayton Civic Association PorchFest 1 resource(s) 1 booking(s) **Subtotal: \$4,400.00**

[Booking Summary](#)

| Rowayton Elementary School Field (Field Rental) | | Center: Rowayton Elementary School | |
|---|------------------------------|------------------------------------|-------------|
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sat, Jun 6, 2026 8:00 AM | Sat, Jun 6, 2026 8:00 PM | 3000 | \$0.00 |
| Setup 8:00 AM - 11:00 AM | Cleanup 6:00 PM - 8:00 PM | | |
| Resource level fees | | | \$4,400.00 |

[Custom Questions](#)

| QUESTION | ANSWER |
|--|----------------------------|
| *Will you require lights? (Fields only) | No |
| Are you a Non-Profit or 501C3? | Yes |
| Field Requested- Type in your selected facility/field. | Rowayton Elementary Fields |
| Is there a 2nd date in mind or a rain date or location? | No |
| What is the setup time? | 8:00 AM |
| What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property) | Stage and sound system |

Deposit

| EVENT | RESOURCE | DEPOSIT FEE | CHARGE | TAX | AMOUNT PAID | REFUNDS | BALANCE |
|---|--|---------------------|------------|--------|-------------|---------|------------|
| Rowayton Civic Association PorchFest | Rowayton Elementary School Field | Security Deposit | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |

Payment Schedules

Original Balance: \$4,400.00 Current Balance: \$4,400.00

| DUE DATE | AMOUNT DUE | AMOUNT PAID | WITHDRAWAL ADJUSTMENT | BALANCE |
|-------------|------------|-------------|-----------------------|------------|
| May 7, 2026 | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 |
| Jun 6, 2026 | \$2,900.00 | \$0.00 | \$0.00 | \$2,900.00 |

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk Online

Mailing Address: 125 East Ave., Room 225, Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

Tim Pettee

Customer ID: 17104
Home Phone Number: (203) 939-9654
Cell Phone Number: (917) 847-5333
Email Address: permits@rowaytoncivic.org

City of Norwalk Online
125 East Ave.
Room 225
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3768
Status Tentative
Date of Issue Apr 30, 2026 2:56 PM
Expiration Date May 30, 2026

| | | | |
|------------------------|---|--------------------------|--|
| Customer Name | Ron Scofield - 4567 | Work Phone Number | (203) 866-9271 |
| Customer Type | General Public | Home Phone Number | (203) 943-1347 |
| Mailing Address | Third Taxing District 2 Second Street Norwalk, CT 06855 | Cell Phone Number | (203) 943-1437 |
| | | Email Address | rscofield@ttd.gov |
| System User | Internet User | | |

| | |
|-------------------------|-----------------|
| Rental Fee | \$900.00 |
| Discounts | \$0.00 |
| Subtotal | \$900.00 |
| Deposits | \$0.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$900.00 |
| Total Payment | \$0.00 |
| Refunds | \$0.00 |
| Balance | \$900.00 |

Summer Concert Series 1 resource(s) 6 booking(s) Subtotal: \$900.00

Event Notes:
 -\$150 per concert for 2026
 -Event pending 5/13 Rec & Parks meeting and 5/26 City Council meeting. Please do not advertise event until all approvals are done.

[Booking Summary](#)

| Calf Pasture Beach (Event) | | Center: Calf Pasture Beach | |
|----------------------------|---------------------------|----------------------------|-------------|
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sun, Jul 12, 2026 2:00 PM | Sun, Jul 12, 2026 8:30 PM | 300 | \$0.00 |
| Sun, Jul 19, 2026 2:00 PM | Sun, Jul 19, 2026 8:30 PM | 300 | \$0.00 |
| Sun, Jul 26, 2026 2:00 PM | Sun, Jul 26, 2026 8:30 PM | 300 | \$0.00 |
| Sun, Aug 2, 2026 2:00 PM | Sun, Aug 2, 2026 8:30 PM | 300 | \$0.00 |
| Sun, Aug 16, 2026 2:00 PM | Sun, Aug 16, 2026 8:30 PM | 300 | \$0.00 |
| Sun, Aug 23, 2026 2:00 PM | Sun, Aug 23, 2026 8:30 PM | 300 | \$0.00 |
| Resource level fees | | | \$900.00 |

[Custom Questions](#)

| QUESTION | ANSWER |
|---|--------|
| *Will you require lights? (Fields only) | Yes |
| Are you a Non-Profit or 501C3? | Yes |

| | |
|---|----------------|
| Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept. | No |
| Are you using a food truck? | No |
| Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only) | No |
| Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks) | No |
| If so, how many (Up to 2 allowed. Food Trucks not allowed at beach) | 0 |
| Is there a 2nd date in mind or a rain date or location? | No |
| Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn) | 300 |
| What is the setup time? | 3:00 PM |
| What type of event? | Summer Concert |
| What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property) | No |
| Will the group be going into the water? (Beach permits only) | No |
| Will the public be invited to the event? | Yes |
| Will there be music? No amplified music at the beach. | Yes |
| Will you be bringing a grill? (Not allowed on grass, propane only) | No |
| Will you be having portable restrooms? | No |
| Will you be selling food, beverages, goods or wares? | No |
| Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited) | No |
| Will you be using display advertising? | No |
| Will you be using temporary electrical resources? | No |
| Will you have a catering tent? (Gallaher Mansion site only) | No |
| Will you have over 200 guests- if so police officer will be required. | Yes |
| Will you need the Showmobile? (Calf Pasture only) | Yes |
| Will you solicit contributions at your event? | No |

Waivers and Information

| WAIVER NAME | DUE DATE | FOR | SIGNING STATUS |
|--|--------------|--------------|--|
| Facility- Facility Rental Event Application Form | Jul 12, 2026 | Ron Scofield | Waiver Signed by: Ron Scofield on Apr 30, 2026 |

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
- 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
- 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
- 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date

MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Facility - Rental Agreement

Jul 12, 2026

Ron Scofield

Waiver Signed by: Ron Scofield on Apr 30, 2026

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time—except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City’s property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER’s use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney’s fees), of any character, name or description arising out of the RENTER’s use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER’s permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER’s property or that of RENTER’s licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature



Payment Schedules

Original Balance: \$900.00 Current Balance: \$900.00

| DUE DATE | AMOUNT DUE | AMOUNT PAID | WITHDRAWAL ADJUSTMENT | BALANCE |
|--------------|------------|-------------|-----------------------|----------|
| May 7, 2026 | \$110.00 | \$0.00 | \$0.00 | \$110.00 |
| Jul 12, 2026 | \$790.00 | \$0.00 | \$0.00 | \$790.00 |

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk Online

Mailing Address: 125 East Ave., Room 225, Norwalk, CT 06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

Ron Scofield

Customer ID: 4567
Work Phone Number: (203) 866-9271
Home Phone Number: (203) 943-1347
Cell Phone Number: (203) 943-1437
Email Address: rscofield@ttd.gov

City of Norwalk Online
125 East Ave.
Room 225
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3829

Status Approved
Date of Issue May 8, 2026 3:35 PM

| | | | |
|------------------------|--|--------------------------|--|
| Customer Name | James Gerweck - 15393 | Home Phone Number | (203) 838-2748 |
| Customer Type | General Public | Email Address | jim@clubct.org |
| Mailing Address | 156 Fillow Street Norwalk, CT 06850 | | |
| System User | Internet User | | |

| | |
|-------------------------|---------------|
| Rental Fee | \$0.00 |
| Discounts | \$0.00 |
| Subtotal | \$0.00 |
| Deposits | \$0.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$0.00 |
| Total Payment | \$0.00 |
| Refunds | \$0.00 |
| Balance | \$0.00 |

O'Neill's 5K 2 resource(s) 2 booking(s) **Subtotal: \$0.00**

Event Notes:
Event slated for 5/13 RPCA meeting agenda and City Council for final approval
Event only runs through parks, does not stop.

