

ALL COMMON 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 Irene Dixon at idxon@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

REVISED

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

A. Regular Meeting: October 14, 2025

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

1. APPOINTMENTS

- a. John Cusano, Historical Commission**
- b. Devan S. Healy, Conservation Commission, Regular**
- c. Elise Allum, Conservation Commission, Alternate**
- d. Anthony Simari, Zoning Board of Appeals, Regular**

e. John Hubers, Planning and Zoning Commission, Alternate

f. Elizabeth Sile, Bike/Walk Commission

2. REAPPOINTMENTS

a. Jalin Sead, Fair Housing Advisory Commission

b. Carol L. Frank, Fair Housing Advisory Commission

c. Charles Pirro, Pension Board - subject to approval of the proposed amendments to Chapter 126

B. MAYOR'S REMARKS

V. COUNCIL PRESIDENT

A. RESIGNATIONS AND APPOINTMENTS

B. CONSENT CALENDAR

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. ORDINANCE

1. Approve changes to Chapter 126, Pension Plan, Sections 126-1, 126-2, 126-3, 126-4, 126-5 and 126-6
2. Approve changes to Chapter 84, Retirement Benefits, Article I, Post-Employment Benefits Trust, Sections 84-2 and 84-3
3. Approve changes to Chapter 112, Trees, Sections 112-1, 112-2, 112-3, 112-4, 112-5, 112-6, 112-7, 112-8, 112-9, 112-10, 112-11, 112-12, 112-13, 112-14 and 112-15
4. Approve new ordinance - Residential Parking Permit Program

B. RECREATION, PARKS AND CULTURAL AFFAIRS

1. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Calf Pasture Beach and immediate surrounding grounds by City of Norwalk Recreation & Parks for their Jingle Bell 5k to be held on Saturday, December 13th, 2025 from 8:00 A.M. to 11:00 A.M. Approximately 200 people.
2. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of

Washington Street Park and immediate surrounding grounds by City of Norwalk Department of Economic & Community Development for their Holiday Extravaganza to be held on Saturday, December 6th, 2025 from 1:00 P.M. to 9:00 P.M. Set-up time by 9:00 A.M. with tear-down by 10:00 P.M. Approximately 1500 people.

3. Approve the use of Veterans' Park and immediate surrounding grounds by Norwalk Public Schools & City of Norwalk Department of Recreation & Parks for their 34th Annual Norwalk River Fun Run to be held on Saturday, December 6th, 2025 from 10:00 A.M. to 11:00 A.M. Rain date of Sunday, December 7th Set-up time by 9:00 A.M. Saturday, with tear-down by 11:30 A.M. Approximately 350 people.

C. PUBLIC SAFETY AND GENERAL GOVERNMENT

1. a. Authorize Mayor, Harry W. Rilling, to execute any and all documents and agreements necessary to accept grant funding under The Connecticut Department of Transportation Highway Safety, FY26 DUI Enforcement Grant, Project number 0206-0722-1-BD.

b. Authorize Chief of Police, James Walsh, to execute any and all documents and agreements as may be necessary to implement the Connecticut Department of Transportation Highway Safety, FY26 DUI Enforcement Grant, Project number 0206-0722-1-BD
2. a. Authorize Mayor, Harry W. Rilling, to execute any and all documents and agreements necessary to accept grant funding under The Connecticut Department of Transportation Highway Safety Project Name NWK10103-CIOT-2026-36 Click it or Ticket (CIOT) Enforcement Grant

b. Authorize Chief of Police, James Walsh, to execute any and all documents and agreements as may be necessary to implement The Connecticut Department of Transportation Highway Safety Project Name NWK10103-CIOT-2026-36 Click it or Ticket (CIOT) Enforcement Grant

D. PUBLIC WORKS

1. Authorize the Mayor, Harry W. Rilling, to execute a Master Agreement for Construction Services with Colonna Concrete & Asphalt Paving LLC for a sum not to exceed \$381,556.00.
2. Authorize the Director of Transportation, Mobility, and Parking to execute orders on the contract with Colonna Concrete & Asphalt Paving LLC for a sum not to exceed \$76,312.00.
3. Authorize the Director of Transportation, Mobility, and Parking to execute a purchase order for Design and Permitting Services with IMEG Corp (Formally FHI Studio) for a

sum not to exceed \$90,500.00

4. Authorize the Director of Transportation, Mobility, and Parking to execute orders on the agreement with IMEG Corp (Formally FHI Studio) for a sum not to exceed \$9,050.00

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

APPOINTMENTS

HISTORICAL COMMISSION	M/C	Nwlc Code 57A
JOHN CUSANO (D) 29 Poplar Street Norwalk, CT 06855		Term Expires - 12/31/2029
CONSERVATION COMMISSION	M/C	Nwlc Code 35-2
DEVAN S. HEALY (U) 30 Stronybrook Road Norwalk, CT 06851		Term Expires - 01/01/2030 Regular
ELISE ALLUM (U) 67 Beacon Street Norwalk, CT 06851		Term Expires - 01/01/2027 Alternate
ZONING BOARD OF APPEALS	M/C	Nwlc Code 116
ANTHONY SIMARI (U) 16 Toilsome Avenue Norwalk, CT 06851		Term Expires - 11/01/2026 Regular
PLANNING & ZONING COMMISSION	M/C	Nwlc Code 79
JOHN HUBERS (D) 10 Monroe Street #212 Norwalk, CT 06854		Term Expires - 01/01/2027 Alternate District B
BIKE/WALK COMMISSION	M/C	Nwlc Code 20-01
ELIZABETH SILE 18 Knobhill Road Norwalk, CT 06851		Term Expires - 06/30/2028

REAPPOINTMENTS

**FAIR HOUSING ADVISORY
COMMISSION**

M/C

Nwlk Code 59-A

JALIN SEAD (D)
140 Main Street
Norwalk, CT 06851

Term Expires - 09/01/2028

CAROL L. FRANK (R)
5 Cranbury Woods Road
Norwalk, CT 06851

Term Expires - 09/01/2028

PENSION BOARD OF TRUSTEES

M/C

Nwlk Appx II

CHARLES PIRRO (R)
3 Baker Lane
Norwalk, CT 06851

Term Expires - 09/01/2029

Council at Large:	Mr. Joshua Goldstein Mr. Johan Lopez	Ms. Barbara Smyth Ms. Nora Niedzielski-Eichner
District A:	Mr. Jalin Sead	<i>Ms. Nicol Ayers</i>
District B:	Mr. Dajuan Wiggins	Ms. Darlene Young
District C:	Ms. Nicolé Eaddy	Ms. Anne Wennerstrand
District D:	Ms. Heather Dunn	Mr. Douglas W. Sutton
District E:	Mr. James Frayer	<i>Ms. Lisa Shanahan</i>

I. ROLL CALL

Ms. Smyth called the meeting to order at 7:30 p.m. via Zoom. Ms. Smyth led the Pledge of Allegiance. Ms. Dixon called the roll. Twelve members were present, constituting a quorum.

II. ACCEPTANCE OF MINUTES

A. Regular Meeting: September 23, 2025

****MS. WENNERSTRAND MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 23, 2025 REGULAR MEETING.**

****THE MOTION PASSED WITH TWO (2) ABSTENTIONS (MR. GOLDSTEIN AND MR. WIGGINS).**

III. PUBLIC PARTICIPATION

Diane Lauricella

Ms. Lauricella of 21 Little Fox Lane spoke regarding the Ely Avenue mural project process, expressing concerns about irregularities, lack of equity, and the need for accountability, training, apologies, and a donor program.

Melissa Murray

Ms. Murray spoke in support of the nominations of Mr. Jones for Planning and Zoning Commission and Ms. Randall for Bike/Walk Commission, highlighting their community work.

Romney Donald

Ms. Donald of 45 Stewart Avenue spoke in strong support of Mr. West for the Ely Avenue mural, emphasizing representation and community collaboration, and also endorsed Ms. Randall for Bike/Walk Commission.

Jahmane West

Mr. West spoke, thanking everyone involved in the mural process, acknowledging controversy, expressing intent to engage the community further, and noting his personal connection to Ely Avenue.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

1. RESIGNATIONS

a. David Westmoreland, Redevelopment Agency

Ms. Smyth noted the resignation of Mr. Westmoreland from the Redevelopment Agency.

2. APPOINTMENTS

a. David Heuvelman, Redevelopment Agency

Mr. Goldstein spoke in support, praising Mr. Heuvelman's community service, experience as a former council member, and qualities as an attorney.

Ms. Smyth spoke in support, noting Mr. Heuvelman's commitment to responsible growth, zoning, and equity.

****MR. GOLDSTEIN MOVED TO APPOINT MR. HEUVELMAN TO THE REDEVELOPMENT AGENCY.**

****THE MOTION PASSED UNANIMOUSLY.**

b. Harvey Jones, Planning & Zoning Commission, Regular

Mr. Lopez spoke in support, citing Mr. Jones's analytical perspective and technical insight from his background in computer science and engineering.

****MR. LOPEZ MOVED TO APPOINT MR. JONES TO THE PLANNING & ZONING COMMISSION AS A REGULAR MEMBER.**

****THE MOTION PASSED WITH ONE (1) OPPOSED (MS. DUNN).**

c. Christina Randall, Bike/Walk Commission

d. Brian A. Clarke Jr., Bike/Walk Commission

Mr. Sead, Ms. Smyth, Ms. Young, and Mr. Lopez all spoke in support of Ms. Randall, highlighting her community involvement and leadership in sustainable initiatives.

Mr. Sead also noted support for Mr. Clarke Jr. Based on his overall positivity & resume.

****MR. SEAD MOVED TO APPOINT MS. RANDALL AND MR. CLARKE JR. TO THE BIKE/WALK COMMISSION.**

****THE MOTION PASSED UNANIMOUSLY.**

B. MAYOR'S REMARKS

Ms. Smyth delivered the Mayor's remarks. Last week, Mayor Rilling issued a proclamation in honor of Domestic Violence Awareness Month in partnership with the Domestic Violence Crisis Center, the Greater Norwalk Chamber of Commerce, the Norwalk Commission on Gender Equity, and the Norwalk Police Department.

At the event, Chief Walsh spoke about the department's ongoing efforts to combat domestic violence and support victims. Earlier that morning, the Norwalk Business Development Office and the Greater Norwalk Chamber of Commerce hosted a training session by the Domestic Violence Crisis Center for the business community at City Hall, highlighting the critical role employers play in preventing, recognizing, and responding to domestic violence.

On Saturday, October 25th, from 2 to 10 p.m., the City is hosting an annual Halloween night fair on Washington Street, a family-friendly fall celebration where kids can come in costumes and participate in activities, with the main purpose to support local downtown businesses and bring the community together for fun.

Norwalk has a municipal election on November 4th; early voting is available at Norwalk City Hall Community Room from October 20th to November 2nd, with hours posted on the website.

V. COUNCIL PRESIDENT

A. RESIGNATIONS AND APPOINTMENTS

No additional items were discussed.

B. CONSENT CALENDAR

Mr. Lopez read the consent calendar items as follows below.

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

VII. COMMON COUNCIL COMMITTEES

A. FINANCE AND CLAIMS COMMITTEE

1. Special Capital Appropriation and Authorization in the amount of \$90,000 for the Fire Department to cover increased construction costs at the Station 1 located at 90 New Canaan Avenue.

B. PUBLIC SAFETY AND GENERAL GOVERNMENT

1. a. Authorize Mayor Harry W. Rilling to execute an extension Agreement with All City Management Services under RFP project number 4280, from August 22, 2026 until

August 21, 2027, based on the availability of funds not to exceed \$401,946.00 per year from account #013026-5258.

b. Authorize the City of Norwalk Purchasing Agent, to execute purchase orders on behalf of the Norwalk Police Department to All City Management Services under RFP project number 4280, based on the availability of funds not to exceed \$401,946.00 per year from account #013026-5258.

2. a. Authorize Mayor, Harry W. Rilling, to execute any and all documents and agreements necessary to accept grant funding under the Connecticut Department of Transportation Highway Safety Office, Drug Recognition Enforcement Instructor Grant.

b. Authorize Chief of Police, James Walsh, to execute any and all documents and agreements as may be necessary to implement the Connecticut Department of Transportation Highway Safety Office, Drug Recognition Enforcement Instructor Grant. These items were included in the consent calendar and approved therein.

C. LAND USE AND BUILDING MANAGEMENT

1. a. Authorize the Mayor, Harry W. Rilling, to execute a contract with Thyssenkrupp Elevator Corporation (TKE) for the Norwalk Main Library Elevator Upgrade and Modification project for a total not to exceed \$171,033.32. Account #09267100 5777 C0119.

b. Authorize the Office of Building Management to execute change orders on the contract for a total not to exceed \$17,103.33. Account #09267100 5777 C0119.

2. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Seaman Construction Inc., for snow removal & ice control services at the Norwalk Police Headquarters Parking Lots, 3 Belden Avenue, and the Ben Franklin Center. The agreement begins 2025-26FY for three (3) years with an option of two additional years, including a 2% increase annually for a total not to exceed \$32,000/yr. Accounts #013055 5298, 014088 5298, 014074 5298.

D. PUBLIC WORKS

1. Authorize the Purchasing Agent to increase the Purchase Order for the First Amendment to the April 9, 2024, Agreement between the City of Norwalk and Burns Construction Company, Inc., for Project PM2024-2 – Permanent Roadway Repairs and Surface Restoration, by an amount not to exceed \$150,000.00. Account No. 03 00 00 2602
2. STR2025-1 Project 4467 Colonna Concrete & Asphalt Paving LLC
 - a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Colonna Concrete & Asphalt Paving LLC for City Purchasing Department Project 4467 - Project STR2025-1 Replacement of the Lexington Avenue Retaining Wall (11, 19 and 21

Snowden Street), for an amount not to exceed \$395,895.00. Account No. 510000 5796 GGP01 510000 5796 GGP07

b. Authorize the Chief of Operations and Public Works to execute orders on the Contract with Colonna Concrete & Asphalt Paving LLC for City Purchasing Department Project 4467 - Project STR2025-1 Replacement of the Lexington Avenue Retaining Wall (11, 19 and 21 Snowden Street), for an amount not to exceed \$39,589.50. Account No. 510000 5796 GGP01 510000 5796 GGP07

3. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements and other documents necessary to accept a temporary construction easement over a portion of 779 and 789 Connecticut Ave. for purposes of and as may be necessary for constructing a public sidewalk in the City's right of way along Connecticut Ave.

E. ECONOMIC AND COMMUNITY DEVELOPMENT

1. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Fiber Optic Plus, LLC to provide City Fiber Optic Cable Emergency and Maintenance Services for an amount of \$50,000. ACCTS: 0916-4120-5777-C0232, TMP 0922-4120-5777-C0232, TMP 0923-4120-5777-C0232, TMP 011370-5245, IT
2. Authorize the Mayor, Harry W. Rilling, to execute orders on the contract with Colonna Concrete for the Rowayton Sidewalk Project for a sum not to exceed \$40,481.00. ACCTS: 0922-3750-5777-C0774 0926-3750-5777-C0649
3. Authorize the Mayor, Harry W. Rilling, to execute a Master Agreement for On-Call Traffic Engineering Services with AKRF, Inc., Creighton Manning Engineering and Surveying. PLLC, FHI Studio, now IMEG, Fuss & O'Neill, Greeman Pederson Inc, M&J Engineering, Vanasse Hangen Brustlin (VHB), and Weston & Sampson Engineers, Inc for a sum of approximately \$100,000 annually for each firm. ACCTS: 0926 3750 5777 C0441 0926 3750 5777 C0562 0921 4120 5777 C0648 0920 4120 5777 C0649 0926 3750 5777 C0649 0924 3750 5777 C0777 0921 4095 5777 C0782 0922 4095 5777 C0782 0925 3750 5777 C0824 0926 3750 5777 C0824 0924 3750 5777 C0835

****MR. LOPEZ MOVED TO APPROVE THE CONSENT CALENDAR.**

****THE MOTION PASSED UNANIMOUSLY.**

4. Authorize the Mayor, Harry W. Rilling to execute a contract with Jahmane West for the Ely Avenue Fencing Mural in an amount not to exceed \$70,000. ACCT: 520000-5796 (MLK Grant)

Several members spoke in support of the mural proposal.

Mr. Goldstein praised the design as "stunning" and reflective of the "fabric of the city," noting its inspiration from the Gee's Bend quilt-making tradition and its connection to Ely

Avenue's character. He also highlighted Mr. West's local roots and dedication to community collaboration.

Ms. Niedzielski-Eichner commended the references to African American art history, including Jacob Lawrence and others, and emphasized the project's potential for community engagement and education.

Mr. Sead expressed support, sharing personal ties to Ely Avenue and acknowledging Mr. West's positive cultural influence in South Norwalk. Mr. Wiggins echoed Mr. Sead's comments and thanked Ms. Niedzielski-Eichner for her insight into the artwork's historical context.

Mr. Lopez also voiced support but expressed disappointment over the limited inclusion of 19th- and early 20th-century history, referencing similar concerns raised in the past. He nonetheless appreciated Mr. West's openness to additional community input.

Ms. Dunn supported the project, recalling her experience commissioning one of Mr. West's earlier works and recognizing his professional growth and mentorship within the arts community.

Ms. Young congratulated Mr. West, encouraged continued prioritization of local artists for future projects, and noted the mural's connection to MLK grant funding. Ms. Smyth also expressed support, acknowledging the collaborative process, Mr. West's thoughtful remarks, and the mural's significance as a gift to the city.

****MR. GOLDSTEIN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH MR. WEST FOR THE ELY AVENUE FENCING MURAL IN AN AMOUNT NOT TO EXCEED \$70,000.
THE MOTION PASSED UNANIMOUSLY.

VIII. RESOLUTIONS FROM COMMON COUNCIL

No resolutions were offered.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

No motions were postponed.

X. SUSPENSION OF RULES

No suspensions were requested.

XI. ADJOURNMENT

****MR. WIGGINS MOVED TO ADJOURN.
THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at approximately 8:12 p.m.

Respectfully Submitted,
Courtney Baldwin
Recording Secretary

JOHN CUSANO

29 Poplar Street, Norwalk, CT 06855

(203) 268-3444

johnpcusano@gmail.com

RECENT PROFESSIONAL EXPERIENCE

John Cusano, Systems Advisor, Norwalk, CT Principal

1987 – Present

Cusano co-creates mutual learning relationships with organizations and groups willing to make a difference by practicing creativity, introspection, and innovation as they navigate this century's interdependent challenges. His approach synthesizes the principles of shared meaning-making, self-organizing systems, integral studies, and human development, guided by inquiry, equity, and engagement. His work encompasses dialogic processes, core values, value wayfinding, and community engagement. Cusano can recommend key associates when additional guidance, expertise, or support is needed.

Recent Clients

- **TheaterWorks New Milford:** Planning project includes engagement, 3H planning session
- **Palace Theater:** Planning project includes engagement, 3H planning session
- **Arts & Culture Collaborative, Waterbury:** Regional plan includes data, values, social infrastructure, 3H session
- **Mary & Eliza Freeman Center for History & Community:** Internal Mapping Sessions with new staff members
- **Facing Racism in Stamford:** Support design & co-facilitation of multiple 6-week public dialogue series (multi-annual)
- **Fairfield Arts Commission:** Design & facilitation of public working session to support planning
- **Palabra Counseling & Training Center:** Co-facilitate a day-long retreat for healthcare workers
- **Center for Contemporary Printmaking:** Design & facilitate planning retreat
- **Western CT State University:** Design & conduct online classes
- **Expansion Arts Program:** Design & conduct workshops (RI: State Arts Council, Foundation, Humanities Council)
- **Stamford Arts & Cultural Commission:** Support core values process

Cultural Alliance of Fairfield County, Norwalk, CT Community Engagement & Equity Strategies Consultant

2019 – 2023

Provide contracted design and implementation support for region-wide projects with a focus on equity, self-organizing principles, and transformative collaboration. Ongoing planning support.

- **Collective Action for Equity:** Co-developed and co-facilitated an ongoing community of practice committed to action for greater equity, including Three Horizons Planning workshops. Began Spring 2020.
- **Culture Connectors Network:** Co-development of a regional social infrastructure strategy. Began in late 2020.

PAST PROFESSIONAL EXPERIENCE

Connecticut Office of the Arts, Hartford, CT Community Development Coordinator (CDC)

2005 – 2016

State agency public servant. Provided grant funds and professional development services to nonprofit & municipal local arts agencies to meaningfully integrate the cultural sector, employing expertise in network development, grant program design, evaluation, facilitation, presentations, special projects, and policy development.

- **Inaugurated and developed a statewide network of cultural service organizations:** Advanced cross-sector relationships, coordination, and public/private partnerships. Created grant program & provided technical assistance (<https://portal.ct.gov/DECD/Content/Arts-and-Culture/Our-Regional-and-State-wide-Partners/Designated-Regional-Service-Organizations>). Organized five statewide conferences, creation of 7 new agencies via regional assessments.
- **Led design of outcomes-based grant program emphasizing community relevance and collaboration:** Facilitated 17 public sessions and conducted evaluation research with the Wolf-Brown consulting firm (2012).
- **Designed and implemented distributed leadership of Peer Advisor Network:** Established partnerships with five regional service organizations to manage and promote technical assistance (national decentralization model). Initiated a web-based customer relationship management system and collaboration with CT Humanities.
- **Advisor to New England regional summits:** (<https://www.nefa.org/creative-economy/meetings-events>).
- **Managed statewide economic impact studies:** Coordinated "Arts & Economic Prosperity IV" (AEP 4), an Americans for the Arts national survey project with network of service agencies (2011-2012) and AEP 5 (2015-2016).

Farmington Valley Arts Center, Avon, CT

1998 – 2003

Executive Director

Initiated partnerships with schools and nonprofits and developed relationships with municipal and business leaders & public and private funders. Hired, managed, and evaluated staff, advanced educational, and community programming.

- **Led organizational restructuring:** Led planning, branding & first-time website, and managed facilities renovation.
- **Expanded programming:** Established arts-integrated education partnerships with schools and service agencies.

Bridgeport Artisan Center, Action for Bridgeport Community Development, CT

1996 – 1998

General Manager

Led start-up of federally-funded entrepreneurial work training and job creation program to support artisan micro-enterprises via partnerships with government, local businesses, and municipal leadership.

- **Directed and evaluated start-up:** Managed budgets, grants, Advisory Committee, and evaluation of Federal HUD grant. Inaugurated artisan recruitment and selection process, established trainings, secured and renovated facilities.

PROFESSIONAL AFFILIATIONS

Connecticut Civic Ambassador, Everyday Democracy

2016 – Present

Named inaugural CT Civic Ambassador, 2017. Everyday Democracy engages communities nationally to create change.

H3 Uni (University for the Third Horizon), Scotland

2016 – Present

A mutually supportive international community of practice to develop regenerative responses to global issues.

Enlivening Edge Community Hub

2016 – Present

International conversations with Enlivening Edge Magazine support people actively interested in next-stage organizations.

National Chair, Community Development Coordinator (CDC) Cohort

2006 – 2017

Peer group. Designed and implemented annual conferences in San Diego (2011), Baltimore (2010), Seattle (2009).

SELECTED VOLUNTEER COMMUNITY SERVICE

Network Member, Bridgeport Innovation Place, Bridgeport, CT

2018 – 2020

Improve the innovation economy. Engage and empower residents. Link to local resources and opportunities.

Board of Directors / Board President, Compass Youth Collaborative, Hartford, CT

2005 – 2016

Raise expectations of urban youth as the lead Community Schools agency and Peace Builders for Anti-Gang Violence and Crisis Intervention. Led board development, governance, and strategic planning.

Co-Founder, SoNo Arts Celebration, Inc., South Norwalk, CT

1986 – 1989

Free, annual, urban visual and performing arts festival.

Advisor: (1988 – 1989) **Co-Founder & Board President:** (1986 – 1988): Formed 501(c)3 nonprofit corporation.

ONGOING PROFESSIONAL DEVELOPMENT & EDUCATION

Stanford Social Innovation Review, Online Learning

2025

Two-week training: How to Measure Narrative Change.

Future Stewards & Leaders' Quest, Online Learning

2024

Three-week Three Horizons mapping facilitator training with author Bill Sharpe.

H3Uni (University for the Third Horizon), Scotland

- **Qualitative Systems Thinking:** Online Course + Action Learning Group

2021

A seven-session course studying universal patterns, qualities, not quantities, and self-reflective consciousness.

- **Facilitating Transformational Journeys:** Online Course + Action Learning Group

2020 – 2021

7-session course on systems thinking and regenerative solutions. Action Learning Group through 3/2021.

Cultural Equity Learning Community (CELC), Online Learning Community

2020 – 2021

An educational platform for arts and culture leaders committed to building intersectional racial equity and creative justice.

Meridian University, Petaluma, CA

- **Integral Practitioners Convergence:** 3 Day Online Conference 2021
Integral practitioners worldwide gathered to learn about innovative capabilities, methods, models, and practices.
- **Transforming Collective Trauma:** Online Course 2020
Four-week course explored personal, historical, cultural, and archetypal perspectives to bring about social healing.
- **Integral Practitioner Perspectives:** Online Course 2018
Seven-week course supported competencies to meet complexity challenges.
- **Integral Practitioner Lab:** 2 Day Lab, Boston, MA 2017
Co-learned capabilities, methods, models, and practices in a self-organizing process of emergent discovery.

Community Leadership Program, New Haven, CT

2019 – 2020

William Caspar Graustein Memorial Fund

A 9-month group program supporting self to transpersonal to community impact.

Connecticut Undoing Racism, Bridgeport & Stamford, CT

2018 – 2019

Anti-Racism Trainings & Workshops

Completed various trainings in race history, awareness, personal stories, group exercises, readings, and dialogue.

Institute of Noetic Sciences, Petaluma, CA

2018

Consciousness, Communications & Change (C3), Online Course

Learned tools and techniques to assist changemakers in enrolling people in new visions using applications synthesized from contemporary social, cognitive, neuro, worldview, behavioral change research, and wisdom practices.

The Space Between Stories, Garrison, NY

2018

Retreat with author and philosopher Charles Eisenstein

Generate insight, clarity, and evolution in navigating “the space between stories,” that lies between an old and new story-of-self and story-of-the-world, intended to engage emerging stories in a process of co-creation.

James P. Shannon Leadership Institute, St. Paul, MN

2010

Amherst H. Wilder Foundation

Year-long invitational program. Quarterly retreats for nonprofit leaders to clarify personal purpose and core values.

DEGREE PROGRAMS

The Graduate Institute, Bethany, CT

2016

Master of Arts in Consciousness Studies

Quarterly residency graduate program. Focused on systems theory and contemporary science, individual and social transformation, evolution of worldview, stages of human development, psychology, integral philosophy, and spiritual wisdom traditions. The master’s degree included training in Nonviolent Communication.

University of Bridgeport, Bridgeport, CT

1974

Bachelor of Science in Industrial Design, College of Engineering

Comprehensive design training included creative process, form, drawing, machining and building, prototyping, materials and processes, history, national trends, presentations, and guest instructors including R. Buckminster Fuller.

EDUCATION: **University of Tampa**, Tampa, FL
Bachelor of Science in Biology; Concentration: Marine Science

WORK EXPERIENCE

- Sept 2024- present **The Town of Greenwich Environmental Affairs Department- Conservation**, Greenwich CT
Environmental Analyst
- Planning and management of Towns natural and cultural resources including wildlife, open space, pollinators, native plantings, sustainability, invasive species, coastal resiliency, environmental protection and best practices, through advocacy, education, community outreach, and data collection
- April 2022-Sept 2024 **HDR Inc.**, White Plains, NY
Environmental Scientist
- Environmental compliance and natural resources projects as they relate to water resources, transportation, and development projects
 - Environmental permits, NEPA documentation, biological assessments, and other environmental compliance documentation including field work associated with the collection of natural resource data
- Jan 2022-present **Berkshire Hathaway HomeServices**, Westport, CT
Licensed Real Estate Salesperson, REALTOR®
- March 2018-April 2022 **Harbor Watch (Earthplace Inc)**, Westport, CT
Science Operations Coordinator (Jan 2019- April 2022)
Unified Water Study Equipment Loan Program Coordinator (March 2018-Dec 2018)
- Harbor and river data collection for health parameters including; indicator bacteria, dissolved oxygen, temperature, salinity, conductivity, turbidity, macro algae and macro-organism.
 - Regular laboratory duties for water sampling (membrane filtration, enzyme substrate method) and quality assurance testing
 - Managing Harbor Watch's participation in the Unified Water Study
 - Coordinating Earthplace's volunteers and volunteer opportunities
 - Education Program Coordination- student recruitment, scheduling, programming communication, and teaching
- June 2017- March 2020 **Greenwich Shellfish Commission**, Greenwich, CT
Shellfish Commissioner
- Practiced the commission's mission to manage, protect, propagate, and conserve both recreational and commercial Shellfish beds in Greenwich harbors while educating public on local ecosystems and environmental stressor
- July 2014 – Jan 2019 **The Maritime Aquarium (TMA)**, Norwalk, CT
Marine Science Educator, Accessibilities for All Project Coordinator
- Accessibility for All strategic team-online forum for regional cultural institutes to use to help learn how to best serve guests with special needs. Sensory friendly day planning team member- to better accommodate TMA guests with sensory processing differences
 - Educating aquarium guests of all ages on flora and fauna from Long Island Sound and beyond in both a structured classroom setting, boating trips, camp programing, professional development programming and informal floor programs.
 - Curriculum development (grades K-12), formal and informal with emphasis on common core and CT standards for programs

- Sept 2016- Feb 2018 **Stamford Museum and Nature Center (SMNC)**, Stamford, CT
Environmental Educator/Naturalist, Farm Market Coordinator
- Lead education programs for pre-K-5th grade students
 - Animal husbandry for non-releasable mammals, reptiles, amphibians, and invertebrates.
 - Farm market coordinator, vendor recruitment and organization

CURRENT CERTIFICATION and LICENSES

- 2025 **The Rutgers University Wetland Delineation Certificate Series** (completed Spring 2025)
- 2021-present **Real Estate Salesperson** licensed in CT
- 2017-present **American Heart Association Heart Saver**; First Aid, CPR, AED
- 2016-present **Emergency First Responder**; Primary and Secondary Care: CPR/First Aid – Adult
- 2015-present **Certificate of Safe Boating and Personal Watercraft Operation**
- 2008-present **SCUBA (PADI)**; Advanced Open water, Open Water, Oxygen Provider, Drift Diving, Boat Diving

ELISE C. ALLUM

CONTACT

 (203) 970-1140
 Norwalk, CT; Fairfield County; Tristate Area
 eliseallum03@gmail.com

ABOUT ME

I am Swiss army knife of a professional. I can write, create, and manage all while being committed to facilitating effective, respectful and sustainable volunteer and work environments. My strong suit is catering to the specific needs of each job, and my drive is making this world a bit better, one day at a time.

EDUCATION

NORWALK HIGH SCHOOL
2016-2020

FAIRFIELD UNIVERSITY
Bachelor of Arts: Environmental Studies, Film TV & Media Arts (majors); Sociology (minor)
2020-2024
Summa cum laude

SKILLS

- Communication
- Project Management
- Critical Thinking
- Problem Solving
- Editing (Writing)
- Editing (Film)
- Engagement
- Computer Literacy

NOTABLE AWARD

OUTSTANDING ENVIRONMENTAL STUDIES AWARD
2024
Fairfield University

WORK EXPERIENCE

COMMUNITY ENGAGEMENT COORDINATOR
Norwalk River Watershed Association (October 2024-Present)

- Manage and execute deliverables for State grant award(s)
- Organize volunteer events throughout the Norwalk River Watershed
- Collaborate with non-profit organizations to achieve common goals
- Create avenues for increased engagement with the community
- Curate communications such as newsletters, social media, and e-blasts

SOCIAL MEDIA COORDINATOR
Pollinator Pathway (January 2025 - Present)

- Curate visually appealing and educational posts for social media
- Facilitate social media engagement
- Coordinate and operate webinars
- Organize and format seasonal newsletters

RESEARCH ASSISTANT
Fairfield University (October 2023- December 2023)

- Supported faculty member(s) with research looking at water quality standards
- Communicated with government officials and agents to compile data about effluent permits
- Collaborated with peers, focusing on hydrology and nutrient loading
- Prepared summaries and entries for individual and team meetings

COURSE HIGHLIGHTS: Environmental Law & Policy, Environmental Science, Environmental Ethics.

