

**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](https://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](mailto: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: July 14, 2026**
- III. PUBLIC PARTICIPATION**
- IV. MAYOR**
  - A. RESIGNATIONS AND APPOINTMENTS**
  - B. MAYOR'S REMARKS**
- V. COUNCIL PRESIDENT**
  - A. RESIGNATIONS AND APPOINTMENTS**
  - B. CONSENT CALENDAR**
- VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS**

**A. CORPORATION COUNSEL**

**VII. CITY COUNCIL COMMITTEES**

**A. RECREATION, PARKS AND CULTURAL AFFAIRS**

**1. TECHNICAL CORRECTION OF THE CITY COUNCIL ACTION OF JANUARY 27, 2026 ITEM VII.B.1 (Account change):**

Authorize the mayor, Barbara C Smyth, to execute a second amendment to the 6/22/21 agreement between the City of Norwalk and Kimley-Horn and Associates Inc for assisting with the completion and submission of the 2027 Accreditation Rules to the National Park Association (NRPA) Commission for Accreditation, in an amount not to exceed \$170,680, from account 594100 5258.

**B. PUBLIC SAFETY AND GENERAL GOVERNMENT**

1. Authorize the Mayor, Barbara C. Smyth, to enter into a Master Software License and Services Agreement, and any other documentation as may be required, with LHS Associates, Inc., for the procurement of the KNOWiNK Poll Pad System for an initial three (3) year term with automatic renewal for an amount not to exceed \$81,950.00 in the first-year to be paid from account # 09271210 5777 C0883.

**2. EXECUTIVE SESSION**

a. Authorize the Chief of Police, James Walsh, and the Norwalk Police Department to utilize a Noncompetitive Procurement Justification Form for the purchase of enhanced cell phone communication technology with a two-year support subscription commencing on the date of purchase. The total amount is \$9,254.76. Funding is currently available in Munis account 09263010-5777-C0726.

b. Authorize the City of Norwalk Purchasing Agent to execute purchase orders on behalf of the Norwalk Police Department to the enhanced cell phone communications technology vendor utilizing funding from NPD Account # 09263010-5777-C0726.

3. a. Authorize The City of Norwalk, Purchasing Agent, to execute a purchase order on behalf of the Norwalk Police Department to Sullivans Northwest Hills for the purchase of six (6) police package utility vehicles under State of Connecticut government pricing (contract #24PSX0110) for a total not to exceed \$328,641.36. Funding is available within NPD account #09273010-5777-C0665.

b. Authorize the City of Norwalk, Purchasing Agent, to execute a purchase order on behalf of the Norwalk Police Department to Fleet Auto Supply under RFP project number 4123 for the upfit of emergency vehicle equipment in six (6) police vehicles for a total not to exceed \$290,000.00. Funding is available within NPD account #09273010-5777-C0665.

4. Authorize Chief James Walsh and The Norwalk Police Department to enter into an agreement with Biometrics Identification Services for sole purpose of fingerprinting and Notary services. The Agreement shall commence on the date it is executed by BIS and shall continue until terminated by a party with upon sixty (60) days prior written notice.

**C. COMMUNITY SERVICES**

1. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments, or amendments as may be necessary with the Norwalk Senior Center, located at 11 Allen Road, Norwalk, CT 06851, in the amount of \$400,000.00, to provide ongoing senior services for Norwalk residents for the period of July 1, 2026 through June 30, 2027. Account #: 012010-5A0620.
2. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments, or amendments as may be necessary with ElderHouse, Inc. located at 7 Lewis Street, Norwalk CT, in the amount of \$35,000.00 to support the In-Kind Contribution Program for the period of July 1, 2026 through June 30, 2027. Account #: 012010-5A0620.
3. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments, or amendments needed to apply for and receive Per Capita Grant in Aid funding from the CT Department of Public Health in the amount of \$199,497.93 for the period July 1, 2026 – June 30, 2027.
4. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments or amendments as may be necessary to implement the Per Capita Grant in Aid grant for the period beginning July 1, 2026 through June 30, 2027.
5. Authorize the Mayor, Barbara C. Smyth, to execute agreements and amendments with CT State Community College – Norwalk for Health Department staff and volunteers to use space on CT State Norwalk campus for the Know Your Numbers health screening program on various dates between January 1, 2027 and June 30, 2028.

**VIII. RESOLUTIONS FROM CITY COUNCIL**

**IX. MOTIONS POSTPONED TO A SPECIFIC DATE**

**X. SUSPENSION OF RULES**

**XI. ADJOURNMENT**

**CITY OF NORWALK**  
**CITY COUNCIL**  
**REGULAR MEETING MINUTES - JULY 14, 2026**  
**COUNCIL CHAMBERS & VIA ZOOM VIRTUAL CONFERENCE**

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

**STAFF:** Marsha Elbourne, City Clerk; Jim Travers, Director of Transportation, Mobility and Parking; Alexis Cherichetti, Senior Environmental Officer & Assistant Director of Planning and Zoning; and other department staff, Brian Candela.

**CALL TO ORDER**

The meeting was called to order at 7:31 P.M. by Mayor Barbara C. Smyth. The Pledge of Allegiance was recited. A quorum was present.

**II. ACCEPTANCE OF MINUTES**

**A. Regular Meeting: June 23, 2026**

**\*\*COUNCILMEMBER ANNE WENNERSTRAND MOVED TO ACCEPT THE MINUTES AS PRESENTED. NO CORRECTIONS WERE NOTED.**

**\*\*MOTION PASSED WITH COUNCILMEMBER DAJUAN C. WIGGINS SR. ABSTAINING; ALL OTHERS IN FAVOR.**

**B. Special Meeting: June 23, 2026**

**\*\*COUNCILMEMBER RICHARD DELLINGER MOVED TO ACCEPT THE MINUTES AS PRESENTED. NO CORRECTIONS WERE NOTED.**

**\*\*MOTION PASSED WITH COUNCILMEMBER DAJUAN C. WIGGINS SR. ABSTAINING; ALL OTHERS IN FAVOR.**

**III. PUBLIC PARTICIPATION**

Public comment was provided by Emily Burneman, Chair of the Norwalk Bike/Walk Commission, regarding the reappointment of Rebecca Stoll and the appointment of James Dignati to the Bike/Walk Commission. Public Participation was closed.

**IV. MAYOR**

**A. RESIGNATIONS AND APPOINTMENTS**

## **1. RESIGNATIONS**

a. The resignation of Kevin Huffman from the Arts and Culture Commission (Ex Officio) was acknowledged and accepted.

## **2. APPOINTMENTS**

a. Kevin Huffman, Arts and Culture Commission, Regular, Vice Chair

**\*\*COUNCILMEMBER ANNE WENNERSTRAND MOVED TO APPOINT KEVIN HUFFMAN TO THE ARTS AND CULTURE COMMISSION AS REGULAR MEMBER, VICE CHAIR.**

**\*\*MOTION PASSED UNANIMOUSLY.**

b. Christina Bacigalupo, Arts and Culture Commission, Ex Officio

**\*\*COUNCILMEMBER ANNE WENNERSTRAND MOVED TO APPOINT CHRISTINA BACIGALUPO TO THE ARTS AND CULTURE COMMISSION AS EX OFFICIO MEMBER.**

**\*\*MOTION PASSED UNANIMOUSLY.**

c. Kaycee Cockley, Affordable Housing Account Committee, Resident Representative

d. Valerie Jefferson, Affordable Housing Account Committee, Owner Representative

e. Gregori Georges, Affordable Housing Account Committee, Resident Representative

**\*\*COUNCILMEMBER JALIN T. SEAD SR. MOVED TO APPOINT KAYCEE COCKLEY (RESIDENT REPRESENTATIVE), VALERIE JEFFERSON (OWNER REPRESENTATIVE), AND GREGORI GEORGES (RESIDENT REPRESENTATIVE) TO THE AFFORDABLE HOUSING ACCOUNT COMMITTEE.**

**\*\*MOTION PASSED UNANIMOUSLY.**

f. James Dignoti, Bike/Walk Commission

**\*\*COUNCILMEMBER ANNE WENNERSTRAND MOVED TO APPOINT JAMES DIGNATI TO THE BIKE/WALK COMMISSION.**

**\*\*MOTION PASSED UNANIMOUSLY.**

g. Jane McWilliams, Oak Hills Park Authority

h. Matthew Crorey, Oak Hills Park Authority

i. Charles Brennan, Oak Hills Park Authority

**\*\*COUNCILMEMBER RICHARD DELLINGER MOVED TO APPOINT JANE MCWILLIAMS, MATTHEW CROREY, AND CHARLES BRENNAN TO THE OAK HILLS PARK AUTHORITY.**