[Booking Summary](#)

| Oyster Shell Park (Event) | | Center: Oyster Shell Park | |
|---|---------------------------|--------------------------------|-------------|
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sun, Jun 7, 2026 10:00 AM | Sun, Jun 7, 2026 11:00 AM | 1 | \$0.00 |
| Veterans Memorial Park - Field 3 (Field Rental) | | Center: Veterans Memorial Park | |
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sun, Jun 7, 2026 10:00 AM | Sun, Jun 7, 2026 11:00 AM | 1 | \$0.00 |

[Custom Questions](#)

| QUESTION | ANSWER |
|---|--------|
| *Will you require lights? (Fields only) | No |
| Are you a Non-Profit or 501C3? | Yes |
| Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept. | No |
| Are you using a food truck? | No |
| Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only) | No |

| | |
|---|-----------|
| Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks) | No |
| Field Requested- Type in your selected facility/field. | Vets Park |
| If so, how many (Up to 2 allowed. Food Trucks not allowed at beach) | na |
| Is there a 2nd date in mind or a rain date or location? | No |
| Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn) | 400 |
| What is the setup time? | na |
| What type of event? | Race |
| What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property) | na |
| Will the group be going into the water? (Beach permits only) | No |
| Will the public be invited to the event? | Yes |
| Will there be music? No amplified music at the beach. | No |
| Will you be bringing a grill? (Not allowed on grass, propane only) | No |
| Will you be having portable restrooms? | No |
| Will you be selling food, beverages, goods or wares? | No |
| Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited) | No |
| Will you be using display advertising? | No |
| Will you be using temporary electrical resources? | No |
| Will you have a catering tent? (Gallaher Mansion site only) | No |
| Will you have over 200 guests- if so police officer will be required. | No |
| Will you need the Showmobile? (Calf Pasture only) | No |
| Will you solicit contributions at your event? | No |

Waivers and Information

| WAIVER NAME | DUE DATE | FOR | SIGNING STATUS |
|--|-------------|---------------|----------------|
| Field-FIELD PERMIT APPLICATION 2024 Attachment | Jun 7, 2026 | James Gerweck | Unsigned |

Rules & Regulations

1. Permit holders must have their permit while using the facility.
2. Permit holders must have a minimum of ten individuals on the facility during the period allowed. For safety reasons, one adult must be present for every twelve children.
3. Permit holders will be responsible for any damages to the facility.
4. This permit may not be transferred or resold. Any violation of this will result in cancellation of all permits issued to the permit holder. The subleasing of a facility permit is prohibited and is grounds for cancelation of all permits issued to the individual and organization named on the permit.
5. The City of Norwalk Recreation & Parks Department retains the right to temporarily suspend this permit, or to change the field location.
6. The granting of this permit does not give the permit holder the right to sell or offer for sale any articles, tickets, or refreshments, within or adjacent to the facility.
7. Alcoholic beverages may NOT be sold or consumed on Parks Property.
8. Barbecuing is prohibited.
9. Light access available at certain fields. Additional fee required. Must follow City ordinance.
10. Sound ordinance must be observed. Permission for amplified music is needed.
11. LITTERING IS PROHIBITED. TEAMS MUST LEAVE THE FIELD FREE OF LITTER & DEBRIS.
12. METAL CLEATS ARE NOT ALLOWED ON THE SYNTHETIC TURF FIELDS.
13. Use of any chairs on the synthetic turf field is NOT ALLOWED.
14. Organizations are not allowed to use any equipment to prep fields or line the fields. Once the City of Norwalk Parks Dept has lined the field, touch up is allowed between games.
15. The applicant must confine sports activities to the locations & times specified on the permit.
16. The applicant is liable for all damages to property and injuries, by accepting the permit agrees to hold the City of Norwalk harmless from all claims whatsoever from use of fields. A certificate of insurance naming the City of Norwalk, their employees, officers, agents, and anyone affiliated with the City of Norwalk as additional insured in the amount of \$1 million (\$1,000,000) in general liability insurance is required with subrogation waiver checked.
17. The permit is revocable at any time at the discretion of the Recreation & Parks Department. Reasons may include but are not limited to providing false information on the permit, failure to adhere to the rules of the City of Norwalk and failure to adhere to the conditions of the permit.
18. Spring 2024 *PRIORITIES OF USE & USER CATEGORY DESCRIPTIONS ARE IN THE PUBLIC USE POLICY.

Facility Fee: \$350/field fee/field/season

Organizations: \$10/player Travel Team: \$15/player Adult Organizations: \$20/player in-town

Non-Profit Camp/Clinic/Tournament: \$175/3hrs Profit Camp/Clinic/Tournament: \$385/2hrs

Terms of Permit Agreed to: As the applicant, I hereby certify that the information provided is true, complete, and accurate to the best of my knowledge. I agree to follow the City of Norwalk rules and regulations. I understand that failure to do so will lead to the revocation of the permit. I have received, read, and will abide by all the rules and/or policies for use of City of Norwalk facilities.

Facility- Facility Rental Event
Application Form

Jun 7, 2026

James Gerweck

Unsigned

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
 - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
 - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
 - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

| | | | |
|-----------------------------|-------------|---------------|----------|
| Facility - Rental Agreement | Jun 7, 2026 | James Gerweck | Unsigned |
|-----------------------------|-------------|---------------|----------|

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

- 1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.
- 2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.
- 3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.
4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully

responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

-
-
-
-

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein.

Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or

cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature _____

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk Online

Mailing Address: 125 East Ave., Room 225, Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

James Gerweck

Customer ID: 15393
Home Phone Number: (203) 838-2748
Email Address: jim@clubct.org

City of Norwalk
125 East Ave
Room 225
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3830

Status Approved
Date of Issue May 8, 2026 4:00 PM

| | | | |
|------------------------|--|--------------------------|--|
| Customer Name | Rebecca Kovacs - 18 | Home Phone Number | (203) 919-3775 |
| Customer Type | General Public | Email Address | rkovacs@norwalkct.gov |
| Mailing Address | 121 Oscaleta Road South Salem, NY 10590 | | |
| System User | rkovacs | | |

| | |
|-------------------------|---------------|
| Rental Fee | \$0.00 |
| Discounts | \$0.00 |
| Subtotal | \$0.00 |
| Deposits | \$0.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$0.00 |
| Total Payment | \$0.00 |
| Refunds | \$0.00 |
| Balance | \$0.00 |

| Tuesday Night Open Jam | 1 resource(s) | 11 booking(s) | Subtotal: \$0.00 |
|---|-----------------------------------|---------------|-------------------------|
| Booking Summary | | | |
| Freese Park (Department Use) | Center: Freese Park | | |
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sun, Jun 21, 2026 7:00 PM | Sun, Jun 21, 2026 10:00 PM | 75 | \$0.00 |
| Tue, Jun 23, 2026 7:00 PM | Tue, Aug 25, 2026 10:00 PM | -- | \$0.00 |
| <i>Occurs every Tuesday effective 06/23/2026 until 08/25/2026 from 7:00 PM to 10:00 PM.</i> | | | |

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk
Mailing Address: 125 East Ave, Room 225, Norwalk, CT 06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

Rebecca Kovacs
Customer ID: 18
Home Phone Number: (203) 919-3775
Email Address: rkovacs@norwalkct.gov

City of Norwalk Online
125 East Ave.
Room 225
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3603

Status Approved
Date of Issue Mar 31, 2026 9:25 AM

| | | | |
|------------------------|--------------------------------------|--------------------------|--|
| Customer Name | Douglas Hempstead - 5257 | Work Phone Number | (203) 838-9799x117 |
| Customer Type | General Public | Home Phone Number | (203) 838-9799 |
| Mailing Address | 295 West Avenue Norwalk, CT 06850 | Email Address | info@lockwoodmathewsmansion.com |
| System User | Internet User | | |

| | |
|-------------------------|---------------|
| Rental Fee | \$0.00 |
| Discounts | \$0.00 |
| Subtotal | \$0.00 |
| Deposits | \$0.00 |
| Deposit Discounts | \$0.00 |
| Total Permit Fee | \$0.00 |
| Total Payment | \$0.00 |
| Refunds | \$0.00 |
| Balance | \$0.00 |

| | | | |
|--|---------------|--------------|-------------------------|
| 19th Annual Old-fashioned Flea market | 1 resource(s) | 1 booking(s) | Subtotal: \$0.00 |
|--|---------------|--------------|-------------------------|

[Booking Summary](#)

| Mathews Park (Event) | | Center: Mathews Park | |
|---------------------------|---------------------------|----------------------|-------------|
| START DATE/TIME | END DATE/TIME | ATTENDEE | AMT W/O TAX |
| Sun, Sep 13, 2026 8:00 AM | Sun, Sep 13, 2026 8:00 PM | 2500 | \$0.00 |

[Custom Questions](#)

| QUESTION | ANSWER |
|---|--------|
| *Will you require lights? (Fields only) | No |
| Are you a Non-Profit or 501C3? | Yes |
| Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept. | No |
| Are you using a food truck? | Yes |
| Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only) | No |
| Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks) | No |
| If so, how many (Up to 2 allowed. Food Trucks not allowed at beach) | 2-6 |
| Is there a 2nd date in mind or a rain date or location? | No |
| Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn) | 2500 |

| | |
|--|--------------------------------------|
| What is the setup time? | 7:00AM |
| What type of event? | Flea Market |
| What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property) | Portajohns for attendees and vendors |
| Will the group be going into the water? (Beach permits only) | No |
| Will the public be invited to the event? | Yes |
| Will there be music? No amplified music at the beach. | No |
| Will you be bringing a grill? (Not allowed on grass, propane only) | No |
| Will you be having portable restrooms? | Yes |
| Will you be selling food, beverages, goods or wares? | Yes |
| Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited) | No |
| Will you be using display advertising? | No |
| Will you be using temporary electrical resources? | No |
| Will you have a catering tent? (Gallaher Mansion site only) | No |
| Will you have over 200 guests- if so police officer will be required. | Yes |
| Will you need the Showmobile? (Calf Pasture only) | No |
| Will you solicit contributions at your event? | No |

Waivers and Information

| WAIVER NAME | DUE DATE | FOR | SIGNING STATUS |
|--|--------------|-------------------|---|
| Facility- Facility Rental Event Application Form | Sep 13, 2026 | Douglas Hempstead | Waiver Signed by: Douglas Hempstead on Mar 27, 2026 |

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
- 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
- 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
- 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date

MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



| | | | |
|-----------------------------|--------------|-------------------|---|
| Facility - Rental Agreement | Sep 13, 2026 | Douglas Hempstead | Waiver Signed by: Douglas Hempstead on Mar 27, 2026 |
|-----------------------------|--------------|-------------------|---|

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time—except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City’s property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER’s use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney’s fees), of any character, name or description arising out of the RENTER’s use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER’s permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER’s property or that of RENTER’s licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.