Contact

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www.linkedin.com/in/anthony-simari-a638445 (LinkedIn)

Top Skills

Real Estate

Contract Negotiation

Commercial Real Estate

Anthony Simari

Commercial real estate attorney for both the sophisticated professional and the entrepreneur with vast experience in all phases of development.

New York, New York, United States

Summary

Mr. Simari has extensive experience in negotiating and closing all types of complex commercial real estate transactions.

He has represented clients in the acquisition, development and financing of apartment buildings, commercial and retail properties, office buildings and air and development rights throughout New York City and the metropolitan region. He has closed more than \$200,000,000 in sales and acquisitions per year for each of the last five years. These transactions have involved all types of financing including permanent and bridge loans, mezzanine financing and construction mortgages.

In addition, he has represented both landlords and tenants in the negotiation and execution of commercial lease terms for office and retail spaces. Mr. Simari has also represented clients in asset purchase agreements, stock purchases and joint venture agreements.

Mr. Simari makes practical use of his experience and creativity in his approach to difficult transactions without sacrificing his client's legal needs.

Experience

Cassin & Cassin LLP

Partner

June 2025 - Present (5 months)

New York, New York, United States

Holm & O'Hara LLP

Partner

September 2018 - June 2025 (6 years 10 months)

All facets of commercial real estate, including acquisitions, refinances, sales, development and leasing.

Spolzino, Smith, Buss & Jacobs LLP

Partner

January 2007 - August 2018 (11 years 8 months)

Smith, Buss & Jacobs, LLP

Associate Attorney

July 2004 - December 2006 (2 years 6 months)

Education

Brooklyn Law School

Doctor of Law (J.D.) · (1994 - 1997)

Boston University

Bachelor's Degree, Political Science and Government · (1988 - 1991)

10 Monroe St #212
Norwalk, CT 06854

Phone: (914) 350-5500
john.hubers@gmail.com

EXPERIENCE

Founder/Lead Advisor

2014 - Present

.org/advisors, New York, NY

Provide organizational development consulting services primarily to INGOs and other non-profits globally. Periodically accept term-bound in-house assignments at various organizations for more intensive initiatives that require hands-on change management and longer-term implementation strategies.

Develop innovative, effectual, and sustainable funding strategies that further the organization's mission without compromising its values. Identify partners with a passion for the impactful change the organization seeks and whose preferred modalities for achieving outcomes align with the organization's methodologies. Ensure that projected revenue streams sustain the planned investment strategy for the programmatic work to the fullest extent practicable.

Design innovative modalities and methodologies for creating significant cultural change to better align values and practices with an organization's mission and vision. Utilizing proven techniques and pioneering processes, guide organizations through many evolutionary stages, including massive growth, globalization, technological innovation, mergers, reductions in force, and major restructuring. Combine cultural development, strategic planning, and systems refinement to create a viable and sustainable pathway for managing change.

.org/advisors is a Certified B Corp committed to rigorous standards of social and environmental performance, accountability, and transparency.

- Develop and maximize talent while simultaneously shaping and refining the culture to ensure the success of the organization's strategic planning.
- Identify methodologies to restructure in order to de-silo staff and encourage cross-functional synergies that tap under-utilized skills and potential.
- Create policies and procedures that codify modalities for achieving strategic goals.
- Design and implement systems that operationalize and standardize policies and procedures.
- Develop training that integrates organizational culture development with systems implementation.
- Provide individualized coaching and mentoring opportunities to all stakeholders.
- Identify and implement Donor Management Systems to streamline workflows, expedite processes, and more accurately report on fundraising metrics.
- Lead sessions with top leadership and/or boards to reevaluate or restate the mission to ensure clarity, focus, and alignment with the vision.
- Evaluate extant practices for efficiency, efficacy, and correlation.
- Assess management of both processes and people to ensure styles and structures align with culture, mission, and strategic growth.
- Lead workshops to properly identify core competencies and their utilization.
- Identify possible opportunities for Business Process Outsourcing/Insourcing and design commensurate implementation strategies.
- Evaluate resource capacity and create methodologies to address over/under utilization.
- Design holistic solutions for organizational needs that leverage the current and potential talent.
- Ensure effective metrics and analytics are in place to measure the ROI of change management initiatives.
- Develop meaningful KPIs to milestone implementations and capture areas of need.

- Work with leadership to identify appropriate benchmarks for all internal processes and design an implementation strategy for the collection of data.
- Create organizational dashboards that effectively communicate status, trends, opportunities, threats, and goal achievement.

Managing Director (Part-Time)**2021 - 2023***Magical Creatures Sanctuary, Laupahoehoe, HI*

Implemented the infrastructure and systems needed to support strategic objectives for an extant farmed animal rescue and sanctuary. Responsible for the oversight of administrative and financial systems, including finance, fundraising, information technology, human resources, and physical infrastructure.

- Coordinated with the ED to develop and follow MCS's strategic plan.
- Evaluated best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities.
- Provided overall financial management responsibilities for the organization.
- Identified, engaged, and maintained sources for revenue generation, including private foundations, high-net-worth individuals, government funding opportunities, and crowd-sourced/social media campaigns.
- Evaluated and implemented donor management, grants management, CRM, and program evaluation platforms to optimize the acquisition and retention of funders.
- Ensured ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and operational administration.
- Ensured effective systems to track and regularly evaluate program components so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Prepared monthly, quarterly, and annual financial reports for the ED, Board, tax authorities, and funders.
- Prepared and filed state and federal non-profit tax returns, including 990s.
- Partnered with the ED on evolving and maintaining the organization's administrative and operational processes, with a goal of continuously developing and improving systems.
- Led, coached, developed, and retained MCS's high-performing team.
- Explored opportunities to create sister organizations with 501(c)(4) status to directly advocate for animal welfare and veganism.

Senior Advisor, Organizational Development / Interim President**2016 - 2017***Defy Ventures, New York, NY*

Completed a one-year commitment to drive the strategy and organizational development required to support aggressive national expansion and launch a new program model. Responsible for all program operations, growth initiatives, development, finance, human resources, technology, and management of the organization.

Defy Ventures is an entrepreneurship, employment, and character development training program for currently and formerly incarcerated men, women, and youth.

Built systems and teams to ensure stability and sustainability as Defy evolves. Partnered with the Founder and CEO to drive overall strategy and support the efforts on development, external relationships, and partnerships that fueled the organization's managed growth. Reported to the CEO, led the Executive Team, and coordinated directly with the Board of Directors and several advisory boards. Interim direct reports included Chief Finance

& Administration Officer, Director of Development, Director of Technology, programmatic Vice Presidents, M&E, and Regional Directors.

- Hands-on management of strategic planning, organizational development, financial budgeting, and organizational goal setting with hard metric targets.
- Designed and implemented a significant organizational development strategy which restructured the organization to better facilitate both growth and stability.
- Directed all programmatic efforts, including scaling the new in-prison program to 22 facilities nationwide, including jails, Federal prisons, and state prisons at every security level.
- Launched new regional office and program implementation in Nebraska, and with the full support of the state correctional system, plan to roll out to every facility in the state within 3 years.
- Designed, implemented, and managed all organizational systems for a rapidly growing, entrepreneurial non-profit in the midst of significant national expansion.
- Defined and implemented a multi-vendor solution for donor and grant management that vastly improved funder acquisition, assessment, cost management, and effective measurement.
- Supervisory oversight of regional staff and the creation of new teams/offices in expansion states and regions.
- Led a strategic growth initiative that resulted in a 30% increase in staff, a 35% increase in budget, 48% increase in revenue, and an 800% increase in clients served.
- Designed and implemented a new partner engagement strategy, which included cascading, structured MOUs that better define responsibilities and expectations.
- Formalized vetting, structure, and responsibilities for regional advisory boards that support local program growth and fundraising.
- Created staff development model to promote internal growth and advancement opportunities through skill development and mentoring in order to ensure viable succession plans, maintain institutional memory, and reduce turnover.
- Designed the process to devolve leadership responsibilities to the local teams.

Consultant, Organizational Development / Interim Chief Operating Officer**2014 - 2015***Single Stop USA, New York, NY*

Designed, developed, and led a functional reorganization focused on creating a sustainable platform for rapid growth of a national non-profit in the social innovation sector. As Interim COO, responsible for all operational and strategic functions. Oversaw and directly managed an annual budget of \$30,000,000 USD. Areas of responsibility included finance, development, operations, HR, technology, organizational development, regional expansion, and national strategy. Reported to the CEO, led the Executive Team/C-Suite, and coordinated personally with the Board of Directors and several advisory boards. Worked closely with the Founder/CEO on all aspects of leading the organization financially, functionally, strategically, and programmatically. Direct reports included Chief Finance & Administration Officer, Chief Strategy Officer, Chief Technology Officer, Chief Legal Officer, Chief Human Resources Officer, Director of Advancement, and Regional Directors.

Contributed to Single Stop getting named by Fast Company as one of "The World's Top 10 Most Innovative Companies of 2015 in Social Good". Rebuilt the infrastructure to better support the operations of a national organization operating 320+ sites in 9 states. Streamlined costs by restructuring from a regionalized organization to a distributed national model with: centralized HR, Finance, IT, and other back-office functions; localized expenditure modalities; and a focus on more flexible revenue generation and distribution.

Led the multi-million-dollar investment into a ground-breaking new technology platform that underpins the organization's programmatic work. This new platform changed the paradigm for implementation of the program thus broadening the reach of the model exponentially. The three-year goal was to leverage this new tool to increase impact 100% while simultaneously reducing per impacted-client costs by 50%. Directed and managed every aspect of this initiative through daily, primary involvement and coordination of effort. Directly managed grants, partnerships, and external contractors. Developed systems for managing Unrelated Business Income from leasing the technology platform to other organizations.

- Led significant organizational development program that refined and refocused leadership development, intra-org communication strategies and modalities, and recruitment and retention systems via needs assessment and the consequent codification of procedures.
- Design and implementation of new staff development program, performance assessment system, and onboarding procedures more focused on organizational culture assimilation.
- Change management including a significant reorganization, headquarters build and move, and restructuring of regional/national model.
- Enforcement of mission alignment with culture, growth, program design, and product development.
- Hands-on management of all organizational development including strategic planning, financial budgeting, human capital management, organizational goal setting, and value driver assessment.
- Design, implementation, and management of all organizational systems for a rapidly growing, entrepreneurial non-profit in the midst of significant national expansion.
- Supervisory oversight of all regional operations including new staff in expansion states and regions.
- Direct management of technology product conceptualization, development, and refinement.
- Strategic coordination in a plan to monetize the programmatic work in select channels into a viable revenue stream that will help support the organization's mission as it grows.
- Operationalize cross-functional directives and initiatives via coordination of Human Resources, Finance, Information Technology, Operations, and Legal.
- Development and enforcement of organizational policies, financial procedures, information security, and disaster recovery.

Director of Operations and Organizational Development

2009 - 2014

Millennium Promise (Millennium Villages Project), New York, NY

Responsible for the systematized operational requirements of an international NGO with annual budgets of \$35 - \$255,000,000 USD. Duties included direct support of global headquarters, two regional offices and fourteen local offices spanning ten countries in Africa as part of the Millennium Villages Project launched by Professor Jeffrey Sachs at Columbia University. Member of the Executive Management Committee which oversaw all financial, organizational, and programmatic operations of the project. Traveled extensively in sub-Saharan Africa, working closely with diverse teams to maximize the utility of limited resources. Work was also coordinated with our implementation partners including UNDP, UNOPS, UNAIDS, UNFPA, UNICEF, UNSG's office, DFID, AGRA, ICRAF, WFP, and Columbia University's Earth Institute.

- Strategic planning, budgeting, implementation and management of all organizational systems including Enterprise Resource Planning and Knowledge Management Systems.
- Management of stakeholder investment in the development, acquisition, deployment, and administration of operational systems utilized to improve efficiencies and reduce costs.

- Development and implementation of programmatic evaluation models and outcome measurements.
- Coordination of Human Resources, Finance, IT, and Legal on cross-functional directives and initiatives.
- Development and enforcement of organizational policies, financial procedures, information security, and disaster recovery.
- Supervisory oversight of regional staff.
- Infrastructure architecture and management incorporating secure, redundant multi-platform systems.
- Project management for various public sphere initiatives, major infrastructure upgrades, and two relocations.

Played a significant role in an eighteen-month major restructuring at Millennium Promise. Contributed across multiple functional areas in the planning and implementation of a transition to in-house management of African operations. This involved interviewing, hiring and training for an 800+ member workforce in 16 sites and integrating staff into newly designed IT, HR, Finance, and Legal organizational structures. A concomitant decentralization scheme was also supported by this same team. The goal of this segment of the reorganization was to devolve responsibilities back to the newly assimilated African staff via a regional model.

- Participated as a key member of the transition team which performed in-person evaluations of all of the African sites to survey extant operational systems, perform needs assessments, and engage staff in interactive dialogues on organizational issues.
- Worked extensively with local HR, Legal, and Finance teams to cooperatively define and proceduralize new policies and systems necessary for the success of the transition.
- Collaborated with other transition team members to develop effective cross-functional protocols for the planned devolvement of operational responsibilities to the regional and local sites.
- Led development of new HR and Finance Policies and Procedures.
- Developed the ERP solution including product selection, development, and implementation.
- Operationalized the strategic decentralization of IT and HR management to the regional offices.
- Successfully hired and trained 800+ new employees and integrated staff into the organization's systems.
- Participated in the cooperative design and execution of workshops which introduced the new structures to the African staff and trained them in the application and use of the systems.

President & Chief Technology Officer**2006 - 2009***Online River, LLC, New Canaan, CT***President**

Responsible for the day-to-day operational management of 28 distinct corporate entities operating under one umbrella organization. Duties included oversight of all Human Resources, Administration, and Finance functions. Reduced administrative cost ratios by more than 45% while leading the operational teams in supporting a 300+% growth in revenues for the organization.

- Direct supervision of four C-Level staff.
- Coordination with Chief Executive Officer and executive team on broad-spectrum corporate strategies.
- Project management of organizational initiatives and administrative programs.
- Change management, including two significant restructuring schemes.
- Oversight of and accountability for all operational budgets.
- Planning, implementation, and management of all organizational development requirements.

- Development and implementation of HR, IT, and Finance policies and procedures.

Chief Technology Officer

Responsible for all technology requirements of 28 distinct corporate entities operating under one umbrella organization. Duties included: structural design, tactical deployment, and overall management of IT infrastructure and resources; development and training of staff; budgeting; project management; and reporting to stakeholders at all levels. Significant achievements include lowering IT costs-per-employee by 66% in first 2 years, increasing average ROI on new technology projects by 222% and developing metrics for IT performance which led to shrinking the departmental budget as a percentage of the total organizational budget by 16%.

- Strategic planning, budgeting, implementation and management of all organizational technology requirements including:
 - telecommunications
 - data networks
 - customer management, accounting and sales systems
 - public and private-facing web properties
 - custom development projects
- Coordination with executives, department leads, and end-users on the development, acquisition, deployment, and management of technology utilized to improve business processes and reduce costs.
- Development and enforcement of organizational policies regarding information security, disaster recovery, standards, and terms of use for all information and communication technologies employed.
- Infrastructure architecture and management incorporating highly secure, redundant, and complex multi-platform systems (Cisco, Dell, Apple, Microsoft, Linux and Sun).
- Top-level administration of 150+ user network utilizing 28 domains in Active Directory and LDAP.
- Team supervision of 25+ developers, administrators, designers, support technicians, and contractors.
- Project management and hands-on design and development of user interfaces and backend databases utilizing Cold Fusion, .NET, Java, JavaScript, AJAX, PHP, MS SQL Server, MySQL, CSS, and XHTML.
- Website development and web database deployment including e-commerce, secure sites, intranets, extranets, and server clustering.
- Search engine optimization, statistical reporting, and content management for online properties.

Founder/Consultant

1998 - 2009

Net Results, San Francisco, CA, San Jose, Costa Rica, New Haven, CT

Provided management and technical consulting services to clients from international Fortune 100 companies to small non-profits. Primary focus was on operationalizing change management and organizational stabilization.

- Design and implementation of organizational systems in corporate, government, and non-profit sectors.
- Change management consulting including organizational structures, information and financial systems.
- Creation of integrated solutions for developing cross-functional Best Practices and defining departmental and organizational Core Competencies.
- Collective design of organizational development strategies to empower and potentialize staff.
- Strategic planning for Web 2.0 initiatives and public sphere campaigns.
- Architecture, implementation, and support of multi-platform, global information systems.
- Development and implementation of multi-unit Point-Of-Sale systems
- Extensive security and compliance evaluation, counseling, and implementation in diverse industries.

EDUCATION

Syracuse University, *Syracuse, NY*
Crouse-Hinds School of Management
BS, Business Administration & Finance

United Nations University for Peace, *Costa Rica*
MA, International Relations, Diplomacy and Conflict Management

CERTIFICATIONS

SHRM – Senior Certified Professional (SHRM-SCP), *Society for Human Resource Management*
Lean Six Sigma – Black Belt, *International Association for Six Sigma Certification*
Project Management Professional (PMP), *Project Management Institute*

LANGUAGES

English – Native speaker
Spanish – Intermediate fluency
French – Basic fluency

ELIZABETH SILE

elizabethsile.com | 585-506-5426 | elizabeth.sile@gmail.com

SUMMARY

- **Dynamic, award-winning editor, writer, and content strategist with more than a decade of experience at prestigious national media brands, nonprofits, and technology companies.**
 - Extensive experience sourcing, editing, writing, and packaging content for different audiences; crafting content, SEO, and social media strategies; and managing others.
 - Brings unmatched rigor, accuracy, and creativity to every task—and on deadline. A quick study who is able to become a subject matter expert on any topic.
-

EXPERIENCE

THE BREAST CANCER RESEARCH FOUNDATION

Director of Content

July 2024 – Present

Associate Director, Digital Communications

July 2022 – July 2024

- Oversee content strategy, including award-winning science and lifestyle blog featuring breast cancer research and foundation news, evergreen educational content, and human interest profiles. Edit and write scientific blogs and other content for a lay audience. Interview top breast cancer researchers and cover major scientific conferences. Lead blog and social media coverage of breaking scientific news.
- Devised foundation's organic SEO strategy and built content library to increase traffic. From 2022-2024, blog views increased by 1,500% (1.7 million views in 2024 versus 100,000 views in 2022) and users by more than 600%. Keywords ranking in the top three positions increased by 80% in 2023 and 52% in 2024.
- Define editorial standards and voice for BCRF brand. Craft impact narratives and audience-specific messaging. Conceptualize brand campaigns and other opportunities to grow awareness and revenue.
- Edit and proofread owned content including op-eds and thought leadership, bi-annual magazine, annual report, toolkits, fundraising appeals, donor proposals, and more.
- Create and manage editorial calendar and collaborate across teams to produce content. Optimize editorial processes to double content output year over year.
- Oversee social media strategy, driving a 65.7% increase in engagements, 113.1% increase in impressions, and 11.3% increase in audience growth in 2024.
- Manage BCRF's first social media manager and five freelancers. Deliver regular feedback and mentorship.

Assistant Director, Digital Communications

January 2020 – July 2022

- Led social media strategy, in addition to many of the above editing and writing responsibilities.

REAL SIMPLE

Features Editor

July 2019 – January 2020

Senior Editor, Features

May 2017 – July 2019

- Pitched, assigned, and edited features for the print magazine. Commissioned celebrated authors including Meg Wolitzer, Celeste Ng, Ruth Reichl, Ann Patchett, and Taffy Brodesser-Akner to write personal essays.
- Oversaw reported, long-form features and service packages ranging from six to 20-plus pages. Directed the magazine's books and travel coverage. Edited the magazine's monthly humor column.
- Commissioned and edited all books content on RealSimple.com. Researched keywords to build roundups that ranked first on SERPs, driving tens of thousands of sessions to the website per day.

DEPARTURES MAGAZINE

Associate Travel Editor

October 2014 – May 2017

- Pitched and edited stories about luxury travel, hotels, restaurants, and culture for American Express' luxury lifestyle magazine. Edited two- to four-page features and packages, monthly wine and golf columns, and front-of-book news items. Recruited new writers for the magazine to build a stable of 10 regulars.
- Helped launch Centurion, Departures' ultra-exclusive sister magazine for Centurion cardholders, by ideating, writing, and editing new features and columns.

Assistant Research Editor

June 2014 – October 2014

- Fact-checked stories to ensure the highest standards of accuracy. Reinterviewed sources and gathered supporting research when reporting was not to standards. Liaised with legal on investigative pieces.

ESQUIRE

Editorial Assistant and Politics Blog Editor

January 2012 – June 2014

- Conducted extensive research for features on politics and current events for the magazine's top writers. Researched and interpreted statistics, studies, and policy papers. Interviewed sources on background.
- Ran Esquire.com's Politics Blog with Charles P. Pierce, the site's most popular page. Edited up to 10 posts a day, coordinated breaking news coverage, wrote headlines, edited photos, and planned future stories.
- Wrote for Esquire.com's food and culture blogs. Reported pieces for Esquire's Man at His Best section.
- Assisted three editors and five writers with administrative duties.

OTHER EXPERIENCE

FREELANCE EDITORIAL CONSULTANT

June 2011 – April 2020

- Provided writing, editing, fact-checking, and B2B/B2C content marketing strategy services to clients across industries: media (*TIME*, *WSJ*, *Inc.*, *Reader's Digest*, *Delta Sky*, *CNBC*); tech (Apple's App Store, Kayako, Evisions); nonprofit (the Mayor's Fund to Advance NYC, REACH Fund); small businesses.

EDUCATION

ITHACA COLLEGE

2007 – 2011

Bachelor of Arts, Journalism; Bachelor of Arts, Politics (dual degree, magna cum laude)

- Recipient of Park Scholarship for the full cost of attendance for junior and senior years based on academic performance and community service.

Relevant Experience:

- Editor in chief of *The Ithacan* student newspaper. Managed the launch of a redesigned website and staff of 50-plus writers, editors, and photographers. Expanded paper's daily online coverage. Founded narrative nonfiction magazine and edited 150-page magazine. Paper recognized as a Pacemaker finalist—widely considered the Pulitzer Prize of collegiate journalism—among other awards.

AWARDS

- 2024 Women in Content Marketing Awards Winner (Pivot Award)
- 2019 National Magazine Award Finalist (Leisure Interests Category, shared with *Real Simple* staff)
- 2017 SATW Foundation Lowell Thomas Travel Journalism Award, Bronze (Culinary Travel)

SELECT SKILLS

SEO

Google Analytics

Adobe Creative Suite

Content Strategy

Sprout and Hootsuite

Canva

Social Media Management

AP Style

Wordpress and Drupal

Jalin Sead

24 Woodbury Avenue
Norwalk, CT 06850

Jalin T. Sead was born and raised in Norwalk and is passionate about serving the community. He founded JCA Outreach to advocate and provide mentoring for the youth, earning him the Young Entrepreneur of the Year Award at NFTE's (Network for Teaching Entrepreneurship) annual Dare to Dream gala in April, 2011. He graduated from Brien McMahon High School, studied Criminal Justice at Norwalk Community College, and International Business from St. Francis College.

Mr. Sead is active in Norwalk organizations and involved in local politics. He has served as Deputy Treasurer to the Norwalk Democratic Town Committee and was appointed to the City of Norwalk's Fair Housing Advocacy Commission. In November, 2017 he was elected as Constable of the City of Norwalk and a Justice of the Peace. January of 2020 Mr. Sead was appointed Commissioner of the First Taxing District of Norwalk, CT.

If you asked Jalin his greatest accomplishments he would tell you that, he is the proud father of two sons, Jalin Jr. and Adrian, and husband to his wife Crystal, which has deepened his commitment to his hometown of Norwalk.

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**CAROL L. FRANK
5 CRANBURY WOODS ROAD
NORWALK, CT. 06851
203-847-4829**

- 1995-2003 REDEVELOPMENT AGENCY for CITY OF NORWALK
1999 – 2003 VICE COMMISSIONER
2002 MEMBER OF SELECTION COMMITTEE FOR NEW DIRECTOR OF
THE AGENCY.
- 1997-2003 MEMBER OF NORWALK HOUSING PARTNERSHIP
CHAIRMAN REGIONAL AFFORDABLE HOUSING OUTREACH COMMITTEE
- 1984-2001 MEMBER GREATER NORWALK CHAMBER OF COMMERCE
1997-2001 BOARD OF DIRECTORS
1985-2002 MEMBERSHIP COMMITTEE
2002 CHAMBER/CITY OF NORWALK JOINT COMMITTEE ON AFFORDABLE
HOUSING.
2000 CHAIRMAN HOLIDAY RECEPTION
1999 NOMINEE FOR 1999 CORPORATE CITIZENS AWARD
1998 ANNUAL SUMMER CRUISE CHAIRMAN
MEMBER: CORPORATE CITIZENS SOCIETY
CHAMBER DEVELOPMENT COUNCIL FOR WOMEN
LAW AND ORDER COMMITTEE
ANNUAL DINNER COMMITTEE
- 2000-PRESENT MEMBER KIWANIS CLUB OF NORWALK
ELECTED TO BOARD OF DIRECTORS FOR TERM 2003 THROUGH 2006
2005-2006 PRESIDENT ELECT
- 1999-PRESENT VOLUNTEER FOR THE YOUNG SURVIVAL COALITION
COORDINATED RETREAT FOR MOTHERS WITH ADULT DAUGHTERS W/ BREAST
CANCER
- BUSINESS 2001-PRESENT JUSTICE OF THE PEACE
1975-1999 LICENSED REAL ESTATE BROKER
1984-PRESENT OWNER/PRESIDENT OF TRAVEL TRENDS OF CONNECTICUT INC
1997-PRESENT MEMBER CRUISE LINE INTERNATIONAL ASSOCIATION
1997-PRESENT MEMBER OUTSIDE SALES SUPPORT NETWORK
- 1997-1999 DIRECTOR FINE ARTS OF NORWALK
- 1991-1993 NORWALK/WILTON AMERICAN RED CROSS
BOARD OF DIRECTORS
MEMBER: DECORATING AND LANDSCAPE COMMITTEE
SEARCH COMMITTEE FOR FUND RAISING DIRECTOR
SEARCH COMMITTEE FOR NEW DIRECTOR

Personal Resume of CHARLES A. PIRRO, III

Residence: 5 Delaware Avenue, Norwalk, Connecticut, 06851
Business: 5-7 Main Street, P. O. Box 487, Norwalk, Connecticut 06852
Phone: (203) 853-4999

Date of Birth: June 4, 1943

Marital status: Married (M. Antoinette Pirro)
Two children (Carla Smith, 25 and Randie, 22;) two grandchildren

Education:

Legal: Cornell Law School, J.D., June, 1968
Activities: Phi Alpha Delta Fraternity, Intramural Basketball, Law Students' Civil Rights Research Council, Tompkins County Youth Court.

College: Yale University, B.A. (Political Science) June, 1965
Activities: Yale Republican Club (Secretary, 1963-64; Vice President, 1964-64), Yale Political Union, Yale Fishing Club, St. Thomas More (Church) Discussion Group, Intramural Touch Football, Golf, Basketball.

High School: St. Mary High School, Greenwich, Connecticut, 1961
Activities: Russian Club, Chess Club, Dramatics Club Varsity Golf Team, Editor of Yearbook.

Current Employment: Partners, Pirro & Church
5-7 Main Street, Box 487
Norwalk, CT 06852
(203) 853-4999
December 1981 - date

Previous Employment:

Sole practitioner, December 1976 - December 1981

Connecticut Legal Services, Managing Attorney,
January 1969 - December 1976

Clerk, Superior Court, Stamford, CT,
December 1968 - January 1969

Bar Membership:

Connecticut
U.S. District Court, District of Connecticut
U.S. Court of Appeals, Second Circuit

Organizations:

American Bar Association
Connecticut Bar Association
Norwalk-Wilton Bar Association
Advisory Committee to Legal Assistant Program of
Norwalk Community College
Former Member, Board of Directors, Norwalk Economic
Opportunity Now, Incorporated
Former Member, Board of Directors, S. Norwalk Community
Center
Former Member, Board of Directors, Norwalk Branch,
NAACP
Former Member, Board of Directors, Anuk, Incorporated
Former Member, Advisory Board, Pre-Trial Intervention
(Norwalk)
Former Member, Board of Directors, Norwalk Court
Watchers
Former Member, St. Philip Parish Advisory Council

Chapter 126

PENSION PLAN

§ 1. Authority.

Pursuant to the authority granted to said Common Council of the City of Norwalk, Connecticut, in § 1891 of the Norwalk City Charter, there shall be created and established for such city a pension plan for city employees as stated herein.

§ 2. Pension Board.

There shall ~~be appointed by the Mayor of the City of Norwalk, immediately upon the enactment of this ordinance and confirmed by a majority of the Norwalk Common Council,~~ a ~~b~~Board composed of 12 member~~s~~~~consisting of five,~~ who shall constitute the Board of Trustees ~~for of~~ the Norwalk City Employees' Pension Fund, ~~hereinafter referred to as~~ (the "Pension Board-"). ~~The composition of the Pension Board shall be as follows:-~~

- A. Six members appointed by the Mayor and confirmed by the Common Council (the "Public Members"):
- B. Five members designated by a coalition of unions representing employees participating in the Norwalk City Employees' Pension Plan; and
- C. The Chief Financial Officer or their designee.

Each of the Public Members shall be an elector of the City of Norwalk. The Mayor shall designate one Public Member as Chair. Each Public Member shall be appointed for a term of [fivefour] years, commencing on September 1 of each year, and until their successors are appointed and qualified. The members of said Pension Board shall receive no compensation for serving as a Trustee.

A. — The City Comptroller shall serve as an ex officio member of the Board. The other five members shall be appointed to serve terms of one year, two years, three years, four years and five years, respectively, and thereafter their successors shall be appointed for a term of five years on September 1 of each year. Any vacancy of a Public Member shall be filled by the Mayor and confirmed by the Common Council for the remainder of the term of the Public Member whose place has become vacant.

The members of the Pension Board shall receive no compensation for serving as such.

A majority of the Public Members shall constitute a quorum for the purpose of transacting business.

§ 3. Duties of the Pension Board.

The Pension Board shall perform the duties of the Trustees of the Norwalk City Employees' Pension Fund, relating to the management of such funds, except that the ~~City Comptroller~~ Chief Financial Officer or their designee shall have the care and custody of all such funds and shall have the power, with approval of the Board, to invest such funds in securities legal for investment for trust funds.

§ 4. Retirement allowances.

The Pension Board shall put into effect and provide a system or systems of retirement allowances for the city's regular, full-time paid employees, as more fully defined by the Board, except elected officials (other than each Registrar of Voters and the Town Clerk), policemen and firemen who are provided with pensions under provisions of the Norwalk City Charter ~~§§ 1-319 through 1-332 and §§ 1-338 through 1-352, respectively~~, and professional employees of the Board of Education who are members of the State Teachers' Retirement System, and provide for contributions by such employees and the city to a fund or funds from which allowances shall be paid.

§ 5. Contracts.

The Pension Board shall be empowered to contract with any insurance company, bank or trust company, or any other company with which it is legal to invest pension funds, for the purpose of insuring the whole or any part of its retirement plans, subject to the provisions of the City Charter and General Statutes of the State of Connecticut as made and provided.

§ 6. Pension plan; provisions.