**\*\*MOTION PASSED UNANIMOUSLY.**

## **3. REAPPOINTMENTS**

- a. Marc Alan, Arts and Culture Commission, Regular, Chair
- b. Saj Oliver, Arts and Culture Commission, Regular

**\*\*COUNCILMEMBER ANNE WENNERSTRAND MOVED TO REAPPOINT MARC ALAN (REGULAR, CHAIR) AND SAJ OLIVER (REGULAR) TO THE ARTS AND CULTURE COMMISSION.**

**\*\*MOTION PASSED UNANIMOUSLY.**

- c. Rebecca Stoll, Bike/Walk Commission

**\*\*COUNCILMEMBER NICOLÉ EADDY MOVED TO REAPPOINT REBECCA STOLL TO THE BIKE/WALK COMMISSION.**

**\*\*MOTION PASSED UNANIMOUSLY.**

- d. Lunise Constant, Fair Rent Commission, Regular
- e. J Hanson Guest, Fair Rent Commission, Alternate
- f. Peter Halladay, Fair Rent Commission, Regular
- g. Sonja Oliver, Fair Rent Commission, Alternate
- h. Brenda Penn-Williams, Fair Rent Commission, Regular

**\*\*COUNCILMEMBER JALIN T. SEAD SR. MOVED THE REAPPOINTMENTS TO THE FAIR RENT COMMISSION (REGULAR MEMBERS: LUNISE CONSTANT, PETER HALLADAY, BRENDA PENN-WILLIAMS; ALTERNATES: J HANSON GUEST, SONJA OLIVER) AS PRESENTED ON THE AGENDA.**

**\*\*MOTIONS PASSED UNANIMOUSLY.**

## **B. MAYOR'S REMARKS**

Mayor Smyth appointed Mark Allen as chair of the Arts and Cultural Commission, and Kevin Huffman as vice chair of the Arts and Cultural Commission.

## **V. COUNCIL PRESIDENT**

A. Resignations and Appointments: None.

B. Consent Calendar: Read by Councilmember Bailey items: **A. FINANCE AND CLAIMS COMMITTEE** A1 -A7, **B. RECREATION, PARKS AND CULTURAL AFFAIRS** B1-B10, **C. PUBLIC SAFETY AND GENERAL GOVERNMENT** C1 & C3, **D. COMMUNITY SERVICES** D1-D3, **E. ECONOMIC AND COMMUNITY DEVELOPMENT** E1 – E6, **F. LAND USE AND BUILDING MANAGEMENT** F1 – F2, **G. PUBLIC WORKS** G1, G2, G4, G5.

**\*\*COUNCIL PRESIDENT JOSHUA GOLDSTEIN CALLED VOTE FOR A VOTE TO APPROVE THE CONSENT CALENDAR AS READ.  
\*\* PASSED UNANIMOUSLY.**

## **VII. CITY COUNCIL COMMITTEES**

### **C. PUBLIC SAFETY AND GENERAL GOVERNMENT**

**2.** a. Authorize Mayor, Barbara C. Smyth, to execute a fourth amendment to the Memorandum of Agreement by and between Recovery Network of Programs, Inc. and City of Norwalk commencing on July 1, 2026 and ending June 30, 2027 in the amount of \$318,600.00 to be paid from account #013026-5258.

**\*\*COUNCILMEMBER NICOLÉ EADDY MOVED TO APPROVE ITEM C2.  
\*\*MOTION PASSED UNANIMOUSLY.**

### **E. ECONOMIC AND COMMUNITY DEVELOPMENT**

**7.** Authorize the Mayor, Barbara C. Smyth, to execute a permanent easement to construct and maintain a new block retaining wall and enter into temporary Right of Entry Agreement to go in a certain portion of the properties of 40 Lowe Street and 44 Lowe Street for construction of a new block retaining wall.

**\*\*COUNCIL PRESIDENT JOSHUA GOLDSTEIN MADE A MOTION TO APPROVE ITEM E7.  
\*\*MOTION PASSED UNANIMOUSLY.**

### **G. PUBLIC WORKS**

**3.** Authorize the Mayor, Barbara C. Smyth, to execute an Agreement between the City of Norwalk and Arcadis U.S., Inc., for Engineering Design Services for the Design for SoNo Green Infrastructure & Salt Marsh Restoration Project for a sum not to exceed \$395,724.00.

Account No.  
36 3730 5298 G0052  
09 25 4021 5777 C0715  
09 26 4021 5777 C0715

**\*\*COUNCILMEMBER ANNE WENNERSTRAND MOTIONED TO APPROVE ITEM G3.  
\*\*MOTION PASSED UNANIMOUSLY.**

## **VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS**

### **A. CORPORATION COUNSEL**

1. Authorization to engage in mediation and for settlement authority: Kimberly Graham, et al. v. Janie Friedlander, et al.

**\*\*COUNCILMEMBER JAN DEGENSHEIN MOVED TO ENTER EXECUTIVE SESSION ON THIS LITIGATION MATTER.**

**\*\*MOTION PASSED (UNANIMOUS; COUNCIL PRESIDENT JOSHUA GOLDSTEIN RECUSED).**

Executive Session convened at 8:59 P.M. with Council members (excluding the recused member) and appropriate legal staff/attorneys present.

Executive Session adjourned at 9:51 P.M. No votes or motions were made during Executive Session. The public meeting resumed.

**\*\*MOTION TO AUTHORIZE MEDIATION AND SETTLEMENT AUTHORITY AS PRESENTED ON THE AGENDA PASSED UNANIMOUSLY (COUNCIL PRESIDENT JOSHUA GOLDSTEIN RECUSED).**

#### **ADJOURNMENT**

**\*\*COUNCILMEMBER YOUNG MOTIONED TO ADJOURN.**

**\*\*THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:51 P.M.

Respectfully Submitted,

**Courtney Baldwin**

Recording Secretary



# Kimley»Horn

January 5, 2026

Robert Stower, Director  
City of Norwalk  
Recreation and Parks Department  
125 East Avenue, Room 225  
Norwalk, CT 06851-5125

Re: Amendment Number 003 to Professional Services Agreement

Dear: Robert

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") and City of Norwalk ("Client") entered in a Professional Services Agreement dated June 22, 2021 ("Agreement") concerning Project No. 399R – Consulting Services for the City of Norwalk Recreation and Parks Master Plan ("Project").

The parties now desire to amend the Agreement to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference. Remaining tasks not completed from Amendment 002 are replaced with the scope of work contained hereunto.

## Project Understanding

This project represents a continuation of the city's ongoing efforts following completion of the Recreation and Parks Master Plan and its implementation, advancing toward national accreditation through the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

The work will provide professional support to review, organize, and complete documentation required for compliance with CAPRA's new 2027 standards, building upon policies, procedures, and plans already established through the master planning process and other prior initiatives by the city. Through a structured approach, Kimley-Horn will assist staff in assessing current readiness, preparing and finalizing documentation, and assembling the accreditation application package.

## Assumptions

- City will coordinate and schedule all meetings with City staff any other participants.
- City will provide a digital copy of prior work completed
- If services exceed the hourly maximum total for any task, additional services may be provided through an amendment to this scope.
- All meetings and review/coordination will be facilitated virtually.

## Scope of Service

Consultant will provide the services specifically set forth below.

**Task 1 — CAPRA Project Management & Coordination.** Kimley-Horn will provide ongoing coordination and technical oversight for CAPRA application actions aligned with 2027 standards, monthly milestones, and evidence requirements. Kimley-Horn actions include:

- Maintain CAPRA action tracker and milestone schedule

# Kimley»Horn

- Facilitate twice monthly coordination calls with NRP leadership
- Identify documentation gaps and sequencing dependencies
- Advise on readiness and timing of deliverables

## **Deliverables:**

- Monthly updated CAPRA Action Tracker
- Monthly coordination meeting summaries
- Monthly readiness and gap identification update memos

**Task 2 — Chapter 1: Agency, Mission & Purpose.** Kimley-Horn will support refinement of agency purpose narratives for alignment between mission, vision, strategic direction, and CAPRA intent.

Kimley-Horn actions include:

- Draft and refine CAPRA-compliant narrative language
- Crosswalk Mission/Vision with Strategic Plan and RPMP
- Advise on documentation of staff involvement

## **Deliverables:**

- Chapter 1 CAPRA narratives language
- Alignment crosswalk summary
- Staff involvement documentation guidance

**Task 3 — Chapter 3: Community & Park Planning.** Kimley-Horn will support completion and documentation of planning strategies demonstrating coordinated, forward-looking community and park planning practices. Kimley-Horn actions include:

- Draft Community & Park Planning Strategy narrative
- Prepare Sustainability/Resilience Strategy narrative
- Document regional and state coordination alignment
- Review RPMP adoption process and update documentation

## **Deliverables**

- Chapter 3 CAPRA narratives package
- Sustainability/Resilience Strategy narrative
- Planning coordination summary memo

**Task 4 — Chapter 4: Human Resources.** Kimley-Horn will assist with HR-related CAPRA narratives and documentation, focusing on workforce planning, volunteer management, and training alignment.