Signature

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk Online

Mailing Address: 125 East Ave., Room 225, Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

Douglas Hempstead

Customer ID: 5257
Work Phone Number: (203) 838-9799x117
Home Phone Number: (203) 838-9799
Email Address: info@lockwoodmathewsmansion.com



Barbara Smyth
Mayor, City of Norwalk
125 East Avenue
Norwalk, CT 06851

Subject: CT DEEP Long Island Sound Ecosystems Grant

April 28, 2026

Dear Barbara Smyth,

Congratulations, the proposal submitted on behalf of the City of Norwalk titled 'Andrew's Field Habitat Restoration and Watershed Resilience Project' has been selected to receive funding through the Department of Energy and Environmental Protection's (DEEP) Long Island Sound Ecosystems Grant Program! This was a competitive round of funding; we received 29 applications requesting over \$14.5 million.

Your project was selected for partial funding in the amount of \$255,000. This amount excludes the requested elevated wooden boardwalk.

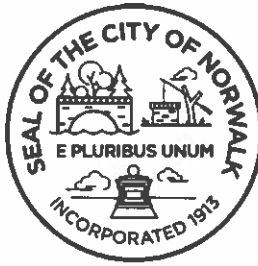
Please refer to the attached "Ecosystems Grant Awardee Next Steps" document to find instructions on how to confirm your intention to accept this award and an overview of what is needed for DEEP to start processing your contract. Contact DEEP.EcosystemsGrant@ct.gov if you have any questions about your award or the contracting process.

Thank you for joining DEEP as we work together to restore coastal habitats!

Sincerely,

A handwritten signature in blue ink, appearing to read "Graham J. Stevens".

Graham J. Stevens, Chief
Bureau of Water Protection and Land Reuse



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 3/16/2026

DEPARTMENT: Rec and Parks


Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

| | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> | 1 | The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements |
| <input type="checkbox"/> | 2 | After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached) |
| <input type="checkbox"/> | 3 | The compatibility of equipment, accessories, or replacement parts is of paramount consideration |
| <input checked="" type="checkbox"/> | 4 | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) |
| <input type="checkbox"/> | 5 | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency |
| <input type="checkbox"/> | 6 | Other, please explain: |

TOTAL COST: \$161,334.37 MUNIS Account: 09246030 5777 C0820, 2SB32001 739 03, 030000 2684

VENDOR: Northeast Scoreboards

| | | |
|-----------------------------------|--|--|
| Purchasing Agent Signature | The Purchasing Agent | Department Head Signature |
| | <input checked="" type="checkbox"/> Supports |  |
| Purchasing Agent Name | <input type="checkbox"/> Does Not Support | Department Head Name |
| | <input type="checkbox"/> Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Robert Stowers |
| Date | | Date 3/16/2026 |

JUSTIFICATION:

The Parks Department and Board of Education are looking to replace the dated scoreboard at Casagrande Field. The attached pricing is from Omnia contract # Region14 ESC TX/08-37.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

Empty box for emergency explanation.

Northeast Scoreboards

PO Box 302

Moodus, CT 06469

860-790-0282

northeastscoreboards@gmail.com

Estimate

| Name/Address |
|--|
| Brien McMahon High School 30 Highland Avenue Norwalk, CT 06854 |

| Date | Quote | Project |
|----------|-------|---------|
| 01/11/26 | 620 | |

| Item | Description | Quantity | Cost | Total |
|---------------------------|--|----------|--------------|-----------|
| 00 | P10 Outdoor Video Display. 10mm, 19.95' x 9.45' Power 67.3 Amps @208VAC 100 Amp Circuit Required Must have Internet connection in press box. pricing assumes we can get fiber optic cable from the press box to the location of the scoreboard. Pricing does not include trenching and running conduit for power or Fiber | 1 | 75,711.40 | 75,711.40 |
| 3018A | Football Scoreboard Model 3018A 4'6" x 18' | 1 | 9,518.97 | 9,518.97 |
| Shots 22 | OES Football Play clocks with 22" digits | 2 | 1,733.00 | 3,466.00 |
| 00 | Jackery Battery generator to un one play clock | 1 | 800.00 | 800.00 |
| RFD-XB9 | Radio Kit for Scoreboards | 3 | 405.00 | 1,215.00 |
| Bolt Live | Bolt Live, LED Content management: | 1 | 10,905.00 | 10,905.00 |
| 00 | 485-USB M4 Cable | 1 | 233.00 | 233.00 |
| AC624024U | 2' x 20' Ad Panel with artwork and unistrut | 1 | 2,497.00 | 2,497.00 |
| RTR-240X18 | Decorative truss with Logos and text | 1 | 9,288.00 | 9,288.00 |
| 00 | fiber optic cable, 500' | 500 | 1.50 | 750.00 |
| Freight With Insurance | Freight | 1 | 3,500.00 | 3,500.00 |
| Install | Remove and dispose of existing scoreboard, Install video display on existing structure, pull fiber optic cable through conduit supplied by others and not included in this price. set up control room. train via webinar. Install Play Clocks | 1 | 36,000.00 | 36,000.00 |
| ISC Edge | ISC Edge Scoreboard Control. 10" Touch Screen. | 1 | 1,950.00 | 1,950.00 |
| | | | Total | |

Northeast Scoreboards

PO Box 302

Moodus, CT 06469

860-790-0282

northeastscoreboards@gmail.com

Estimate

| Name/Address |
|--|
| Brien McMahon High School 30 Highland Avenue Norwalk, CT 06854 |

| Date | Quote | Project |
|----------|-------|---------|
| 01/11/26 | 620 | |

| Item | Description | Quantity | Cost | Total |
|------------|---|----------|--------------|----------|
| ISC Mobile | Includes remote start stop switch and play clock re-set switch Blue tooth interface for Mobile scoring app. Allows the Scoreboard to be used on the field by cel phone app or tablet. | 1 | 0.00 | 0.00 |
| 00 | Pull fiber into existing conduit | 1 | 4,000.00 | 4,000.00 |
| 00 | Terminatate Fiber | 1 | 1,500.00 | 1,500.00 |
| 00 | If we are not able to pull fiber all the way through the existing conduit. We can dig a trench and install new conduit the rest of the way on a time and materials basis. | 1 | 0.00 | 0.00 |
| 00 | Internet is required in the press box to provide for training, Troubleshooting, system upgrades, Internet can be provided by either WiFi or copper. | | 0.00 | 0.00 |
| 00 | Preliminary, training is provided on site. this is basic how to start up the system, operating the scoreboard control, operating the Bolt content management system. In Depth comprehensive training is provided remotely via webinar and team viewer. After initial training, Additional training is provided as needed. | | 0.00 | 0.00 |
| 00 | Your systems have a 5 year warranty. See enclosed warranty from the manufacturer for exceptions. | | 0.00 | 0.00 |
| 00 | Terms: 60% payment due upon placing the order. 30% due prior to shipping. Balance upon completion | | 0.00 | 0.00 |
| | | | Total | |

PO Box 302

Moodus, CT 06469

860-790-0282

northeastscoreboards@gmail.com

| Name/Address |
|--|
| Brien McMahon High School 30 Highland Avenue Norwalk, CT 06854 |

| Date | Quote | Project |
|----------|-------|---------|
| 01/11/26 | 620 | |

| Item | Description | Quantity | Cost | Total |
|------|--|----------|--------------|---------------------|
| 00 | Omnia Contract: Region14 ESC-TX/08-37 | | 0.00 | 0.00 |
| 00 | Install pricing includes prevailing wage | | 0.00 | 0.00 |
| | Sales tax | | 6.35% | 0.00 |
| | | | Total | \$161,334.37 |

From: [Hughes, Ken](#)
To: [Conners, Sharon](#); [Iniguez, Nicolas](#)
Subject: Re: Noncompetitive Justification Procurement Form : Northeast Scoreboards
Date: Tuesday, March 17, 2026 4:31:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Yes.