The pension plan to be administered by the Pension Board shall contain the following minimum provisions:

- A. The plan shall be a flexible split-funded retirement plan and shall be actuarially sound.
- B. The plan shall include all permanent full-time city employees from the first date of their employment regardless of age except those stated in § 4.
- C. All presently enrolled employees who commenced employment on or after September 1, 1965, and who have completed more than three years' continuous service for which they have not contributed to said pension plan may elect to be enrolled for an additional period not to exceed three years, provided that said employee agrees to contribute to said plan for the three additional years or any portion thereof, and provided that said election is submitted in writing to the Pension Board within six months from the effective date of this amendment.
- D. Retirement age.
 - (1) The pension plan shall include a voluntary retirement age of 62 for all city employees. In no event will an employee continue in the service of the city after the month in which ~~he~~they attains age 70.
 - (2) The pension plan shall provide, at the option of the employee, for early retirement at age 55, with 15 years of service, in an actuarially reduced amount.
- E. Retirement benefits.
 - (1) For all employees with at least 10 years of service, the pension plan shall provide, at the normal retirement age of 62, an annual retirement benefit equal to 2% of the final

average salary [which is the average of the highest three years' salary during the final five years of employment] times the number of years of service up to a maximum of 30 years.

- (a) For employees with between 25 and 30 years of service, the annual benefit amount so determined shall be converted to a monthly amount. This amount shall then be reduced by either \$135 or the actual monthly amount of the social security benefit, whichever is less.
- (b) For employees with between 10 and 25 years of service, the annual benefit amount so determined shall be converted to a monthly amount. This amount shall then be reduced by the proportion of \$135, or the actual monthly amount of the social security benefit, whichever is less, which the employee's actual years of service bear to 25.

(2) In no event shall a retirement benefit at the normal retirement date be less than the benefit computed as follows:

- (a) There shall first be determined the total benefit the employee would receive if theyhe had 25 years of credited service.
- (b) From the amount determined in Subsection E(2)(a) shall be deducted the social security benefit, not to exceed \$135 per month, to which the employee is entitled.

[1] In the case of employees of the City of Norwalk who are covered by an agreement between the city and the City of Norwalk Municipal Employees, Local 2405, AFSCME-AFL-CIO, dated July 1, 1976, and who are members of the pension plan, there shall be deducted from the amount determined in Subsection E(2)(a) the social security benefit, not to exceed \$100 per month, to which the employee is entitled. The funds to provide for the added payments to employees covered by this Subsection E(2)(b)[1] shall be provided by the city from an account designated "Pension B Account" and not from any fund or funds provided for all other payments contemplated under the pension plan.

[2] In the case of employees of the City of Norwalk who are covered by the agreement between the city and the Norwalk Municipal Employees Association and who are members of the pension plan, there shall be deducted from the amount determined in Subsection E(2)(a) the social security benefit, not to exceed \$100 per month, to which the employee is entitled. The funds to provide for the added payments to employees covered by this Subsection E(2)(b)[2] shall be provided by the city from an account designated "Pension C Account" and not from any fund or funds provided for all other payments contemplated under the pension plan.

[3] In the case of employees of the City of Norwalk who are covered by an agreement between the city and the Norwalk Public Health Nurses Unit,

Connecticut Nurses Association, and who are members of the pension plan, said employees shall receive pension benefits equivalent to those provided for in Subsection E(2)(b)[2] above.

- (c) If the employee has 25 or more years of service, ~~they~~he shall receive the retirement benefit computed in Subsection E(2)(b) above.
 - (d) If the employee has less than 25 years of service, ~~they~~he shall receive that portion of the amount computed in Subsection E(2)(b) above as his years of service relate to 25 years.
- F. Death benefits.
- (1) The pension plan shall provide a death benefit of at least 12 months' salary if death occurs prior to retirement.
 - (2) The pension plan shall provide total retirement income for 60 months in the event that death should occur after retirement.
- G. The pension plan shall include, at termination of employment other than death or normal retirement:
- (1) Full vesting as to each employee after 10 years' participation. Fully vested benefits begin at age 62.
 - (2) A benefit payable at age 62, as computed in Subsection E above.
 - (3) The employee, however, at ~~their~~his option, may elect, in lieu thereof, to receive contributions as made by ~~them~~him.
- H. Disability benefits.
- (1) The pension plan shall include disability benefits to include the full-vesting rights for the employee in the event of total and permanent disability, which benefits shall be payable at the age of 62.
 - (2) An employee who has 15 years of service and who becomes totally and permanently disabled shall be eligible to receive ~~their~~his benefits within six months of such total and permanent disability, in an actuarially reduced amount.
- I. Commencing September 1, 1967, employee contributions to the plan shall be a maximum of 1 1/2% of the base salary which is subject to social security tax and 5% on the salary covered by the pension plan but not subject to social security tax.
- J. The city shall contribute from time to time such sums as are necessary to put said plan into effect and to maintain same on a sound actuarial basis.
- K. (Reserved)

L. Participation in said plan shall be voluntary for city employees eligible for enrollment at the time and date of adoption of the plan by the Pension Board. Thereafter, participation by all new employees shall be mandatory except for such employees as are now employed by the city and have not heretofore been included in said plan. No new city employee who is receiving periodic retirement or disability benefits from any City of Norwalk pension plan will be allowed to contribute to or join any City of Norwalk pension plan.

M. Open enrollment period.

- (1) Any person who was employed on September 1, 1965, but did not enroll in said pension plan may enroll with full credit for past service, provided that an election for enrollment is made in writing to the Pension Board within one month from the effective date of this amendment and provided that said employee contributes all sums that would have been paid if said employee enrolled in the pension plan on September 1, 1965.
- (2) Any person who was employed on September 1, 1965, but who was not eligible to enroll in said pension plan because of either age or length of service and who subsequently enrolled in said pension plan may elect to be enrolled for an additional period not to exceed three years, provided that said employee agrees to contribute to said plan for the three additional years, or any portion thereof, and provided that said election is submitted in writing to the Pension Board within six months from the effective date of this amendment.
- (3) Any person presently employed by the city but who was not eligible to enroll in said pension plan because of either age or length of service may enroll with full credit for past service, provided that said employee contributes all sums that would have been paid if said employee enrolled in the pension plan on the date of his employment or on September 1, 1965, whichever shall be the later date.
- (4) Each Registrar of Voters and the Town Clerk previously not eligible to enroll in said pension plan may enroll with full credit for past service, provided that said official contributes all sums that would have been paid if said official enrolled in the pension plan on the date of ~~his or her~~their employment or on September 1, 1965, whichever shall be the later date. Only the Registrar of Voters or Town Clerk who are in office at the effective date of this ordinance, or thereafter, shall be entitled to inclusion in the pension plan.

Chapter 126

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Each of the Public Members shall be an elector of the City of Norwalk. The Mayor shall designate one Public Member as Chair. Each Public Member shall be appointed for a term of [four] years, commencing on September 1 of each year, and until their successors are appointed and qualified. Any vacancy of a Public Member shall be filled by the Mayor and confirmed by the Common Council for the remainder of the term of the Public Member whose place has become vacant.

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The Pension Board shall put into effect and provide a system or systems of retirement allowances for the city's regular, full-time paid employees, as more fully defined by the Board, except elected officials (other than each Registrar of Voters and the Town Clerk), policemen and firemen who are provided with pensions under provisions of the Norwalk City Charter, and professional employees of the Board of Education who are members of the State Teachers'

Retirement System, and provide for contributions by such employees and the city to a fund or funds from which allowances shall be paid.

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- E. Retirement benefits.
 - (1) For all employees with at least 10 years of service, the pension plan shall provide, at the normal retirement age of 62, an annual retirement benefit equal to 2% of the final average salary [which is the average of the highest three years' salary during the final five years of employment] times the number of years of service up to a maximum of 30 years.
 - (a) For employees with between 25 and 30 years of service, the annual benefit amount so determined shall be converted to a monthly amount. This amount shall then be reduced by either \$135 or the actual monthly amount of the social security benefit, whichever is less.

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- (a) There shall first be determined the total benefit the employee would receive if they had 25 years of credited service.
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[3] In the case of employees of the City of Norwalk who are covered by an agreement between the city and the Norwalk Public Health Nurses Unit, Connecticut Nurses Association, and who are members of the pension plan, said employees shall receive pension benefits equivalent to those provided for in Subsection E(2)(b)[2] above.

- (c) If the employee has 25 or more years of service, they shall receive the retirement benefit computed in Subsection E(2)(b) above.

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 - (1) Full vesting as to each employee after 10 years' participation. Fully vested benefits begin at age 62.
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 - (3) The employee, however, at their option, may elect, in lieu thereof, to receive contributions as made by them.
- H. Disability benefits.
 - (1) The pension plan shall include disability benefits to include the full-vesting rights for the employee in the event of total and permanent disability, which benefits shall be payable at the age of 62.
 - (2) An employee who has 15 years of service and who becomes totally and permanently disabled shall be eligible to receive their benefits within six months of such total and permanent disability, in an actuarially reduced amount.
- I. Commencing September 1, 1967, employee contributions to the plan shall be a maximum of 1 1/2% of the base salary which is subject to social security tax and 5% on the salary covered by the pension plan but not subject to social security tax.
- J. The city shall contribute from time to time such sums as are necessary to put said plan into effect and to maintain same on a sound actuarial basis.
- K. (Reserved)
- L. Participation in said plan shall be voluntary for city employees eligible for enrollment at the time and date of adoption of the plan by the Pension Board. Thereafter, participation by all new employees shall be mandatory except for such employees as are now employed by the city and have not heretofore been included in said plan. No new city employee who is receiving periodic retirement or disability benefits from any City of Norwalk pension plan will be allowed to contribute to or join any City of Norwalk pension plan.

M. Open enrollment period.

- (1) Any person who was employed on September 1, 1965, but did not enroll in said pension plan may enroll with full credit for past service, provided that an election for enrollment is made in writing to the Pension Board within one month from the effective date of this amendment and provided that said employee contributes all sums that would have been paid if said employee enrolled in the pension plan on September 1, 1965.
- (2) Any person who was employed on September 1, 1965, but who was not eligible to enroll in said pension plan because of either age or length of service and who subsequently enrolled in said pension plan may elect to be enrolled for an additional period not to exceed three years, provided that said employee agrees to contribute to said plan for the three additional years, or any portion thereof, and provided that said election is submitted in writing to the Pension Board within six months from the effective date of this amendment.
- (3) Any person presently employed by the city but who was not eligible to enroll in said pension plan because of either age or length of service may enroll with full credit for past service, provided that said employee contributes all sums that would have been paid if said employee enrolled in the pension plan on the date of his employment or on September 1, 1965, whichever shall be the later date.
- (4) Each Registrar of Voters and the Town Clerk previously not eligible to enroll in said pension plan may enroll with full credit for past service, provided that said official contributes all sums that would have been paid if said official enrolled in the pension plan on the date of their employment or on September 1, 1965, whichever shall be the later date. Only the Registrar of Voters or Town Clerk who are in office at the effective date of this ordinance, or thereafter, shall be entitled to inclusion in the pension plan.

Chapter 84
RETIREMENT BENEFITS
ARTICLE I
Post-Employment Benefits Trust

§ 84-2. Other Post-Employment Benefits Board.

Immediately upon the enactment of this article, the Norwalk City Employees' Pension Board shall constitute the Other Post-Employment Benefits Board of Trustees for the OPEB Trust, hereinafter referred to as the "OPEB Board." The members of said OPEB Board shall receive no compensation for serving as trustees. ~~The City Comptroller shall serve as an ex-officio member of the OPEB Board. The other five members~~ and shall serve terms coextensive with their respective terms as members of the Norwalk City Employees' Pension Board.

§ 84-3. Duties of OPEB Board.

The OPEB Board shall perform the duties set forth in the OPEB Trust Agreement, as amended from time to time, relating to the management of the assets held in the OPEB Trust. The ~~City Comptroller~~ Chief Financial Officer or their designee shall have the care and custody of all such funds and shall have the power, with the approval of the OPEB Board, to invest such funds in securities legal for investment for trust funds.

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The OPEB Board shall perform the duties set forth in the OPEB Trust Agreement, as amended from time to time, relating to the management of the assets held in the OPEB Trust. The Chief Financial Officer or their designee shall have the care and custody of all such funds and shall have the power, with the approval of the OPEB Board, to invest such funds in securities legal for investment for trust funds.

Chapter 112: Trees

§ 112-1. Purpose; intent.

- A. The purpose of this ~~Chapter~~ ~~chapter~~ is to protect, preserve and ensure the proper maintenance of ~~Trees~~ ~~trees~~ and ~~Shrubs~~ ~~shrubs~~ along public streets and rights-of-way, parks and other properties in the City of Norwalk and to provide for new ~~Trees~~ ~~trees~~ and ~~Shrubs~~ ~~shrubs~~ to be planted for the benefit of present and future generations. Trees and ~~Shrubs~~ ~~shrubs~~ provide important benefits to the City and its residents, including the beautification of City streets and neighborhoods, the reduction of urban heat islands, an improvement in air and water quality, and the enhancement of property values. Trees and ~~Shrubs~~ ~~shrubs~~ provide oxygen, impede soil erosion, aid water absorption and the mitigation of stormwater, ameliorate against potential flooding, and absorb CO₂, other pollutants, and breathable particulate matter. Furthermore, ~~Treestrees~~ and ~~Shrubshrubs~~ provide shade, screening, privacy, and aesthetic appeal, absorb and lessen impacts from winds, act as natural noise barriers, and support habitat for wildlife.
- B. The intent of this ~~Chapter~~ ~~chapter~~ is to maintain and grow Norwalk's ~~Urban Forest~~ ~~urban forest~~, maintain ~~Treestrees~~ and ~~Shrubshrubs~~ in a healthy condition, protect existing ~~Treestrees~~ and ~~Shrubshrubs~~, and mitigate losses and damage to the City's ~~Treestrees~~ and ~~Shrubshrubs~~.

§ 112-2. Definitions.

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

ALTER — To take action by removing branches or by filling, surfacing, grading, compacting, channeling or changing the drainage pattern of the soil surrounding any ~~Treetree~~ or ~~Shrubshrub~~ in a manner that threatens to diminish the vigor of the ~~Treetree~~ or ~~Shrubshrub~~. The term "~~Alter~~ ~~alter~~" does not include normal seasonal ~~Pruning~~ ~~pruning~~ of a ~~Treetree~~ or ~~Shrubshrub~~ necessary for normal growth or for the maintenance of sight lines.

ASSESSED VALUE — The dollar value of a ~~Treetree~~ or ~~Shrubshrub~~ ~~as determined by the Tree Warden~~ using ~~the most~~ current nationally recognized standards for plant appraisal. ~~This~~ ~~These standards shall be selected by the Tree Warden and~~ may include, but ~~is not~~ ~~be~~ limited to, the latest edition of the *Guide for Plant Appraisal* published by the Council of Tree and Landscape Appraisers and endorsed by the International Society of Arboriculture, or any successor standard commonly accepted in the field of arboriculture.

BEST INTEREST — A determination based on a review of all relevant factors, including, but not limited to, the preservation of ~~Treestrees~~ and ~~Shrubshrubs~~, the impact on the streetscape, the maintenance of an effective ~~Treetree~~ canopy, the importance of the particular ~~Treetree~~ or ~~Shrubshrub~~, the health of the ~~Treetree~~ or ~~Shrubshrub~~, and the overall impact that the loss of the ~~Treetree~~ or ~~Shrubshrub~~ would have on the health, safety, and welfare of the general public and on the ~~City's Urban Forest~~ ~~urban forest~~.

CITY TREE — Any ~~Treetree~~ in a ~~Public Place~~ ~~public place~~ and, depending on the relevant facts, ~~may include~~ ~~including~~ a ~~Streetscape Tree~~ ~~streetscape tree~~.

CITY SHRUB — A ~~Shrubshrub~~ in a ~~Public Place~~ ~~public place~~.

DAMAGE — To act in a manner to jeopardize a ~~Treetree~~ or ~~Shrub's shrub's~~ health or cause its appearance to be defaced. Actions that constitute ~~Damage~~ ~~damage~~ include but are not limited to: posting bills; hanging streamers and/or decorations; driving any objects into a ~~Treetree~~ or ~~Shrubshrub~~; carving the bark of a ~~Treetree~~ or ~~Shrubshrub~~; digging/excavating/paving and/or

parking a motor vehicle within the ~~Drip Line~~ drip line in a way that affects the root system; painting a ~~Tree~~ tree or ~~Shrub~~ shrub; setting fire to a ~~Tree~~ tree or ~~Shrub~~ shrub; or allowing harmful substances to come in contact with a ~~Tree~~ tree or ~~Shrub~~ shrub.

DBH (DIAMETER AT BREAST HEIGHT) — The diameter of a ~~Tree~~ tree at 54 inches above grade as ~~determined using indicated by~~ the United States Forest Service method.

~~DEPUTY TREE WARDEN~~ — ~~An individual appointed by the Tree Warden, pursuant to Connecticut General Statutes § 23-58, as amended from time to time, to assist in carrying out the responsibilities of the office. The Deputy Tree Warden shall meet qualification requirements as provided in CGS § 23-59a, as amended from time to time, and may be removed removed at the discretion of the Tree Warden.~~

DRIP LINE — A conceptual line along the ground that conforms to the perimeter of the crown of the ~~Tree~~ tree and projects vertically to the ground.

HAZARDOUS SHRUB — A ~~Shrub~~ shrub that is likely to create hazardous conditions on roadways or sidewalks or ~~to~~ cause imminent danger to the health, safety and/or welfare of the general public, public property, private property or utility wires or other infrastructure.

HAZARDOUS TREE — A ~~Tree~~ tree that is likely to create hazardous conditions on roadways or sidewalks or to cause imminent danger to the health, safety and/or welfare of the general public, public property, private property or utility wires or other infrastructure.

LAND USE REGULATORY AUTHORITY — Any ~~body~~ or authority responsible for the regulation of land use in the City of Norwalk, including, but not limited to, the Conservation Commission, the Planning and Zoning Commission and the Zoning Board of Appeals.

LEGACY TREE — Any ~~Tree~~ tree as determined by the Legacy Tree Program ~~established pursuant to § 112-5 Legacy Tree Program below~~ to be of unique and intrinsic value to the general public because of its size, age, historic association, ecological importance or aesthetic value.

~~TREE MASTER PLAN: A long-range strategic plan adopted by the City that outlines policies, goals, standards, and recommended actions for managing, protecting, and enhancing the urban forest. The plan may include tree canopy goals, planting priorities, species diversity guidelines, maintenance standards, and strategies for community engagement and climate resilience. It shall be referenced by all City departments in activities that affect trees on public property or the urban tree canopy.~~

~~NORWALK TREE STEWARDSHIP PROGRAM~~ — ~~DEFINE?~~

PERSON — Any individual, firm, partnership, association, company, trust, corporation, or organization of any kind.

PRUNING (TRIMMING) – To cut off or ~~Remove~~ remove dead or living parts or branches of a ~~Tree~~ tree or ~~Shrub~~ shrub performed by an arborist licensed in the State of Connecticut.

PUBLIC PLACE — Any space owned and/or controlled by the City ~~of Norwalk~~, including, but not limited to, the ~~Right-Of-Way~~ right-of-way, property operated or controlled by the Norwalk Board of Education or the Norwalk Housing Authority and any space in a City park.

PUBLIC UTILITY (or language of similar import) — A ~~p~~Public service company,” as defined in Connecticut General Statutes § 16-1(a)(3), as ~~the same may be~~ amended from time to time.

REMOVE — To cut down a ~~Tree~~ tree or ~~Shrub~~ shrub or to take any other action that will, in the sole and absolute judgment of the Tree Warden, cause a ~~Tree~~ tree or ~~Shrub~~ shrub to die within a five-year period.

REQUIRED TREE — Any ~~Treetree~~ required to be planted or maintained as part of an approval by any ~~Land Use Regulatory Authority land-use regulatory authority~~ or under the terms of any deed, easement, agreement or other document relating to the sale, lease or other disposition of any property owned by the City or any municipal body or authority.

RIGHT-OF-WAY — ~~The area between street lines reserved for a street. Included in this area may be the travelled way, shoulder, median, bicycle facilities, planting strip, footpaths and sidewalks. Right-of-Width shall be measured at right angles to or radial to the center line of the street. The area between the street lines reserved for the street (paved/sidewalk area) and the adjacent property that abuts the City street and is owned and/or controlled by the City of Norwalk.~~

SHRUB — Woody plants, usually branched from the base, generally less than 15 feet tall when mature.

STREETSCAPE TREE — Any ~~Treetree~~ or ~~Shrubshrub~~ on public and/or private property with a base that originates, in whole or in part, in the ~~Right-Of-Wayright-of-way~~ and, in the sole and absolute judgment and/or discretion of the Tree Warden, serves as part of the ~~Treetree~~ line of a street.

~~**TREE INVENTORY** — A recording of the size, condition, location, and species of all public trees and of all planting locations without a tree that could reasonably accommodate a public or streetscape tree.~~

TREE — Any living woody, self-supporting plant that has a distinct elevated crown and defined main stem or trunk, -with a DBH of at least two inches ~~using the United States Forest Service method of determination.~~

~~**TREE INVENTORY** — A recording of the size, condition, location, and species of all -public and Streetscape Trees streetscape trees and of all planting locations without a Treetree that could reasonably accommodate a public or Streetscape Treestree.~~

~~**TREE MASTER PLAN:** — A long-range strategic plan adopted by the City that outlines policies, goals, standards, and recommended actions for managing, protecting, and enhancing the Urban Foresturban forest. The plan may include Treetree canopy goals, planting priorities, species diversity guidelines, maintenance standards, and strategies for community engagement and climate resilience. It shall be referenced by all City departments in activities that affect Trees trees on public property or in the urban Treetree canopy.~~

~~**TREE WARDEN** — The individual designated by the Chief of Operations and Public Works, vested with all powers and duties authorized under Connecticut General Statutes § 23-59, as amended from time to time, for the care, control, Pruningpruning, and Removal removal of Treetrees and Shrubs shrubs in Public Places public places within the City of Norwalk.~~

~~**DEPUTY TREE WARDEN** — An individual appointed by the Tree Warden, pursuant to Connecticut General Statutes § 23-58, to assist in carrying out the responsibilities of the office. The Deputy Tree Warden shall meet qualification requirements as provided in CGS § 23-59a and may be removed at the discretion of the Tree Warden.~~

TREE STEWARDSHIP PROGRAM — The City's ~~of Norwalk's~~ community engagement program, administered by the ~~Tree Warden, or their designee, Urban Forestry team~~ in coordination with the Urban Forestry Commission, to encourage volunteer participation in the care, protection, and expansion of the ~~City's Urban Foresturban forest~~. The program shall, ~~among other things,~~ promote proper ~~Treetree~~ planting and maintenance practices, provide opportunities for residents to serve as volunteer stewards of public ~~Treestrees~~, and foster community partnerships that support the long-term health and sustainability of ~~Norwalk's the City's urban Treetree~~ canopy.

URBAN FOREST – All Trees, Shrubs, and associated vegetation within the City, including those located on public and private property, along streets and Rights-of-Way, school grounds, cemeteries and natural areas.

§ 112-3. Tree Warden.

- A. The ~~Mayor Chief of Operations and Public Works~~ shall designate a Tree Warden ~~and may designate one or more Deputy Tree Wardens.~~
- B. The Tree Warden is hereby authorized to administer and enforce this ~~Chapter~~chapter. The Tree Warden shall have the powers, duties and authorization prescribed in the Connecticut Public Shade Tree Statutes, particularly Connecticut General Statutes §§ 23-58, 23-59, 23-60 and 23-65, as ~~the same~~each may be amended from time to time, and those powers and duties as described in this ~~Chapter~~chapter. The Tree Warden shall have full power and authority over all ~~Treestrees~~ and ~~Shrubs shrubs~~ located within ~~Public Places~~public places and, to the extent provided herein, on private property.
- C. The Tree Warden, or ~~his, her or~~ their designee, shall prepare all permits, procedures, and documents necessary under this ~~Chapter~~chapter and shall maintain accurate records of all activities conducted. Upon request, but no less frequently than annually, the Tree Warden shall provide a report on such activities to the Mayor and the Common Council.
- D. The Tree Warden shall be advised by the Urban Forestry Commission established pursuant to § 112-4. Urban Forestry Commission, ~~below this chapter and shall be an ex-officio nonvoting member of such committee.~~
- E. The Tree Warden, or ~~his, her or~~ their designee, shall determine whether any specific plant shall be considered a ~~Tree tree~~ or ~~Shrubshrub~~ and whether a ~~Treetree~~ or ~~Shrubshrub~~ is a ~~Hazardous Tree hazardous tree~~ or ~~Hazardous Shrub hazardous shrub~~, and is hereby authorized to ~~Remove~~remove or ~~Prune prune~~ the same in accordance with this ~~Chapter~~chapter and the Connecticut General Statutes.
- F. The Tree Warden shall determine the ~~Assessed Value assessed value~~ of any ~~Treetree~~ or ~~Shrubshrub~~ for purposes of this ~~Chapter~~chapter.
- G. The Tree Warden shall conduct or cause to be conducted an assessment of the ~~Treetree~~ canopy of ~~Norwalkthe City~~, which may include a description of the ~~Treetree~~ canopy and a description of the extent and condition of ~~Treestrees~~ in ~~the CityNorwalk~~, including those on private property, in parks, and other ~~Public Places~~public places. This assessment of the ~~Treetree~~ canopy may include a ~~streetscapeTree Inventorytree inventory~~. When completed, such assessment shall be available to the public and shall be updated at least every 10 years.
- H. The Tree Warden shall have the authority to issue citations for violations of this ~~Chapter~~chapter.
- I. Removal of a ~~City-City Treetree, City Shrub City shrub~~ or ~~Required Tree required tree~~ shall be permitted only if authorized by the Tree Warden or ~~his, her or~~ their designee.
- J. The Tree Warden shall recommend a budget for expending the ~~annually~~ available funds in the Norwalk Tree Account pursuant to this ~~Chapter~~chapter.

§ 112-4. Urban Forestry Commission.

- A. The Urban Forestry Commission shall be composed of five members nominated by the Mayor

and approved by the Common Council. Each of the members shall be an elector of the City. The Mayor shall designate one of the ~~five~~ members as Chair. Each member of the Urban Forestry Commission shall be appointed for a term of three years and until their successors are appointed and qualified, and terms shall be staggered. The terms of the initial members shall be as follows: two members with terms to expire July 1, 2027; one member with a term to expire July 1, 2028; and two members with terms to expire July 1, 2029. Thereafter, the terms for all members shall be for three years ~~commencing on July 2~~. If a member shall for any reason cease to serve as such in advance of the end of ~~his, her or~~ their term, a replacement shall be appointed to complete such term in the manner prescribed in this section. Members shall serve without compensation. The Tree Warden, or their designee, shall serve as an ~~ex-officio ex-officio~~ non-voting member of the Urban Forestry Commission. The Chief of Operations and Public Works may also assign additional ~~City city~~ staff and stakeholders to the Commission as non-voting ~~advisors liaisons~~ as needed.

~~B.~~ The Urban Forestry Commission shall supports the protection, expansion, and sustainable management of ~~Norwalk's the City's Urban Foresturban forest, inclusive ofincluding Treestrees, Shrubs shrubs~~ and green spaces throughout the ~~City~~. ~~It serves in an advisory and community engagement capacity to promote implementation of the Tree Master Plan, raise public awareness of the value of trees, and strengthen community-based tree stewardship programs.~~

~~C.B.~~ The duties of the Urban Forestry Commission shall include, but not be limited to:

- (1) Advising City staff on and promoting the implementation of the Tree Master Plan; ~~promote its goals~~; and regularly reviewing and recommending updates to ensure continued progress toward ~~Norwalk's the City's urban Treetree~~ canopy targets;
- (2) Advising City staff on ~~Treetree~~ and ~~Shrubshrub~~-related policies, including best practices, planting and maintenance standards, and ~~Urban Forestry urban forestry~~ strategies in coordination with the Tree Warden and ~~other City departmentsstaff~~;
- (3) Leading and promoting the Norwalk Tree Stewardship Program, including volunteer coordination, identifying community planting sites, and encouraging care and maintenance of public ~~Treestrees~~ in neighborhoods; and;
- (4) Supporting outreach, education, and community events such as Arbor Day celebrations and community planting days that support and promote the purposes and intent of this Chapter. foster public participation in urban forestry.

~~D.C.~~ The Commission shall support City efforts to equitably expand the Treetree canopy by promoting ~~Treetree~~ planting and care in low-canopy neighborhoods, in alignment with goals and data referenced in the Tree Master Plan.

~~E.D.~~ The Commission shall annually review progress reports and data provided by City staff regarding ~~Treetree~~ planting, canopy change, and program outcomes. The Commission may provide written feedback or recommendations for future ~~Urban Forestry urban forestry~~ priorities.

~~F.E.~~ The Commission may ~~also~~ conduct research, studies and provide recommendations for grant opportunities.

~~G.F.~~ The Chair of the Commission shall provide the Mayor and Common Council with an annual report of the Commission's accomplishments and goals, no later than December 15th of each

calendar year.

H.G. In no event shall the acts or proposed acts of this Commission conflict with the lawful designated duties of any other body or commission of the City ~~of Norwalk~~.

~~Urban Forestry Commission~~ § 112-5. Legacy Tree Program.

~~The Tree Warden, in coordination with the Urban Forestry Commission shall maintain a Legacy Tree Program to recognize, preserve, and promote trees of exceptional value to the City of Norwalk based on size, history, and public significance.~~

A. The Tree Warden, after consultation in coordination with the Urban Forestry Commission, shall establish and maintain a Legacy Tree Program to recognize, preserve, and promote ~~Trees~~ trees of exceptional value to the City of Norwalk based on size, history, and public significance.

1. A ~~Treetree~~ may be designated as a Legacy Tree if, in the judgment of the Tree Warden, it meets or exceeds a species-appropriate DBH threshold and possesses characteristics of exceptional value, such as historical or cultural significance, outstanding size or form, community or aesthetic importance, or ecological rarity.
2. Any resident, property owner, City department, or organization may nominate a tree for Legacy Tree designation using a standard form provided by the City. The Tree Warden shall evaluate the nominated ~~Tree's tree's~~ condition and confirm that it meets the established criteria. Upon confirmation, the proposed designation shall be presented to the Urban Forestry Commission for approval a vote at a regular or special meeting. If approved, the ~~Treetree~~ shall be added to the official City's Legacy Tree Registry

B. A ~~Treetree~~ may be removed removed from the Legacy Tree Registry at the discretion of the Tree Warden if the ~~Treetree~~ dies, poses a public hazard, or no longer meets the minimum criteria due to decline or loss of significance. All ~~de-designationssuch removals~~ shall be recognized approved by the Urban Forestry Commission based on supporting documentation from the Tree Warden. The City shall maintain an officiala Legacy Tree Registry, documenting all designated Legacy Trees, along with relevant details such as species, location, DBH, and designation date. This registry shall be made publicly available in a format determined by the Tree Warden.

§ 112-6. Planting ~~Trees trees or Shrubs shrubs~~ in ~~Public Placespublic places~~.

- A. To contribute to the ~~Urban Foresturban forest~~ of Norwalk, members of the public shall be encouraged to support the planting of ~~Treestrees~~ or ~~Shrubs shrubs~~ in ~~Public Placespublic places~~ and in areas which fill in gaps in the ~~Treetree~~ line in or near the ~~Right-Of-Wayright-of-way~~, provided that they follow the procedures outlined in this ~~Chapterchapter~~.
- B. Any ~~Personperson~~ wishing to plant a ~~Treetree~~ or ~~Shrubshrub~~ in a ~~Public Placepublic place~~ shall apply in writing for a permit to the Tree Warden prior to taking such action. The application shall include a ~~Treetree~~ and/or ~~Shrubshrub~~ planting and maintenance plan, specifying the size, species and location of all new ~~Treestrees~~ and/or ~~Shrubs shrubs~~, as well as a plan for the maintenance of the ~~Treetree~~ or ~~Shrubshrub~~ for a period of not less than two years from the date such ~~Treestrees~~ or ~~Shrubs shrubs~~ are planted and the ~~Personperson~~

responsible therefor.