Kimley-Horn actions include:

- Review HR strategy and policies for CAPRA compliance
- Draft Volunteer Management narrative support
- Cross-reference HR documents with CAPRA standards

## **Deliverables**

- Chapter 4 CAPRA narratives sections
- Volunteer Management narrative language

**Task 5 — Chapter 6: Programs & Services Management.** Kimley-Horn will support development and documentation of structured program planning, evaluation, and service delivery practices. Kimley-Horn actions include:

- Review Recreation Program Plan for CAPRA alignment
- Support Program Determinants framework documentation
- Assist with evaluation and program change narratives

## **Deliverables**

- Chapter 6 CAPRA narratives package

- Evaluation and program change documentation review notes

**Task 6 — Chapter 7: Facilities & Land Use.** Kimley-Horn will support facilities, land use, and natural resource documentation for CAPRA-alignment of policies and implementation narratives. Kimley-Horn actions include

- Review Facilities & Land Use Strategy narrative
- Support Park Development Policy narrative framing
- Expand Natural Resource Management documentation

**Deliverables**

- Chapter 7 CAPRA narratives package
- Facilities & Land Use narrative review memo
- Natural Resource Management narrative

**Task 7 — Chapter 8: Law, Risk Management, Safety & Security.** Kimley-Horn will lead preparation of CAPRA-aligned risk, safety, and security narratives specific to Parks & Recreation operations.

Kimley-Horn actions include

- Draft Parks-specific Risk Management narrative
- Prepare General Security Plan summary narrative
- Support incident trend analysis and corrective-action narratives
- Assist Emergency Management and Crisis Response narratives

**Deliverables**

- Chapter 8 CAPRA narratives package
- Risk Management narrative
- Incident trend and corrective-action narrative
- Emergency and crisis response narrative

**Task 8 — Chapter 9: Marketing, Communications & Engagement.** Kimley-Horn will lead and support documentation of communications, engagement, and crisis messaging strategies consistent with CAPRA requirements. Kimley-Horn actions include

- Develop NRP Department Crisis Communications Plan and templates
- Support Marketing & Communications Strategy narrative
- Assist advocacy and engagement framework documentation

**Deliverables**

- NRP Department Crisis Communications Plan (draft and final)
- NRP Department Crisis communication templates (press, internal, public alert)
- Chapter 9 CAPRA narratives package
- Advocacy and engagement narrative summary

**Task 9 — Chapter 10: Evaluation, Assessment & Research.** Kimley-Horn will lead development of evaluation, data analysis, and evidence-based decision-making frameworks required for CAPRA accreditation. Kimley-Horn actions include

- Draft Evaluation, Assessment & Research Framework
- Prepare gap analysis and action narrative
- Support Annual Data Collection Plan development

**Deliverables**

- Evaluation & Research Framework document
- Gap Analysis & Action Summary
- Annual Data Collection Plan (CAPRA-aligned)
- Benchmarking narrative support

**Task 10 — Final CAPRA Submission Assembly & Review.** Kimley-Horn will provide final technical review and narrative refinement to support a CAPRA-ready submission. Kimley-Horn actions include:

- Development of narrative packages for non-KH supported Chapters (2 and 5)
- Final review of KH-supported chapters
- Review narratives for consistency and CAPRA alignment
- Support final readiness review meetings
- Prepare a CAPRA application presentation

**Deliverables**

- Final narrative reviews
- CAPRA readiness summary memo
- Submission support during final assembly phase
- Submission presentation (PowerPoint) slide deck

**Task 11 — Monthly On-Site Staff Augmentation.** Kimley-Horn will provide monthly on-site staff augmentation to support the city with hands-on coordination, document collection, and CAPRA evidence assembly during the most intensive phases of the application effort. Assumptions are for up to four (4) on-site eight (8) hour days per month for six (6) months to be coordinated and confirmed by the City prior to each on-site work period. Kimley-Horn actions include:

- On-site coordination with NRP and city staff to collect meeting minutes, signatures, approvals, and supporting documentation
- Assistance in organizing CAPRA evidence files and folder structures
- In-person facilitation of interdepartmental follow-ups (HR, Finance, Legal, OEM, PD, DPW)
- Coordination with NRP City staff to track progress against the CAPRA Action Plan milestone schedule
- Troubleshooting of documentation gaps identified during on-site reviews

**Deliverables**

- Monthly on-site coordination summaries
- Updated evidence tracking logs following each on-site visit
- Completed or advanced documentation packages for assigned CAPRA standards
- Status updates integrated into the master CAPRA Action Tracker

**Optional Scope of Work (Upon Authorization by City):**

**Post-Accreditation Implementation Support:** Kimley-Horn may assist with post-review actions, feedback responses, and development of continuous improvement procedures to maintain accreditation compliance and readiness for future renewal cycles.

**Services not included**

Any services not specifically identified in the above Scope of Services or changes to this scope requested by the city, will be considered additional services. These services, including but not limited to the following, are not included in this Agreement.

- Site planning or design services
- Task items beyond the scope of work above

**Schedule**

We will provide our services as expeditiously as practicable with the goal of meeting the January 15,

# Kimley»Horn

2027 CAPRA deadline.

The Consultant shall not be held responsible for any delays in time of completion resulting from the following:

- Client's failure to carry out any of their responsibilities in a timely manner.
- Approving agencies failure to provide timely approval of permits, encroachments, or other entitlement applications.
- Additional Services requested by the Client.
- Any other circumstances beyond the control of the Consultant.

## Fees and Billing

Kimley-Horn will perform the services in Tasks 1-11 on a labor fee plus expense basis with the maximum labor fee shown below.

| Task Number & Name                                   | Fee       | Type                  |
|------------------------------------------------------|-----------|-----------------------|
| 1 CAPRA Project Management & Coordination            | \$30,345  | Hourly, Not-to-Exceed |
| 2 Chapter 1: Agency, Mission & Purpose               | \$7,150   | Hourly, Not-to-Exceed |
| 3 Chapter 3: Community & Park Planning               | \$11,340  | Hourly, Not-to-Exceed |
| 4 Chapter 4: Human Resources                         | \$4,580   | Hourly, Not-to-Exceed |
| 5 Chapter 6: Programs & Services Management          | \$6,075   | Hourly, Not-to-Exceed |
| 6 Chapter 7: Facilities & Land Use                   | \$6,075   | Hourly, Not-to-Exceed |
| 7 Chapter 8: Law, Risk Management, Safety & Security | \$15,025  | Hourly, Not-to-Exceed |
| 8 Chapter 9: Marketing, Communications & Engagement  | \$13,525  | Hourly, Not-to-Exceed |
| 9 Chapter 10: Evaluation, Assessment & Research      | \$15,825  | Hourly, Not-to-Exceed |
| 10 Final CAPRA Submission Assembly & Review          | \$12,150  | Hourly, Not-to-Exceed |
| 11 Monthly On-Site Staff Augmentation                | \$40,540  | Hourly, Not-to-Exceed |
| Total Estimated Labor                                | \$162,630 |                       |
| Total Estimated Expenses                             | \$8,050   |                       |

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. However, Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. Direct reimbursable expenses such as express delivery services, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, an invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

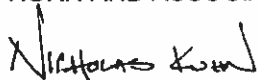
Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

# Kimley»Horn

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Signed: 

Printed Name: Nicholas Kuhn, CPRP

Authorized Signatory 

Printed Name: John Kuzenski (Authorized Signatory):

Title: Assistant Secretary

AGREED AND ACCEPTED:  
[City of Norwalk]

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

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

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



To: City Council, Public Safety and General Government Committee

From: Registrar of Voters

Re: City Council Authorization

Date: July 20, 2026

The Office of the Registrars of Voters respectfully requests authorization for Mayor Smyth to execute an agreement with LHS Associates, Inc. for the procurement of the KNOWiNK Poll Pad System ("KNOWiNK System"). Electronic poll books have become the next industry standard in election administration and are widely used by municipalities throughout Connecticut and across the nation. Their implementation in other municipalities has been shown to significantly improve election efficiency, accuracy, security, accountability, and the overall voter experience.