Get [Outlook for iOS](#)

From: Conners, Sharon <sconners@norwalkct.gov>
Sent: Tuesday, March 17, 2026 4:22:39 PM
To: Iniguez, Nicolas <NIiguez@norwalkct.gov>
Cc: Hughes, Ken <khughes@norwalkct.gov>
Subject: RE: Noncompetitive Justification Procurement Form : Northeast Scoreboards

The quote date is 1/11/2026, are they still honoring it?

Sharon Conners
Purchasing Agent
City of Norwalk
125 East Avenue
PO BOX 5125
Norwalk, CT 06856-5125
203-854-7947 office

[Purchasing & Central Services](#)



From: Iniguez, Nicolas <NIiguez@norwalkct.gov>
Sent: Tuesday, March 17, 2026 11:45 AM
To: Conners, Sharon <sconners@norwalkct.gov>
Cc: Hughes, Ken <khughes@norwalkct.gov>
Subject: Noncompetitive Justification Procurement Form : Northeast Scoreboards

Good Morning Sharon ,
I have the Noncompetitive Justification Procurement Form for the scoreboards that need to be replaced at Casagrande Field . Let us know if you need anything else .
Thank You

Nicolas Iniguez
Executive Assistant / Department of Recreation and Parks
City of Norwalk, Connecticut

125 East Ave

Norwalk, CT,06851

Office:(203)854-7813

<https://www.norwalkct.gov/>

niniguez@norwalkct.gov



Proposed Facility Use Fee Increases for FY 2027

| Veterans Park Boat Launch and Marina Proposed Fee Rates | Current Fees FY 2026 | Proposed Fees FY 2027 |
|--|-----------------------------|------------------------------|
| Veterans Park Launching Ramp, Non-Resident Daily Launch /Exit Pass | \$ 50.00 | \$ 52.00 |
| Veterans Park Launching Ramp, Resident Boat Stickers (Unlimited Launches) | \$ 35.00 | \$ 36.00 |
| Veterans Park Launching Ramp, Resident Stickers (Unlimited Launches for Seniors 66 and over) | \$ 25.00 | \$ 26.00 |
| Veterans Park Launching Ramp, Non-Resident Season Launch Stickers | \$360.00 | \$ 360.00 |
| Veterans Park Marina, Residents P/F + Tax | \$ 60.00 | \$ 62.00 |
| Veterans Park Marina, Resident's age 66 and over P/F+ Tax | \$ 49.00 | \$ 51.00 |
| Veterans Park Marina, Non-Residents P/F + Tax | \$ 60.00 | \$ 67.00 |
| Veterans Park Marina, Non-Residents' age 66 and over P/F+ Tax | \$50.00 | \$ 56.00 |
| Veterans Park Marina, Resident Dinghies Flat Fee+ Tax | \$ 395.00 | \$ 395.00 |
| Veterans Park Marina, Resident Dinghies age 66 and over Flat Fee+ Tax | \$ 360.00 | \$ 360.00 |
| Veterans Park Marina, Non-Resident Dinghies Flat Fee + Tax | \$ 410.00 | \$ 410.00 |
| Veterans Park Marina, Non-Resident Dinghies age 66 and over Flat Fee + Tax | \$ 380.00 | \$ 380.00 |
| Veterans Park Dock's and Moorings Day Block 8:00 AM - 4:00 PM P/F | \$ 1.60 | \$ 2.00 |
| Veterans Park Dock's and Moorings Night Block 4:00 PM - 12:00 AM P/F | \$ 1.60 | \$ 2.00 |
| Veterans Park Dock's and Moorings Overnight Block 12:00 AM - 8:00 AM P/F | \$ 1.60 | \$ 1.60 |
| New East-Vets Marina | \$3,000 | \$3,000 |

| Parking/Month | Parking Recommendations | Current Rate FY 2026 | Proposed Fees FY207 |
|--|--------------------------------|-----------------------------|----------------------------|
| May, Jun, Jul, Aug, Sept, Oct-Weekend/ Holiday | LAZ Calf Pasture Beach | \$ 72.00 | \$ 75.00 |
| May, Jun, Jul, Aug, Sept, Oct--Weekday | LAZ Calf Pasture Beach | \$ 48.00 | \$ 50.00 |
| May, Jun, Jul, Aug, Sept, Oct-- Evening | LAZ Calf Pasture Beach | \$ 30.00 | \$ 45.00 |
| May, Jun, Jul, Aug, Sept, Oct- -Daily | LAZ Cranbury Park | \$ 12.00 | \$ 12.00 |
| May, Jun, Jul, Aug, Sept, Oct-- Daily | LAZ Veteran's Park | \$ 8.00 | \$ 8.00 |

The Fees above for parking are for Non-Residents. Residents can park for free with a valid license plate registered with the city

| Facility Rental Use Fees | Current Rate FY 2026 | Proposed Fees FY 2027 |
|---|-----------------------------|------------------------------|
| Calf Pasture Beach Pavilion Time Block 11:30 am- 3:30pm | \$500.00 | \$ 518.00 |
| Calf Pasture Beach Pavilion Time Block 5:00 pm- 9:00pm | \$500.00 | \$518.00 |
| Calf Pasture Beach Pavilion Both Time Blocks 11:30 am -9:00 pm | \$740.00 | \$766.00 |
| Cranbury Park Picnic Pavilion # 1 (< 200 attendees) | \$500.00 | \$518.00 |
| Cranbury Park Pavilion # 2 | \$440.00 | \$455.00 |
| Cranbury Park Bunk House & Pavilion # 2 for 3hrs - \$100 Per add. Hr | \$660.00 | \$683.00 |
| Cranbury Park Mansion Mid-Week Business Special (**)(***) for 3 hours/ \$105 P/H over | \$ 660.00 | \$ 683.00 |
| Cranbury Park Mansion 3 Hour Rental | \$ 1,830.00 | \$ 1,895.00 |
| Cranbury Park Mansion 5 Hour Rental (**)(***) | \$ 3,300.00 | \$ 3,416.00 |
| Cranbury Park Mansion 9 Hour Rental (**)(***) | \$ 4,960.00 | \$ 5,134.00 |
| Cranbury Park Mansion Additional Hours | \$ 495.00 | \$ 512.00 |
| Refundable Security Deposit (Mansion) | \$ 1,650.00 | \$ 1,708.00 |
| Fodor Farm Pavilion | \$ 400.00 | \$ 414.00 |

| | | |
|---|-------------|-------------|
| Fodor Farm Barn with Kitchen for 3 hrs - \$100 Per add. Hr. | \$ 700.00 | \$ 725.00 |
| Park Usage Fee- Groups of 1-99**+ \$50 P/H Custodian Min 3Hr | \$ 400.00 | \$ 414.00 |
| Park Usage Fee- Groups of 100-249 **+ \$50 P/H Custodian Min 3Hr | \$ 570.00 | \$ 590.00 |
| Park Usage Fee- Groups of 250- 499 **+ \$50 P/H Custodian Min 3Hr | \$ 790.00 | \$ 818.00 |
| Park Usage Fee- Groups of 500-999**+ \$50 P/H Custodian Min 3Hr | \$ 1,090.00 | \$ 1,128.00 |
| Park Usage Fee- Groups of 1000-1499**+ \$50 P/H Custodian Min 3Hr | \$ 2,080.00 | \$ 2,153.00 |
| Park Usage Fee- Groups of 1500-2499**+ \$50 P/H Custodian Min 3Hr | \$ 2,900.00 | \$ 3,002.00 |
| Refundable Security Deposit | \$ 1,050.00 | \$ 1,087.00 |
| Special Event Fee/Staffing per hour for two people | \$ 150.00 | \$ 155.00 |
| Calf Pasture Beach | \$ 400.00 | \$ 414.00 |
| Taylor Farm | \$ 400.00 | \$ 414.00 |
| Oyster Shell | \$ 400.00 | \$ 414.00 |
| Ryan Park | \$ 400.00 | \$ 414.00 |
| Veteran's Park | \$ 400.00 | \$ 414.00 |
| Washington Street Park | \$ 400.00 | \$ 414.00 |
| Cranbury Park | \$ 400.00 | \$ 414.00 |
| Grassy/Ram / Shea Island Non-Resident Registration Fee | \$ 30.00 | \$ 32.00 |
| Grassy/Ram / Shea Island Non-Resident Camping Fee Per night per campsite | \$ 20.00 | \$ 21.00 |
| Showmobile fees Rental Fee \$450 + \$250 set up /take down | \$ 750.00 | \$ 776.00 |
| Showmobile fees: Norwalk-based Non-Profit Organization 250. + \$250 set up /take down | \$ 525.00 | \$ 543.00 |
| Calf Pasture Kayak Racks | \$ 190.00 | \$ 190.00 |
| Shady Beach Kayak Racks | \$ 190.00 | \$ 190.00 |
| Fodor Farm Garden Plots | \$ 30.00 | \$ 30.00 |
| Fodor Farm Green House | \$ 25.00 | \$ 25.00 |
| Pickleball Courts (Ludlow, Matthews, Rowayton, Woodward) | \$15.00 | \$20.00 |

NORWALK REDEVELOPMENT

TO: MEMBERS OF NORWALK CITY COUNCIL
FROM: NORWALK REDEVELOPMENT AGENCY STAFF
DATE: MAY 26, 2026
RE: CDBG PY52 ANNUAL ACTION PLAN

As an entitlement community, The City of Norwalk receives an annual allocation of community development funding from the U.S. Department of Housing and Urban Development (HUD). In 2025 the five-year Consolidated Plan was submitted to and accepted by HUD. This Annual Action Plan is for year two of the five-year period.