- C. After reviewing such application and conducting a site inspection, the Tree Warden shall determine whether such action is in the Best Interest ~~best interest~~ of the City's Urban Forest ~~urban forest~~ and shall notify the applicant of the decision in writing within 30 days of receipt of a complete application.
- D. Once such a Tree ~~tree~~ or Shrub ~~shrub~~ is planted in a Public Place ~~public place~~, the Tree ~~tree~~ or Shrub ~~shrub~~ shall become the property of the City of Norwalk after the maintenance period specified in subsection ~~Subsection~~ B of this section has expired.
- E. The Tree Warden, or ~~his, her or~~ their designee, shall report to the Urban Forestry Commission on a quarterly basis the details of all applications approved in accordance with this section, including the size, species and location of all new Trees ~~trees~~ and Shrubs ~~shrubs~~ planted and the Person(s) ~~person(s)~~ responsible for the maintenance thereof. New Trees shall be added to the Tree Inventory maintained by the City.
- F. Whenever any Tree ~~tree~~ or Shrub ~~shrub~~ is planted in any Public Place ~~public place~~ in violation of this Chapter ~~chapter~~ or any permit issued hereunder, the Tree Warden may order the property owner or Person ~~person~~ responsible to Remove ~~remove~~ such Tree ~~tree~~ or Shrub ~~shrub~~. If the property owner or Person ~~person~~ responsible fails to Remove ~~remove~~ the Tree ~~tree~~ or Shrub ~~shrub~~ within a period of 30 days after such order, the Tree Warden shall Remove ~~remove~~ or cause the Removal ~~removal~~ thereof, or may take such action deemed necessary to rectify such improper planting, and the cost thereof shall be charged to the property owner and ~~or~~ the Person ~~person~~ responsible for the improper planting.

§ 112-7. Altering or damaging City Trees ~~trees~~, City Shrubs ~~shrubs~~ or Required Trees ~~required trees~~.

- A. No Person ~~person~~ shall Alter ~~alter~~ or Damaged ~~damage~~ a City Tree ~~City tree~~, City Shrub ~~City shrub~~ or Required Tree ~~required tree~~. No Person ~~person~~ shall Prune ~~prune~~ a City Tree ~~City tree~~, City Shrub ~~City shrub~~ or Required Tree ~~required tree~~ without a permit from the Tree Warden.
- B. Any Person ~~person~~ wishing to Prune ~~prune~~ a City Tree ~~City tree~~, City Shrub ~~City shrub~~ or Required Tree ~~required tree~~ shall apply in writing for a permit to the Tree Warden prior to taking such action. Each application to Prune ~~prune~~ a City Tree ~~City tree~~, City Shrub ~~City shrub~~ or Required Tree ~~required tree~~ shall be subject to a fee established in accordance with § 90-4, Approval of rates and fees.
- C. After reviewing such application and conducting a site inspection, the Tree Warden shall determine whether such action is in the Best Interest ~~best interest~~ of the City's Urban Forest ~~urban forest~~ and shall notify the applicant of the decision in writing within 30 days of receipt of a complete application.
- D. Any Person ~~person~~ who violates the provisions of this section shall be subject to a fine up to \$250 per City Tree ~~City tree~~, City Shrub ~~City shrub~~ or Required Tree ~~required tree~~, per violation. The Tree Warden or ~~his, her or~~ their designee shall have the authority to issue a citation for violations. Notwithstanding the foregoing, if the Tree Warden determines in ~~his, her or~~ their sole and absolute judgment that any Person ~~person~~ has pruned, Altered ~~altered~~ or Damaged ~~damaged~~ a City Tree ~~City tree~~, City Shrub ~~City shrub~~ or Required Tree ~~required tree~~ so severely that it is not likely to survive, that Person ~~person~~ shall replace such Tree ~~tree~~ or Shrub ~~shrub~~ in accordance with § 112-10, Tree or Shrub ~~shrub~~ replacement, below.

§ 112-8. Removal of City ~~Tree~~tree, or City ~~Shrub~~shrub or ~~Required Tree~~required tree.

- A. No ~~Person~~person shall ~~Remove~~remove a ~~City Tree~~City tree, ~~City Shrub~~City shrub or ~~Required Tree~~required tree without a permit from the Tree Warden, except for any ~~Removal~~removal that has been permitted pursuant to the applicable provisions of Connecticut General Statutes § 23-65, as amended from time to time. To grant permission to any other ~~Person~~person to ~~Remove~~remove a ~~City Tree~~City tree, ~~City Shrub~~City shrub or ~~Required Tree~~required tree, the Tree Warden must determine, within 30 days of receiving a complete application, that 1) the ~~Tree~~tree and/or ~~Shrub~~shrub is in poor health or diseased, 2) the ~~Tree~~tree and/or ~~Shrub's~~shrub's ~~Removal~~removal is unavoidable because the ~~Tree~~tree and/or ~~Shrub~~shrub poses a threat to human health, safety, and welfare, or 3) the negative impact on the ~~Urban Forest~~urban canopy caused by the ~~Tree~~tree and/or ~~Shrub's~~shrub's ~~Removal~~removal can be mitigated.
- B. Any ~~Person~~person wishing to ~~Remove~~remove a ~~City Tree~~City tree, ~~City Shrub~~City shrub or ~~Required Tree~~required tree shall apply in writing for a permit to the Tree Warden. Such application shall contain 1) written proof that the applicant has notified property owners of land that abuts or is directly across the street from the affected ~~Tree(s)~~ tree(s) and/or ~~Shrub(s)~~shrub(s), and the appropriate ~~Land Use Regulatory Authority~~land use regulatory authority in the case of a required tree, that ~~he, she or they have~~yes applied for a ~~Tree~~tree and/or ~~Shrub~~shrub ~~Removal~~removal permit by a written notice delivered within three business days of the date of said application, and 2) a replanting plan setting forth the manner in which the applicant intends to comply with the provisions of § 112-10. Tree or Shrub shrub replacement, below (the "Replanting Plan"). Each application shall be subject to a fee established in accordance with § 90-4, Approval of rates and fees.
- C. After reviewing such application and conducting a site inspection, the Tree Warden shall determine 1) whether ~~Removal~~removal of the City ~~Tree~~tree, ~~City Shrub~~City shrub and/or ~~Required Tree~~required tree is in the ~~Best Interest~~best interest of the ~~City's Urban Forest~~urban forest and 2) whether the Replanting Plan complies with the provisions of § 112-10. Tree or Shrub shrub replacement, below. The Tree Warden shall notify the applicant of their decision in writing within 30 days of receipt of a complete application.
- D. The permit for the ~~Removal~~removal of any City ~~Tree~~tree or ~~Required Tree~~required tree with a DBH of six inches or more shall be posted by the Tree Warden, or ~~his, her or~~their designee, on the affected ~~Tree(s)~~ tree(s) at least 10 days prior to such ~~Removal~~removal. The ten-day period shall commence from the date of such posting. The ~~Tree~~tree ~~Removal~~removal posting shall be in the form of a brightly colored sign at least 8 1/2 inches by 11 inches in bold, clearly printed lettering able to be seen from the street which provides the name, address and phone number of the Tree Warden in the event that there is an objection to the ~~Removal~~removal of the ~~Tree(s)~~ tree(s).
- E. In addition to any penalties provided in § 112-13, Enforcement, below, aAny ~~Person~~person who ~~Removes~~removes a City ~~Tree~~tree, City ~~Shrub~~shrub or ~~Required Tree~~required tree without a permit shall replace the City ~~Tree~~tree, City ~~Shrub~~shrub or ~~Required Tree~~required tree in accordance with § 112-10, Tree or ~~Shrub~~shrub replacement, below.

§ 112-9. Protection during construction.

- A. Property owners and other ~~Persons~~persons responsible for construction and excavation projects in whole or in part within the ~~Drip Line~~drip line of any ~~City Tree~~City tree or ~~Required Tree~~required tree shall adhere to all relevant provisions of the latest edition of the American

National Standards Institute, Inc., Standards for ~~Tree~~ Tree Care Operations—Tree, Shrub, and other Woody Plant Maintenance—Standard Practices (Management of Trees and Shrubs During Site Planning, Site Development, and Construction), or any successor standards commonly accepted in the field of arboriculturearboriculture, for the duration of the construction or excavation project. A copy of these standards shall be available to the public in the Tree Warden's office.

- B. The Tree Warden or ~~his, her or~~ their designee shall have the authority to issue a citation to a property owner and other ~~Personperson~~ responsible, in the amount of \$250 per day, per ~~City TreeCity tree~~ or ~~Required Treerequired tree~~ affected, for each instance of an action inconsistent with the ~~Tree~~ care standards referred to in this section.
- C. Any ~~Personperson~~ found in violation of this section for which the Tree Warden determines there is substantial danger of ~~Damagedamage~~ to a City ~~Tree tree~~ or ~~Required Tree required tree~~ shall post a five-year bond in the amount of the ~~Assessed Value assessed value~~ of such ~~Tree~~. Such bond shall be forfeited if the Tree Warden determines that the ~~Tree~~ is dead or moribund within the five-year period.

§ 112-10. Tree or ~~Shrub shrub~~ replacement.

- A. A property owner or other ~~Personperson~~ responsible for the replacement of a City ~~Tree~~, City ~~Shrub shrub~~ or ~~Required Tree required tree~~ pursuant to this ~~Chapterchapter~~ shall follow the provisions of this section.
- B. The acceptable methods of replacement for a ~~City ShrubCity shrub~~ are:
 - (1) Replacement of the City ~~Shrub shrub~~ with a comparable ~~Shrubshrub~~, as determined by the Tree Warden in ~~his, her or~~ their sole and absolute judgment, at the location of the City ~~Shrub shrub~~ being replaced or at a different location identified or approved by the Tree Warden; or
 - (2) A payment to the Norwalk Tree Account, established in accordance with this ~~Chapterchapter~~, in the amount of the City ~~Shrub's shrub's~~ ~~Assessed Valueassessed value~~.
- C. The acceptable methods of replacement for a ~~City Tree tree~~ other than a ~~Legacy Tree legacy tree~~ are:
 - (1) Replacement of the City ~~Tree tree~~ with a ~~Tree~~ of equal or greater DBH at the location of the City ~~Tree tree~~ being replaced or at a different location identified or approved by the Tree Warden;
 - (2) An inch-for-inch replacement of the City ~~Tree tree~~ with a number of replacement ~~Treestrees~~ with DBH of three inches or more totaling the DBH of the original ~~City TreeCity tree~~ at a location or locations identified or approved by the Tree Warden. For example, if a City ~~Tree tree~~ with a DBH of 24 inches is ~~Removedremoved~~, it may be replaced with six ~~Treestrees~~ with DBHs of four inches; or
 - (3) A payment to the Norwalk Tree Account, established in accordance with this ~~Chapterchapter~~, in the amount of the ~~Tree's tree's~~ ~~Assessed Valueassessed value~~.
- D. The acceptable method of replacement for a ~~City Tree tree~~ that has been designated as a ~~Legacy Tree legacy tree~~ is:
 - (1) Replacement of the ~~Legacy Tree legacy tree~~ with a number of replacement ~~Treestrees~~

with DBH of three inches or more totaling four times the DBH of the original ~~Tree~~ tree at a location or locations identified or approved by the Tree Warden; or

- (2) A payment into the Norwalk Tree Account of four times the ~~Assessed Value~~ assessed value of the ~~Legacy Tree~~ legacy tree.
- E. Any replacement ~~Tree~~tree planted in accordance with this section must be maintained by the ~~Person~~person responsible for ~~at least~~ a period of ~~at least~~ five years from the date of planting. The ~~Person~~person responsible, or the property owner if there is no ~~Person~~person responsible, shall replace any ~~Tree~~tree that dies during this time period ~~with a Tree of equal of greater DBH~~, and such replacement ~~Tree~~tree shall be maintained by the ~~Person~~person responsible for ~~at least~~ a period of ~~at least~~ five years from the date of planting of the replacement ~~Tree~~tree.

§ 112-11. Norwalk Tree Account.

- A. There is hereby established an account known as the "Norwalk Tree Account." Such account is established under authority of the Connecticut General Statutes for the exclusive purpose of funding activities that implement or promote the purposes of this ~~Chapter~~chapter, including, but not limited to, ~~Tree~~tree canopy and inventory assessments, creation of master ~~Tree~~tree plans, and other reports consistent with best practices for ~~Urban Forestry~~ urban forestry management.
- B. The principal of the Norwalk Tree Account shall consist of the following:
 - (1) All fines, processing fees, payments in lieu of planting, and other monies collected pursuant to this ~~Chapter~~chapter, other than legal fees and costs collected pursuant to § 112-13, Enforcement, below;
 - (2) All gifts and grants from any source, public or private, made to the City and designated for ~~Treestrees~~ or ~~Shrubs~~ shrubs or improvements to the ~~Urban Forest~~urban forest;
 - (3) Any funds from any source designated by the Common Council to be added to the account; and
 - (4) All investment income earned by the account.
- C. Expendable funds in the account may be spent for the purposes authorized by this section upon recommendation of the Mayor and with the approval of the Common Council. Expenditures may be made as follows:
 - (1) All funds received by the account under ~~subsection Subsection~~ B(1) of this section shall be used only for the purchase and planting of ~~Treestrees~~ or ~~Shrubs~~shrubs.
 - (2) Any restricted funds received by the account shall be expended in accordance with such restrictions.
 - (3) At least half of the remaining unrestricted funds shall be expended for the purchase and planting of ~~Treestrees~~ or ~~Shrubsshrubs~~.
 - (4) All other unrestricted funds may be spent for any activity that is consistent with the purpose of the account.
- D. Any budget proposed by the Mayor or approved by the Common Council, and any appropriation made for the purchase and planting of ~~Treestrees~~ or ~~Shrubsshrubs~~, must not be

reduced, ratably or otherwise, in consideration of any funds in the account. Expenditures from the account shall add to and not replace budgets and appropriations which also serve the purposes of the account.

- E. Any remaining investment income shall be held in reserve for future transfer and appropriation.

§ 112-12. Public utilities.

- A. The Tree Warden shall monitor the work of all Public Utilities ~~public utilities~~ to ensure that such work does not adversely affect any Tree ~~tree~~ or Shrub ~~shrub~~ in any Public Place ~~public place~~. Each Public Utility ~~public utility company~~ proposing to conduct Tree ~~tree~~ and/or Shrub ~~shrub~~ Alteration ~~alteration~~ or removal activities in any Public Place ~~public place~~ shall present an annual work plan to the Tree Warden that includes the following items:
 - (1) City Map showing all area(s) designated for Tree ~~tree~~ and/or Shrub ~~shrub~~ Alteration ~~alteration~~ or Removal ~~removal~~ work.
 - (2) Tree removal list, identifying all Trees ~~trees~~ and Shrubs ~~shrubs~~ that are proposed for Removal ~~removal~~.
 - (3) Name and phone number of licensed arborist(s) performing such work.
 - (4) Name and phone number of Public Utility ~~utility~~ contact Person ~~person~~ supervising such work.
 - (5) Tree and/or Shrub ~~shrub~~ replacement commitment; replacement determined at the discretion of the Tree Warden.
- B. Such Public Utility ~~public utility~~ work plan shall be submitted to the Tree Warden at least 30 days prior to the start of any activity by said Public Utility ~~public utility~~. The Tree Warden shall review, modify and approve such plan within 30 days from date of receipt, unless extended by either party. This section shall not apply to emergency and public hazard work specifically exempted under § 112-14, Exemptions, below.

§ 112-13. Enforcement.

- A. Any Person ~~person~~ who violates any of the provisions of this Chapter ~~chapter~~ shall be notified by the Tree Warden of the specific violation by certified or registered mail, return receipt requested, or by hand delivery. The notice shall explain the nature of the violation and shall provide a reasonable time period within which compliance must be achieved.
- B. Upon verbal or written notice from the Tree Warden that work is being performed contrary to any provision of this Chapter ~~chapter~~, such work shall be immediately stopped by the Person ~~person~~ doing the work. Within seven days of any verbal or written notice, a stop-work order shall be provided to the owner of the subject lot, or to the owner's agent, or to the Person ~~person~~ doing the work, and the stop-work order shall state the conditions under which work is permitted to resume. Any Person ~~person~~ who continues work after having been served with a stop-work order, except such work as that Person ~~person~~ is directed by the Tree Warden or other City officials to perform to remove ~~remove~~ a violation or unsafe condition, shall be liable for a daily fine established in accordance with § 90-4, Approval of rates and fees, per violation, per Tree ~~tree~~ or per Shrub ~~shrub~~ affected.

- C. Notwithstanding any other provision of this ~~Chapter~~chapter, if the Tree Warden determines that any violation of this ~~Chapter~~chapter was willful, the ~~Person~~person responsible shall be liable for a civil penalty of up to three times the ~~Assessed Value~~ assessed value of each affected ~~Tree~~tree or ~~Shrub~~shrub.
- D. Whenever there is reasonable cause to believe that a ~~Person~~person is violating any provision of this ~~Chapter~~chapter, the City may institute a civil action in a court of competent jurisdiction for a mandatory or prohibiting injunction ordering the defendant to either correct or cease the unlawful use of the property.
- E. In addition to any fines hereunder, any ~~Person~~person who is found to have violated any provision of this ~~Chapter~~chapter shall be responsible to the City for any legal fees and costs that may be incurred by the City in the enforcement of this ~~Chapter~~chapter.
- F. Each failure to replace a ~~Tree~~tree or ~~Shrub~~shrub or make a payment into the Norwalk Tree Account or to post and maintain a bond in accordance with this ~~Chapter~~chapter, or to follow any of the provisions of this ~~Chapter~~chapter, shall constitute a separate violation of this ~~Chapter~~chapter for which there shall be a fine established in accordance with § 90-4, Approval of rates and fees. Each day such violation continues shall constitute a separate offense.
- G. The Chief of Operations and Public Works or ~~his, her or~~ their designee, the Tree Warden, and employees of the Department of Operations and Public Works are hereby authorized to enforce the provisions of this ~~Chapter~~chapter.

§ 112-14. Exemptions.

This ~~Chapter~~chapter shall not apply to any ~~Alteration~~ alteration or ~~Damaged~~damage to a ~~Tree~~tree or ~~Shrub~~shrub that has been: 1) ordered or authorized by the Tree Warden or other officials of the City ~~of Norwalk~~ on an emergency basis because the ~~Tree~~tree or ~~Shrub~~shrub is a Hazardous Tree ~~hazardous tree~~ or Hazardous Shrub ~~hazardous shrub~~ that represents so immediate a hazard to public safety or structure integrity that ~~Alteration~~ alteration or ~~Damaged~~damage cannot be deferred and that such Hazardous Tree ~~hazardous tree~~ or Hazardous Shrub ~~hazardous shrub~~ cannot be protected, secured, or stabilized by reasonable temporary measures; or 2) otherwise properly permitted and/or authorized in accordance with applicable state law or regulation.

§ 112-15. Appeals of Tree Warden decisions.

Any ~~Person~~person objecting to any decision of the Tree Warden under this ~~Chapter~~chapter may file a written appeal to the Tree Warden who shall schedule a public hearing and shall post a public hearing notice, including the scheduled time, date and location of such hearing, on the affected Tree(s) ~~tree(s)~~ or Shrub(s) ~~shrub(s)~~, if appropriate. Within three business days of such hearing, the Tree Warden shall render a decision granting or denying such appeal. Any ~~Person~~person aggrieved by the Tree Warden's decision may appeal such decision within 10 days to the Superior Court for the Stamford/Norwalk Judicial District.

Chapter 112: Trees

§ 112-1. Purpose; intent.

- A. The purpose of this Chapter is to protect, preserve and ensure the proper maintenance of Trees and Shrubs along public streets and rights-of-way, parks and other properties in the City of Norwalk and to provide for new Trees and Shrubs to be planted for the benefit of present and future generations. Trees and Shrubs provide important benefits to the City and its residents, including the beautification of City streets and neighborhoods, the reduction of urban heat islands, an improvement in air and water quality, and the enhancement of property values. Trees and Shrubs provide oxygen, impede soil erosion, aid water absorption and the mitigation of stormwater, ameliorate against potential flooding, and absorb CO₂, other pollutants, and breathable particulate matter. Furthermore, Trees and Shrubs provide shade, screening, privacy, and aesthetic appeal, absorb and lessen impacts from winds, act as natural noise barriers, and support habitat for wildlife.
- B. The intent of this Chapter is to maintain and grow Norwalk's Urban Forest, maintain Trees and Shrubs in a healthy condition, protect existing Trees and Shrubs, and mitigate losses and damage to the City's Trees and Shrubs.

§ 112-2. Definitions.

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

ALTER — To take action by removing branches or by filling, surfacing, grading, compacting, channeling or changing the drainage pattern of the soil surrounding any Tree or Shrub in a manner that threatens to diminish the vigor of the Tree or Shrub. The term "Alter" does not include normal seasonal Pruning of a Tree or Shrub necessary for normal growth or for the maintenance of sight lines.

ASSESSED VALUE — The dollar value of a Tree or Shrub using current nationally recognized standards for plant appraisal. These standards shall be selected by the Tree Warden and may include, but not be limited to, the latest edition of the *Guide for Plant Appraisal* published by the Council of Tree and Landscape Appraisers and endorsed by the International Society of Arboriculture, or any successor standard commonly accepted in the field of arboriculture.

BEST INTEREST — A determination based on a review of all relevant factors, including, but not limited to, the preservation of Trees and Shrubs, the impact on the streetscape, the maintenance of an effective Tree canopy, the importance of the particular Tree or Shrub, the health of the Tree or Shrub, and the overall impact that the loss of the Tree or Shrub would have on the health, safety, and welfare of the general public and on the Urban Forest.

CITY TREE — Any Tree in a Public Place and, depending on the relevant facts, including a Streetscape Tree.

CITY SHRUB — A Shrub in a Public Place.

DAMAGE — To act in a manner to jeopardize a Tree or Shrub's health or cause its appearance to be defaced. Actions that constitute Damage include but are not limited to: posting bills; hanging streamers and/or decorations; driving any objects into a Tree or Shrub; carving the bark of a Tree or Shrub; digging/excavating/paving and/or parking a motor vehicle within the Drip Line in a way that affects the root system; painting a Tree or Shrub; setting fire to a Tree or Shrub; or allowing harmful substances to come in contact with a Tree or Shrub.

DBH (DIAMETER AT BREAST HEIGHT) — The diameter of a Tree at 54 inches above grade as determined using the United States Forest Service method.

DEPUTY TREE WARDEN — An individual appointed by the Tree Warden, pursuant to Connecticut General Statutes § 23-58, as amended from time to time, to assist in carrying out the responsibilities of the office. The Deputy Tree Warden shall meet qualification requirements as provided in CGS § 23-59a, as amended from time to time, and may be removed at the discretion of the Tree Warden.

DRIP LINE — A conceptual line along the ground that conforms to the perimeter of the crown of the Tree and projects vertically to the ground.

HAZARDOUS SHRUB — A Shrub that is likely to create hazardous conditions on roadways or sidewalks or cause imminent danger to the health, safety and/or welfare of the general public, public property, private property or utility wires or other infrastructure.

HAZARDOUS TREE — A Tree that is likely to create hazardous conditions on roadways or sidewalks or to cause imminent danger to the health, safety and/or welfare of the general public, public property, private property or utility wires or other infrastructure.

LAND USE REGULATORY AUTHORITY — Any body or authority responsible for the regulation of land use in the City of Norwalk, including, but not limited to, the Conservation Commission, the Planning and Zoning Commission and the Zoning Board of Appeals.

LEGACY TREE — Any Tree as determined by the Legacy Tree Program established pursuant to § 112-5 Legacy Tree Program below to be of unique and intrinsic value to the general public because of its size, age, historic association, ecological importance or aesthetic value.

PERSON — Any individual, firm, partnership, association, company, trust, corporation, or organization of any kind.

PRUNING (TRIMMING) – To cut off or Remove dead or living parts or branches of a Tree or Shrub performed by an arborist licensed in the State of Connecticut.

PUBLIC PLACE — Any space owned and/or controlled by the City, including, but not limited to, the Right-Of-Way, property operated or controlled by the Norwalk Board of Education or the Norwalk Housing Authority and any space in a City park.

PUBLIC UTILITY (or language of similar import) — A “public service company,” as defined in Connecticut General Statutes § 16-1(a)(3), as amended from time to time.

REMOVE — To cut down a Tree or Shrub or to take any other action that will, in the sole and absolute judgment of the Tree Warden, cause a Tree or Shrub to die within a five-year period.

REQUIRED TREE — Any Tree required to be planted or maintained as part of an approval by any Land Use Regulatory Authority or under the terms of any deed, easement, agreement or other document relating to the sale, lease or other disposition of any property owned by the City or any municipal body or authority.

RIGHT-OF-WAY — The area between street lines reserved for a street. Included in this area may be the travelled way, shoulder, median, bicycle facilities, planting strip, footpaths and sidewalks. Right-of-Width shall be measured at right angles to or radial to the center line of the street.

SHRUB — Woody plants, usually branched from the base, generally less than 15 feet tall when mature.

STREETSCAPE TREE — Any Tree or Shrub on public and/or private property with a base that originates, in whole or in part, in the Right-Of-Way and, in the sole and absolute judgment and/or

discretion of the Tree Warden, serves as part of the Tree line of a street.

TREE — Any living woody, self-supporting plant that has a distinct elevated crown and defined main stem or trunk, with a DBH of at least two inches.

TREE INVENTORY — A recording of the size, condition, location, and species of all public and Streetscape Trees and of all planting locations without a Tree that could reasonably accommodate a public or Streetscape Tree.

TREE MASTER PLAN — A long-range strategic plan adopted by the City that outlines policies, goals, standards, and recommended actions for managing, protecting, and enhancing the Urban Forest. The plan may include Tree canopy goals, planting priorities, species diversity guidelines, maintenance standards, and strategies for community engagement and climate resilience. It shall be referenced by all City departments in activities that affect Trees on public property or in the Tree canopy.

TREE WARDEN — The individual vested with all powers and duties authorized under Connecticut General Statutes § 23-59, as amended from time to time, for the care, control, Pruning, and Removal of Trees and Shrubs in Public Places within the City.

TREE STEWARDSHIP PROGRAM — The City's community engagement program, administered by the Tree Warden, or their designee, in coordination with the Urban Forestry Commission, to encourage volunteer participation in the care, protection, and expansion of the Urban Forest. The program shall, among other things, promote proper Tree planting and maintenance practices, provide opportunities for residents to serve as volunteer stewards of public Trees, and foster community partnerships that support the long-term health and sustainability of the City's Tree canopy.

URBAN FOREST — All Trees, Shrubs, and associated vegetation within the City, including those located on public and private property, along streets and Rights-of-Way, school grounds, cemeteries and natural areas.

§ 112-3. Tree Warden.

- A. The Mayor shall designate a Tree Warden.
- B. The Tree Warden is hereby authorized to administer and enforce this Chapter. The Tree Warden shall have the powers, duties and authorization prescribed in the Connecticut Public Shade Tree Statutes, particularly Connecticut General Statutes §§ 23-58, 23-59, 23-60 and 23-65, as each may be amended from time to time, and those powers and duties as described in this Chapter. The Tree Warden shall have full power and authority over all Trees and Shrubs located within Public Places and, to the extent provided herein, on private property.
- C. The Tree Warden, or their designee, shall prepare all permits, procedures, and documents necessary under this Chapter and shall maintain accurate records of all activities conducted. Upon request, but no less frequently than annually, the Tree Warden shall provide a report on such activities to the Mayor and the Common Council.
- D. The Tree Warden shall be advised by the Urban Forestry Commission established pursuant to § 112-4. Urban Forestry Commission, below.
- E. The Tree Warden, or their designee, shall determine whether any specific plant shall be considered a Tree or Shrub and whether a Tree or Shrub is a Hazardous Tree or Hazardous Shrub, and is hereby authorized to Remove or Prune the same in accordance with this Chapter

and the Connecticut General Statutes.

- F. The Tree Warden shall determine the Assessed Value of any Tree or Shrub for purposes of this Chapter.
- G. The Tree Warden shall conduct or cause to be conducted an assessment of the Tree canopy of the City, which may include a description of the Tree canopy and a description of the extent and condition of Trees in the City, including those on private property, in parks, and other Public Places. This assessment of the Tree canopy may include a Tree Inventory. When completed, such assessment shall be available to the public and shall be updated at least every 10 years.
- H. The Tree Warden shall have the authority to issue citations for violations of this Chapter.
- I. Removal of a City Tree, City Shrub or Required Tree shall be permitted only if authorized by the Tree Warden or their designee.
- J. The Tree Warden shall recommend a budget for expending the available funds in the Norwalk Tree Account pursuant to this Chapter.

§ 112-4. Urban Forestry Commission.

- A. The Urban Forestry Commission shall be composed of five members nominated by the Mayor and approved by the Common Council. Each of the members shall be an elector of the City. The Mayor shall designate one of the members as Chair. Each member of the Urban Forestry Commission shall be appointed for a term of three years and until their successors are appointed and qualified, and terms shall be staggered. The terms of the initial members shall be as follows: two members with terms to expire July 1, 2027; one member with a term to expire July 1, 2028; and two members with terms to expire July 1, 2029. Thereafter, the terms for all members shall be for three years. If a member shall for any reason cease to serve as such in advance of the end of their term, a replacement shall be appointed to complete such term in the manner prescribed in this section. Members shall serve without compensation. The Tree Warden, or their designee, shall serve as an ex-officio non-voting member of the Urban Forestry Commission. The Chief of Operations and Public Works may also assign additional City staff and stakeholders to the Commission as non-voting advisors as needed.
- B. The Urban Forestry Commission shall support the protection, expansion, and sustainable management of the Urban Forest, including Trees, Shrubs and green spaces throughout the City. The duties of the Urban Forestry Commission shall include, but not be limited to:
 - (1) Advising City staff on and promoting the implementation of the Tree Master Plan and regularly reviewing and recommending updates to ensure continued progress toward the City's Tree canopy targets;
 - (2) Advising City staff on Tree and Shrub-related policies, including best practices, planting and maintenance standards, and Urban Forestry strategies in coordination with the Tree Warden and City staff;
 - (3) Leading and promoting the Norwalk Tree Stewardship Program, including volunteer coordination, identifying community planting sites, and encouraging care and maintenance of public Trees in neighborhoods; and
 - (4) Supporting outreach, education, and community events such as Arbor Day celebrations

and community planting days that support and promote the purposes and intent of this Chapter.

- C. The Commission shall support City efforts to equitably expand the Tree canopy by promoting Tree planting and care in low-canopy neighborhoods, in alignment with goals and data referenced in the Tree Master Plan.
- D. The Commission shall annually review progress reports and data provided by City staff regarding Tree planting, canopy change, and program outcomes. The Commission may provide written feedback or recommendations for future Urban Forestry priorities.
- E. The Commission may conduct research, studies and provide recommendations for grant opportunities.
- F. The Chair of the Commission shall provide the Mayor and Common Council with an annual report of the Commission's accomplishments and goals, no later than December 15th of each calendar year.
- G. In no event shall the acts or proposed acts of this Commission conflict with the lawful designated duties of any other body or commission of the City.

§ 112-5. Legacy Tree Program.