The benefits of the KNOWiNK System are that it will provide: (1) greater operational flexibility by allowing the utilization multiple Early Voting locations or annex polling sites while maintaining one synchronized voter database; (2) the ability to direct voters to alternate locations without concern for duplicate check-ins or delays because voter participation is updated in real time across all authorized polling locations; and, (3) the ability to reduce lines, improve accessibility, and lessen the operational burden placed on City Hall and election staff.

### **How KNOWiNK System Improves the Process**

The KNOWiNK System enhances—not replaces—the existing paper based voter check-in process by providing secure electronic poll books that operate alongside Connecticut's required paper checker books.

Rather than relying solely on paper records, election officials can quickly locate a voter electronically and complete the check-in process with immediate confirmation of the voter's eligibility and voting status. The system automatically identifies voters who have already voted, submitted an absentee ballot, participated in Early Voting, or require referral to the Assistant Registrar. This significantly reduces manual searching, streamlines voter processing, and minimizes the potential for clerical errors.

One of the most significant operational improvements is the **real-time "Who Voted" process**. As each voter is checked in electronically, voter participation is immediately updated throughout the system. Election officials no longer need to rely exclusively on manually maintained paper records to determine who has voted throughout the day. This provides an accurate, up-to-date

record of voter participation across all authorized voting locations and greatly improves election administration and post-election reporting.

### **Benefits to the City of Norwalk**

Implementation of the KNOWiNK System will provide numerous operational benefits to the City, including:

- Significantly faster voter check-in and reduced wait times.
- Real-time "Who Voted" reporting throughout Election Day and Early Voting.
- Immediate voter participation updates across all authorized voting locations.
- Reduced clerical errors through electronic verification and automated voter status alerts.
- Improved election integrity through dual verification using both electronic and paper records.
- Enhanced security by helping prevent duplicate voter check-ins.
- Greater flexibility to establish multiple Early Voting or annex voting locations.
- Improved accessibility and customer service through faster voter lookup.
- Reduced dependence on printed voter registry books and manual reconciliation.
- Improved post-election reporting and voter history accuracy.
- Greater operational efficiency during high-turnout elections.
- Better emergency preparedness by allowing voter processing to continue efficiently if polling locations require operational adjustments.
- Long-term reductions in paper handling, printing, and administrative workload while maintaining all statutory election records.

### **Vendor Information: LHS Associates, Inc. ("LHS")**

LHS is the exclusive provider of the Poll Pad electronic poll book system approved for implementation with Connecticut's Centralized Voter Registration System (CVRS). The requested procurement includes proprietary software, licensing, implementation services, maintenance, technical support, software updates, and election worker training on the KNOWiNK System that are available only through its provider LHS.

Because the Poll Pad platform operates as a proprietary integrated election management system, these products and services cannot be competitively procured through another vendor. Procurement from an alternate source would require replacement of the entire electronic poll book platform, software conversion, implementation services, state approval, retraining of election officials, and substantial additional costs.

The proposed purchase is intended to modernize voter check-in while preserving Connecticut's required paper checker book process. Rather than replacing paper records, Poll Pads provide an additional layer of verification that reduces human error, improves accountability, provides real-time voter participation reporting, and enhances election security.

The current pricing is being held for the City by LHS.



The Registrar of Voters requests the following authorization:

Authorize the Mayor, Barbara C. Smyth, to enter into a Master Software License and Services Agreement, and any other documentation as may be required, with LHS Associates, Inc., for the procurement of the KNOWiNK Poll Pad System for an initial three (3) year term with automatic renewal for an amount not to exceed \$81,950.00 in the first-year to be paid from account # 09271210 5777 C0883.

# Memo

**To:** City Council and Public Safety and General Government Committee  
**From:** Deputy Chief Melissa Lepore  
**CC:**  
**Re:** City Council Authorization for the purchase and upfit of police utility vehicles  
**Date:** July 20, 2026

The Police Department has received funding for new marked police utility vehicles in the 2026/2027 Capital Budget. The purchase is within the City of Norwalk purchasing guidelines as the vehicles are under the State of Connecticut contract (# 24PSX0110) pricing. The quote from Sullivans Northwest Hills is for six (6) Chevy police package utility vehicles. The price per unit is \$54,773.56 for a total of \$328,641.36. This is an annual purchase to maintain the safety, readiness, and dependability of our fleet.

The Police Department has funding in the 2026/2027 Capital Budget for the upfit and installation of emergency equipment in the police utility vehicles. A fully executed agreement is in place with Fleet Auto Supply until February 28, 2027, for these services (RFP Project #4123). The cost to upfit these vehicles is not to exceed \$290,000.

We are requesting the following authorization:

1. Authorize The City of Norwalk, Purchasing Agent, to execute a purchase order on behalf of the Norwalk Police Department to Sullivans Northwest Hills for the purchase of six (6) police package utility vehicles under State of Connecticut government pricing (contract #24PSX0110) for a total not to exceed \$328,641.36. Funding is available within NPD account #09273010-5777-C0665.
2. Authorize the City of Norwalk, Purchasing Agent, to execute a purchase order on behalf of the Norwalk Police Department to Fleet Auto Supply under RFP project number 4123 for the upfit of emergency vehicle equipment in six (6) police vehicles for a total not to exceed \$290,000.00. Funding is available within NPD account #09273010-5777-C0665.

Northwest Hills Automotive, LLC  
2065 East Main Street  
Torrington, CT 06790  
[www.northwesthillsdealerships.com](http://www.northwesthillsdealerships.com)  
(203) 528-6674



**Sullivan's**  
NORTHWEST HILLS

Quote #: 07/09/2026

Prepared For: NORWALK PD

State Contract Award #: 24PSX0110

|           |            |                                      |
|-----------|------------|--------------------------------------|
| Make      | Model Year | BASE BID MODEL DESCRIPTION           |
| CHEVROLET | 2026       | TAHOE PPV 4X4                        |
|           |            | Base Warranty 36Mos 360000 Miles     |
|           |            | Powertrain Warranty 5yr 100000 miles |

|                     |             |
|---------------------|-------------|
| Base Contract Price | \$53,267.00 |
|---------------------|-------------|

Vehicle to include all manufacturers standard and optional equipment as described in the original bid specifications plus the following options:

[illegible]

**Warren Ford**  
**Fleet and Municipal Manager**

—

7/20/2026 11:41 AM

| After Market Options                                                                  |     |           |             |                                        |            |           |                 |
|---------------------------------------------------------------------------------------|-----|-----------|-------------|----------------------------------------|------------|-----------|-----------------|
| Item #                                                                                | MFR | Over Cost | Description | QTY                                    | List Price | Over Cost | Net Amount (\$) |
| 1                                                                                     |     |           |             |                                        |            | \$ -      | \$ -            |
|                                                                                       |     |           | Labor       |                                        |            |           | \$ -            |
| 2                                                                                     |     |           |             |                                        |            | \$ -      | \$ -            |
|                                                                                       |     |           | Labor       |                                        |            |           | \$ -            |
| 3                                                                                     |     |           |             |                                        |            | \$ -      | \$ -            |
|                                                                                       |     |           | Labor       |                                        |            |           | \$ -            |
| 4                                                                                     |     |           |             |                                        | \$ -       | \$ -      | \$ -            |
|                                                                                       |     |           | Labor       |                                        |            |           | \$ -            |
| 5                                                                                     |     |           |             |                                        |            | \$ -      | \$ -            |
|                                                                                       |     |           | Labor       |                                        |            |           | \$ -            |
| 6                                                                                     |     |           |             |                                        |            | \$ -      | \$ -            |
|                                                                                       |     |           | Labor       |                                        |            |           | \$ -            |
| Parts Accessories and Labor                                                           |     |           |             |                                        |            |           | 0.00            |
| Connecticut Motor Vehicle Fees                                                        |     |           |             |                                        |            |           |                 |
| Total Standard, Optional, and Aftermarket Equipment : each \$                         |     |           |             | 6                                      | Total:     | \$        | 54,773.56       |
| Units:                                                                                |     |           |             | QTY                                    | Exterior   | Interior  |                 |
|                                                                                       |     |           |             | 6 BLACK                                | BLACK      |           |                 |
| Name:                                                                                 |     |           |             |                                        |            |           |                 |
| FIN Code:                                                                             |     |           |             |                                        |            |           |                 |
| VIN:                                                                                  |     |           |             |                                        |            |           |                 |
|  |     |           |             | Signature _____ Date <u>07/09/2026</u> |            |           |                 |
|                                                                                       |     |           |             |                                        |            |           |                 |

**V. COUNCIL PRESIDENT**

**A. RESIGNATIONS AND APPOINTMENTS**

None.