PUBLIC PARTICIPATION

Due to the later release of HUD's funding allocations, any comments received during the 30-day comment period starting on April 24, 2026 and ending on May 25, 2026 for the draft of the program year 52 Annual Action Plan will be documented and presented at the May 26, 2026 City Council meeting. Documented comments will be shared with the Council members as they are received to allow for adequate time for consideration. A summary of public comment received during the comment period and hearing will be noted in *AP-12 Participation* of the Annual Action Plan draft.

PY52 FUNDING SUMMARY

The City's CDBG amount available for funding for PY52 is \$842,938. This number is comprised of \$840,938 of 2025-2026 entitlement funding and \$2,000 of anticipated program income. The allocation is \$40,938 more than anticipated funding listed in the Notice of Funding Opportunity (NOFO) and \$7,677 more than the prior year allocations. The proposed the funding allocations reflects the increased allocation. Additionally, the plan will convert \$200,000 from the Revolving Loan Fund to Program Income.

A total of 31 eligible sub-recipient applications were received during the yearly application window. Per the recommendation of the consolidated plan consultants and in coordination with Norwalk City Council members, a scoring rubric was developed at the start of the 2025-2029 Consolidated Plan period. The 31 applications were scored by a committee of City and Agency Staff using the noted rubric. The applicants receiving the highest average scores are being advanced for funding consideration.

Housing and Facility project funding made available to the public totaled \$218,643.88. Seven applications for Housing and Facility projects were received and requested \$354,270.95 within the applications. The four organizations qualified through scoring are being advanced for funding consideration totaling \$154,950.95. Service funding made available to the public totaled \$126,140.70. This value reflects the 15% cap on entitlement funds for service projects. 22 service applications were received and requested \$935,469.00 within the applications. The six organizations being advanced for funding consideration totaled \$151,499 of requested funding. A reduction of approximately 17% was made to the requested amounts of the six applications in order to maintain the service cap.

Below is a project summary of funding allocations being advanced for consideration to the ECD

Committee and included in the Annual Action Plan draft. CDBG program planning and administration will continue to operate according to the 20% formula as prescribed by HUD. All public service activities are subject to HUD’s 15% cap of the allocated funding. Public service activity presented below fall within the maximum allowable funding for the category.

All drafts of the PY52 Annual Action Plan and PY52 sub-recipient applications are available online at: <https://www.norwalkct.gov/1412/Community-Development-Block-Grant>.

| PY52 (2026) Entitlement Funding: \$ 840,938 Program Income Estimate: \$2,000 | | | | |
|---|---------------------------------|---|----------------------|----------------------|
| Project | Organization | Program/Project | Funding Request | Actual Funding |
| Public Services | Person to Person | Emergency Assistance | \$ 49,742.00 | \$ 41,416.03 |
| | Building Neighborhoods Together | Financial Empowerment Program | \$ 20,000.00 | \$ 16,652.40 |
| | Stepping Stones | Child Literacy Improvement Program | \$ 31,757.00 | \$ 26,441.42 |
| | Community Health Center | Financial Support for Health Care | \$ 5,000.00 | \$ 4,163.09 |
| | Filling in the Blanks | Weekend Meal Program | \$ 20,000.00 | \$ 16,652.34 |
| | The Rowan Center | Crisis Support Therapy | \$ 25,000.00 | \$ 20,815.42 |
| | Subtotal | | \$ 151,499.00 | \$ 126,140.70 |
| Public Facilities | The Carver | Fire Alarm System Replacement | \$ 58,450.95 | \$ 58,450.95 |
| | Elder House | Development of Outdoor Facility Space | \$ 175,000.00 | \$ 63,500.00 |
| | Subtotal | | \$ 233,450.95 | \$ 121,950.95 |
| Housing | Sound Communities | 72 South Main Street Roof Replacement Project | \$ 18,000.00 | \$ 18,000.00 |
| | HomeFront | Home Revitalization Programming | \$ 15,000.00 | \$ 15,000.00 |
| | Subtotal | | \$ 33,000.00 | \$ 33,000.00 |
| City Neighborhoods (CN) | City of Norwalk | PY52 City Neighborhood: Funds reserved for City operated housing and facility projects to cover direct project costs for eligible activities. | \$ 393,258.75 | \$ 393,258.75 |
| NRDA Admin | Norwalk Redevelopment Agency | PY50 Admin: Administrative and planning funds for Norwalk Redevelopment Agency staff to be used for general program management and soft costs activities. | \$ 168,587.60 | \$168,587.60 |
| | | | Total | \$842,938.00 |

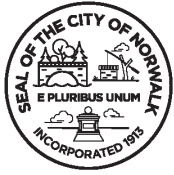
REQUESTED ACTIONS:

- Authorize the Mayor to execute any and all documents associated with submission of the PY52 Annual Action Plan to HUD.
- Authorize the Mayor to execute any and all documents consistent with the approved PY52 Annual Action Plan.

Links

PY52 Annual Action Plan:

<https://www.norwalkct.gov/DocumentCenter/View/39116/Norwalk-2026-AAP---Public-Comment-Draft-43026?bidId=>



Transportation Mobility & Parking

CITY OF NORWALK
Transportation Mobility & Parking
P: 203-854-7335
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

To: Economic and Community Development Committee of the Common Council

From: Benjamin Yeung, P.E. – Senior Traffic Engineer, Transportation, Mobility, and Parking (TMP)

CC: Sabrina Godeski, BS, MPL, AICP – Director of Business Development & Tourism
James Travers – Director, TMP
Garrett Bolella – Assistant Director, TMP

Subject: May 2026 Agenda: Gregory Blvd Roundabout & Neighborhood Traffic Safety Improvements Project – VHB Task Order – Amendment 1

Date: May 6, 2026

Background:

The City of Norwalk aims to enhance road safety and mobility for all users – including motorists, bicyclists, and pedestrians. For years, local residents have called for action on addressing issues at the intersection around the Roger Ludlow Monument in East Norwalk and have voiced their concerns with Fifth Street operations. Public comments listing issues with this area were noted in the development of Norwalk's 2022 Transportation Master Plan. Furthermore, we have a letter of support for our proposed improvements which was submitted by the Norwalk Bike-Walk Commission.

The issues include:

1. Non-standard circular intersection:

The intersection of Gregory Boulevard, Marvin Street, and Fifth Street encircles Roger Ludlow Monument and serves as a gateway to the Marvin Beach neighborhood and to the major recreational destination of Calf Pasture Beach. However, the current intersection configuration lacks marked pedestrian crosswalks on most approaches and has little to no cyclist crossings. It also contains a lot of underutilized paved area, which leads to high vehicle turning speeds and a more treacherous environment for vulnerable road users. Finally, the intersection's traffic control devices, including stop signs on some approaches and none on others, and a yield sign for the eastbound left turn from Fifth Street onto Gregory Blvd are not in accordance with a typical modern roundabout, leading to confusion among drivers on who has right-of-way. Past efforts to rectify this were not successful, so it was concluded that properly reconstructing the intersection as a modern roundabout would be the only way to make the changes to typical roundabout traffic control more intuitive to drivers. The current deficiencies have manifested in data which shows a high frequency of hard braking by vehicles stopping suddenly to avoid a collision and/or obey a traffic control device which they did not expect.

2. Fifth Street traffic concerns:

Fifth Street between Cove Avenue and Gregory Boulevard is a neighborhood street which also handles higher traffic volumes than nearby parallel streets since it leads directly to Marvin Street and Calf Pasture Beach Road. Fifth Street residents have noted to City staff in the past that the road is frequently used as a cut-through for traffic headed to or from Calf Pasture Beach, especially in the summer months. This has led to more observations of speeding and calls for traffic calming to a level appropriate for a neighborhood street.