- A. The Tree Warden, after consultation with the Urban Forestry Commission, shall establish and maintain a Legacy Tree Program to recognize, preserve, and promote Trees of exceptional value to the City based on size, history, and public significance.
 - 1. A Tree may be designated as a Legacy Tree if, in the judgment of the Tree Warden, it meets or exceeds a species-appropriate DBH threshold and possesses characteristics of exceptional value, such as historical or cultural significance, outstanding size or form, community or aesthetic importance, or ecological rarity.
 - 2. Any resident, property owner, City department, or organization may nominate a tree for Legacy Tree designation using a standard form provided by the City. The Tree Warden shall evaluate the nominated Tree's condition and confirm that it meets the established criteria. Upon confirmation, the proposed designation shall be presented to the Urban Forestry Commission for approval at a regular or special meeting. If approved, the Tree shall be added to the City's Legacy Tree Registry
- B. A Tree may be removed from the Legacy Tree Registry at the discretion of the Tree Warden if the Tree dies, poses a public hazard, or no longer meets the minimum criteria due to decline or loss of significance. All such removals shall be approved by the Urban Forestry Commission based on supporting documentation from the Tree Warden. The City shall maintain a Legacy Tree Registry, documenting all designated Legacy Trees, along with relevant details such as species, location, DBH, and designation date. This registry shall be made publicly available in a format determined by the Tree Warden.

§ 112-6. Planting Trees or Shrubs in Public Places.

- A. To contribute to the Urban Forest of Norwalk, members of the public shall be encouraged to support the planting of Trees or Shrubs in Public Places and in areas which fill in gaps in the Tree line in or near the Right-Of-Way, provided that they follow the procedures outlined in this

Chapter.

- B. Any Person wishing to plant a Tree or Shrub in a Public Place shall apply in writing for a permit to the Tree Warden prior to taking such action. The application shall include a Tree and/or Shrub planting and maintenance plan, specifying the size, species and location of all new Trees and/or Shrubs, as well as a plan for the maintenance of the Tree or Shrub for a period of not less than two years from the date such Trees or Shrubs are planted and the Person responsible therefor.
- C. After reviewing such application and conducting a site inspection, the Tree Warden shall determine whether such action is in the Best Interest of the Urban Forest and shall notify the applicant of the decision in writing within 30 days of receipt of a complete application.
- D. Once such a Tree or Shrub is planted in a Public Place, the Tree or Shrub shall become the property of the City of Norwalk after the maintenance period specified in subsection B of this section has expired.
- E. The Tree Warden, or their designee, shall report to the Urban Forestry Commission on a quarterly basis the details of all applications approved in accordance with this section, including the size, species and location of all new Trees and Shrubs planted and the Person(s) responsible for the maintenance thereof. New Trees shall be added to the Tree Inventory maintained by the City.
- F. Whenever any Tree or Shrub is planted in any Public Place in violation of this Chapter or any permit issued hereunder, the Tree Warden may order the property owner or Person responsible to Remove such Tree or Shrub. If the property owner or Person responsible fails to Remove the Tree or Shrub within a period of 30 days after such order, the Tree Warden shall Remove or cause the Removal thereof, or may take such action deemed necessary to rectify such improper planting, and the cost thereof shall be charged to the property owner and/or the Person responsible for the improper planting.

§ 112-7. Altering or damaging City Trees, City Shrubs or Required Trees.

- A. No Person shall Alter or Damage a City Tree, City Shrub or Required Tree. No Person shall Prune a City Tree, City Shrub or Required Tree without a permit from the Tree Warden.
- B. Any Person wishing to Prune a City Tree, City Shrub or Required Tree shall apply in writing for a permit to the Tree Warden prior to taking such action. Each application to Prune a City Tree, City Shrub or Required Tree shall be subject to a fee established in accordance with § 90-4, Approval of rates and fees.
- C. After reviewing such application and conducting a site inspection, the Tree Warden shall determine whether such action is in the Best Interest of the Urban Forest and shall notify the applicant of the decision in writing within 30 days of receipt of a complete application.
- D. Any Person who violates the provisions of this section shall be subject to a fine up to \$250 per City Tree, City Shrub or Required Tree, per violation. The Tree Warden or their designee shall have the authority to issue a citation for violations. Notwithstanding the foregoing, if the Tree Warden determines in their sole and absolute judgment that any Person has pruned, Altered or Damaged a City Tree, City Shrub or Required Tree so severely that it is not likely to survive, that Person shall replace such Tree or Shrub in accordance with § 112-10, Tree or Shrub replacement, below.

§ 112-8. Removal of City Tree, or City Shrub or Required Tree.

- A. No Person shall Remove a City Tree, City Shrub or Required Tree without a permit from the Tree Warden, except for any Removal that has been permitted pursuant to the applicable provisions of Connecticut General Statutes § 23-65, as amended from time to time. To grant permission to any other Person to Remove a City Tree, City Shrub or Required Tree, the Tree Warden must determine, within 30 days of receiving a complete application, that 1) the Tree and/or Shrub is in poor health or diseased, 2) the Tree and/or Shrub's Removal is unavoidable because the Tree and/or Shrub poses a threat to human health, safety, and welfare, or 3) the negative impact on the Urban Forest caused by the Tree and/or Shrub's Removal can be mitigated.
- B. Any Person wishing to Remove a City Tree, City Shrub or Required Tree shall apply in writing for a permit to the Tree Warden. Such application shall contain 1) written proof that the applicant has notified property owners of land that abuts or is directly across the street from the affected Tree(s) and/or Shrub(s), and the appropriate Land Use Regulatory Authority, that they have applied for a Tree and/or Shrub Removal permit by a written notice delivered within three business days of the date of said application, and 2) a replanting plan setting forth the manner in which the applicant intends to comply with the provisions of § 112-10. Tree or Shrub replacement, below (the "Replanting Plan"). Each application shall be subject to a fee established in accordance with § 90-4, Approval of rates and fees.
- C. After reviewing such application and conducting a site inspection, the Tree Warden shall determine 1) whether Removal of the City Tree, City Shrub and/or Required Tree is in the Best Interest of the Urban Forest and 2) whether the Replanting Plan complies with the provisions of § 112-10. Tree or Shrub replacement, below. The Tree Warden shall notify the applicant of their decision in writing within 30 days of receipt of a complete application.
- D. The permit for the Removal of any City Tree or Required Tree with a DBH of six inches or more shall be posted by the Tree Warden, or their designee, on the affected Tree(s) at least 10 days prior to such Removal. The ten-day period shall commence from the date of such posting. The Tree Removal posting shall be in the form of a brightly colored sign at least 8 1/2 inches by 11 inches in bold, clearly printed lettering able to be seen from the street which provides the name, address and phone number of the Tree Warden in the event that there is an objection to the Removal of the Tree(s).
- E. In addition to any penalties provided in § 112-13, Enforcement, below, any Person who Removes a City Tree, City Shrub or Required Tree without a permit shall replace the City Tree, City Shrub or Required Tree in accordance with § 112-10, Tree or Shrub replacement, below.

§ 112-9. Protection during construction.

- A. Property owners and other Persons responsible for construction and excavation projects in whole or in part within the Drip Line of any City Tree or Required Tree shall adhere to all relevant provisions of the latest edition of the American National Standards Institute, Inc., Standards for Tree Care Operations—Tree, Shrub, and other Woody Plant Maintenance—Standard Practices (Management of Trees and Shrubs During Site Planning, Site Development, and Construction), or any successor standards commonly accepted in the field of arboriculture, for the duration of the construction or excavation project. A copy of these standards shall be available to the public in the Tree Warden's office.

- B. The Tree Warden or their designee shall have the authority to issue a citation to a property owner and other Person responsible, in the amount of \$250 per day, per City Tree or Required Tree affected, for each instance of an action inconsistent with the Tree care standards referred to in this section.
- C. Any Person found in violation of this section for which the Tree Warden determines there is substantial danger of Damage to a City Tree or Required Tree shall post a five-year bond in the amount of the Assessed Value of such Tree. Such bond shall be forfeited if the Tree Warden determines that the Tree is dead or moribund within the five-year period.

§ 112-10. Tree or Shrub replacement.

- A. A property owner or other Person responsible for the replacement of a City Tree, City Shrub or Required Tree pursuant to this Chapter shall follow the provisions of this section.
- B. The acceptable methods of replacement for a City Shrub are:
 - (1) Replacement of the City Shrub with a comparable Shrub, as determined by the Tree Warden in their sole and absolute judgment, at the location of the City Shrub being replaced or at a different location identified or approved by the Tree Warden; or
 - (2) A payment to the Norwalk Tree Account, established in accordance with this Chapter, in the amount of the City Shrub's Assessed Value.
- C. The acceptable methods of replacement for a Tree other than a Legacy Tree are:
 - (1) Replacement of the City Tree with a Tree of equal or greater DBH at the location of the City Tree being replaced or at a different location identified or approved by the Tree Warden;
 - (2) An inch-for-inch replacement of the City Tree with a number of replacement Trees with DBH of three inches or more totaling the DBH of the original City Tree at a location or locations identified or approved by the Tree Warden. For example, if a City Tree with a DBH of 24 inches is Removed, it may be replaced with six Trees with DBHs of four inches; or
 - (3) A payment to the Norwalk Tree Account, established in accordance with this Chapter, in the amount of the Tree's Assessed Value.
- D. The acceptable method of replacement for a Tree that has been designated as a Legacy Tree is:
 - (1) Replacement of the Legacy Tree with a number of replacement Trees with DBH of three inches or more totaling four times the DBH of the original Tree at a location or locations identified or approved by the Tree Warden; or
 - (2) A payment into the Norwalk Tree Account of four times the Assessed Value of the Legacy Tree.
- E. Any replacement Tree planted in accordance with this section must be maintained by the Person responsible for a period of at least five years from the date of planting. The Person responsible, or the property owner if there is no Person responsible, shall replace any Tree that dies during this time period with a Tree of equal or greater DBH, and such replacement Tree shall be maintained by the Person responsible for a period of at least five years from the date

of planting of the replacement Tree.

§ 112-11. Norwalk Tree Account.

- A. There is hereby established an account known as the "Norwalk Tree Account." Such account is established under authority of the Connecticut General Statutes for the exclusive purpose of funding activities that implement or promote the purposes of this Chapter, including, but not limited to, Tree canopy and inventory assessments, creation of master Tree plans, and other reports consistent with best practices for Urban Forestry management.
- B. The principal of the Norwalk Tree Account shall consist of the following:
 - (1) All fines, processing fees, payments in lieu of planting, and other monies collected pursuant to this Chapter, other than legal fees and costs collected pursuant to § 112-13, Enforcement, below;
 - (2) All gifts and grants from any source, public or private, made to the City and designated for Trees or Shrubs or improvements to the Urban Forest;
 - (3) Any funds from any source designated by the Common Council to be added to the account; and
 - (4) All investment income earned by the account.
- C. Expendable funds in the account may be spent for the purposes authorized by this section upon recommendation of the Mayor and with the approval of the Common Council. Expenditures may be made as follows:
 - (1) All funds received by the account under subsection B(1) of this section shall be used only for the purchase and planting of Trees or Shrubs.
 - (2) Any restricted funds received by the account shall be expended in accordance with such restrictions.
 - (3) At least half of the remaining unrestricted funds shall be expended for the purchase and planting of Trees or Shrubs.
 - (4) All other unrestricted funds may be spent for any activity that is consistent with the purpose of the account.
- D. Any budget proposed by the Mayor or approved by the Common Council, and any appropriation made for the purchase and planting of Tree or Shrubs, must not be reduced, ratably or otherwise, in consideration of any funds in the account. Expenditures from the account shall add to and not replace budgets and appropriations which also serve the purposes of the account.
- E. Any remaining investment income shall be held in reserve for future transfer and appropriation.

§ 112-12. Public utilities.

- A. The Tree Warden shall monitor the work of all Public Utilities to ensure that such work does not adversely affect any Tree or Shrub in any Public Place. Each Public Utility proposing to conduct Tree and/or Shrub Alteration or removal activities in any Public Place shall present an

annual work plan to the Tree Warden that includes the following items:

- (1) City Map showing all area(s) designated for Tree and/or Shrub Alteration or Removal work.
 - (2) Tree removal list, identifying all Trees and Shrubs that are proposed for Removal.
 - (3) Name and phone number of licensed arborist(s) performing such work.
 - (4) Name and phone number of Public Utility contact Person supervising such work.
 - (5) Tree and/or Shrub replacement commitment; replacement determined at the discretion of the Tree Warden.
- B. Such Public Utility work plan shall be submitted to the Tree Warden at least 30 days prior to the start of any activity by said Public Utility. The Tree Warden shall review, modify and approve such plan within 30 days from date of receipt, unless extended by either party. This section shall not apply to emergency and public hazard work specifically exempted under § 112-14 Exemptions, below.

§ 112-13. Enforcement.

- A. Any Person who violates any of the provisions of this Chapter shall be notified by the Tree Warden of the specific violation by certified or registered mail, return receipt requested, or by hand delivery. The notice shall explain the nature of the violation and shall provide a reasonable time period within which compliance must be achieved.
- B. Upon verbal or written notice from the Tree Warden that work is being performed contrary to any provision of this Chapter, such work shall be immediately stopped by the Person doing the work. Within seven days of any verbal or written notice, a stop-work order shall be provided to the owner of the subject lot, or to the owner's agent, or to the Person doing the work, and the stop-work order shall state the conditions under which work is permitted to resume. Any Person who continues work after having been served with a stop-work order, except such work as that Person is directed by the Tree Warden or other City officials to perform to remove a violation or unsafe condition, shall be liable for a daily fine established in accordance with § 90-4, Approval of rates and fees, per violation, per Tree or per Shrub affected.
- C. Notwithstanding any other provision of this Chapter, if the Tree Warden determines that any violation of this Chapter was willful, the Person responsible shall be liable for a civil penalty of up to three times the Assessed Value of each affected Tree or Shrub.
- D. Whenever there is reasonable cause to believe that a Person is violating any provision of this Chapter, the City may institute a civil action in a court of competent jurisdiction for a mandatory or prohibiting injunction ordering the defendant to either correct or cease the unlawful use of the property.
- E. In addition to any fines hereunder, any Person who is found to have violated any provision of this Chapter shall be responsible to the City for any legal fees and costs that may be incurred by the City in the enforcement of this Chapter.
- F. Each failure to replace a Tree or Shrub or make a payment into the Norwalk Tree Account or to post and maintain a bond in accordance with this Chapter, or to follow any of the provisions

of this Chapter, shall constitute a separate violation of this Chapter for which there shall be a fine established in accordance with § 90-4, Approval of rates and fees. Each day such violation continues shall constitute a separate offense.

- G. The Chief of Operations and Public Works or their designee, the Tree Warden, and employees of the Department of Operations and Public Works are hereby authorized to enforce the provisions of this Chapter.

§ 112-14. Exemptions.

This Chapter shall not apply to any Alteration or Damage to a Tree or Shrub that has been: 1) ordered or authorized by the Tree Warden or other officials of the City on an emergency basis because the Tree or Shrub is a Hazardous Tree or Hazardous Shrub that represents so immediate a hazard to public safety or structure integrity that Alteration or Damage cannot be deferred and that such Hazardous Tree or Hazardous Shrub cannot be protected, secured, or stabilized by reasonable temporary measures; or 2) otherwise properly permitted and/or authorized in accordance with applicable state law or regulation.

§ 112-15. Appeals of Tree Warden decisions.

Any Person objecting to any decision of the Tree Warden under this Chapter may file a written appeal to the Tree Warden who shall schedule a public hearing and shall post a public hearing notice, including the scheduled time, date and location of such hearing, on the affected Tree(s) or Shrub(s), if appropriate. Within three business days of such hearing, the Tree Warden shall render a decision granting or denying such appeal. Any Person aggrieved by the Tree Warden's decision may appeal such decision within 10 days to the Superior Court for the Stamford/Norwalk Judicial District.

§ _____ Residential Parking Permit Program's Purpose

This article is enacted in response to the adverse effects caused to certain areas and neighborhoods of the City by motor vehicle congestion, particularly the long-term parking of motor vehicles on the streets of such areas and neighborhoods by nonresidents thereof. In order to protect and promote the integrity of these areas and neighborhoods, it is necessary to enact parking regulations restricting unlimited parking by nonresidents therein, while providing the opportunity for residents to park near their homes. For the reasons set forth in this article, a system of preferential resident parking is hereby enacted for the City of Norwalk.

§ _____ Residential Parking Permit Program Guidelines

In accordance with the provisions of this Chapter and the Parking Authority guidelines and standards, as amended from time to time, the Parking Authority shall establish a residential parking permit program. The Parking Authority shall prepare guidelines and standards establishing the process, procedures, criteria, goals, rules, and requirements for the residential parking permit program. Prior to implementation, the guidelines and standards shall be publicly noticed and shall be subject to a thirty-day public comment period and a public hearing before the Parking Authority followed by a second thirty-day public comment period and a second public hearing before the Parking Authority. Following the public comment periods, the Parking Authority shall submit the guidelines and standards to the Common Council, which shall by majority vote approve or disapprove said guidelines and standards in whole but not in part. A copy of the Parking Authority guidelines and standards shall be made available on the City of Norwalk website, the Parking Authority's office, and in the Department of Transportation, Mobility and Parking's office.

§ _____ Residential Parking Permit Program's Purpose

This article is enacted in response to the adverse effects caused to certain areas and neighborhoods of the City by motor vehicle congestion, particularly the long-term parking of motor vehicles on the streets of such areas and neighborhoods by nonresidents thereof. In order to protect and promote the integrity of these areas and neighborhoods, it is necessary to enact parking regulations restricting unlimited parking by nonresidents therein, while providing the opportunity for residents to park near their homes. For the reasons set forth in this article, a system of preferential resident parking is hereby enacted for the City of Norwalk.

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City of Norwalk
125 East Ave
Norwalk, CT 06851

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

Permit # R3102
Status Approved
Date of Issue Oct 2, 2025 3:45 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

City of Norwalk Recreation & Parks Dept. Jingle Bell 5k	1 resource(s)	1 booking(s)	Subtotal: \$0.00
Booking Summary			
Calf Pasture Beach (Event)	Center: Calf Pasture Beach		
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Dec 13, 2025 8:00 AM	Sat, Dec 13, 2025 11:00 AM	200	\$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
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?	Rain Date Dec. 14th
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	200

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

Dec 13, 2025

Rebecca Kovacs

Waiver Signed by: Rebecca Kovacs on Oct 2, 2025

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

Mailing Address: 125 East Ave, 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.
Norwalk, CT 06851

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

Permit # R2911
Status Tentative
Date of Issue Oct 2, 2025 4:00 PM
Expiration Date Oct 30, 2025

Customer Name	Anna Breault - 1255	Work Phone Number	(203) 854-7336
Customer Type	General Public	Home Phone Number	(203) 854-7336
Mailing Address	125 East Avenue Norwalk, CT 06851	Email Address	abreault@norwalkct.gov
System User	Internet User		

	Rental Fee	\$2,900.00
	Discounts	\$0.00
	Subtotal	\$2,900.00
	Deposits	\$0.00
	Deposit Discounts	\$0.00
	Total Permit Fee	\$2,900.00
	Total Payment	\$0.00
	Refunds	\$0.00
	Balance	\$2,900.00

Holiday Extravaganza	1 resource(s)	1 booking(s)	Subtotal: \$2,900.00
Booking Summary			
Washington St. Plaza (Event)		Center: Washington St. Plaza	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Dec 6, 2025 1:00 PM	Sat, Dec 6, 2025 9:00 PM	1500	\$0.00
Resource level fees			\$2,900.00

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
Is there a 2nd date in mind or a rain date or location?	No

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.

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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

Dec 6, 2025

Anna Breault

Waiver Signed by: Anna
Breault on Aug 6, 2025

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: \$2,900.00 Current Balance: \$2,900.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Dec 6, 2025	\$2,900.00	\$0.00	\$0.00	\$2,900.00

X: _____

X: _____

Date: _____

Date: _____

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

Anna Breault
Customer ID: 1255
Mailing Address: 125 East Avenue, Norwalk, CT 06851
Work Phone Number: (203) 854-7336
Home Phone Number: (203) 854-7336
Email Address: abreault@norwalkct.gov

City of Norwalk
125 East Ave
Norwalk, CT 06851

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

Permit # R3112

Status Tentative

Date of Issue Oct 7, 2025 9:40 AM

Expiration Date Nov 5, 2025

Customer Name	Joseph Madaffari - 8249	Home Phone Number	(203) 981-3005
Customer Type	General Public	Cell Phone Number	(203) 981-3005
Mailing Address	12724 SW Ambra ST 12724 SW Ambra ST Port St Lucie, FL 34987	Email Address	pridejm@aol.com
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

Norwalk Public Schools/Dept. of Recreation & Parks 34th Annual River Fun Run			
1 resource(s)		1 booking(s)	Subtotal: \$0.00
Booking Summary			
Veterans Memorial Park (Event)		Center: Veterans Memorial Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Dec 6, 2025 10:00 AM	Sat, Dec 6, 2025 11:00 AM	350	\$0.00

Custom Questions	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
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)	n/a
Is there a 2nd date in mind or a rain date or location?	Rain Date: Sunday, Dec. 7th

Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	350
What is the setup time?	9AM
What type of event?	1.2 mile walk/run
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	n/a
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.	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	Dec 6, 2025	Joseph Madaffari	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

Dec 6, 2025

Joseph Madaffari

Unsigned

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- 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: _____

Date: _____

City of Norwalk

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

X: _____

Date: _____

Joseph Madaffari

Customer ID: 8249
Home Phone Number: (203) 981-3005
Cell Phone Number: (203) 981-3005
Email Address: pridejm@aol.com

Memo

To: Public Safety and General Government Council and City Common Council
From: Deputy Chief Melissa Lepore
CC:
Re: Connecticut Department of Transportation Highway Safety FY26 DUI Enforcement Grant, Project number 0206-0722-1-BD
Date: October 20, 2025

The Connecticut Department of Transportation Highway Safety has awarded the Norwalk Police Department funding for FY25 DUI Enforcement Grant, Project number 0206-0722-1-BD. The grant award is approved for the amount of \$99,567.09. The funding start date is October 10, 2025 and the end date is September 12, 2026.

A goal of Norwalk Department of Police Service is to reduce the number of crashes, injuries, and fatalities from impaired driving through increased high visibility DUI enforcement activities. The Department will also communicate with the public, through various media venues, the increased levels of DUI enforcement activities so drivers will realize the risks and consequences of operating a vehicle under the influence.

According to the UCONN Connecticut Crash Data Repository (Repository), DUI related crashes in Norwalk have fluctuated from 56 in 2022, 82 in 2023 and 63 in 2024. The number of DUI arrests has increased from 101 in 2022 to 191 in 2024. Considering the number of DUI related crashes over the past three years peaked at 82 in 2023 and the number of DUI arrests in the same year also increased to 154, driving under the influence remains a significant issue in Norwalk.

The objective of the DUI grant will be to reduce incidents of property damage, accidents, and injuries resulting from the impaired operation of motor vehicles in Norwalk. The DUI grant funds will be used to deploy numerous additional officers in roving DUI enforcement patrols to identify, cite, and apprehend, if necessary, impaired operators. Officers will patrol areas of the city where and when DUI crashes have been most prevalent to deter unsafe operation and gain voluntary compliance with motor vehicle laws.

We are requesting the following authorization:

1. Authorize Mayor, Harry W. Rilling, to execute any and all documents and agreements necessary to accept grant funding under The Connecticut Department of Transportation Highway Safety, FY26 DUI Enforcement Grant, Project number 0206-0722-1-BD.
2. Authorize Chief of Police, James Walsh, to execute any and all documents and agreements as may be necessary to implement the Connecticut Department of

**CONNECTICUT DEPARTMENT OF TRANSPORTATION
HIGHWAY SAFETY OFFICE**



GRANT APPROVAL CONFIRMATION

DELIVERED BY EMAIL TO: Harry Rilling

APPROVED PROJECT PERIOD:	October 10, 2025 - September 12, 2026
STATE PROJECT NUMBER:	0206-0722-1-BD
PROJECT NAME:	FY26 DUI Enforcement Grant
GOVERNMENTAL UNIT:	City of Norwalk
APPLICANT:	Norwalk Police Department
FEDERAL FUNDS:	\$99,567.09
MUNICIPAL/OFFICER/CONSTABLE FRINGE RATE OVERTIME %:	1.45%
STATE POLICE/RESIDENT TROOPER FRINGE RATE OVERTIME %:	0.00%
CFDA:	20.607

The Department of Transportation would like to notify you of the approval of the Norwalk Police Department's Highway Safety project application entitled FY26 DUI Enforcement Grant effective October 10, 2025 - September 12, 2026.

Federal funds in the amount of \$99,567.09 are allocated to this project in accordance with the approved 2026 Fiscal Year Connecticut Annual Grant Application. The total project cost may not exceed this amount for the approved project period and no funds may be used for Research and Development.

All grants greater than or equal to \$30,000.00 are subject to FFATA (Federal Funding Accountability and Transparency Act) sub-award reporting requirements. For more information go to <https://www.fsrs.gov/#a-faqs>.

All costs incurred under this project must be in full compliance with both federal and State regulations, policies and procedures that govern the use of highway safety funds. Costs are subject to review by both Internal and External Auditors.

Please note that deviations from the specifics of the approved budget must be reviewed and approved by the Highway Safety Office prior to their implementation in order for related costs to be eligible for reimbursement.

The ENF-APP reimbursement package will be sent to your agency point of contact. All final claims against this project, together with all supporting financial documentation, must be submitted to the Highway Safety Office no later than thirty (30) days after the project period ending date.

If you have any additional questions or concerns regarding this program, please contact me at Joseph.Cristalli@ct.gov or 860-594-2412.

cc'd by email to: clam@norwalkct.gov
dorr@norwalkct.gov

Joseph T. Cristalli, Jr.
Transportation Assistant Planning Director

Application Signatures

Subgrantee Signatures

Authorizing Official

* **Name:** *Rita Nigri*
* **Title:** *Grant Administrator*

* **Signature:** *Rita Nigri*
Signature Date: *10/07/2025*

Financial Officer

* **Name:** *Chitsamay Lam*
* **Title:** *Comptroller*

* **Signature:** *chitsamay lam*
Signature Date: *10/07/2025*

Project Director

* **Name:** *David Orr*
* **Title:** *Lieutenant*

* **Signature:** *David Orr*
Signature Date: *10/06/2025*

CTHSO Signatures

Program Manager

* **Name:** *Kathryn Overturf Nohelty*
* **Title:** *Program Manager*

* **Signature:** *Kathryn Overturf Nohelty*
Signature Date: *10/07/2025*

Supervisor

* **Name:** *Phyllis DiFiore*
* **Title:** *Transportation Supervising Planner*

* **Signature:** *Phyllis DiFiore*
Signature Date: *10/07/2025*

Fiscal

* **Name:** *Monique Madden*
* **Title:** *Accounting Careers Trainee*

* **Signature:** *Monique Madden*
Signature Date: *10/08/2025*

Program Coordinator

* **Name:** *Joseph Cristalli*
* **Title:** *Transportation Assistant Planning Director*

* **Signature:** *Joseph Cristalli*
Signature Date: *10/08/2025*

Governor's Representative

* **Name:** *Garrett Eucalitto*
* **Title:** *HSO Governor's Representative*

* **Signature:** *Garrett Eucalitto*
Signature Date: *10/08/2025*

Application General Information Form

Project Title: *

Governmental

Unit/Agency: * *City of Norwalk*

[] Check here if the remittance address is different than the Applicant/Organization address.

Governmental Unit/Agency Information

Instructions:

The below Governmental Unit/Agency information is automatically populated based on the selected Governmental Unit/Agency in your Organization Profile information.

Note: If any information is incorrect or missing, please contact the Highway Safety Office. Please re-save this page if any changes are made.

Governmental

Unit/Agency: *City of Norwalk*

Address *

125 East Avenue

State *

Connecticut

FEIN

City *

Norwalk

Zip *

06851

UEI Number

Applicant Information

Instructions:

The below Applicant Information fields are automatically populated based on your provided Organization Profile information.

Note: If any information is incorrect or missing, please update your Organization Profile and then re-save this page.

Applicant

Name: *Norwalk Police Department*

Address *

1 Monroe Street

State *

Connecticut

E-mail *

dorr@norwalkct.gov

Fax

City *

Norwalk

Zip *

06854

Phone *

(203) 854-3007

FEIN *

06-6011881

UEI Number *

V7ZTXNBKJM9

Project Role Selection Instructions

For each Project Role section below, select the person from your organization who will be operating and signing as that role for this grant application. Upon page save, the selected user's information will automatically populate from their Person Profile.

HSO requirements mandate no less than 2 separate people be identified between these 3 organizational roles for each grant application.

FAQ:

- **A dropdown selection field is not visible for a role section:**
Please ensure at least one (1) member exists in your organization for that role.
- **I am not seeing my preferred organizational member as a selection in the role designation dropdown field:**
Please ensure that:
 - 1.) The person in question has an active, assigned SAFER account created and is listed as a member in your Organization Members list.
See *Howdo I create a neworganization member* below for further instruction.
 - 2.) At least one of their assigned organization roles matches the section that the dropdown field belongs to (i.e. Project Director, Fiscal Officer, or Authorizing Official).
- **How do I create a new organization member, and/or manage existing organization member information?**
Users designated as organizational leadership system roles may create and assign accounts and roles to new or existing organization members within their own organization by navigating to **{Your Name} > Profile > Organization Members**.
- **The personal information of my selected organization member is incorrect:**
If any profile information displayed is incorrect, please verify and update the user's profile information by visiting your Organization Members list and clicking the member's name to edit their profile. The account holder can also update this profile information themselves by logging in and navigating to **{Your Name} > Profile**.

When finished with any adjustments or updates, please return to this page, verify your selections, and click Save (or re-save) to ensure changes are properly committed to the application.

Project Director Information

Designated Project Director for this grant:

David Orr *

First Name *

David

Last Name *

Orr

Title *

Lieutenant

Email *

dorr@norwalkct.gov

Phone *

(203) 854-3007

Financial Officer Information

Designated Financial Officer for this grant:Chitsamay Lam *

First Name *Chitsamay

Last Name *Lam

Title *Comptroller

Email *clam@norwalkct.gov

Phone *(203) 854-7711

Authorizing Official Information

Designated Authorizing Official for this grant:Harry Rilling - Inactive *

First Name *Harry

Last Name *Rilling

Title *Mayor

Email *hrilling@norwalkct.gov

Phone *(203) 854-7701

Problem ID

Applicant: Norwalk Police Department
Project Title: FY26 DUI Enforcement Grant
Insert Local DUI crash and citation statistics and local problem ID here.

DATA MUST INCLUDE ALCOHOL-RELATED FATAL AND INJURY CRASH DATA, DUI ARREST DATA, TIME OF DAY AND DAY OF THE WEEK AND LOCATIONS WHERE THE PROBLEM EXISTS.

Crash data can be obtained from the Connecticut Crash Data Repository at: <http://www.ctcrash.uconn.edu/>

If State Police investigated roadways run through your town, please contact Connecticut Crash Data Repository staff for your crash statistics.

If your data shows increased DUI at days or times outside the defined program parameters of Thursday, Friday and Saturday from 17:00 to 04:00, please contact the Highway Safety Office for guidance.

STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION

The U.S. Census Report indicates that the City of Norwalk has experienced significant growth over the last 25 years. In 2000, the population was 82,951, and by 2023, it had increased to 92,458, representing a 11.5% rise. Over the past three years, the number of DUI-related motor vehicle crashes fluctuated between 56 in 2022, 82 in 2023, and 63 in 2024. The number of DUI-related crashes with injuries was 24 in 2022, 28 in 2023, and 18 in 2024. Fatal crashes were minimal, with 1 in 2022, 0 in 2023, and 0 in 2024. As a proportion of all motor vehicle crashes, DUI-related crashes have remained a significant problem in Norwalk. In 2022, 1 out of every 49 crashes (2.03%) involved an intoxicated person. In 2023, that number was 1 out of every 34 (2.95%), and in 2024 it was 1 out of every 44 (2.3%). In the three years between 2022 and 2024, 70 of the DUI-related crashes that occurred in Norwalk resulted in some level of injury to one or more of the occupants. Norwalk Police Officers have made great efforts at enforcing DUI laws in recent years, with 101 DUI arrests in 2022, 154 in 2023, and 191 in 2024. Given the rise in arrest numbers and the persistence of DUI-related crashes in Norwalk, it appears there is more work to do in deterring DUI offenses through enforcement and in making the enforcement actions and consequences known to the public. Data from the UConn Crash Data Repository indicates that during 2024, most DUI-related crashes occurred on Friday, Saturday, and Sunday evenings between the hours of 1900 (7pm) and 0300 (3am). The data repository indicates that the most accident-prone locations in Norwalk were Route 1, Route 123, Route 136, Route 7, Fairfield Ave, North Taylor Ave, South Main St, Strawberry Hill Ave, East Ave, and West Ave.