**B. CONSENT CALENDAR**

Council President Goldstein read the Consent Calendar items as follows:

**A, Public Safety and General Government.**

1. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, applications, amendments as may be necessary with the Connecticut Department of Energy Services, Public Protection, Division of Emergency Management and Homeland Security for participation in the Emergency Management Grant Program and Regional Homeland Security planning and funding activities.
4. a. Authorize Mayor Barbara Smyth to execute an extension Agreement with Fleet Auto Supply, under RFP project number 4123 for the upfit of police vehicles until February 28, 2027, in the amount not to exceed \$290,000.00 per year.  
b. Authorize the City of Norwalk Purchasing Agent to execute the purchase orders on behalf of the Norwalk Police Department to Fleet Auto Supply under RFP project number 4123 for the upfit of police vehicles based on unit pricing and the availability of funds not to exceed \$290,000.00.

**B, Land Use and Building Management.**

1. Authorize the Mayor, Barbara C. Smyth, to execute a Land Use Restriction Agreement and Negative Pledge Agreement in favor of the State of Connecticut Department of Economic and Community Development in connection with 7 Academy Street, site of Carver Center, Norwalk, Connecticut.  
  
2a. Authorize the Mayor, Barbara C. Smyth, to execute an agreement with ETT Environmental Services Inc. for the Police Headquarters Fuel Island Pump Replacement Project for a total not to exceed \$128,000, account numbers noted.  
b. Authorize a contingency allowance for a total not to exceed \$12,800, account number noted.
4. Authorize to increase design contingency with Tecton Architects' design services contract for South Norwalk School for an additional amount of \$56,147.72 for additional design services. Account number noted.

# Memo

|              |                                                                                         |
|--------------|-----------------------------------------------------------------------------------------|
| <b>To:</b>   | Public Safety and General Government Committee and City Council                         |
| <b>From:</b> | Deputy Chief Melissa Lepore                                                             |
| <b>CC:</b>   |                                                                                         |
| <b>Re:</b>   | New Agreement with Biometrics Identification Services (BIS) for fingerprinting services |
| <b>Date:</b> | July 17, 2026                                                                           |

The Norwalk Police Department (NPD) currently provides fingerprinting services to Norwalk residents or people who work in the City of Norwalk, for employment or various permit requirements. Fingerprinting services are conducted by appointment only at NPD Headquarters by NPD personnel. NPD would like to partner with Biometrics as an external provider fingerprinting. This service will reduce administrative burdens and allow employees to concentrate on higher responsibilities. The service is delivered at no cost to the City.

BIS is a company that provides applicant fingerprinting and also includes Notary services. They will open the services to all persons (with proper ID) for any purpose and from any town. BIS will provide experienced and trained certified technician personnel. All appointments, dates, and times, will be scheduled through the BIS website. Links will be provided under the NPD website to include all necessary information.

BIS will utilize the NPD owned Idemia Live Scan Machine to capture and electronically transmit fingerprint records to the State of Connecticut. NPD will only receive back approved applications for Norwalk residents, employees, or permits. Any permits will then be processed and issued through out Records Division.

There is no cost to NPD or the City of Norwalk. Applicants are charged a fee that is agreed upon between both BIS and NPD. Payments are made electronically to the State of Connecticut and to BIS for their services. BIS will maintain insurance coverage to include liability, vehicle, worker compensation, error/omission and property coverage. BIS personnel will be fully covered by BIS insurance while on-site.

We are requesting the following authorization:

1. Authorize Chief James Walsh and The Norwalk Police Department to enter into an agreement with Biometrics Identification Services for sole purpose of fingerprinting and Notary services. The Agreement shall commence on the date it is executed by BIS and shall continue until terminated by a party with upon sixty (60) days prior written notice.



## **Law Enforcement Agency Agreement**

### **Applicant Fingerprinting Services**

#### **1. Agreement**

This Agreement is entered into as of the date of last signature of the Parties (the “Effective Date”) by and between Biometric Identification Services, LLC (BIS) and the City of Norwalk on behalf of its Police Department (Agency) and sets forth the services that will be provided by BIS to the Agency in addition to the requirements of the Agency to support BIS services (ie: space to provide services, electrical outlet, etc. as more fully described in Section 7). BIS and Agency may be hereinafter referred to together as the “Parties” and individual as a “Party”.

#### **2. Services to be Provided**

Services to be provided include: (1) establishing and maintaining a website for third parties to schedule appointments for fingerprinting services that Agency can link to from Agency’s own website; (2) travel to Agency’s site (currently located at One Monroe Street, Norwalk, CT) (the “Site”) on day(s) and time(s) that will be agreed upon by the Parties and memorialized in writing; (3) at least one (1) trained Fingerprint Technician at the Site on the agreed upon days and during the agreed upon times as more specifically addressed in Section 8 herein; (4) identification verification of applicant (government issued photo ID); (5) demographic data entry; (6) electronic fingerprint capture and printing of Connecticut, FBI and/or other fingerprint cards as well as providing electronic submission through Agency’s Live Scan device (the “Services”). All Services will be provided by BIS in a professional manner consistent with standard industry practices.

#### **3. Services Provided By**

All BIS services are provided by experienced law enforcement (or related field) and/or trained fingerprinting personnel. All BIS employees shall be subject to and pass a mandatory background check and will report to the Site in BIS attire with proper identification.

#### **4. Service Availability**

BIS will provide applicant fingerprinting and Notary services to any person (with proper ID) who requests such, for any purpose and from any town, city, state or country. (We do not restrict services to Agency’s residents.)

#### **5. Costs**

BIS shall not charge Agency for any of the Services provided under this Agreement. BIS acknowledges and agrees that its sole compensation under this Agreement shall be the fees it

charges to those who obtain the actual fingerprinting Services (the “Applicants”). The Parties agree that, as of the Effective Date of this Agreement, the fee it will charge each Applicant for fingerprinting Services is thirty dollars (\$30.00). The Parties will review the fees on an annual basis and adjust as mutually agreed, which agreement shall not be unreasonably withheld, conditioned, or delayed.

BIS shall confirm that if an Applicant is submitting fingerprints electronically to the Department of Emergency Services and Public Protection (“DESPP”), that the Applicant has paid DESPP before providing Services.

## **6. Insurance**

BIS maintains in full force (and agrees to maintain) a full package of insurance that includes Liability, Vehicle, Workers Compensation, Errors and Omissions and Property coverage. The Agency shall be added as an additional insured to BIS’s current insurance and provide a copy of the applicable Certificate of Insurance to the Agency’s Corporation Counsel’s office. BIS Personnel are fully covered by BIS insurance while on Site.

## **7. Agency Requirements**

In order for BIS to successfully provide the Services, the Agency will provide a designated and adequate space at the Site (approx 10’X10’) in an area that is accessible to the public (typically a police lobby area or a room adjacent to the lobby area). One 110 Volt outlet is needed in this area to provide for electronic equipment connection. Any needed chairs, tables, connection cords and all fingerprinting equipment (including fingerprint cards) are provided by BIS. Notwithstanding the generality of the foregoing, Agency will provide a Live Scan device within the designated area at the Site. **Pursuant to this Agreement, the Norwalk Police Department has agreed to authorize BIS Technicians to use their agency-owned Idemia Live Scan Machine to capture and electronically transmit fingerprint records.** Agency will not be responsible to BIS or any third party if the Live Scan device is not operational during a scheduled appointment.

## **8. Days/Times of Services**

BIS and the Agency will agree to day(s) of the week and time(s) of the day for Services to be performed. Day(s) and time(s) will be the same weekly and BIS will provide the Services on all days as scheduled unless the day(s): (1) fall on a State holiday; (2) inclement weather prevents our technicians from safely arriving at the Site; or (3) other circumstances beyond the control of BIS prevent Services from taking place. Service day(s) and time(s) can be adjusted as appropriate by written agreement of BIS and Agency. Notwithstanding the generality of the foregoing, if the appointment calendar is consistently full for three (3) weeks or more, BIS shall as soon as practicable proactively coordinate with Agency to add additional day(s) and time(s) it will provide Services.

## **9. Group Fingerprinting**



BIS, in addition to providing the Agency with on Site Services, offers on-site fingerprinting services for larger groups at their remote locations (e.g. school bus companies, tutoring agencies, day care facilities, banks, hospitals, etc.). In an effort to prevent backlogs and lines at the Agency due to a large group requesting fingerprinting, when a large group request is presented to BIS, the Parties will determine if it is in the Agency's best interest to have BIS provide the Services at the remote location.

#### **10. Rejected Fingerprint Cards**

BIS is fully responsible for any and all rejected fingerprint cards to the State, FBI or other entities and re-fingerprinting will be conducted at no cost to the Applicant. The Applicant can return to the Site or go to any of our fingerprinting locations.