3. Pedestrian crossings to Ludlow Park across Gregory Blvd:

Ludlow Park is a popular recreational amenity for the East Norwalk neighborhood, with a baseball/softball field and pickleball courts that are frequently used throughout the year. The park is located on the east side of Gregory Boulevard, while many of the local park users live in the Marvin Beach neighborhood on the west side of Gregory Boulevard. The Marvin Beach Association has called on City staff to address safety concerns with the pedestrian crossings into the park at Roland Avenue and Alden Avenue by improving pedestrian visibility and lowering traffic speeds along Gregory Boulevard.

4. NRVT and bike access to/from Calf Pasture Beach:

The Norwalk River Valley Trail (NRVT) is currently routed from Calf Pasture Beach, northward on Calf Pasture Beach Road and straight through the intersection of Marvin Street at Gregory Boulevard onto Fifth Street. However, despite being located so close to the scenic southern end of one of Fairfield County's longest trails, the NRVT lacks designated off-street facilities in the East Norwalk neighborhood. Calf Pasture Beach is one of the most popular recreational destinations in Norwalk and while there are bike lanes along Calf Pasture Beach Road, there is a lack of a seamless transition through the intersection at Gregory Boulevard, Marvin Street, and Fifth Street, which limits its potential as a bike route that can be safely used by all ages and abilities.

Project Description:

To address these various issues, the City has already begun planning and engineering design for the construction of a modern roundabout at the intersection of Gregory Boulevard, Marvin Street, and Fifth Street. Converting the existing non-standard traffic circle into a modern roundabout will improve safety for all road users. Roundabouts are proven to be better than traditional signalized intersections for traffic calming, crash reduction, and are more effective at processing seasonal and special event traffic demands without causing unnecessary delay at other times. Roundabouts are more efficient, environmentally sustainable, and offer smoother traffic flow along a hurricane/flood evacuation route. The proposed design will also safely accommodate pedestrians and bicyclists, while providing a beautiful gateway to the shore in East Norwalk.

Modifications are also proposed at the adjacent intersection of Marvin Street and Calf Pasture Beach Road. To reduce delay on the higher-volume northbound left turn from Calf Pasture Beach Road, the current concept includes curb line changes to keep traffic free-flowing between the west and south legs of the intersection, and to add more green space where Ludlow Manor currently intersects Marvin Street.

The project will also include a shared-use path along Fifth Street (to be signed as the NRVT) with consideration for traffic calming alternatives such as raised intersections or chicanes. The shared-use path would continue towards Calf Pasture Beach Road and wrap around the north and east sides of Ludlow Park. This is planned to tie into a longer path which would extend southward all the way to Calf Pasture Beach itself, as laid out in the 2022 Transportation Master Plan. Finally, the project will incorporate new crosswalks on all sides of Ludlow Park with curb extensions or median refuge islands to support pedestrian safety. All new roadway improvements will only utilize the existing public right-of-way.

Funding and Schedule:

Under TMP's traffic engineering on-call contract, the City of Norwalk initiated a task order with engineering consultant VHB in November 2022 for an initial feasibility study and engineering design services for the roundabout project. As of now, the feasibility study and concept design have been completed, and the design team is preparing to advance to preliminary engineering and public

engagement. Since the initial task order, the scope of the project has been expanded to include the shared-use path along Fifth Street and the other roadway improvements around Ludlow Park. The deliverable from the task order amendment requested here will be “shovel-ready” plans for the expanded project limits, including the roundabout, Fifth Street, and Ludlow Park crosswalk improvements.

A State appropriation of \$400,000 secured by Senator Bob Duff was authorized by City Council in March 2026, to be used to fund the design and engineering for this project. To date, the City has received \$850,000 in funding for future construction of this project, in a Federal earmark secured by Congressman Jim Himes. We are also maintaining \$200,000 in capital funding as a grant match for future construction. TMP remains confident that we will be best positioned to secure the remaining funding that is needed for construction if we have shovel-ready plans.

REQUESTED ACTIONS:

- A. Authorize the Mayor, Barbara C. Smyth, to execute an Amendment to the Contract between the City of Norwalk and VHB for Design and Engineering Services for the Gregory Boulevard Roundabout & Fifth Street Shared-Use Path Project, in an amount not to exceed \$246,000.**
- B. Authorize the Director of Transportation, Mobility, and Parking to execute orders on the contract between the City of Norwalk and VHB for Design and Engineering Services for the Gregory Boulevard Roundabout & Fifth Street Shared-Use Path Project, for a sum not to exceed \$24,600.**

ACCT: 580000-5796-AID08

Sincerely,



Benjamin Yeung, P.E. – Senior Traffic Engineer, TMP



Engineers | Scientists | Planners | Designers

100 Great Meadow Road, Suite 200, Wethersfield, Connecticut 06109

P 860.807.4300 F 860.372.4570 www.vhb.com

Client Authorization

New Contract

Date: April 30, 2026

Amendment No. 1

Project No. R043182.000

Project Name: Gregory Blvd Roundabout Design

To: City of Norwalk
Purchasing Department
PO Box 5125
Norwalk, CT 06856

| | Cost Estimate | |
|----------|---------------|----------------|
| | Amendment | Contract Total |
| Labor | \$246,000 | \$396,000 |
| Expenses | Included | Included |
| TOTAL | \$246,000 | \$396,000 |

Email: byeung@norwalkct.gov

Lump Sum

Time & Expenses

Cost + Fixed Fee

Labor Multiplier

Phone No: 203-854-7335

Estimated To be determined with City

ADDITIONAL SCOPE OF SERVICES – GREGORY BOULEVARD

The original agreement entails engineering design and preparation of construction plans, specifications, and estimate (PS&E) for the installation of a roundabout at the intersection of Gregory Boulevard at 5th Street/Marvin Street and reconfiguration of the Calf Pasture Beach Road intersection with Marvin Street. The proposed improvements to be designed under the original agreement were based on a conceptual improvements plan previously prepared by VHB.

Under this amendment, VHB will revise the previous concept plan and expand the project area limits as described below. VHB will present the concept plan at one (1) public information meeting and then prepare construction plans, specifications, and estimate (PS&E) for the project as described under the original agreement. The PS&E will be submitted to the City at the milestones described in the original agreement.

The additional services to be provided by VHB under this amendment are described below.

1.0 CONCEPT DESIGN (10%)

VHB will revise the previously noted concepts to include the following revisions:

1.1 5th Street:

- VHB will expand project limits to the west to the intersection of 5th Street at Cove Avenue
- VHB will include streetscape improvements to 5th Street showing a 10' path and 4' amenity zone on the south side of the road, 10' travel lanes, and 8' parking section on the north side of the road.
- VHB will include an alternative for the 5th Street streetscape improvements showing a 10' path and 4' amenity zone on the south side of the road, 10' travel lanes, and 8' chicaning parking pattern alternating between the south and the north side of the road.
- VHB will match the back of walk on the south corner of 5th Street at Gregory Boulevard and modify the concept to accommodate the streetscape improvements to 5th Street. VHB will verify navigability by SU-30s for the 5th Street approach.
- VHB will show a raised intersection concept at the intersection of 5th Street and Hawkins Avenue.

1.2 Gregory Boulevard:

- VHB will expand project limits to the south to the intersection of Gregory Boulevard at Alden Avenue.

- VHB will show bump outs on the east side of Gregory Boulevard at the Roland Avenue and Aden Street intersections.

1.3 Calf Pasture Road:

- VHB will expand project limits to the south to the intersection of Calf Pasture Road at Marvin Elementary School.
- VHB will show a merge to one lane in the northbound direction on Calf Pasture Road.
- VHB will show one lane southbound on Calf Pasture Road increasing to two lanes south of the project limits.
- VHB will show a parking lane on the west side of Calf Pasture Road.
- VHB will show the median as a drivable/mountable median for use during special events.
- VHB will show the on road multi-use path bike lane transition on the west side of Calf Pasture Road.
- VHB will show the installation of a raised crosswalk and bike crossing across Calf Pasture Road near the south end of the project limits and Marvin Elementary School.

1.4 General improvements:

- VHB will include access to 3 Marvin Street on the concepts.
- VHB will prepare turning movement templates for the previously prepared roundabout concepts to ensure accommodation of the design vehicles and for presentation during the public meeting. Largest design vehicles for the roundabout concepts will be B-40 not to utilize truck apron and WB-62 using the truck apron.

VHB will incorporate and prepare responses to one (1) round of City comments compiled by the Norwalk Transportation, Mobility, and Parking Department (TMP) which will include comments from any impacted City Departments (e.g., Department of Public Works, etc.).

The color concept plans prepared under this task will show sufficient detail to illustrate the approximate layout of the roundabout and to demonstrate that the roundabout will accommodate the design vehicles noted above. Detailed engineering design including fastest path analysis of the roundabout concepts is included under Task 5.0.