Additional Documentation

Norwalk DUI Crashes 2022-2024.pdf

			Target Goals *
			Project Period
Alcohol Crashes			Alcohol Crashes
2022	2023	2024	2026
56	82	63	40
Alcohol Fatalities			Alcohol Fatalities
2022	2023	2024	2026
1	0	0	0

<i>Alcohol Injuries</i>			<i>Alcohol Injuries</i>
<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2026</i>
<i>24</i>	<i>28</i>	<i>18</i>	<i>10</i>
<i>DUI Arrests</i>			<i>DUI Arrests</i>
<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2026</i>
<i>101</i>	<i>154</i>	<i>191</i>	<i>225</i>

Problem Identification

List locations with the highest problems

Route 1
Route 7
Route 123
Route 136
West Ave
East Ave
South Main St
Strawberry Hill Ave
Fairfield Ave
North Taylor Ave

*

*

*

List day(s) of the week where data shows increased problems:

Friday
Saturday
Sunday

*

*

*

List time(s) of the day where data shows increased problems:

2100
2200
2300
0000
0100
0200

*

*

*

Objectives

Applicant: Norwalk Police Department

Project Title: FY26 DUI Enforcement Grant

To reduce the number of crashes, injuries and fatalities from impaired driving through increased high-visibility DUI enforcement activities. To communicate with the public, through media venues, the increased levels of DUI enforcement activities so drivers will realize the risks and consequences of operating a vehicle while under the influence and therefore deter that behavior.

Describe the objectives to be accomplished during this project.

The objectives should be specific, clearly written, measurable, and time-framed.

Examples:

- Reduce DUI crashes by X% during the grant period.
- Increase DUI arrests by X% during the grant period.
- Educate community on the dangers of impaired driving by reaching X people through outreach.

The objectives of the FY26 DUI Enforcement Grant will be to reduce incidents of property damage and injury resulting from the impaired operation of vehicles in Norwalk, CT. The Norwalk Police Department will use funds to deploy numerous additional officers in roving DUI enforcement patrols to identify and cite or apprehend, if necessary, impaired operators. Officer will patrols areas of the city where and when DUI crashes have been most prevalent to deter unsafe operation and gain voluntary compliance with motor vehicle laws. When unsafe operation is observed, officers will address the issue through car stops and subsequent DUI investigations which may involve a field sobriety test and a breathalyzer test. When appropriate, impaired operators will be arrested. The Norwalk Police Department will also engage the community in DUI enforcement awareness through local and social media channels.

Municipal PD

Applicant: *Norwalk Police Department*
Project Title: *FY26 DUI Enforcement Grant*

2026 Billing Periods		
Period	Start	End
1st	October 2, 2025	January 1, 2026
2nd	January 2, 2026	March 28, 2026
3rd	April 2, 2026	July 5, 2026
4th	July 9, 2026	September 12, 2026

Holidays	
Thanksgiving / Christmas / New Year's (TCNY)	11/20 - 11/29 12/4 - 12/6 12/11 - 1/2/26
Memorial Day (MD)	5/21 - 5/25
July 4th (J4)	7/1 - 7/5
Labor Day (Labor)	8/20 - 9/7

Roving Patrols

Holiday Roving Patrols

Indicate the actual number of Roving Patrols planned.

See dates highlighted in **Green** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 16 hours per day

	Number of Patrol Days	Number of Shifts Per Day	Hours Per Shift	OVT Hourly Rate	Subtotal
TCNY	35	2	8	\$81.00	\$45,360.00
MD	5	2	8	\$81.00	\$6,480.00
J4	5	2	8	\$83.00	\$6,640.00
Labor	19	2	8	\$83.00	\$25,232.00
Total Patrol Days	64				

Holiday Roving Patrol Total:

\$83,712.00

Non-Holiday Roving Patrols

See dates highlighted in **Blue** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 16 hours per day

ALL ROVING PATROLS MUST BE CONDUCTED ON THE ELIGIBLE DATES SHOWN ON THE ELIGIBLE DATES CALENDAR. ROVING PATROLS CONDUCTED ON OTHER DATES ARE NOT REIMBURSABLE. ANY ROVING PATROL ACTIVITIES NOT CONDUCTED DURING THE PERIOD PLANNED MAY BE CONDUCTED ON ANY OTHER ELIGIBLE DATE NOT TO EXCEED 16 HOURS PER DAY.

	Number of Patrol Days	Number of Shifts Per Day	Hours Per Shift	OVT Hourly Rate	Subtotal
Non-Holiday 1	11	2	8	\$82.00	\$14,432.00
Non-Holiday 2					\$0.00

Non-Holiday 3					\$0.00
Non-Holiday 4					\$0.00
Total Patrol Days	11				

Non-Holiday Roving Patrol Total: **\$14,432.00**

Total Roving Patrol Days: 75

In-Town Checkpoints

Holiday In-Town Checkpoints

Indicate the actual number of In-Town checkpoints planned.

See dates highlighted in **Green** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 64 hours per checkpoint

ALL IN-TOWN CHECKPOINT ACTIVITIES MUST BE CONDUCTED ON THE DATES LISTED ON THIS PAGE. ANY CHANGES TO CHECKPOINT DATES MUST BE APPROVED BY THE HIGHWAY SAFETY OFFICE PRIOR TO RESCHEDULING ANY CHECKPOINT ACTIVITY. CHECKPOINT ACTIVITY HOURS MAY NOT EXCEED 64 HOURS PER CHECKPOINT.

	Number of Checkpoints	Number of Shifts Per Checkpoint	Hours Per Checkpoint Shift	OVT Hourly Rate	Subtotal
TCNY					\$0.00
MD					\$0.00
J4					\$0.00
Labor					\$0.00
Total Checkpoints	0				

Holiday In-Town Checkpoint Total:

\$0.00

Non-Holiday In-Town Checkpoints

See dates highlighted in **Blue** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 64 hours per checkpoint

ALL OUT-OF-TOWN CHECKPOINT ACTIVITIES MUST BE CONDUCTED ON THE DATES LISTED ON THE HOST TOWN'S "IN-TOWN CHKPTS" PAGE OR APPROVED BY THE HIGHWAY SAFETY OFFICE. CHECKPOINT ACTIVITY HOURS MAY NOT EXCEED 64 HOURS PER CHECKPOINT.

	Number of Checkpoints	Number of Shifts Per Checkpoint	Hours Per Checkpoint Shift	OVT Hourly Rate	Subtotal
Non-Holiday 1					\$0.00
Non-Holiday 2					\$0.00
Non-Holiday 3					\$0.00
Non-Holiday 4					\$0.00
Total Checkpoints	0				

Non-Holiday In-Town Checkpoint Total:

\$0.00

Total In-Town Checkpoints: 0

Planned In-Town Checkpoint Dates

List all planned In-Town Checkpoint dates. Include both Holiday and Non-Holiday dates.

Total Number of Dates: 0

Out-of-Town Checkpoints

Holiday Out-of-Town Checkpoints

Indicate the actual number of Out-of-Town checkpoints planned.

See dates highlighted in **Green** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 64 hours per checkpoint

ALL OUT-OF-TOWN CHECKPOINT ACTIVITIES MUST BE CONDUCTED ON THE DATES LISTED ON THE HOST TOWN'S "IN-TOWN CHKPTS" PAGE OR APPROVED BY THE HIGHWAY SAFETY OFFICE. CHECKPOINT ACTIVITY HOURS MAY NOT EXCEED 64 HOURS PER CHECKPOINT.

	Number of Checkpoints	Number of Shifts Per Checkpoint	Hours Per Checkpoint Shift	OVT Hourly Rate	Subtotal
TCNY					\$0.00
MD					\$0.00
J4					\$0.00
Labor					\$0.00
Total Checkpoints	0				

Holiday Out-of-Town Checkpoint Total:

\$0.00

Non-Holiday Out-of-Town Checkpoints

See dates highlighted in **Blue** on the Eligible Dates Calendar.

Core Enforcement Hours: 17:00 - 04:00

Maximum allowed: 8 hours per shift / 64 hours per checkpoint

	Number of Checkpoints	Number of Shifts Per Checkpoint	Hours Per Checkpoint Shift	OVT Hourly Rate	Subtotal
Non-Holiday 1					\$0.00
Non-Holiday 2					\$0.00
Non-Holiday 3					\$0.00
Non-Holiday 4					\$0.00

Total Checkpoints	0				
Non-Holiday Out-of-Town Checkpoint Total:					\$0.00
Total Out-of-Town Checkpoints: 0					

Grand Total

Grand Total: \$98,144.00

Special Enforcement

Applicant: *Norwalk Police Department*
Project Title: *FY26 DUI Enforcement Grant*

**8 OFFICERS PER EVENT MAXIMUM.
8 HOUR SHIFTS MAXIMUM.**

SPECIAL EVENT ENFORCEMENT REQUIRES ADDITIONAL WRITTEN JUSTIFICATION AND APPROVAL FROM THE PROGRAM COORDINATOR.

*** Please describe in detail the nature of the event, past history, crash data, arrest data, or problems necessitating the additional manpower for alcohol enforcement and any other information necessary to consider for additional enforcement.

Date:
Event:

Enforcement Officer	Number of Hours	Hourly Rate	Subtotal
			\$0.00

Event Total: **\$0.00**

Event Description: *

Approved By: Kathryn Overturf Nohelty
Disapproved By:

Grand Total

\$0.00

Fringe

Applicant: *Norwalk Police Department*

Project Title: *FY26 DUI Enforcement Grant*

Do you plan on submitting a Fringe Rate? * ☒ Yes ☐ No

Fringe Benefits

NOTES:

- If fringe rate is being charged/reimbursed, this page should be completed and signed.
- Fringe benefit charges should NOT be included in the hourly rate.
- No hourly rate should be inflated--all hourly rates should be reported as actuals.

I hereby certify that the information below is the true and accurate and authorized by "Norwalk Police Department" for hours worked by personnel for the following time period:

FROM: 10/07/2025 * **TO:** 09/12/2026 *

Actual Cost Category	Officer/Constable Fringe Rate OVT %	Trooper Fringe Rate OVT %
FICA-Medicare	1.45000	
Other Cost Category		
Total Fringe Rate	1.45000%	0.00000%

City/Town/Agency's Chief Financial Officer or Authorizing Official

I further certify that this statement is correct in all respects and that the fringe benefit rate(s) identified above accurately represents the fringe benefit costs to the city/town/agency for the individuals employed under or working on this project.

* **Name:** *Chitsamay Lam*
* **Title:** *Comptroller*

* **Signature:** *chitsamay lam*
Signature Date: *10/07/2025*

Budget

Applicant: *Norwalk Police Department*
Project Title: *FY26 DUI Enforcement Grant*

Salaries

Category	Regular Enforcement	Special Enforcement	Estimated Wages Subtotal
Municipal PD	\$98,144.00	\$0.00	\$98,144.00
Resident Trooper	\$0.00	\$0.00	\$0.00
Officer/Constable	\$0.00	\$0.00	\$0.00
State Police	\$0.00	\$0.00	\$0.00
Total Estimated Wages:			\$98,144.00

Fringe Benefits

Category	Fringe Benefit Rate	Fringe Benefits Cost Subtotal
Municipal PD	1.45000%	\$1,423.09
Resident Trooper	0.00000%	\$0.00
Officer/Constable	1.45000%	\$0.00

State Police	0.00000%	\$0.00
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Total Estimated Fringe Benefits:**\$1,423.09**

Indirect Costs

Approved Indirect Cost Rate (if applicable): * 0.00000%

Total Indirect Costs: \$0.00**City/Town/Agency's Chief Financial Officer or Authorizing Official**

I further certify that this statement is correct in all respects and that the Indirect Costs Rate identified above accurately identifies what is allowable.

Name: Rita Nigri***Title:** Grant Administrator***Signature:** Rita Nigri***Signature Date:** 10/07/2025*

Equipment

List Each Item.**Any items valued equal to or greater than \$10,000 require NHTSA Pre-Approval.**

Item	QTY	Cost Per Item	Total Cost	Buy America Supporting Documentation
			\$0.00	

Total Equipment Costs:**\$0.00****Copy of Equipment Quote****Other Supporting Documentation**

Grand Total

Grand Total Amount: \$99,567.09

Budget Notes:

Budget Summary

Total Federal Budget \$99,567.09
Total Match Budget \$0.00

Relevant FAIN numbers will initially be unavailable during the grant submission process.

FAIN Numbers will be automatically assigned here once the grant has been submitted, reviewed and processed by CT HSO.

Federal Award Identifier Number (FAIN):

69A37523300001540CTA
 69A37524300001540CTA
 69A37525300001540CTA
 69A37526300001540CTA

Cost Category	Amount	Budget Summary Approval (For HSO Staff Only)		
Officers-Salaries	\$98,144.00	☒ Approved	☐ Conditions Apply *	☐ N/A
Officers-Fringe Benefits @ 1.45000%	\$1,423.09	☒ Approved	☐ Conditions Apply *	☐ N/A
Trooper-Salaries	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
Trooper-Fringe Benefits @ 0.00000%	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
State Police-Salaries	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
State Police-Fringe Benefits @ 0.00000%	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
Indirect Cost	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
Equipment	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
Total Federal Budget	\$99,567.09	* Conditionally Approved amounts will only be reimbursed upon satisfying the condition mentioned below.		

Total Grant Amount	\$99,567.09	
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Notes

Reimbursement Requirements

NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.

Requested Project Start Date *	Approved Project Start Date
10/10/2025	10/10/2025

The HSO-Approved Project Start Date will populate here once the submitted grant has been reviewed by HSO staff.

1st Billing Period Start Date	1st Billing Period Ending Date	Reimbursement Deadline
October 2, 2025	January 1, 2026	February 1, 2026
2nd Billing Period Start Date	2nd Billing Period Ending Date	Reimbursement Deadline
January 2, 2026	March 28, 2026	April 28, 2026
3rd Billing Period Start Date	3rd Billing Period Ending Date	Reimbursement Deadline
April 2, 2026	July 5, 2026	August 5, 2026
4th Billing Period Start Date	Project Ending Date	Reimbursement Deadline
July 9, 2026	September 12, 2026	October 12, 2026

- All reimbursements must be signed and dated by the sub-grantee's authorizing official.
- Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.
- Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Highway Safety Office no later than thirty (30) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.
- All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).

- Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30th. Failure to do so may jeopardize your reimbursement.
- All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.
- Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30th.
- Photocopies of any media coverage (if applicable) or supportive documentation can be included. Grant category budgets should be adhere to, funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.

FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS SET FORTH MAY RESULT IN YOUR CLAIM BEING DENIED.

Certifications & Assurances

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The State highway safety agency—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the NonDiscrimination Authorities identified in this Assurance;

- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:
"During the performance of this contract/funding agreement, the contractor/funding recipient agrees—
 - a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
 - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
 - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
 - e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure

RESTRICTION ON STATE LOBBYING**(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**(applies to subrecipients as well as States)**

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. *The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant

knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances

4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. The participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, department the or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Signature

This section must be completed by an Authorizing Official or Financial Officer belonging to the applicant's organization.

I understand that my statements in support of the State's application for Federal grant funds are statements upon which the Federal Government will rely in determining qualification for grant funds, and that knowing misstatements may be subject to civil or criminal penalties under 18 U.S.C. 1001. I sign these Certifications and Assurances based on personal knowledge, and after appropriate inquiry.

Name: Rita Nigri *
Title: Grant Administrator *

Signature: Rita Nigri *
Signature Date: 10/07/2025

Audit Requirements

Attachment A

SINGLE AGENCY AUDITING REQUIREMENTS AND PROCEDURES EFFECTIVE OCTOBER 1, 2025

AUDIT REQUIREMENT STATEMENT:

The town/city/agency of *Norwalk Police Department* declares that for the fiscal year ending September 30, 2026, the sum total of Federal funds awarded to local government agencies from all sources ***DOES exceed \$1,000,000.00*** and that it will conduct an audit report as required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

Name: *Chitsamay Lam**

Signature: *chitsamay lam**

Title: *Comptroller**

Date: *10/07/2025**

(NOTE: PLEASE DO NOT SIGN FOR BOTH STATEMENTS)

AUDIT EXEMPTION STATEMENT:

The town/city/agency of *Norwalk Police Department* declares that for the fiscal year ending September 30, 2026, the sum total of Federal funds awarded to local government agencies from all sources ***DOES NOT exceed \$1,000,000.00*** and that an independent audit is not required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

Name: *

Signature: *

Title: *

Date: *

The following sanctions policy will be in effect for sub grantees who do not submit Audit Reports or who do not correct findings in those reports:

- a. Any sub grantee receiving \$1,000,000.00 or more in Federal funds from all sources who fails to submit an audit report two or more sequential fiscal years will not be eligible for highway safety grants until all audit reporting requirements are met.
- b. Any sub grantee who has not taken corrective action on an audit finding within six months of the submission of an audit report will have funds automatically deducted from any pending claims. If there are no pending claims with the HSO, the sub grantee will not be eligible for highway safety grants until a corrective action has been negotiated with the HSO.

Crash Emphasis Areas - DUI Crashes

<

Crash Severity

Top 10 Routes

Crash Conditions

Time and Date of Crashes

Crash Manner and Location

First Harmful Event 1

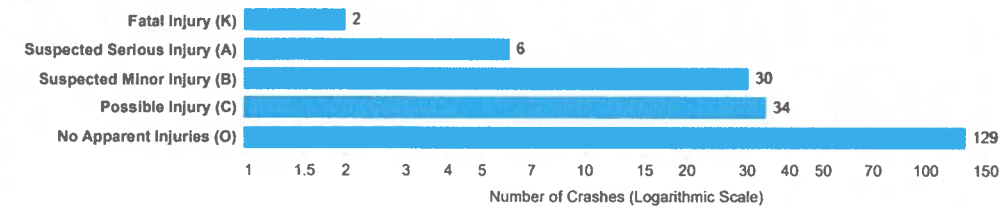
Filter

>

Queries Selected: Emphasis Area *DUI Crashes*, Town(s) *Norwalk*, Date: *1/1/2022 to 12/31/2024*, Severity *All*, Route Class: *All*, Road Number(s) *All*, Local Road Name(s): *All*

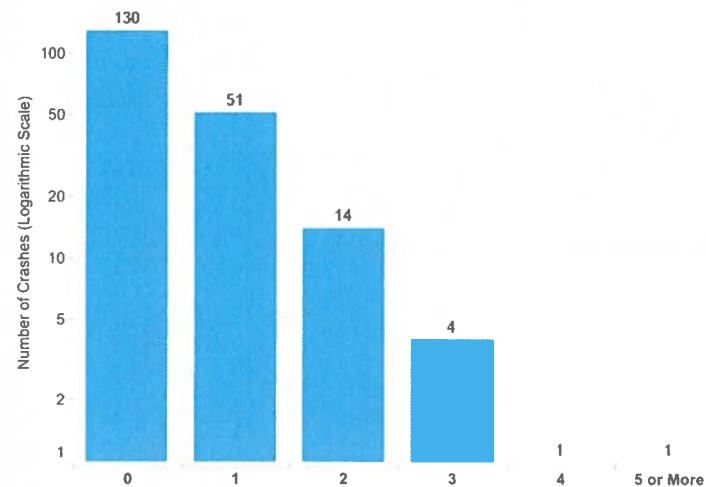
These figures display **crash-level data only** and provide the totals for crashes involving an injury of that type.

Injury Status of Crashes



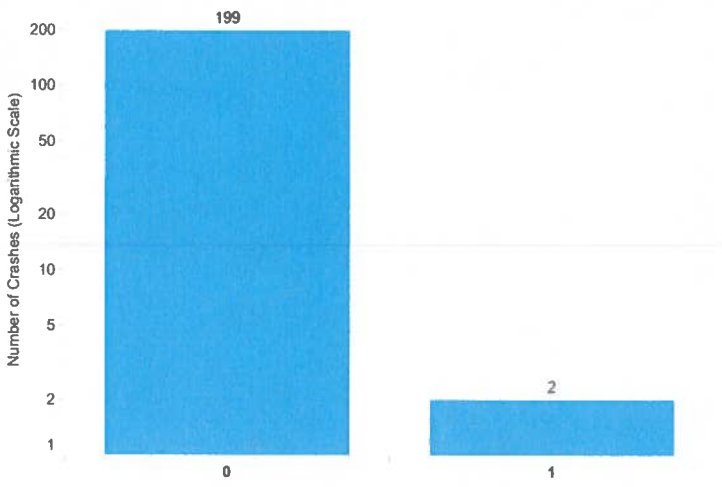
Crash Severity	Crashes	% of All Crashes
Fatal Injury (K)	2	1.00%
Suspected Serious Injury (A)	6	2.99%
Suspected Minor Injury (B)	30	14.93%
Possible Injury (C)	34	16.92%
No Apparent Injuries (O)	129	64.18%
Grand Total	201	100.00%

Injuries per Crash



Injuries per Crash	Crashes	% of All Crashes
0	130	64.68%
1	51	25.37%
2	14	6.97%
3	4	1.99%
4	1	0.50%
5 or More	1	0.50%
Grand Total	201	100.00%

Fatalities per Crash



Fatalities per Crash	Crashes	% of All Crashes
0	199	99.00%
1	2	1.00%
Grand Total	201	100.00%

These data are exempt from discovery or admission under 23 U.S.C 409.
Data Extracted 10/1/2025

Connecticut Crash Data Repository

Crash Emphasis Areas Dashboard: Last 3 years

The Crash Emphasis Areas Dashboard provides a different way to select and filter the crash data than the CAST Dashboard. Users can select the specific emphasis area of interest and view the statistics of just those crashes of interest. Examples of emphasis areas include DUI Crashes, crashes involving motorcycles, and crashes occurring at intersections.

Crash Emphasis Areas - DUI Crashes

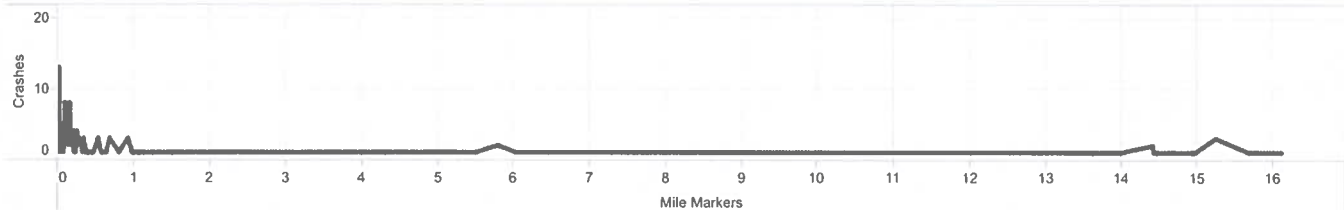
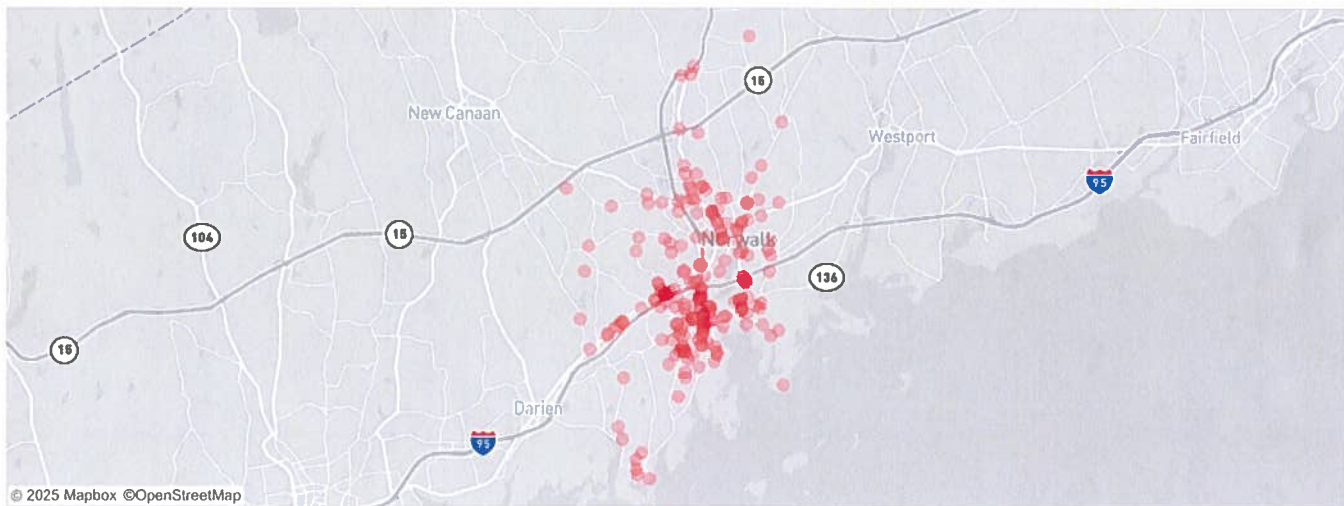


Queries Selected: Emphasis Area *DUI Crashes*, Town(s) *Norwalk*, Date: *1/1/2022 to 12/31/2024*, Severity *All*, Route Class: *All*, Road Number(s) *All*, Local Road Name(s): *All*

This page incorporates dynamic filtering on the table and mile marker bar graph. By selecting a road or mile post, the other figures will be filtered by that selection. **Any selections made on this page will not be reflected anywhere else in the report.**

Please Note: The location and route information are both drawn directly from the crash reports. These may not directly correspond and are not guaranteed to be accurate.

Crash Locations (limited to the 10,000 most recent crashes)



Top Ten Roads for Crashes

1	18
Unknown	20
7	3
123	8
136	6
719	5
EAST AV NO 1 in Norwalk	5
SOUTH MAIN ST in Norwalk	7
STRAWBERRY HILL AV in Norwalk	2
WEST AV in Norwalk	7

These data are exempt from discovery or admission under 23 U.S.C 409.
Data Extracted 10/1/2025

Connecticut Crash Data Repository

Crash Emphasis Areas Dashboard: Last 3 years

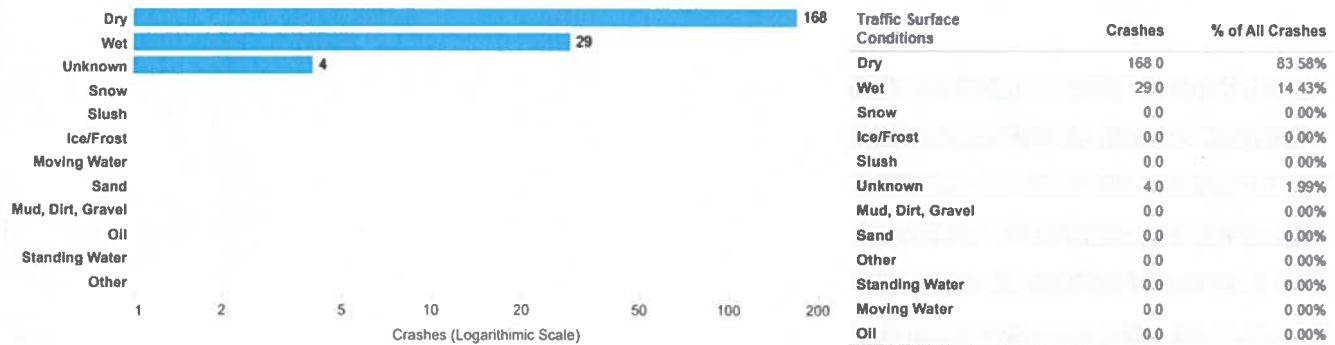
The Crash Emphasis Areas Dashboard provides a different way to select and filter the crash data than the CAST Dashboard. Users can select the specific emphasis area of interest and view the statistics of just those crashes of interest. Examples of emphasis areas include DUI Crashes, crashes involving motorcycles, and crashes occurring at intersections.

Crash Emphasis Areas - DUI Crashes

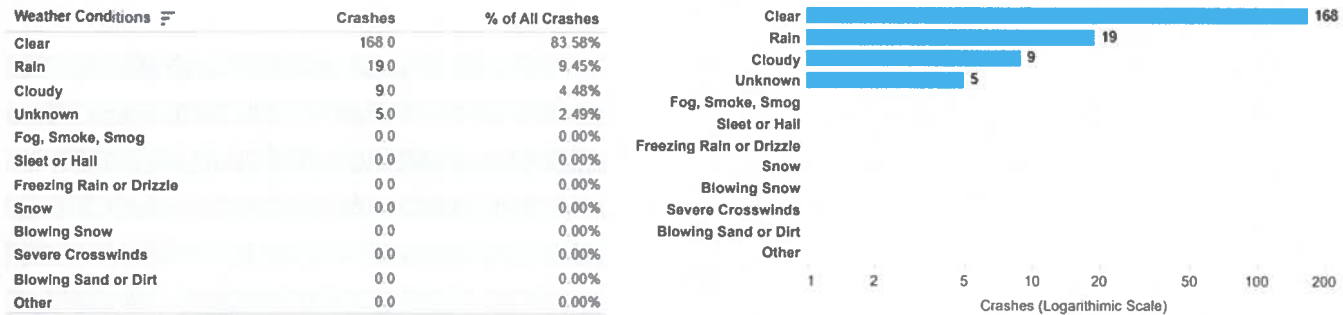


Queries Selected: Emphasis Area *DUI Crashes*, Town(s) *Norwalk*, Date: *1/1/2022 to 12/31/2024*, Severity *All*, Route Class: *All*, Road Number(s) *All*, Local Road Name(s): *All*

Traffic Surface Conditions



Weather Conditions



Light Conditions



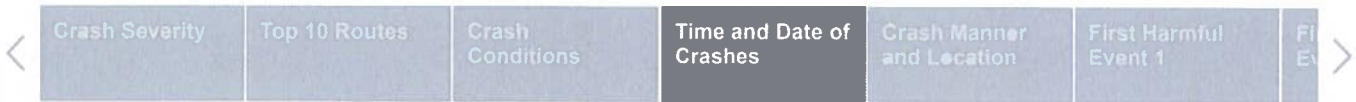
These data are exempt from discovery or admission under 23 U.S.C 409.
Data Extracted 10/1/2025

Connecticut Crash Data Repository

Crash Emphasis Areas Dashboard: Last 3 years

The Crash Emphasis Areas Dashboard provides a different way to select and filter the crash data than the CAST Dashboard. Users can select the specific emphasis area of interest and view the statistics of just those crashes of interest. Examples of emphasis areas include DUI Crashes, crashes involving motorcycles, and crashes occurring at intersections.