#### **11. Police Officer Applicants/Agency Employees**

BIS will provide fingerprinting and Notary services to Agency Police Officer Applicants or Agency Employees at no charge.

#### **12. Term and Termination**

This Agreement shall commence on the date it is executed by BIS and shall continue until terminated by a Party upon sixty (60) days prior written notice sent to the address noted in the signature blocks below.

#### **13. Compliance with Laws**

BIS shall comply with all local, state and federal laws regarding the provision of Services, including but not limited to, Sections 29-17a and 29-17c of the Connecticut General Statutes as well as any and all data privacy and law-enforcement record keeping requirements. Nothing in this Agreement shall prevent the Norwalk Police Department and its employees from complying with its statutory obligation to provide the Services set forth in C.G.S. Sec. 29-17c(a).

#### **14. Independent Contractor**

The Parties understand and agree that BIS is engaged only for the purposes and to the limited extent set forth in this Agreement. BIS' relationship to the Agency and any of its agencies shall, during the term of this Agreement, be that of an independent contractor. Neither BIS, nor any of its agents, employees or personnel shall be considered, under the provisions of this Agreement or for any purposes hereunder, as having an "employee" status or as being entitled to participate in any benefits accrued by or given to Agency employees, including, but not limited to, vacation, sick time, holiday, health insurance, Workers' Compensation coverage and pension. BIS hereby expressly waives any claim to such benefits.



**This Agreement is accepted to by both BIS and the Agency as indicated below;**

**By Agency**

Agency Name: City of Norwalk on behalf of the Norwalk Police Department

Agency Address: \_\_125 East Avenue, Norwalk , CT 06851

Agency City/State/Zip: \_\_\_\_\_

Agency Main Phone #: \_\_\_\_\_

Agency Fax #: \_\_\_\_\_

Authorized Agency Representative Name: \_\_\_\_ Barbara C. Smyth \_\_\_\_\_

Authorized Agency Representative Title: \_\_\_\_ Mayor \_\_\_\_\_

Signature: \_\_\_\_\_

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

**By BIS**

Biometric Identification Services, LLC

222 Saybrook Road (Route 154) - Unit A

Higganum, Connecticut 06441

Phone: (860) 345-2331

Fax: (860) 345-2332

Authorized BIS Representative Name: \_\_\_\_\_

Authorized BIS Representative Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**222 Saybrook Road (Route 154) – Unit A Higganum, Connecticut 06441**

**Phone: (860) 345-2331 Toll Free: (888) 436-8778**

**Web: [www.bioidentserv.com](http://www.bioidentserv.com)**

# Norwalk Senior Center

*Your Connection to Life and Learning*

Norwalk Senior Center

Meals on Wheels at NSC

NSC South

11 Allen Road

Norwalk, CT 06851

Phone (203)847-3115

Fax (203)849-1285

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

## Norwalk Senior Center

### Annual Report

**7/1/25 to 6/30/26**

The Norwalk Senior Center is a designated focal point for information and access to aging services in Norwalk CT by the Southwestern CT Agency on Aging. Our mission is empowering adults aged 60+ for personal independence, healthy aging, social connection, and lifetime learning. Our Center is located at 11 Allen Road in Norwalk CT. Over 5,000 elderly and disabled seniors visit our Center in any given year. Nearly 2,000 seniors are members of the Center. The majority of our senior participants are long-time residents of Norwalk CT (25+ years), are over 75 years of age and live on fixed incomes. The demographics of our senior participants are consistent with the latest Census information related to Norwalk CT.

Seniors at our Center enjoyed over 3,275 hours of educational/recreational & socialization programming this year.

Over 22,000 meals were served to seniors within our congregate lunch program.

15,478 rides were provided to seniors to help them get to: employment, exercise and fall prevention classes, grocery stores, medical appointments, pharmacies, volunteer service and more. (Although Norwalk Senior Center has ended our transportation service after 30 years due to high costs, we assisted 35 seniors transition to Norwalk Transit District's ADA and Wheels 2 U transit services to meet their needs). We continue to provide seniors with field trips to various points of interest all over the state of CT utilizing chartered coach buses.

1,500 seniors received benefit assistance, durable medical equipment, free health screenings, housing assistance, information and referral, technology assistance and translation.

New collaborations this year included: Flower Again, Museum on the Go, Mycelium Farm and Strings for Seniors.

Operating expenses and net asset information for the fiscal year are currently being processed.

## Key Organizational Highlights

- I. Norwalk Senior Center celebrated 55 years of providing dedicated service to the Norwalk CT community.
- II. We renovated the Center with fresh paint, light carpentry, lighting upgrades, new carpet, new lending library shelves, new program equipment and technology upgrades. The renovation was made possible with a grant from the CT Departments' State Unit on Aging.
- III. High costs caused Norwalk Senior Center to close our Transportation Program on January 1<sup>st</sup>. Extra care was taken to assist senior participants transition to the use of Norwalk Transit Districts' ADA and Wheels 2U services. We operated the Transportation Program for 30 years utilizing mini-buses we won through the 5310 Program at the CT DOT.

Norwalk City grant funds helped the Norwalk Senior Center's organizational capacity and delivery of essential services to Norwalk's seniors and their family members.

The City grant is used to support the day-to-day operations and core functions of the organization including **staffing** (Activity Coordination, Administration, Benefit Assistance, Housing Assistance, Information & Referral, Nutrition, Outreach to the Community, Social Services & Translation).

The staff members create a safe, accessible, fun place for elders to go during the day to: attend book club, create art, dance, do chair yoga, get a hot nutritious meal regardless of their ability to pay, take a class, learn a new skill, meditate, sing, socialize with friends, get help with their Medicare application, play chess or pool or pickleball, volunteer and much more. The staff members connect seniors to their community, helping them decrease isolation and loneliness while improving health outcomes.

Staff members help seniors live independently for as long as it is safely possible. They watch for small changes which could indicate a need for additional supports.

We provide caregiver & bereavement support to help folks with the every-day struggles they experience. We provide hope, positivity and a smile. We listen & help with their hardships.

Seniors call the Center their "happy place" and they attend every day they can.

## GRANT PROGRAM AGREEMENT

**THIS GRANT AGREEMENT** (the “Agreement”), effective as this 1 day of July, 2025 (the “Effective Date”), is entered into by and between **CITY OF NORWALK** (the “City”), a municipal corporation organized and existing under the laws of the State of Connecticut, acting herein by Harry W. Rilling, its Mayor, duly authorized, and **THE NORWALK SENIOR CENTER, INC.**, a corporation organized and existing under the laws of the State of Connecticut with its principal place of business located at 11 Allen Road, Norwalk, CT 06851 acting herein by Beatrix Lane, its Director, duly authorized. (City and Grantee collectively referred to herein collectively as the “Parties” and individually as the “Party”)

### Recitals

**WHEREAS**, the Grantee provides a wide range of services for Norwalk’s aging population out of the senior center facility located at 11 Allen Road, Norwalk, Connecticut as further described and detailed in Exhibit 1 attached hereto and incorporated herein Norwalk’s aging population (the “Program”).

**WHEREAS**, the Grantee has requested funds from the City to financially support the operations of the Program for the Fiscal Year commencing on July 12, 2025 and ending on June 30, 2026, and the City desires to grant the Grantee funds for that purpose in the amount of **FOUR HUNDRED THOUSAND DOLLARS AND 00/100 CENTS (\$400,000.00)** pursuant to the terms and conditions set forth in this Agreement.

**NOW THEREFORE**, in consideration of the mutual promises herein contained, the Parties hereby agree as follows:

1. **Recitals.** The Recitals set forth herein above are incorporated into and shall constitute part of this Agreement.

2. **Funds.**

2.1. The City hereby grants the Grantee **FOUR HUNDRED THOUSAND DOLLARS AND 00/100 CENTS (\$400,000.00)** (the “Grant Funds”) as financial assistance to support the operations of the Program for 25/26 Fiscal Year. As used herein, “25/26 Fiscal Year” means the period commencing on July 12, 2025 and ending on June 30, 2026.

2.2. The Grant Funds shall be disbursed in four (4) equal installments of \$100,000.00 each with the first instalment due within 30 days of this Agreement being fully executed, and installments thereafter due on October 1, 2025, January 1, 2026 and March 1, 2026.

3. **Use of Grant Funds.** The Grantee shall only use the Grant Funds for ordinary and customary costs and expenses in operating the Program. It is understood and agreed the Grant Funds are intended to provide financial assistance over the course of the 25/26 Fiscal Year, and as such, shall generally be drawn down in equal increments over that period.