2.0 **MEETINGS AND COORDINATION**

The original agreement included attendance at one public information meeting. Under this amendment, VHB will attend a second public information meeting and prepare a PowerPoint presentation, print hard copies of the conceptual improvement plans, and prepare up to four (4) colorized boards (24" x 36") for presentation materials. Minutes and comments from the meetings will be documented and reported to the City of Norwalk. The City will be responsible for providing a venue and advertising the meetings.

VHB will attend an additional public meeting in support of City staff on April 30, 2026. VHB will be available as needed during the question and answer session.

The original agreement included attendance at four meetings with City staff in addition to the public information meetings noted above. Under this amendment, VHB will attend one additional meeting with City staff, bringing the total number of meetings to five.

3.0 SURVEY

VHB will hire subconsultant Martin Surveying Associates, LLC (MSA) to perform and prepare a Topographic Survey and Class D Right of Way Survey pursuant to the "Standards for Surveys and Maps in the State of Connecticut" as adopted by The Connecticut Association of Land Surveyors on September 26, 1996, amended October 18, 2018. The survey will conform to horizontal accuracy class A-2, T-2 for topography and V-2 for vertical accuracy.

TOPOGRAPHIC

MSA will Survey and locate existing features and improvements along Fifth Street, Marvin Street, and Calf Pasture Beach Road to capture the extent of the additional concept improvements to support the roundabout design.

Topographic contours will be one foot with critical spot elevations shown in flat areas or where contours do not accurately depict the slope of the land.

The survey will include permanent features within the existing street right of way boundaries and also within the first 5' of adjacent properties. The survey will include the location and size of underground utilities including gas, water, electric and communication lines; location of utility poles with number, ownership, and overhead wires; location, pipe diameter and materials, grate and invert elevation of catch basins and manholes. MSA will measure and plot top of frame, invert, and sump elevations, and pipe sizes and types on storm drainage and sanitary sewer systems within the survey limits.

RIGHT OF WAY

The survey will show existing right-of-way and property lines for all properties within the project limits. Said Right of Way and property lines will be based upon record research, other maps, limited field measurements and other sources and conform to a class A-2 accuracy for properties on the south side of Fifth Street and class D accuracy elsewhere within the project area.

CONTROL

The horizontal control will be tied to the State of Connecticut coordinate system (N.A.D. 1983), and vertical control to (N.A.V.D. 1988). Control points shall be established in the field and will be shown on the plan with the appropriate coordinate values and recovery ties clearly marked. Two benchmarks will be set within the project limits.

4.0 DRAINAGE ANALYSIS

The original agreement included drainage analysis for the 25-year storm. Under this amendment, VHB will conduct additional drainage analysis for the original project area and expanded project area for both the 25-year and 100-year storm. This drainage analysis will be documented in a drainage report as noted in the original agreement.

5.0 DESIGN OF EXPANDED PROJECT AREA

VHB will revise the concept plans and expand the project area limits as described in Task 1.0. VHB will then prepare construction plans, specifications, and estimate (PS&E) for the project as described under the original agreement. The PS&E will be submitted to the City at the milestones described in the original agreement.

VHB will assist the City in submitting the plans to the CTDOT Roundabout Committee for review and input in conjunction with the Preliminary Design and Final Design Submittals. VHB will assist the City in preparing up to two comment responses. VHB will incorporate CTDOT Roundabout Committee feedback in conjunction with City Comments as described in the original contract.

During the Final Design stage, VHB will Retain the services of a subcontractor to conduct test pits at up to five (5) additional locations. With the ten (10) locations from the Original Agreement dated November 9, 2022, this brings the total number of test pits to be conducted up to fifteen (15). VHB will meet with the subcontractor at the project site to field mark the test pit locations. VHB shall review the results of the test pits and incorporate into the design.

COMPENSATION

VHB will perform the Scope of Services contained in this agreement on a lump sum basis. The lump sum fee is \$246,000 which includes all VHB labor, subconsultants/subcontractors, and reimbursable expenses.

SCHEDULE

VHB will begin performance of the above services upon receipt of written authorization to proceed. The schedule is also subject to timely delivery of information and reviews promised by the City. If the City requests that work under this Proposal be stopped, the schedule is subject to renegotiation when written authorization to proceed is received.

SERVICES NOT INCLUDED

The following additional services are, not included in this amendment at this time:

- Additional traffic data collection and/or analysis
- Field delineation of inland wetland and watercourse boundaries
- Environmental Services (hazardous materials)
- Bidding phase services
- Construction administration and inspection
- Test pits beyond those in the contract
- Design support during construction
- Utility test pits and/or subsurface exploration surveys beyond what is specified in the contract
- Additional survey
- Preparation of easement/taking maps
- Archeological investigation, identification, observation, or reports
- Preparation of as-built plans
- Submittal to the Connecticut Department of Transportation (CTDOT) or other reviewing agency for review beyond the CTDOT Roundabout Committee
- Bid level Front End Documents
- Plan preparation for applications for funding

Should services be required in these areas, or areas not previously described, VHB will prepare a proposal or amendment, at the City's request, that contains the Scope of Services, Compensation, and Schedule to complete the additional services.



If a purchase order or other authorization document is issued by Client, notwithstanding anything to the contrary in any such document, the terms and conditions of this Agreement will be controlling and will take precedence over any additional or different terms contained in any document generated by the Client.

The fees in this proposal/contract may be subject to change if not accepted within 60 days from the date of issue.

Prepared by: William Kresic, PE, PTOE, RSP1

Document Approval: SON

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

Subject to attached terms & conditions

Subject to terms & conditions of the TMP On-Call dated July 5, 2025 as referenced our original agreement dated November 9, 2022; subsequently replaced by the On-Call 4448 dated November 12, 2025.

VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION

CLIENT AUTHORIZATION (Please sign original and return)

By: 

By: _____

Print: John T. Hapkiewicz, P.E.

Print: _____

Title: Managing Director

Title: _____

Date: 4.30.2026

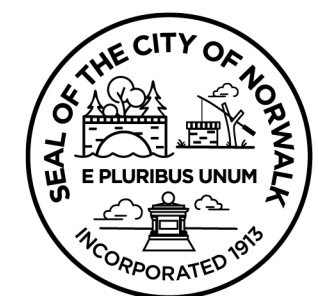
Date: _____

Ludlow Park & Fifth Street Neighborhood Traffic Safety Improvements



PROJECT LIMITS

ROGER LUDLOW
MONUMENT



Transportation
Mobility & Parking

Yeung, Benjamin

Subject: RE: Question regarding obligating FY26 funds

From: Tertullien, Vernita <Vernita.Tertullien@mail.house.gov>

Sent: Wednesday, May 13, 2026 4:25 PM

To: Bolella, Garrett <GBolella@norwalkct.gov>

Cc: Tickey, Jimmy <Jimmy.Tickey@mail.house.gov>

Subject: Question regarding obligating FY26 funds

You don't often get email from vernita.tertullien@mail.house.gov. [Learn why this is important](#)

CAUTION: EXTERNAL Email: Don't open links or attachments from untrusted senders

Hi Garrett,

Thanks for the call yesterday. I spoke with our legislative staff regarding your inquiry about the deadline for obligating the earmark for the Norwalk River Valley Trail Extension project.

Looks like FY26 funds are available for obligation until September 30, 2029. Here are additional details from FHWA:

Allocation of Funds for Obligation: Under the HIP account, there are 604 line-item projects totaling over \$1.5 billion. We fully understand the need to make this funding available as quickly as possible. **In short, the best estimate we can provide you at this time is between weeks and months before this funding becomes fully available for obligation.** Some steps may take a matter of days, and others may take weeks. Some steps, such as step 4 below, are outside of FHWA's control.

Funding Recipient: Regardless of the project sponsor/recipient, all Congressionally Directed Projects (except for Tribal projects) assigned to FHWA will flow through the appropriate State Department of Transportation (DOT). Some State DOTs may choose to serve as a pass-through and subaward the funding depending on the potential subrecipient's experience administering a Title 23 project; others may directly administer the project themselves. Regardless, as the direct recipient of these funds, the State DOT is ultimately responsible for the funding and ensuring that all Federal requirements are met. **To that end, we strongly encourage all questions from your office, or your constituents, be directed first to the State DOT once the funding becomes available for obligation.**

Application of Title 23, U.S. Code: Funds made available for these Congressionally Directed Projects, other than funds for Tribal projects, will be administered as if apportioned under chapter 1 of Title 23, United States Code. **These projects will be subject to various Federal requirements (e.g., competition in contracting, Buy America, the National Environmental Policy Act, etc.).** Your State DOT and many large cities, Metropolitan Planning Organizations (MPOs), and others know these requirements well. Smaller local governments, or other entities that may have little to no experience managing Federal-aid highway projects and their applicable Title 23 requirements, likely will have the State DOT administer their projects. Funds made available for congressionally directed projects that are Tribal projects shall generally be administered as if allocated under chapter 2 of Title 23, United States Code, with a few exceptions.