Crash Emphasis Areas - DUI Crashes

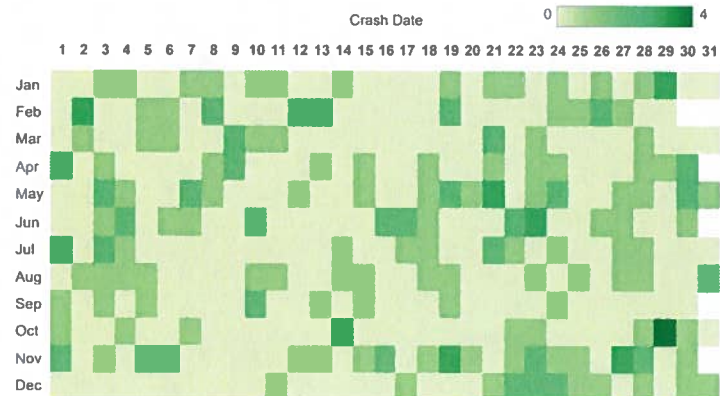


Queries Selected: Emphasis Area *DUI Crashes*, Town(s) *Norwalk*, Date: *1/1/2022 to 12/31/2024*, Severity *All*, Route Class: *All*, Road Number(s) *All*, Local Road Name(s): *All*

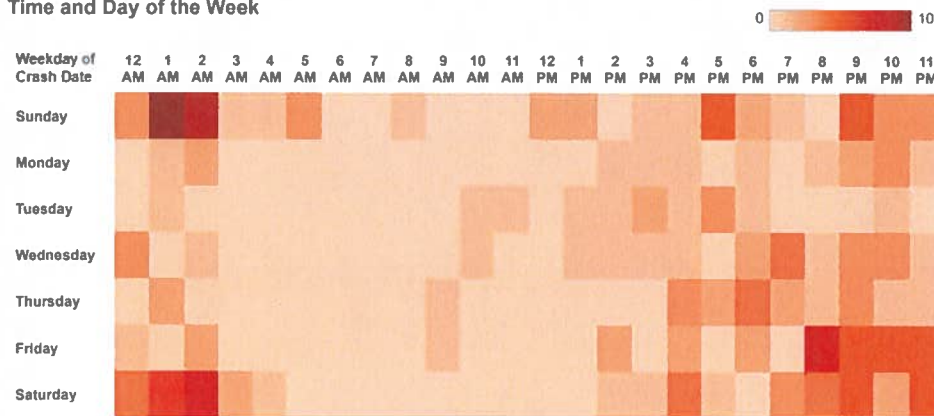
Month and Date of Crashes

Crash report entries into the CTCDR are backlogged to June 2025. Crash figures from June 2025 to present will be affected because of this

	2022		2023		2024	
	Crashes	% of All Crashes	Crashes	% of All Crashes	Crashes	% of All Crashes
Jan	0 00	0 0%	12 00	14 6%	4 00	6 3%
Feb	4 00	7 1%	9 00	11 0%	6 00	9 5%
Mar	5 00	8 9%	4 00	4 9%	2 00	3 2%
Apr	7 00	12 5%	8 00	9 8%	1 00	1 6%
May	6 00	10 7%	8 00	9 8%	9 00	14 3%
Jun	5 00	8 9%	7 00	8 5%	8 00	12 7%
Jul	2 00	3 6%	8 00	9 8%	5 00	7 9%
Aug	4 00	7 1%	5 00	6 1%	7 00	11 1%
Sep	1 00	1 8%	6 00	7 3%	2 00	3 2%
Oct	8 00	14 3%	5 00	6 1%	1 00	1 6%
Nov	10 00	17 9%	5 00	6 1%	13 00	20 6%
Dec	4 00	7 1%	5 00	6 1%	5 00	7 9%
Total	56 00	100 0%	82 00	100 0%	63 00	100 0%



Time and Day of the Week



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Grand Total
Crashes	14 0	13 0	23 0	20 0	32 0	46 0	53 0	201 0
% of Total Crashes	6 97%	6 47%	11 44%	9 95%	15 92%	22 89%	26 37%	100 00%

Hour of Crash Time	Crashes	% of All Crashes
12 AM	11 0	5 47%
1 AM	20 0	9 95%
2 AM	21 0	10 45%
3 AM	3 0	1 49%
4 AM	2 0	1 00%
5 AM	3 0	1 49%
6 AM	0 0	0 00%
7 AM	0 0	0 00%
8 AM	1 0	0 50%
9 AM	2 0	1 00%
10 AM	2 0	1 00%
11 AM	1 0	0 50%
12 PM	2 0	1 00%
1 PM	4 0	1 99%
2 PM	6 0	2 99%
3 PM	6 0	2 99%
4 PM	13 0	6 47%
5 PM	11 0	5 47%
6 PM	12 0	5 97%
7 PM	10 0	4 98%
8 PM	14 0	6 97%
9 PM	23 0	11 44%
10 PM	18 0	8 96%
11 PM	16 0	7 96%
Grand Total	201 0	100 00%

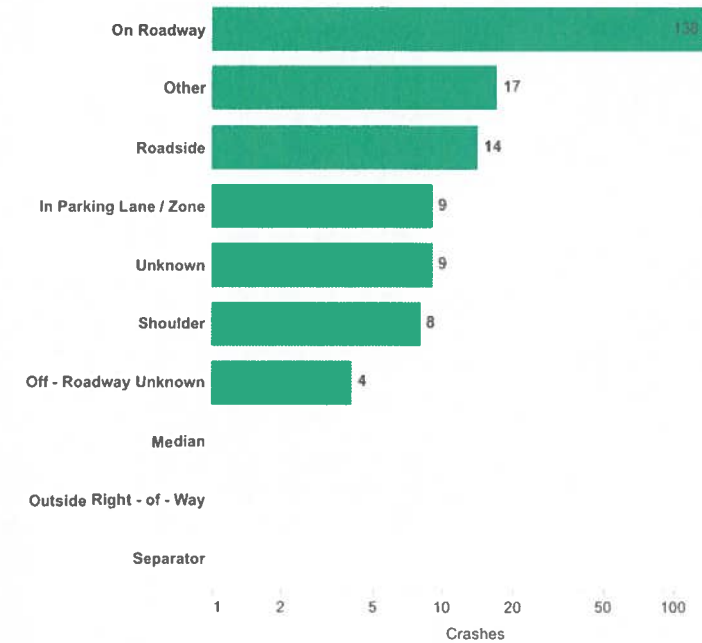
These data are exempt from discovery or admission under 23 U.S.C 409.
Data Extracted 10/1/2025

Crash Emphasis Areas - DUI Crashes

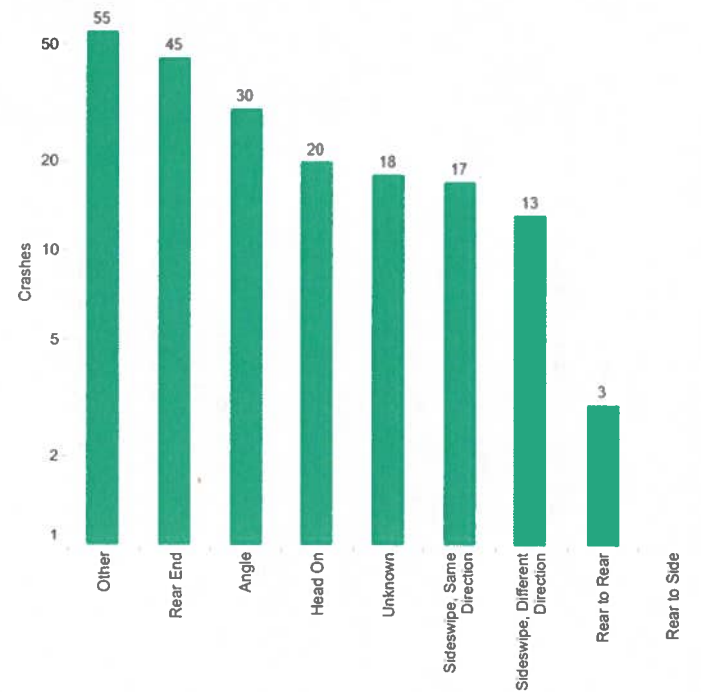
<	Crash Severity	Top 10 Routes	Crash Conditions	Time and Date of Crashes	Crash Manner and Location	First Harmful Event 1	File Event	>
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Queries Selected: Emphasis Area *DUI Crashes*, Town(s) *Norwalk*, Date: *1/1/2022 to 12/31/2024*, Severity *All*, Route Class: *All*, Road Number(s) *All*, Local Road Name(s): *All*

Location of 1st Harmful Event



Manner of Crashes



Location of First Harmful Event	Crashes	% of All Crashes
On Roadway	138.0	68.66%
Other	17.0	8.46%
Roadside	14.0	6.97%
In Parking Lane / Zone	9.0	4.48%
Unknown	9.0	4.48%
Shoulder	8.0	3.98%
Off - Roadway Unknown	4.0	1.99%
Median	1.0	0.50%
Outside Right - of - Way	1.0	0.50%
Separator	0.0	0.00%
Grand Total	201.0	100.00%

Manner of Crash	Crashes	% of All Crashes
Rear End	45.0	22.39%
Other	55.0	27.36%
Angle	30.0	14.93%
Sideswipe, Same Direction	17.0	8.46%
Unknown	18.0	8.96%
Sideswipe, Different Direction	13.0	6.47%
Head On	20.0	9.95%
Rear to Side	0.0	0.00%
Rear to Rear	3.0	1.49%
Grand Total	201.0	100.00%

These data are exempt from discovery or admission under 23 U.S.C 409.
Data Extracted 10/1/2025

Connecticut Crash Data Repository

Crash Emphasis Areas Dashboard: Last 3 years

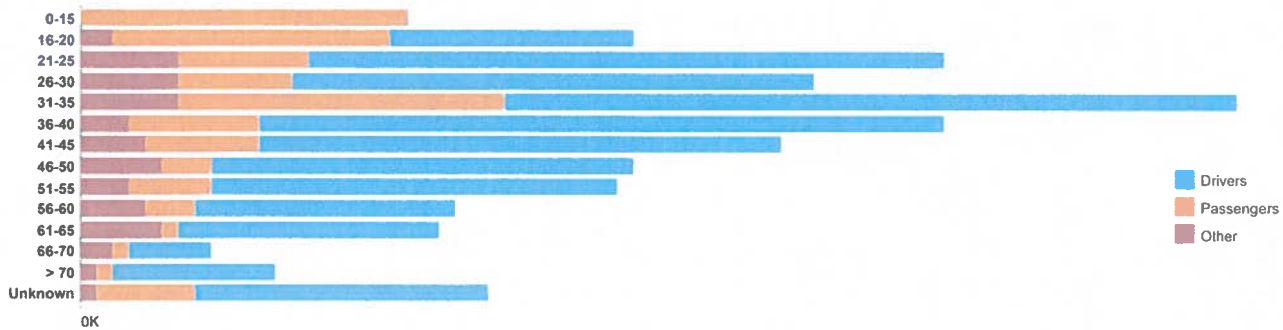
The Crash Emphasis Areas Dashboard provides a different way to select and filter the crash data than the CAST Dashboard. Users can select the specific emphasis area of interest and view the statistics of just those crashes of interest. Examples of emphasis areas include DUI Crashes, crashes involving motorcycles, and crashes occurring at intersections.

Crash Emphasis Areas - DUI Crashes



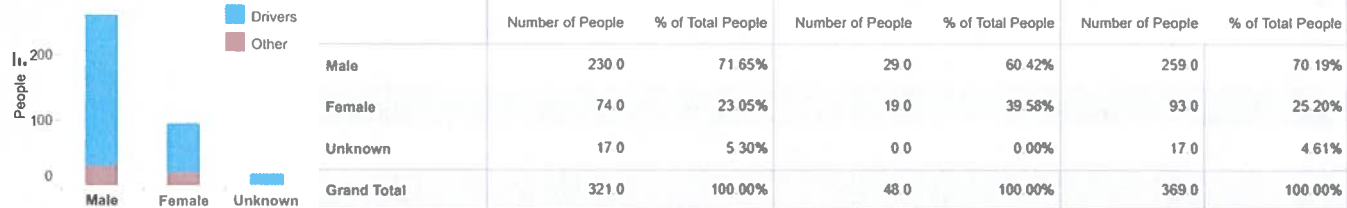
Queries Selected: Emphasis Area *DUI Crashes*, Town(s) *Norwalk*, Date: *1/1/2022 to 12/31/2024*, Severity *All*, Route Class: *All*, Road Number(s) *All*, Local Road Name(s): *All*

Age by Person Type



Age	Drivers		Passengers		Other		Grand Total	
	Number of People	% of Total People	Number of People	% of Total People	Number of People	% of Total People	Number of People	% of Total People
0-15	0	0.00%	20	18.69%	0	0.00%	20	4.20%
16-20	15	4.67%	17	15.89%	2	4.17%	34	7.14%
21-25	39	12.15%	8	7.48%	6	12.50%	53	11.13%
26-30	32	9.97%	7	6.54%	6	12.50%	45	9.45%
31-35	45	14.02%	20	18.69%	6	12.50%	71	14.92%
36-40	42	13.08%	8	7.48%	3	6.25%	53	11.13%
41-45	32	9.97%	7	6.54%	4	8.33%	43	9.03%
46-50	26	8.10%	3	2.80%	5	10.42%	34	7.14%
51-55	25	7.79%	5	4.67%	3	6.25%	33	6.93%
56-60	16	4.98%	3	2.80%	4	8.33%	23	4.83%
61-65	16	4.98%	1	0.93%	5	10.42%	22	4.62%
66-70	5	1.56%	1	0.93%	2	4.17%	8	1.68%
> 70	10	3.12%	1	0.93%	1	2.08%	12	2.52%
Unknown	18	5.61%	6	5.61%	1	2.08%	25	5.25%
Grand Total	321	100.00%	107	100.00%	48	100.00%	476	100.00%

Gender by Person Type



These data are exempt from discovery or admission under 23 U.S.C 409.
Data Extracted 10/1/2025

Crash Emphasis Areas - DUI Crashes

<

Vehicle Actions

Demographics

Fatalities and Injuries

Condition at Time of Crash

Restraint Systems Used

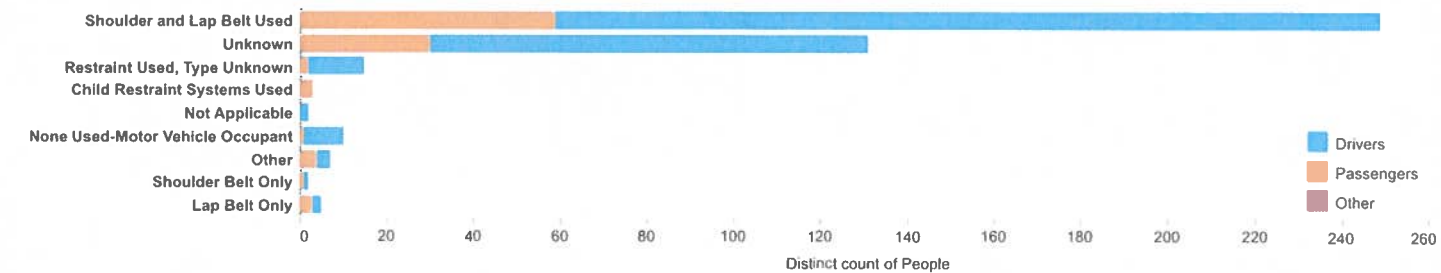
Helmet Use on Motorcycles

Eject and I

>

Queries Selected: Emphasis Area *DUI Crashes*, Town(s) *Norwalk*, Date: *1/1/2022 to 12/31/2024*, Severity *All*, Route Class: *All*, Road Number(s) *All*, Local Road Name(s): *All*

Restraint Systems Used (Drivers and Passengers Only)



Restraint System Used	Drivers		Passengers		Other		Grand Total	
	Number of People	% of Total	Number of People	% of Total	Number of People	% of Total	Number of People	% of Total
Shoulder and Lap Belt Used	190 0	59 19%	59 0	57 28%	0 0		249 0	58 73%
None Used-Motor Vehicle Occupant	9 0	2 80%	1 0	0 97%	0 0		10 0	2 36%
Lap Belt Only	2 0	0 62%	3 0	2 91%			5 0	1 18%
Shoulder Belt Only	1 0	0 31%	1 0	0 97%	0 0		2 0	0 47%
Unknown	101 0	31 46%	30 0	29 13%	0 0		131 0	30 90%
Restraint Used, Type Unknown	13 0	4 05%	2 0	1 94%	0 0		15 0	3 54%
Child Restraint Systems Used			3 0	2 91%			3 0	0 71%
Not Applicable	2 0	0 62%	0 0	0 00%	0 0		2 0	0 47%
Other	3 0	0 93%	4 0	3 88%	0 0		7 0	1 65%
Grand Total	321 0	100 00%	103 0	100 00%	0 0		424 0	100 00%

Restraint System Used by Injury Severity

Restraint System Used	Fatal Injury (K)		Suspected Serious Injury (A)		Suspected Minor Injury (B)		Possible Injury (C)		No Apparent Injury (O)		Grand Total	
	Number of People	% of Total	Number of People	% of Total	Number of People	% of Total	Number of People	% of Total	Number of People	% of Total	Number of People	% of Total
Shoulder and Lap Belt Used	1 0	50 00%	5 0	71 43%	21 0	61 76%	33 0	57 89%	189 0	58 33%	249 0	58 73%
None Used-Motor Vehicle Occupant	0 0	0 00%	2 0	28 57%	0 0	0 00%	5 0	8 77%	3 0	0 93%	10 0	2 36%
Lap Belt Only					0 0	0 00%			5 0	1 54%	5 0	1 18%
Shoulder Belt Only					0 0	0 00%	1 0	1 75%	1 0	0 31%	2 0	0 47%
Unknown			0 0	0 00%	10 0	29 41%	15 0	26 32%	106 0	32 72%	131 0	30 90%
Restraint Used, Type Unknown			0 0	0 00%	1 0	2 94%	1 0	1 75%	13 0	4 01%	15 0	3 54%
Child Restraint Systems Used					0 0	0 00%	1 0	1 75%	2 0	0 62%	3 0	0 71%
Not Applicable	1 0	50 00%	0 0	0 00%	1 0	2 94%	0 0	0 00%	0 0	0 00%	2 0	0 47%
Other					1 0	2 94%	1 0	1 75%	5 0	1 54%	7 0	1 65%
Grand Total	2 0	100 00%	7 0	100 00%	34 0	100 00%	57 0	100 00%	324 0	100 00%	424 0	100 00%

These data are exempt from discovery or admission under 23 U.S.C 409.
Data Extracted 10/1/2025

Memo

To: Public Safety and General Government Council and City Common Council
From: Deputy Chief Melissa Lepore
CC:
Re: Connecticut Department of Transportation Highway Safety Project Name NWK10103-CIOT-2026-36 Click it or Ticket (CIOT) Enforcement Grant
Date: October 20, 2025

The Norwalk Police Department has applied for the Connecticut Department of Transportation Highway Safety funding for project name NWK10103-CIOT-2026-36 Click it or Ticket (CIOT) Enforcement Grant. The grant application is for the amount of \$4999.46. There are two sets of enforcement dates set for this grant. The first is scheduled for November 27, 2025 to December 5, 2025 to coincide with the beginning of the holiday season. The second is scheduled for May 11, 2026 to May 31, 2026 to coincide with the beginning of the summer season.

According to the UCONN Connecticut Crash Data Repository, unbelted crashes in Norwalk have fluctuated over the past three years from 58 in 2022, to 42 in 2023 and 53 in 2024. Unbelted crashes resulting in injuries has shown a similar variation from 26 in 2022, to 8 in 2023 and back up to 11 in 2024. The number of seatbelt violations issued by the Norwalk Police Department over the past three years has varied from 32 in 2022, to 63 in 2023 and 40 in 2024.

This grant will allow the Norwalk Department of Police Service to increase our capacity for enforcement of seatbelt laws. Help to reduce the incidents of unbelted crashes that result in injuries or death through increased police presence and enforcement activity. Officers will engage in roving patrols to identify offenders, issue infractions, and make arrests, when appropriate. With the increased population in Norwalk comes a greater need for responsible safety measures to maintain the public's well-being.

We are requesting the following authorization:

1. Authorize Mayor, Harry W. Rilling, to execute any and all documents and agreements necessary to accept grant funding under The Connecticut Department of Transportation Highway Safety Project Name NWK10103-CIOT-2026-36 Click it or Ticket (CIOT) Enforcement Grant
2. Authorize Chief of Police, James Walsh, to execute any and all documents and agreements as may be necessary to implement The Connecticut Department of Transportation Highway Safety Project Name NWK10103-CIOT-2026-36 Click it or Ticket (CIOT) Enforcement Grant

Application General Information Form

Project Title: ***Governmental****Unit/Agency: *** *City of Norwalk*

[] Check here if the remittance address is different than the Applicant/Organization address.

Governmental Unit/Agency Information

Instructions:

The below Governmental Unit/Agency information is automatically populated based on the selected Governmental Unit/Agency in your Organization Profile information.

Note: If any information is incorrect or missing, please contact the Highway Safety Office. Please re-save this page if any changes are made.

Governmental**Unit/Agency:** *City of Norwalk***Address ****125 East Avenue***State ****Connecticut***FEIN****City ****Norwalk***Zip ****06851***UEI Number**

Applicant Information

Instructions:

The below Applicant Information fields are automatically populated based on your provided Organization Profile information.

Note: If any information is incorrect or missing, please update your Organization Profile and then re-save this page.

Applicant**Name:** *Norwalk Police Department***Address ****1 Monroe Street***State ****Connecticut***E-mail ****dorr@norwalkct.gov***Fax****City ****Norwalk***Zip ****06854***Phone ****(203) 854-3007*

FEIN *

06-6011881

UEI Number *

V7ZTXNBKJM9

Project Role Selection Instructions

For each Project Role section below, select the person from your organization who will be operating and signing as that role for this grant application. Upon page save, the selected user's information will automatically populate from their Person Profile.

HSO requirements mandate no less than 2 separate people be identified between these 3 organizational roles for each grant application.

FAQ:

- A dropdown selection field is not visible for a role section:**
Please ensure at least one (1) member exists in your organization for that role.
 - I am not seeing my preferred organizational member as a selection in the role designation dropdown field:**
Please ensure that:

1.) The person in question has an active, assigned SAFER account created and is listed as a member in your Organization Members list.
See *Howdo I create a neworganization member* below for further instruction.

2.) At least one of their assigned organization roles matches the section that the dropdown field belongs to (i.e. Project Director, Fiscal Officer, or Authorizing Official).
 - How do I create a new organization member, and/or manage existing organization member information?**
Users designated as organizational leadership system roles may create and assign accounts and roles to new or existing organization members within their own organization by navigating to {Your Name} > Profile > Organization Members.
 - The personal information of my selected organization member is incorrect:**
If any profile information displayed is incorrect, please verify and update the user's profile information by visiting your Organization Members list and clicking the member's name to edit their profile. The account holder can also update this profile information themselves by logging in and navigating to {Your Name} > Profile.
- When finished with any adjustments or updates, please return to this page, verify your selections, and click Save (or re-save) to ensure changes are properly committed to the application.

Project Director Information

Designated Project Director for this grant:

First Name *

Last Name *

Title *

David

Orr

Lieutenant

Email *	Phone *
dorr@norwalkct.gov	(203) 854-3007

Financial Officer Information

Designated Financial Officer for this grant: Chitsamay Lam *		
First Name *	Last Name *	Title *
Chitsamay	Lam	Comptroller
Email *	Phone *	
clam@norwalkct.gov	(203) 854-7711	

Authorizing Official Information

Designated Authorizing Official for this grant: Harry Rilling - Inactive *		
First Name *	Last Name *	Title *
Harry	Rilling	Mayor
Email *	Phone *	
hrilling@norwalkct.gov	(203) 854-7701	

Problem ID

Applicant: Norwalk Police Department
Project Title: FY26 CIOT Grant

DATA MUST INCLUDE UNBELTED-RELATED FATAL AND INJURY CRASH DATA, SEAT BELT CITATIONS ISSUED, AND LOCATIONS WHERE THE PROBLEM EXISTS.

Seatbelt citation data will come from your RMS system. **Crash data can be obtained from the Connecticut Crash Data Repository at: <http://www.ctcrash.uconn.edu/>**

STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION

According to the US Census, in 2000, the population in Norwalk, CT, was 82,951; Norwalk has since grown by 9.8% to 91,050 (as of 2022). According to the UConn Connecticut Crash Data Repository, the number of unbelted crashes in Norwalk was 42 in 2021, 58 in 2022, 42 in 2023, and 53 in 2024. Unbelted crashes resulting in injuries in the same span were 13 in 2021, 26 in 2022, 8 in 2023, and 11 in 2024. An examination of the number of seat belt violations issued by the Norwalk Police Department over this period revealed 55 violations in 2021, 32 in 2022, 63 in 2023, and 40 in 2024. A basic analysis of this data reveals a causal nexus between the number of seat belt violations issued to motorists in Norwalk and the number of crashes and crashes resulting in injuries. The UConn Connecticut Crash Data Repository indicates that the most problematic roadways in Norwalk are along the main thoroughfares of Rt. 1, Rt. 7, Rt. 136, Rt. 123, South Main St, West Ave, East Ave, Fillow St, Taylor Ave, North Taylor Ave, Flax Hill Rd, and Strawberry Hill Ave. Additionally, the primary roads used to access our local beach and parks during the summer months, Gregory Blvd and Beach Rd, would benefit from additional police presence and enforcement. The periods each day when unbelted crashes have most commonly occurred are late morning into the early evening hours.

Additional Documentation

			Target Goals *
			Project Period
Unbelted Crashes			Unbelted Crashes
2022	2023	2024	2026
58	42	53	25
Unbelted Fatalities			Unbelted Fatalities
2022	2023	2024	2026
1	0	0	0
Unbelted Injuries			Unbelted Injuries
2022	2023	2024	2026
26	8	11	5
Seat Belt Citations Issued			Seat Belt Citations Issued
2022	2023	2024	2026
32	63	40	75

Problem Identification

List locations with the highest problems	
Route 1	*
Route 7	*
Route 123	*
Route 136	
West Ave	
East Ave	
South Main St	
Strawberry Hill Ave	
Fairfield Ave	
North Taylor Ave	
Strawberry Hill Ave	

List day(s) of the week where data shows increased problems:	
Friday	*
Saturday	*
Sunday	*
Monday	

List time(s) of the day where data shows increased problems:	
1100	*
1200	*
1300	*
1400	
1500	
1600	
1700	
1800	
1900	

Objectives

Applicant: Norwalk Police Department

Project Title: FY26 CIOT Grant

Objectives are to increase the observed statewide seat belt use rate and decrease the number of unbelted drivers involved in fatal and injury crashes.

- To increase High Visibility Occupant Protection enforcement during "Click It or Ticket" periods. This will be accomplished through analysis of crash and observation data to identify towns and areas where low belt use by motorists can best be addressed. This analysis focuses on the combination of low belt use towns identified through observation surveys and pairs it with ranked analysis of unbelted crashes and fatalities as well as population and VMT data over a five year period.
- To increase the statewide observed seat belt use rate. This will be accomplished through Enforcement and Education.

Describe the objectives to be accomplished during this project.

The objectives should be specific, clearly written, measurable, and time-framed.

Examples:

- Reduce the number of unbelted occupants by X% during the grant period.
- Conduct a minimum of XX enforcement hours dedicated to seat belt compliance.
- Educate community on the dangers of driving without wearing a seat belt by reaching X people through outreach.

Through a focused police presence and enforcement at targeted times and locations, as determined by compiling statistical data (UConn data repository), we will increase our capacity for enforcing seatbelt laws. We aim to reduce the incidence of unbelted crashes resulting in injuries through increased police presence and enforcement activity. Officers will conduct roving patrols to identify offenders, issue infractions, and make arrests as necessary. With the increasing population in Norwalk comes a greater need for responsible safety measures to maintain public safety and well-being. This grant will focus on positively impacting the safety of motorists and promoting the use of seatbelts.

Activities

Applicant:

Norwalk Police Department

FY26 CIOT Grant

Project Title:

Describe activities and procedures you will undertake to achieve each objective. *

Identify project personnel and responsibilities. Include activity timelines.

The personnel used in this project will be sworn members of the Norwalk Police Department. Their responsibilities will be to conduct roving patrols of the roadways identified in this application to identify motorists violating traffic laws specific to seatbelt usage. Officers will issue infractions for seatbelt violations and any other violations that occur, as appropriate.

Enforcement

Applicant: *Norwalk Police Department*
Project
Title: *FY26 CIOT Grant*

Enforcement Activity

Wave 1 (Nov): *November 27, 2025*
Wave 2 (May): *May 11, 2026*

To *December 05, 2025*
To *May 31, 2026*

Date Location and Manpower Changes

Dates, manpower and locations chosen for this grant application should reflect intended enforcement dates but are for planning purposes. While these changes do not have to be "pre-approved" they must fall within the grant parameters. Any changes outside of grant parameter **MUST** be pre-approved (i.e. 10 officers working an 8 hour shift).

Allocation of Resources

This grant application allots resources for two grant periods. There are two enforcement campaigns. November 27 - December 5 and May 11 - May 31. You must participate in both WAVES. Your enforcement allocations should not use all available resources during the November WAVE campaign. Approved amount for enforcement campaigns must be monitored to ensure funds do not exceed the amount approved covering both WAVES.

8 OFFICERS PER ENFORCEMENT ACTIVITY MAXIMUM. 8 HOUR SHIFTS MAXIMUM.

Minimum of 2 Officers/Maximum of 8

Earned media participation:

Participating agencies are required to take part in earned media activity related to CIOT. This could include the following:

- Hosting a kick-off press event
- Notification of media outlets through the use of interview opportunities, press releases and media advisories
- Cooperation with the HSO earned media contractor including:
 - § Distribution of press releases
 - § Use of Approved Talking points
- Creation and submission of earned media activity with reimbursement documentation
- Enforcement Schedule
 - § Daytime Enforcement - Daytime enforcement changes with seasonal patterns. Enforcement must take place during daylight hours
 - § 7 days per week eligible
 - § Minimum of 4 hours shifts/Maximum 8 hour shifts
 - § Must include at least 1 AM/PM peak drive time (7am-10am/3pm-5pm seasonal) on weekdays. If possible the HSO would encourage both the AM/PM peak drive times as enforcement times but agencies must enforce during at least 1.

Drop-Down Box Choices (Enforcement Type)

Sub-Grantee Type Instructions: Please make sure to select your agency category.

Enforcement Type Instructions: Please make sure you select CIOT Checkpoint or CIOT Roving.

Click the **+** icon to **add** a new row

Click the **-** icon to **delete** an existing row

Subgrantee Type	Enforcement Type	Number of Hours	Hourly Rate	Total
<i>Municipal PD</i>	<i>Roving</i>	<i>4</i>	<i>\$77.0000</i>	<i>\$308.00</i>

Enforcement Total: **\$308.00**

Note: Please click the Save button in order to calculate this amount.

Wave Breakdown	Wave 1	Wave 2	Total
Number of Planned Days	5	11	\$4,928.00
Enforcement Total	\$1,540.00	\$3,388.00	

Location	Type
Route 1	Spotter/Self-Initiated
Route 7	Spotter/Self-Initiated
Route 136	Spotter/Self-Initiated
West Ave	Spotter/Self-Initiated
East Ave	Spotter/Self-Initiated
South Main St	Spotter/Self-Initiated

Fringe

Applicant: *Norwalk Police Department*

Project Title: *FY26 CIOT Grant*

Do you plan on submitting a Fringe Rate? ☒ Yes ☐ No

Fringe Benefits

NOTES:

- If fringe rate is being charged/reimbursed, this page should be completed and signed.
- Fringe benefit charges should NOT be included in the hourly rate.
- No hourly rate should be inflated--all hourly rates should be reported as actuals.

I hereby certify that the information below is the true and accurate and authorized by "Norwalk Police Department" for hours worked by personnel for the following time period:

FROM: 10/16/2025 * **TO:** 09/30/2026 *

Actual Cost Category	Officer/Constable Fringe Rate OVT %	Trooper Fringe Rate OVT %
FICA-Medicare	1.45000	
Other Cost Category		
Total Fringe Rate	1.45000%	0.00000%

City/Town/Agency's Chief Financial Officer or Authorizing Official

I further certify that this statement is correct in all respects and that the fringe benefit rate(s) identified above accurately represents the fringe benefit costs to the city/town/agency for the individuals employed under or working on this project.