4. **Remedies:**

A. The City shall have the following remedies under this Agreement:

(1) In the event the Grantee breaches this Agreement, the City shall have the right to require the Grantee repay all or a portion of the Grant Funds disbursed by the City. Grantee shall reimburse

the City for its expenses (including, but not limited to, reasonable attorneys' fees) in satisfying any repayment obligation.

(2) All other rights, powers or remedies available at law or in equity, or provided for in this Agreement.

B. All rights, powers and remedies provided under this Agreement or otherwise available at law or in equity shall be cumulative and not alternative, and the exercise of any such right by the City shall not preclude the simultaneous or later exercise of any other such right, power or remedy by the City.

**5. Records:** Grantee shall keep and maintain for a period of six (6) years detailed records concerning the use of the Grant Funds. The City shall have right to inspect said records and document upon request.

**6. Future Funding:** Grantee acknowledges that the City has made no actual or implied promise of funding except for the amounts specified in this Agreement.

**7. Indemnification:** The Grantee shall indemnify and hold harmless the City, its officials, employees, agents, and contractors (jointly and severally, the "City Releasees") from all liability, claims, actions, demands, damages, judgments, injuries, penalties, costs, expenses and reasonable attorneys' fees (collectively, "Claims") caused by, arising out of the acts or omissions of the Grantee, its employees, representatives, agents and subcontractors, in the use of the Grant Funds or performance of the Agreement, except to the extent such Claims are caused by the negligence or intentional misconduct of a City Releasees.

**8. Insurance.** The Grantee shall obtain, at its expense, and maintain during the term of this Agreement, the insurance coverage in compliance with the following requirements:

8.1. General. 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 Grantee's policies.

8.2. Minimum Scope and Limits of Insurance:

8.2.1. Workers' Compensation Insurance: With respect to all operations the Grantee performs, it shall carry Workers' Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.

8.2.2. Commercial General Liability: With respect to all operations the Grantee performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) 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).

8.2.3. Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Grantee shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

8.3. Umbrella/Excess Liability: With respect to all operations the Grantee performs, the insurance limits required can be provided with a combination of Umbrella or Excess Liability insurance that would "follow form" of the underlying required terms and conditions.

8.4. "Tail" Coverage: If any of the required liability insurance is on "claims made" basis, "tail" coverage will be required for a duration of twenty-four (24) months after the completion of the Program. Grantee shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following the completion of all program funded by this Agreement. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the Effective Date of this Agreement. If continuous "claims made" coverage is used, Grantee shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Program.

8.5. Acceptability of Insurers: The Grantee'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.

8.6. Subcontractor: The Grantee shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

8.7. Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Grantee shall notify the Norwalk Corporation Counsel 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 Grantee agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Grantee.

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

8.9. Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, or cancelled in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Grantee and the City of Norwalk Corporation Counsel. Notwithstanding this requirement, the Grantee is primarily responsible for providing such written notice to the Norwalk Corporation Counsel 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 Grantee shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available.

8.10. Waiver of Governmental Immunity: Unless requested otherwise by the Norwalk Corporation Counsel, the Grantee 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.

8.11. Additional Insured: The liability insurance coverage, except Workers' Compensation, required for the performance of the Program shall include the City as Additional Insured



with respect to the Grantee activities to be performed under this Agreement in connection with the Program. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

8.12. **Waiver of Subrogation:** Grantee waives the right to subrogate or seek recovery from the City and its respective insurance carriers.

8.13. **Certificate of Insurance:** As evidence of the insurance coverage required by this Agreement, the Grantee shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to use of the Grant Funds subject to this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (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.

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

**9. Representations, Warranties, and Covenants.** The Grantee represents, warrants and covenants (i) That it is a legally existing non-profit organization under the laws of its State of Connecticut and has not previously filed, nor is presently contemplating filing a petition of, bankruptcy, liquidation, receivership or any other action for the protection of creditors or debtors; (ii) That it has the required corporate power necessary to adopt, execute and deliver this Agreement and to assume the responsibilities and obligations created hereunder; (iii) That this Agreement is duly executed and delivered by an authorized corporate officer, in accordance with such officer's powers to bind the Grantee hereunder, and constitutes a valid and binding obligation enforceable in accordance with its terms, conditions and provisions; and (iv) That it is in compliance with all applicable regulations and laws governing employment practices.

**10. Captions:** The captions of this Agreement are for convenience and reference only and in no way define, describe, extend or limit the scope or intent of this Agreement or the intent of any provision hereof.

**11. Notice:** Any notice regarding cancellation or termination of this Agreement shall be in writing, signed by or on behalf of the Party giving such notice, and shall be hand delivered or sent, postage prepaid, by recognized national overnight courier, or by certified mail, return receipt requested, addressed as follows:

**To City:** City of Norwalk  
125 East Avenue  
Norwalk, CT 06851-5125  
Attn: Lamond Daniels, Chief of Community Services

**With a copy to:** City of Norwalk  
Office of Corporation Counsel  
125 East Avenue, Room 236  
Norwalk, CT 06851-5125  
Attn: Corporation Counsel

**To Grantee:** The Norwalk Senior Center, Inc.  
11 Allen Road  
Norwalk, CT 06851  
Attn: Beatrix Lane, Director



Notice shall be effective upon receipt or five (5) calendar days after deposit with an overnight carrier or the United States Post Office, whichever occurs first. Either Party may change its address set forth in this Section by giving Notice to the other Party in accordance with this Section.

**12. Modification:** This Agreement sets forth all terms and conditions related to the Grant Funds and replaces all prior understandings and agreements. Any modification or amendment to this Agreement must be made in writing signed by an authorized officer of each Party.

**13. Applicable Law:** This Agreement will be construed in accordance with the laws of the State of Connecticut. The Grantee's Program shall at all time be operated in compliance with all federal, state and local laws, statutes, regulations, and ordinances.

**14. Severability:** The invalidity of one or more of the phrases, sentences, clauses, or Sections contained in this Agreement shall not affect the remaining portions so long as the material purposes of this Agreement can be determined and effectuated. If any portion of this Agreement may be interpreted in two or more ways, one of which would render the portion invalid or inconsistent with the rest of this Agreement, it shall be interpreted in such a way and with such meaning to render such portion valid or consistent.

**15. Failure to Enforce.** The failure of either Party to enforce any of the provisions of this Agreement shall not be construed as a waiver of such provisions. Further, any express waiver of a breach of any provision hereunder by any Party shall not constitute a waiver of any prior or subsequent breach or of such Party's right to fully enforce thereafter each and every provision of this Agreement.

**16. Assignment.** This Agreement shall not be assignable by either Party without the express written consent of the other Party which may be withheld by the other Party in its sole discretion.

**17. Binding Effect:** This Agreement shall be binding upon and inure to the benefit of the Parties and to their respective successors and assigns.

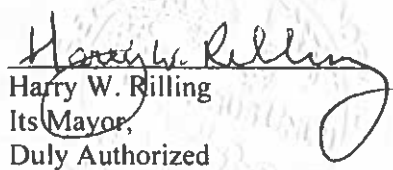
**18. Captions.** The section, subsection, paragraph and/or other headings of this Agreement are for convenience only and in no way limit or enlarge the scope or meaning of the language hereof. The word "include" or "including" shall not be restrictive and shall be interpreted as if followed by the words "without limitation."

**19. Original Agreement:** This Agreement, as executed by the duly authorized representatives of the Parties, may be exchanged by transmission by facsimile, portable document format (PDF), Adobe Sign and/or DocuSign, which transmission shall constitute effective delivery of such executed Agreement and may be used in lieu of the original Agreement for any and all purposes.

CITY OF NORWALK

THE NORWALK SENIOR CENTER, INC

By:

  
Harry W. Rilling  
Its Mayor,  
Duly Authorized

By:

  
Beatrix Lane  
Its Director,  
Duly Authorized

## **EXHIBIT 1**

### **Scope of Work**

The purpose of this grant is to provide general operating support to sustain The Norwalk Senior Center's organizational capacity and delivery of essential services to Norwalk's senior population.

Grant funds may be used to support day-to-day operations and core functions of the organization, including but not limited to:

- Staffing and personnel
- Program delivery and community outreach
- Facility operations and maintenance
- Administration and insurance
- Utilities, supplies, and other essential operating costs

Use of funds must align with the organization's mission and intended public benefit. The City of Norwalk reserves the right to request additional documentation or clarification related to expenditures.