The Federal-aid Highway program is a reimbursement program. Costs incurred prior to FHWA project authorization are not eligible expenses.

→ **Period of Availability:** These funds are available for obligation until September 30, 2029. Any funding not obligated by the end of FY 2029 will lapse. ←

Project Description: The project description as shown in the Joint Explanatory Statement table defines the scope of work for the project on which the funds may be legally expended. Funding for a project can be used

only for the activities within the scope of the physical limits as defined by the project description. For those that are described as “construction” or “construct,” eligible activities would include any project development activities related to the described project, including environmental documentation, design, right of way activities, and physical construction, as generally outlined in Title 23. Recipients must utilize the funding for projects as defined in the project description/scope of work and projects must otherwise comply with Federal-aid highway funding requirements under Title 23.

The table of projects in the Joint Explanatory Statement is incorporated by reference in the Consolidated Appropriations Act, 2026. Therefore, any proposed changes to the project description and the use of the funds would require an act of Congress.

Funding Steps for Congressionally Directed Projects:

Below is a general list of the key steps in the process to obligate funds and to reimburse eligible expenses for congressionally directed highway projects under the Consolidated Appropriations Act, 2026 enacted on February 3, 2026.

1. The FHWA Budget Office prepares the required budgetary documents to submit to the Department of Transportation’s Office of the Secretary and the Office of Management and Budget (OMB). OMB apportions budgetary resources to FHWA.
2. The FHWA Budget Office establishes a program code for the activity.
3. Funding is allotted to an FHWA program office who then allocates it to the appropriate FHWA division offices by State. Funding is loaded into the FHWA’s Fiscal Management Information System (FMIS) to make it available to the State DOTs for obligation.
4. State DOTs request the funding by submitting a project authorization request in FMIS to their respective FHWA division office, containing a scope of work/project description.
5. The FHWA division office reviews the State DOT’s authorization request to ensure the scope of work/project description complies with Federal-aid highway funding requirements under Title 23, United States Code, and aligns with the scope of the project’s description in the Joint Explanatory Statement.
6. If there are no issues, the FHWA division office authorizes the project, and the funds are obligated.
7. Projects may then incur eligible expenses in accordance with the project authorization and Title 23 requirements.
8. State DOTs receive the funds after submitting reimbursement requests for eligible expenses to their FHWA division offices.

Federal-Aid Program Management: For background, the Federal-aid Highway Program is a federally assisted, State-administered program. As such, Federal, State, and local transportation entities work together to implement the program. Under the program, FHWA makes Federal highway funds available to the State DOTs in accordance with law. State DOT officials are responsible for working with local officials and for the completion of the planning, design, and construction of those projects and programs that utilize this funding. The FHWA’s role is to provide technical assistance and reviews at key stages to make sure the project meets all applicable Federal requirements.

Below are some links to additional information you may find helpful:

- [Funding Information](#) – This web page provides funding information by fiscal year for FYs 2022 through 2026, including an authorization table and notices for apportionments and obligation limitation.

- [Federal-aid Essentials for Local Public Agencies](#) – A great resource with videos and information on the nuts and bolts of the Federal-aid program and how local agencies interact with FHWA.
- [Federal-aid Program Overview](#) – A great resource with videos and information on the Federal-aid Stewardship and Oversight process.
- [Technical Assistance/Local Support](#) – This web page provides support for local public agencies with technical assistance for planning, design, construction, preserving, and improving public roads and in the stewardship of Federal funds.

Vernita Tertullien

Economic and Community Development Director

Congressman Jim Himes, CT-04

350 Fairfield Avenue, Suite 603

Bridgeport, CT 06604

P: (203) 333-6600

Vernita.Tertullien@mail.house.gov

US CONGRESSMAN

JIM HIMES

REPRESENTING CONNECTICUT'S FOURTH DISTRICT



City of Norwalk, Transportation, Traffic and Parking
Gregory Boulevard Roundabout and Fifth Street Improvements Design
VHB Amendment No. 1 – Proposal Submitted April 30, 2026

Fee Breakdown

| Task No. | Task Name | Fee |
|-----------------|---------------------------------|-------------------------------------|
| 1.0 | Concept Design (10%) | \$29,000 |
| 2.0 | Meetings and Coordination | \$6,200 |
| 3.0 | Survey | \$16,800 |
| 4.0 | Drainage Analysis | <i>Fee included in Task 5.0</i> |
| 5.0 | Design of Expanded Project Area | \$194,000 |
| TOTAL | | \$246,000 |



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 5/20/2026

DEPARTMENT: Operations/Fleet

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

| | | |
|-------------------------------------|---|--|
| <input checked="" type="checkbox"/> | 1 | The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements |
| <input type="checkbox"/> | 2 | After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached) |
| <input type="checkbox"/> | 3 | The compatibility of equipment, accessories, or replacement parts is of paramount consideration |
| <input type="checkbox"/> | 4 | The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) |
| <input type="checkbox"/> | 5 | The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency |
| <input type="checkbox"/> | 6 | Other, please explain: |

TOTAL COST: \$20,422.21 MUNIS Account: 01-400-040-40450-0-5462

VENDOR: Kassbohrer All Terrain Vehicles INC.

| | | | |
|----------------------------|----------------------------|---|---------------------------|
| Purchasing Agent Signature | The Purchasing Agent | | Department Head Signature |
| | X <input type="checkbox"/> | Supports | |
| Purchasing Agent Name | <input type="checkbox"/> | Does Not Support | Department Head Name |
| Date | <input type="checkbox"/> | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Date <u>05/20/26</u> |

JUSTIFICATION:

Purchase of parts to repair Cherrington/Beach Tech Model 5500, beach cleaning machine, operated by the Rec. and Parks Department. This machine is currently out of service. These parts are only available through Beach Tech manufacturer, Kassbohrer All Terrain Vehicles INC.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

Empty box for emergency explanation.



KÄSSBOHRER ALL TERRAIN VEHICLES INC.

Quote no.: 290084423
Date: 05/18/2026
Customer no.: 73099907
Quote valid to: 07/18/2026
Contact:
Phone:
Fax:
E-Mail:
Your order: 290084423

Delivery address:
 City of Norwalk
 Tom
 15 South Smith st.
 Norwalk, CT 06855
 USA

QUOTE

| Pos. | Article no. Description | Quantity | Unit price | Discount % | Net total USD |
|------|---|----------|------------|------------|---------------|
| 1000 | 71.450352 WLD: FLIGHT 4500 - 100, 2.12 | 27 PC | 367.91 | | 9,933.57 |
| 2000 | 71.470130 PUCK: FLIGHT | 54 PC | 85.13 | | 4,597.02 |
| 3000 | 71.500499 ROD: ROCK DEFLECTOR | 2 PC | 19.03 | | 38.06 |
| 4000 | 71.P128905 CLAMP: U STRAP 1 PIPE 1.31 ID | 4 PC | 0.92 | | 3.68 |
| 5000 | 71.P104606 BOLT: CARRIAGE, 3/8 X 1-1/2 GR5Z | 4 PC | 1.57 | | 6.28 |
| 6000 | 71.P761100 SNUGULATOR: RBRRB1XG | 6 PC | 133.16 | | 798.96 |

PistenBully BeachTech PowerBully

Page 1 / 2

www.kaessbohrerag.com

Kässbohrer All Terrain Vehicles, Inc.
 8850 Double Diamond Pkwy
 Reno, Nevada 89521

Tel: (775) 857-5000
 Fax: (775) 857-5010
 E-Mail: ar@pistenbullyusa.com



KÄSSBOHRER ALL TERRAIN VEHICLES INC.

Offer no.: 290084423
Date: 05/18/2026

| Pos. | Article no. Description | Quantity | Unit price | Discount % | Net total USD |
|--------------------------|---|----------|------------|------------|------------------|
| 7000 | 8.670.002.000.0 SCREEN M HIGH RISE 3/4" | 1 PC | 5,030.16 | | 5,030.16 |
| 8000 | 71.P104606 BOLT: CARRIAGE, 3/8 X 1-1/2 GR5Z | 4 PC | 1.57 | | 6.28 |
| 9000 | 71.P851106 WASHER: LOCK 3/8 GALV | 4 PC | 0.51 | | 2.04 |
| 10000 | 71.P158002 NUT: HEX, 3/8 -16 NYLOCK | 4 PC | 1.54 | | 6.16 |
| Net amount in USD | | | | | 20,422.21 |

Delivery terms

prepaid and add Norwalk, CT

Terms of payment

pepaid

Taxes:

Quote exclude any and all applicable sales tax.

PistenBully BeachTech PowerBully

Page 2 / 2

www.kaessbohrerag.com

Kässbohrer All Terrain Vehicles, Inc.
8850 Double Diamond Pkwy
Reno, Nevada 89521

Tel: (775) 857-5000
Fax: (775) 857-5010
E-Mail: ar@pistenbullyusa.com