### **Reporting Requirements**

The grantee will submit an annual summary report that included:

- Key organizational highlights
- Basic service and demographic data
- A narrative overview of how municipal funds supported operations and contributed to community impact
- A copy of the organization's most recent IRS Form 990 (tax filing)
- Most recent year-end financial statements (audited or board-approved, if available)



CITY OF NORWALK  
**Julienne Foy, LMSW, M.Ed**  
**Chief of Community Services**  
125 East Avenue, Room #202  
Norwalk, CT 06856  
Office: (203) 854-7718  
Mobile: (203) 970-4576  
[NorwalkCT.gov/1898/Community-Services](http://NorwalkCT.gov/1898/Community-Services)  
[jfoy@norwalkct.gov](mailto:jfoy@norwalkct.gov)

**Subject:** Confirmation of funding for ElderHouse Matching Funding Source for  
Municipal Grant Program Application

**Date:** July 15, 2026

**To:** Finance and Claims Committee of the Common Council

**From:** Julienne Foy, Chief of Community Services

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Dear Committee Members,

I am writing to confirm the City of Norwalk's annual allocation of \$35,000 to support services at the ElderHouse which allows for the matching funding source for the Municipal Grant Program Application for State Fiscal Year 2027.

This allocation is crucial for ensuring the continued operation of the ElderHouse, on transportation for seniors and persons with disabilities which plays a vital role in our community by providing essential services and programs to our senior population.

Thank you for your attention to these matters. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

Julienne Foy  
Chief of Community Services  
City of Norwalk

OFFICERS

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Charles F. Carroll, Esq.  
Simpson Thatcher & Bartlett

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Garavel Auto Group

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Susan Nelson, LCSW, CCM  
Retired - Norwalk Hospital/Northwell

Patricia Rosen  
Retired - Special Education Teacher

Richard Tavella  
Rick's Main Roofing, Ltd.

Mindy Wolkstein  
William Raveis Real Estate

Lucia Rivieccio, LCSW  
Interim Executive Director

**Elderhouse is a Norwalk-based nonprofit Adult Day Center  
now celebrating 50 years!**

We are a state-certified Adult Day Center caring for older adults who require constant supervision because of physical and or cognitive disabilities.

As one of only a handful of medical model programs in the entire State, we provide registered nurses, certified nursing assistants, and professionals experienced in caring for people with dementia and other physical challenges. **Adult Day Services is the least expensive, and most cost-effective, alternative to care for older adults who require constant supervision.**

The lack of assisted specialized transportation is often the only barrier for seniors who wish to attend ElderHouse. Without this crucial service, eligible seniors will be unable to access this cost-effective program and in many cases will need nursing home care.

As a certified Adult Day program ElderHouse is able to receive Medicaid payments for our clients who qualify. However, **Medicaid does not pay for transportation - although we are required to provide it.**

For several years, Norwalk Senior Center and ElderHouse shared a Connecticut State grant generously administered through Norwalk Transit. This grant requires a match from the City of Norwalk which was achieved in the past through funding the Senior Center received from the City of Norwalk. **The Norwalk Senior Center is no longer providing this service.**

For the current fiscal year, \$70,000 in State funding has been allocated to ElderHouse – **as long as the City of Norwalk matches these funds.**

The full match of \$70,000 from the City of Norwalk would give us \$140,000, allowing us to hire a driver and substantially increase our transportation services.

Receiving \$35,000 from the City of Norwalk would allow us to receive a State match of \$35,000, ensuring that our current level of service continues.



DEPT OF FINANCE - Purchasing Department

**NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM**

DATE: 7/16/26

DEPARTMENT: Community Services

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 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). <b>Please forward this form and supporting documentation within 48 hours of the Emergency</b> |
| <input checked="" type="checkbox"/> | 6 | Other, please explain: <b>To support a In-Kind Matching Contribution Program.</b>                                                                                                                                                                                  |

TOTAL COST: \$35,000.00 MUNIS Account: 012010-5A0620

VENDOR: ElderHouse, Inc.

| Purchasing Agent Signature                                                                               | The Purchasing Agent                |                                                                                 | Department Head Signature           |
|----------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------|-------------------------------------|
| <b>Sharon Conners</b><br>Digitally signed by Sharon Conners<br>Date: 2026.07.21 09:24:14 -04'00'<br>Date | <input checked="" type="checkbox"/> | Supports                                                                        | <i>Julianne Foy</i>                 |
|                                                                                                          | <input type="checkbox"/>            | Does Not Support                                                                | Department Head Name                |
|                                                                                                          | <input type="checkbox"/>            | Single Source Requires Common Council Authorization (in excess of \$20,000.00)? | Julianne Foy<br>Date <u>7/16/26</u> |

**JUSTIFICATION:**

For almost 50 years, ElderHouse, has been committed to working with those who wish to remain living at home as they age. Located in Norwalk, CT, ElderHouse is the only certified 501(c)(3) not-for-profit medical and social adult day center that serves Norwalk and surrounding communities of Darien, New Canaan, Stamford, Westport, Weston, and Wilton.

ElderHouse enhances the quality of life for aging adults and their caregivers through a broad range of trusted, compassionate, and enriching day services and home-based support.

Door-to-Door Transportation: Friendly, experienced driver with over 40 years of service at ElderHouse ensures safe, reliable rides to and from clients' doors, using our own wheelchair equipped vehicle.

Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments, or amendments as may be necessary with ElderHouse, Inc. located at 7 Lewis Street, Norwalk CT, in the amount of \$35,000.00 to support the In-Kind Matching Contribution Program for the period of July 1, 2026 through June 30, 2027. Account #: 012010-5A0620.

**ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes):** \_\_\_\_\_

Vendor 1: \_\_\_\_\_

Vendor 2: \_\_\_\_\_

**EMERGENCY:** Explain in detail the nature of the emergency \_\_\_\_\_



To: Members of the Common Council  
From: Deanna D'Amore, Director of Health  
Re: Per Capita Grant in Aid Funding  
Date: July 10, 2026

### **Per Capita Grant in Aid Funding**

The Norwalk Health Department receives funding support annually from the CT Department of Public Health in the form of a Per Capita grant. Per capita funding is provided to support direct services to communities throughout Connecticut and directly relates to the overall public health programs that are required of each local health department as defined in C.G.S. Section 19a-207a, which is based on the CDC's 10 essential public health services. We request approval for the following authorizations:

- 1a. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments, or amendments needed to apply for and receive Per Capita Grant in Aid funding from the CT Department of Public Health in the amount of \$199,497.93 for the period July 1, 2026 – June 30, 2027.
- 1b. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments or amendments as may be necessary to implement the Per Capita Grant in Aid grant for the period beginning July 1, 2026 through June 30, 2027.



To: Members of the Common Council  
From: Deanna D'Amore, Director of Health  
Re: Per Capita Grant in Aid Funding  
Date: July 10, 2026

### **Per Capita Grant in Aid Funding**

The Norwalk Health Department receives funding support annually from the CT Department of Public Health in the form of a Per Capita grant. Per capita funding is provided to support direct services to communities throughout Connecticut and directly relates to the overall public health programs that are required of each local health department as defined in C.G.S. Section 19a-207a, which is based on the CDC's 10 essential public health services. We request approval for the following authorizations:

- 1a. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments, or amendments needed to apply for and receive Per Capita Grant in Aid funding from the CT Department of Public Health in the amount of \$199,497.93 for the period July 1, 2026 – June 30, 2027.
- 1b. Authorize the Mayor, Barbara C. Smyth, to execute any and all agreements, documents, instruments or amendments as may be necessary to implement the Per Capita Grant in Aid grant for the period beginning July 1, 2026 through June 30, 2027.





To: Members of the City Council  
From: Deanna D'Amore, Director of Health  
Re: CT State Community College - Norwalk Facilities Use Agreement  
Date: July 10, 2026

### **CT State Community College - Norwalk Facilities Use Agreement**

The Health Department provides free health screenings for students and staff of CT State Community College - Norwalk, as part of our Know Your Numbers program. Know Your Numbers provides community members with the opportunity to be screened for various health measures (A1C, blood pressure, BMI, and waist circumference), offers guidance on healthy behaviors to help reduce risk, and connects individuals to healthcare providers, food agencies, and other relevant community resources. This program is currently held in locations around the community, including Norwalk Public Library and the Open Doors Smilow Center, and was held previously at CT State Norwalk.

In order to hold screenings on CT State Norwalk campus, the school requires the execution of a Facility/Equipment Use Agreement for each screening date.

The City of Norwalk and CT State used this agreement for screening dates in 2025, and we have authorization for calendar year 2026, but we'd like to plan further ahead into CT State Spring 2027 semester and beyond. Exact dates are being finalized.

We request approval for the following authorization:

1. Authorize the Mayor, Barbara C. Smyth, to execute agreements and amendments with CT State Community College – Norwalk for Health Department staff and volunteers to use space on CT State Norwalk campus for the Know Your Numbers health screening program on various dates between January 1, 2027 and June 30, 2028.