* **Name:** *Chitsamay Lam*
* **Title:** *Comptroller*

* **Signature:** *chitsamay lam*
Signature Date: *10/17/2025*

Budget

Applicant: Norwalk Police Department
Project Title: FY26 CIOT Grant

Salaries

Category	Enforcement		Estimated Wages Subtotal
Municipal PD	\$4,928.00		\$4,928.00
Resident Trooper	\$0.00		\$0.00
Officer/Constable	\$0.00		\$0.00
State Police	\$0.00		\$0.00
Total Estimated Wages:			\$4,928.00

Fringe Benefits

Category	Fringe Benefit Rate	Fringe Benefits Cost Subtotal
Municipal PD	1.45000%	\$71.46
Resident Trooper	0.00000%	\$0.00
Officer/Constable	1.45000%	\$0.00

State Police	0.00000%	\$0.00
Total Estimated Fringe Benefits:		\$71.46

Indirect Costs

Approved Indirect Cost Rate (if applicable): * 0.00000%

Total Indirect Costs: \$0.00

City/Town/Agency's Chief Financial Officer or Authorizing Official

I further certify that this statement is correct in all respects and that the Indirect Costs Rate identified above accurately identifies what is allowable.

Name: Rita Nigri*

Title: Grant Administrator*

Signature: Rita Nigri*

Signature Date: 10/17/2025*

Equipment

List Each Item.

Any items valued equal to or greater than \$10,000 require NHTSA Pre-Approval.

Item	QTY	Cost Per Item	Total Cost	Buy America Supporting Documentation
			\$0.00	
Total Equipment Costs:			\$0.00	

Copy of Equipment Quote

Other Supporting Documentation

Grand Total

Grand Total Amount: \$4,999.46

Budget Notes:

Budget Summary

Total Federal Budget \$4,999.46

Total Match Budget \$0.00

Relevant FAIN numbers will initially be unavailable during the grant submission process.

FAIN Numbers will be automatically assigned here once the grant has been submitted, reviewed and processed by CT HSO.

Federal Award Identifier Number (FAIN):

Cost Category	Amount	Budget Summary Approval (For HSO Staff Only)		
Officers-Salaries	\$4,928.00	☐ Approved	☐ Conditions Apply *	☐ N/A
Officers-Fringe Benefits @ 1.45000%	\$71.46	☐ Approved	☐ Conditions Apply *	☐ N/A
Trooper-Salaries	\$0.00	☐ Approved	☐ Conditions Apply *	☐ N/A
Trooper-Fringe Benefits @ 0.00000%	\$0.00	☐ Approved	☐ Conditions Apply *	☐ N/A
State Police-Salaries	\$0.00	☐ Approved	☐ Conditions Apply *	☐ N/A
State Police-Fringe Benefits @ 0.00000%	\$0.00	☐ Approved	☐ Conditions Apply *	☐ N/A
Indirect Cost	\$0.00	☐ Approved	☐ Conditions Apply *	☐ N/A
Total Federal Budget	\$4,999.46	* Conditionally Approved amounts will only be reimbursed upon satisfying the condition mentioned below.		
Total Grant Amount	\$4,999.46			

Notes

Reimbursement Requirements

NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.

Requested Project Start Date *	Approved Project Start Date
11/27/2025	

The HSO-Approved Project Start Date will populate here once the submitted grant has been reviewed by HSO staff.

WAVE 1 Billing Period Start Date	WAVE 1 Billing Period Ending Date	Reimbursement Deadline
November 27, 2025	December 5, 2025	January 5, 2026
WAVE 2 Billing Period Start Date	WAVE 2 Billing Period Ending Date	Reimbursement Deadline
May 11, 2026	May 31, 2026	July 2, 2026

- All reimbursements must be signed and dated by the sub-grantee's authorizing official.
- Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.
- Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Highway Safety Office no later than thirty (30) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.
- All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).
- Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30th. Failure to do so may jeopardize your reimbursement.
- All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.
- Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30th.
- Photocopies of any media coverage (if applicable) or supportive documentation can be included. Grant category budgets should be adhere to, funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.

FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS SET FORTH MAY RESULT IN YOUR CLAIM BEING DENIED.

Certifications & Assurances

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The State highway safety agency—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors,

subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the NonDiscrimination Authorities identified in this Assurance;

- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

"During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure

RESTRICTION ON STATE LOBBYING**(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**(applies to subrecipients as well as States)**

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. *The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered

against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances

4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. The participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, department the or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Signature

This section must be completed by an Authorizing Official or Financial Officer belonging to the applicant's organization.

I understand that my statements in support of the State’s application for Federal grant funds are statements upon which the Federal Government will rely in determining qualification for grant funds, and that knowing misstatements may be subject to civil or criminal penalties under 18 U.S.C. 1001. I sign these Certifications and Assurances based on personal knowledge, and after appropriate inquiry.

Name:	<i>Rita Nigri *</i>	Signature:	<i>Rita Nigri *</i>
Title:	<i>Grant Administrator *</i>	Signature Date:	<i>10/17/2025</i>

Audit Requirements

Attachment A

SINGLE AGENCY AUDITING REQUIREMENTS AND PROCEDURES EFFECTIVE OCTOBER 1, 2025

AUDIT REQUIREMENT STATEMENT:

The town/city/agency of *Norwalk Police Department* declares that for the fiscal year ending September 30, 2026, the sum total of Federal funds awarded to local government agencies from all sources **DOES exceed \$1,000,000.00** and that it will conduct an audit report as required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

Name: *Chitsamay Lam**

Signature: *chitsamay lam**

Title: *Comptroller**

Date: *10/17/2025**

(NOTE: PLEASE DO NOT SIGN FOR BOTH STATEMENTS)

AUDIT EXEMPTION STATEMENT:

The town/city/agency of *Norwalk Police Department* declares that for the fiscal year ending September 30, 2026, the sum total of Federal funds awarded to local government agencies from all sources **DOES NOT exceed \$1,000,000.00** and that an independent audit is not required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

Name: *

Signature: *

Title: *

Date: *

The following sanctions policy will be in effect for sub grantees who do not submit Audit Reports or who do not correct findings in those reports:

a. Any sub grantee receiving \$1,000,000.00 or more in Federal funds from all sources who fails to submit an audit report two or more sequential fiscal years will not be eligible for highway safety grants until all audit reporting requirements are met.

b. Any sub grantee who has not taken corrective action on an audit finding within six months of the submission of an audit report will have funds automatically deducted from any pending claims. If there are no pending claims with the HSO, the sub grantee will not be eligible for highway safety grants until a corrective action has been negotiated with the HSO.

Application Signatures

Subgrantee Signatures

Authorizing Official

* Name:

Rita Nigri

* Title:

Grant Administrator

* Signature:

Rita Nigri

Signature Date:

10/17/2025

Financial Officer

* Name:

Chitsamay Lam

* Title:

Comptroller

* Signature:

chitsamay lam

Signature Date:

10/17/2025

Project Director

* Name:

David Orr

* Title:

Lieutenant

* Signature:

David Orr

Signature Date:

10/16/2025

CTHSO Signatures

Program Manager

* Name:

* Title:

* Signature:

Signature Date:

Supervisor

* Name:

* Title:

* Signature:

Signature Date:

Fiscal

* Name:

* Title:

* Signature:

Signature Date:

Program Coordinator

* Name:

* Title:

* Signature:

Signature Date:

Governor's Representative

* Name:

* Title:

* Signature:

Signature Date:

**CONNECTICUT DEPARTMENT OF TRANSPORTATION
HIGHWAY SAFETY OFFICE**



GRANT APPROVAL CONFIRMATION

DELIVERED BY EMAIL TO: Harry Rilling

APPROVED PROJECT PERIOD:	November 27, 2025 - May 31, 2026
STATE PROJECT NUMBER:	0206-0702-CD
PROJECT NAME:	FY26 CIOT Grant
GOVERNMENTAL UNIT:	City of Norwalk
APPLICANT:	Norwalk Police Department
FEDERAL FUNDS:	\$4,999.46
MUNICIPAL/OFFICER/CONSTABLE FRINGE RATE OVERTIME %:	1.45%
STATE POLICE/RESIDENT TROOPER FRINGE RATE OVERTIME %:	0.00%
CFDA:	20.600

The Department of Transportation would like to notify you of the approval of the Norwalk Police Department's Highway Safety project application entitled FY26 CIOT Grant effective November 27, 2025 - May 31, 2026.

Federal funds in the amount of \$4,999.46 are allocated to this project in accordance with the approved 2026 Fiscal Year Connecticut Annual Grant Application. The total project cost may not exceed this amount for the approved project period and no funds may be used for Research and Development.

All grants greater than or equal to \$30,000.00 are subject to FFATA (Federal Funding Accountability and Transparency Act) sub-award reporting requirements. For more information go to <https://www.fsrs.gov/#a-faqs>.

All costs incurred under this project must be in full compliance with both federal and State regulations, policies and procedures that govern the use of highway safety funds. Costs are subject to review by both Internal and External Auditors.

Please note that deviations from the specifics of the approved budget must be reviewed and approved by the Highway Safety Office prior to their implementation in order for related costs to be eligible for reimbursement.

The ENF-APP reimbursement package will be sent to your agency point of contact. All final claims against this project, together with all supporting financial documentation, must be submitted to the Highway Safety Office no later than thirty (30) days after the project period ending date.

If you have any additional questions or concerns regarding this program, please contact me at Joseph.Cristalli@ct.gov or 860-594-2412.

cc'd by email to: clam@norwalkct.gov
dorr@norwalkct.gov

Joseph T. Cristalli, Jr.
Transportation Assistant Planning Director

Application Signatures

Subgrantee Signatures

Authorizing Official

* **Name:** *Rita Nigri*
* **Title:** *Grant Administrator*

* **Signature:** *Rita Nigri*
Signature Date: *10/17/2025*

Financial Officer

* **Name:** *Chitsamay Lam*
* **Title:** *Comptroller*

* **Signature:** *chitsamay lam*
Signature Date: *10/17/2025*

Project Director

* **Name:** *David Orr*
* **Title:** *Lieutenant*

* **Signature:** *David Orr*
Signature Date: *10/16/2025*

CTHSO Signatures

Program Manager

* **Name:** *Juliet Little*
* **Title:** *Program Manager*

* **Signature:** *Juliet Little*
Signature Date: *10/21/2025*

Supervisor

* **Name:** *Phyllis DiFiore*
* **Title:** *Transportation Supervising Planner*

* **Signature:** *Phyllis DiFiore*
Signature Date: *10/23/2025*

Fiscal

* **Name:** *Monique Madden*
* **Title:** *Accounting Careers Trainee*

* **Signature:** *Monique Madden*
Signature Date: *10/23/2025*

Program Coordinator

* **Name:** *Joseph Cristalli*
* **Title:** *Transportation Assistant Planning Director*

* **Signature:** *Joseph Cristalli*
Signature Date: *10/23/2025*

Governor's Representative

* **Name:** *Garrett Eucalitto*
* **Title:** *HSO Governor's Representative*

* **Signature:** *Garrett Eucalitto*
Signature Date: *10/23/2025*

Application General Information Form

Project Title: *

Governmental

Unit/Agency: * *City of Norwalk*

[] Check here if the remittance address is different than the Applicant/Organization address.

Governmental Unit/Agency Information

Instructions:

The below Governmental Unit/Agency information is automatically populated based on the selected Governmental Unit/Agency in your Organization Profile information.

Note: If any information is incorrect or missing, please contact the Highway Safety Office. Please re-save this page if any changes are made.

Governmental

Unit/Agency: *City of Norwalk*

Address *

125 East Avenue

State *

Connecticut

FEIN

City *

Norwalk

Zip *

06851

UEI Number

Applicant Information

Instructions:

The below Applicant Information fields are automatically populated based on your provided Organization Profile information.

Note: If any information is incorrect or missing, please update your Organization Profile and then re-save this page.

Applicant

Name: *Norwalk Police Department*

Address *

1 Monroe Street

State *

Connecticut

E-mail *

dorr@norwalkct.gov

Fax

City *

Norwalk

Zip *

06854

Phone *

(203) 854-3007

FEIN *

06-6011881

UEI Number *

V7ZTXNBKJM9

Project Role Selection Instructions

For each Project Role section below, select the person from your organization who will be operating and signing as that role for this grant application. Upon page save, the selected user's information will automatically populate from their Person Profile.

HSO requirements mandate no less than 2 separate people be identified between these 3 organizational roles for each grant application.

FAQ:

- **A dropdown selection field is not visible for a role section:**
Please ensure at least one (1) member exists in your organization for that role.
- **I am not seeing my preferred organizational member as a selection in the role designation dropdown field:**
Please ensure that:
 - 1.) The person in question has an active, assigned SAFER account created and is listed as a member in your Organization Members list.
See *Howdo I create a neworganization member* below for further instruction.
 - 2.) At least one of their assigned organization roles matches the section that the dropdown field belongs to (i.e. Project Director, Fiscal Officer, or Authorizing Official).
- **How do I create a new organization member, and/or manage existing organization member information?**
Users designated as organizational leadership system roles may create and assign accounts and roles to new or existing organization members within their own organization by navigating to **{Your Name} > Profile > Organization Members**.
- **The personal information of my selected organization member is incorrect:**
If any profile information displayed is incorrect, please verify and update the user's profile information by visiting your Organization Members list and clicking the member's name to edit their profile. The account holder can also update this profile information themselves by logging in and navigating to **{Your Name} > Profile**.

When finished with any adjustments or updates, please return to this page, verify your selections, and click Save (or re-save) to ensure changes are properly committed to the application.

Project Director Information

Designated Project Director for this grant:

David Orr *

First Name *

David

Last Name *

Orr

Title *

Lieutenant

Email *

dorr@norwalkct.gov

Phone *

(203) 854-3007

Financial Officer Information

Designated Financial Officer for this grant:Chitsamay Lam *

First Name *Chitsamay

Last Name *Lam

Phone *(203) 854-7711

Title *Comptroller

Email *clam@norwalkct.gov

Authorizing Official Information

Designated Authorizing Official for this grant:Harry Rilling - Inactive *

First Name *Harry

Last Name *Rilling

Phone *(203) 854-7701

Title *Mayor

Email *hrilling@norwalkct.gov

Problem ID

Applicant: Norwalk Police Department
Project Title: FY26 CIOT Grant

DATA MUST INCLUDE UNBELTED-RELATED FATAL AND INJURY CRASH DATA, SEAT BELT CITATIONS ISSUED, AND LOCATIONS WHERE THE PROBLEM EXISTS.

Seatbelt citation data will come from your RMS system. **Crash data can be obtained from the Connecticut Crash Data Repository at: <http://www.ctcrash.uconn.edu/>**

STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION

According to the US Census, in 2000, the population in Norwalk, CT, was 82,951; Norwalk has since grown by 9.8% to 91,050 (as of 2022). According to the UConn Connecticut Crash Data Repository, the number of unbelted crashes in Norwalk was 42 in 2021, 58 in 2022, 42 in 2023, and 53 in 2024. Unbelted crashes resulting in injuries in the same span were 13 in 2021, 26 in 2022, 8 in 2023, and 11 in 2024. An examination of the number of seat belt violations issued by the Norwalk Police Department over this period revealed 55 violations in 2021, 32 in 2022, 63 in 2023, and 40 in 2024. A basic analysis of this data reveals a causal nexus between the number of seat belt violations issued to motorists in Norwalk and the number of crashes and crashes resulting in injuries. The UConn Connecticut Crash Data Repository indicates that the most problematic roadways in Norwalk are along the main thoroughfares of Rt. 1, Rt. 7, Rt. 136, Rt. 123, South Main St, West Ave, East Ave, Fillow St, Taylor Ave, North Taylor Ave, Flax Hill Rd, and Strawberry Hill Ave. Additionally, the primary roads used to access our local beach and parks during the summer months, Gregory Blvd and Beach Rd, would benefit from additional police presence and enforcement. The periods each day when unbelted crashes have most commonly occurred are late morning into the early evening hours.

Additional Documentation

			Target Goals *
			Project Period
Unbelted Crashes			Unbelted Crashes
2022	2023	2024	2026
58	42	53	25
Unbelted Fatalities			Unbelted Fatalities
2022	2023	2024	2026
1	0	0	0
Unbelted Injuries			Unbelted Injuries
2022	2023	2024	2026
26	8	11	5
Seat Belt Citations Issued			Seat Belt Citations Issued
2022	2023	2024	2026
32	63	40	75

Problem Identification

List locations with the highest problems

<i>Route 1</i>	*
<i>Route 7</i>	*
<i>Route 123</i>	*
<i>Route 136</i>	
<i>West Ave</i>	
<i>East Ave</i>	
<i>South Main St</i>	
<i>Strawberry Hill Ave</i>	
<i>Fairfield Ave</i>	
<i>North Taylor Ave</i>	
<i>Strawberry Hill Ave</i>	

List day(s) of the week where data shows increased problems:

<i>Friday</i>	*
<i>Saturday</i>	*
<i>Sunday</i>	*
<i>Monday</i>	

List time(s) of the day where data shows increased problems:

<i>1100</i>	*
<i>1200</i>	*
<i>1300</i>	*
<i>1400</i>	
<i>1500</i>	
<i>1600</i>	
<i>1700</i>	
<i>1800</i>	
<i>1900</i>	

Objectives

Applicant: Norwalk Police Department

Project Title: FY26 CIOT Grant

Objectives are to increase the observed statewide seat belt use rate and decrease the number of unbelted drivers involved in fatal and injury crashes.

- To increase High Visibility Occupant Protection enforcement during "Click It or Ticket" periods. This will be accomplished through analysis of crash and observation data to identify towns and areas where low belt use by motorists can best be addressed. This analysis focuses on the combination of low belt use towns identified through observation surveys and pairs it with ranked analysis of unbelted crashes and fatalities as well as population and VMT data over a five year period.
- To increase the statewide observed seat belt use rate. This will be accomplished through Enforcement and Education.

Describe the objectives to be accomplished during this project.

The objectives should be specific, clearly written, measurable, and time-framed.

Examples:

- Reduce the number of unbelted occupants by X% during the grant period.
- Conduct a minimum of XX enforcement hours dedicated to seat belt compliance.
- Educate community on the dangers of driving without wearing a seat belt by reaching X people through outreach.

Through a focused police presence and enforcement at targeted times and locations, as determined by compiling statistical data (UConn data repository), we will increase our capacity for enforcing seatbelt laws. We aim to reduce the incidence of unbelted crashes resulting in injuries through increased police presence and enforcement activity. Officers will conduct roving patrols to identify offenders, issue infractions, and make arrests as necessary. With the increasing population in Norwalk comes a greater need for responsible safety measures to maintain public safety and well-being. This grant will focus on positively impacting the safety of motorists and promoting the use of seatbelts.

Activities

Applicant:*FY26 CIOT Grant**Norwalk Police Department***Project Title:****Describe activities and procedures you will undertake to achieve each objective. *****Identify project personnel and responsibilities. Include activity timelines.**

The personnel used in this project will be sworn members of the Norwalk Police Department. Their responsibilities will be to conduct roving patrols of the roadways identified in this application to identify motorists violating traffic laws specific to seatbelt usage. Officers will issue infractions for seatbelt violations and any other violations that occur, as appropriate.

Enforcement

Applicant: *Norwalk Police Department*
Project Title: *FY26 CIOT Grant*

Enforcement Activity

Wave 1 (Nov): *November 27, 2025*

To *December 05, 2025*

Wave 2 (May): *May 11, 2026*

To *May 31, 2026*

Date Location and Manpower Changes

Dates, manpower and locations chosen for this grant application should reflect intended enforcement dates but are for planning purposes. While these changes do not have to be "pre-approved" they must fall within the grant parameters. Any changes outside of grant parameter **MUST** be pre-approved (i.e. 10 officers working an 8 hour shift).

Allocation of Resources

This grant application allots resources for two grant periods. There are two enforcement campaigns. November 27 - December 5 and May 11 - May 31. You must participate in both WAVES. Your enforcement allocations should not use all available resources during the November WAVE campaign. Approved amount for enforcement campaigns must be monitored to ensure funds do not exceed the amount approved covering both WAVES.

8 OFFICERS PER ENFORCEMENT ACTIVITY MAXIMUM. 8 HOUR SHIFTS MAXIMUM.

Minimum of 2 Officers/Maximum of 8

Earned media participation:

Participating agencies are required to take part in earned media activity related to CIOT. This could include the following:

- Hosting a kick-off press event
- Notification of media outlets through the use of interview opportunities, press releases and media advisories
- Cooperation with the HSO earned media contractor including:
 - § Distribution of press releases
 - § Use of Approved Talking points
- Creation and submission of earned media activity with reimbursement documentation
- Enforcement Schedule
 - § Daytime Enforcement - Daytime enforcement changes with seasonal patterns. Enforcement must take place during daylight hours
 - § 7 days per week eligible
 - § Minimum of 4 hours shifts/Maximum 8 hour shifts
 - § Must include at least 1 AM/PM peak drive time (7am-10am/3pm-5pm seasonal) on weekdays. If possible the HSO would encourage both the AM/PM peak drive times as enforcement times but agencies must enforce during at least 1.

Drop-Down Box Choices (Enforcement Type)

Sub-Grantee Type Instructions: Please make sure to select your agency category.

Enforcement Type Instructions: Please make sure you select CIOT Checkpoint or CIOT Roving.

Click the **+** icon to **add** a new row
Click the **-** icon to **delete** an existing row

Subgrantee Type	Enforcement Type	Number of Hours	Hourly Rate	Total
Municipal PD	Roving	4	\$77.0000	\$308.00

Enforcement Total:

\$308.00

Note: Please click the Save button in order to calculate this amount.

Wave Breakdown	Wave 1	Wave 2	Total
Number of Planned Days	5	11	\$4,928.00
Enforcement Total	\$1,540.00	\$3,388.00	

Location	Type
Route 1	Spotter/Self-Initiated
Route 7	Spotter/Self-Initiated
Route 136	Spotter/Self-Initiated
West Ave	Spotter/Self-Initiated
East Ave	Spotter/Self-Initiated
South Main St	Spotter/Self-Initiated

Fringe

Applicant: *Norwalk Police Department*

Project Title: *FY26 CIOT Grant*

Do you plan on submitting a Fringe Rate? * ☒ Yes ☐ No

Fringe Benefits

NOTES:

- If fringe rate is being charged/reimbursed, this page should be completed and signed.
- Fringe benefit charges should NOT be included in the hourly rate.
- No hourly rate should be inflated--all hourly rates should be reported as actuals.

I hereby certify that the information below is the true and accurate and authorized by "Norwalk Police Department" for hours worked by personnel for the following time period:

FROM: 10/16/2025 * **TO:** 09/30/2026 *

Actual Cost Category	Officer/Constable Fringe Rate OVT %	Trooper Fringe Rate OVT %
FICA-Medicare	1.45000	
Other Cost Category		
Total Fringe Rate	1.45000%	0.00000%

City/Town/Agency's Chief Financial Officer or Authorizing Official

I further certify that this statement is correct in all respects and that the fringe benefit rate(s) identified above accurately represents the fringe benefit costs to the city/town/agency for the individuals employed under or working on this project.

* **Name:** *Chitsamay Lam*
* **Title:** *Comptroller*

* **Signature:** *chitsamay lam*
Signature Date: *10/17/2025*

Budget

Applicant: *Norwalk Police Department*
Project Title: *FY26 CIOT Grant*

Salaries

Category	Enforcement		Estimated Wages Subtotal
Municipal PD	\$4,928.00		\$4,928.00
Resident Trooper	\$0.00		\$0.00
Officer/Constable	\$0.00		\$0.00
State Police	\$0.00		\$0.00
Total Estimated Wages:			\$4,928.00

Fringe Benefits

Category	Fringe Benefit Rate	Fringe Benefits Cost Subtotal
Municipal PD	1.45000%	\$71.46
Resident Trooper	0.00000%	\$0.00
Officer/Constable	1.45000%	\$0.00

State Police	0.00000%	\$0.00
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Total Estimated Fringe Benefits:**\$71.46**

Indirect Costs

Approved Indirect Cost Rate (if applicable): * 0.00000%

Total Indirect Costs: \$0.00**City/Town/Agency's Chief Financial Officer or Authorizing Official**

I further certify that this statement is correct in all respects and that the Indirect Costs Rate identified above accurately identifies what is allowable.

Name: Rita Nigri***Title:** Grant Administrator***Signature:** Rita Nigri***Signature Date:** 10/17/2025*

Equipment

List Each Item.**Any items valued equal to or greater than \$10,000 require NHTSA Pre-Approval.**

Item	QTY	Cost Per Item	Total Cost	Buy America Supporting Documentation
			\$0.00	

Total Equipment Costs:**\$0.00****Copy of Equipment Quote****Other Supporting Documentation**

Grand Total

Grand Total Amount: \$4,999.46

Budget Notes:

Budget Summary

Total Federal Budget \$4,999.46
Total Match Budget \$0.00

Relevant FAIN numbers will initially be unavailable during the grant submission process.

FAIN Numbers will be automatically assigned here once the grant has been submitted, reviewed and processed by CT HSO.

Federal Award Identifier Number (FAIN):

69A37523300004020CT0
 69A3752330SUP4020CT0
 69A37524300004020CT0
 69A3752430SUP4020CT0
 69A37525300004020CT0
 69A3752530SUP4020CT0
 69A37526300004020CT0
 69A3752630SUP4020CT0

Cost Category	Amount	Budget Summary Approval (For HSO Staff Only)		
Officers-Salaries	\$4,928.00	☒ Approved	☐ Conditions Apply *	☐ N/A
Officers-Fringe Benefits @ 1.45000%	\$71.46	☒ Approved	☐ Conditions Apply *	☐ N/A
Trooper-Salaries	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
Trooper-Fringe Benefits @ 0.00000%	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
State Police-Salaries	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
State Police-Fringe Benefits @ 0.00000%	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
Indirect Cost	\$0.00	☐ Approved	☐ Conditions Apply *	☒ N/A
Total Federal Budget	\$4,999.46	* Conditionally Approved amounts will only be reimbursed upon satisfying the condition mentioned below.		

Total Grant Amount	<i>\$4,999.46</i>	
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Notes

Reimbursement Requirements

NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.

Requested Project Start Date *	Approved Project Start Date
11/27/2025	11/27/2025

The HSO-Approved Project Start Date will populate here once the submitted grant has been reviewed by HSO staff.

WAVE 1 Billing Period Start Date	WAVE 1 Billing Period Ending Date	Reimbursement Deadline
November 27, 2025	December 5, 2025	January 5, 2026
WAVE 2 Billing Period Start Date	WAVE 2 Billing Period Ending Date	Reimbursement Deadline
May 11, 2026	May 31, 2026	July 2, 2026

- All reimbursements must be signed and dated by the sub-grantee's authorizing official.
- Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.
- Under the terms and conditions of this project application, ALL SUPPORTING DOCUMENTATION must be submitted to the Highway Safety Office no later than thirty (30) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.
- All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).
- Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30th. Failure to do so may jeopardize your reimbursement.
- All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.
- Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30th.
- Photocopies of any media coverage (if applicable) or supportive documentation can be included. Grant category budgets should be adhere to, funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.

FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS SET FORTH MAY RESULT IN YOUR CLAIM BEING DENIED.

Certifications & Assurances

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The State highway safety agency—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the NonDiscrimination Authorities identified in this Assurance;

- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:
"During the performance of this contract/funding agreement, the contractor/funding recipient agrees—
 - a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
 - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
 - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
 - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
 - e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure

RESTRICTION ON STATE LOBBYING**(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**(applies to subrecipients as well as States)**

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. *The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant

knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances

4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. The participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, department the or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Signature

This section must be completed by an Authorizing Official or Financial Officer belonging to the applicant's organization.

I understand that my statements in support of the State's application for Federal grant funds are statements upon which the Federal Government will rely in determining qualification for grant funds, and that knowing misstatements may be subject to civil or criminal penalties under 18 U.S.C. 1001. I sign these Certifications and Assurances based on personal knowledge, and after appropriate inquiry.

Name: Rita Nigri *
Title: Grant Administrator *

Signature: Rita Nigri *
Signature Date: 10/17/2025

Audit Requirements

Attachment A

SINGLE AGENCY AUDITING REQUIREMENTS AND PROCEDURES EFFECTIVE OCTOBER 1, 2025

AUDIT REQUIREMENT STATEMENT:

The town/city/agency of *Norwalk Police Department* declares that for the fiscal year ending September 30, 2026, the sum total of Federal funds awarded to local government agencies from all sources **DOES exceed \$1,000,000.00** and that it will conduct an audit report as required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

Name: *Chitsamay Lam**

Signature: *chitsamay lam**

Title: *Comptroller**

Date: *10/17/2025**

(NOTE: PLEASE DO NOT SIGN FOR BOTH STATEMENTS)

AUDIT EXEMPTION STATEMENT:

The town/city/agency of *Norwalk Police Department* declares that for the fiscal year ending September 30, 2026, the sum total of Federal funds awarded to local government agencies from all sources **DOES NOT exceed \$1,000,000.00** and that an independent audit is not required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26.

Name: *

Signature: *

Title: *

Date: *

The following sanctions policy will be in effect for sub grantees who do not submit Audit Reports or who do not correct findings in those reports:

- Any sub grantee receiving \$1,000,000.00 or more in Federal funds from all sources who fails to submit an audit report two or more sequential fiscal years will not be eligible for highway safety grants until all audit reporting requirements are met.
- Any sub grantee who has not taken corrective action on an audit finding within six months of the submission of an audit report will have funds automatically deducted from any pending claims. If there are no pending claims with the HSO, the sub grantee will not be eligible for highway safety grants until a corrective action has been negotiated with the HSO.



MAYOR
Harry Rilling

DIRECTOR
James Travers
jtravers@norwalkct.org

Memorandum

Wednesday, October 22, 2025

To: Councilperson Frayer

From: Jim Travers

Subject: Authorize the Mayor, Harry W. Rilling, to execute a Master Agreement for Construction Services with Colonna Concrete & Asphalt Paving LLC for a sum not to exceed \$381,556.00

Authorize the Director of Transportation, Mobility, and Parking to execute orders on the contract with Colonna Concrete & Asphalt Paving LLC for a sum not to exceed \$76,312.00

Councilperson Frayer,

TMP intends to enter into an agreement with Colonna Concrete & Asphalt Paving LLC for the completion of a retaining wall and installation of a sidewalk on Soundview Ave @ Deerfield St for a length of approximately 170 feet.

Timing is critical for the installation of the entirety of the project due to current conditions. The City had initially entered into an agreement with Reliable Excavating Co Inc, however; we have terminated the agreement because of performance-related issues. Currently there remains a trench adjacent to the roadway that creates less than desirable conditions. Additionally, with colder weather approaching timing is critical to have this work completed in a timely manner. Additionally, this is a school route for neighboring Brien McMahon School and the roadway network offers very limited options.

Colonna Concrete & Asphalt Paving LLC was one of the initial bidders on the project and is aware of the requirements. Additionally, they have advised us that they are completing a

project in a neighboring city with an anticipated completion by October 31, 2025. If they are allowed to start on November 3, 2025 they will initiate manpower to substantially complete the project by the end of November.

We are requesting the above approvals, which consist of the contract value with 10% contingencies and 10% incidentals be submitted to the Common Council for approval because time is of the essence to ensure TMP can have this project completed prior to a winter construction shutdown.

I remain available to answer any question you may have.

Thank you.

A handwritten signature in blue ink that reads "Jan E. Stevens". The signature is written in a cursive style with a large, looping initial "J".



MAYOR
Harry Rilling

DIRECTOR
James Travers
jtravers@norwalkct.org

Memorandum

Wednesday, October 24, 2025

To: Councilperson Frayer
From: Jim Travers

Subject: Authorize the Director of Transportation, Mobility, and Parking to execute a purchase order for Design and Permitting Services with IMEG Corp (Formally FHI Studio) for a sum not to exceed \$90,500.00

Authorize the Director of Transportation, Mobility, and Parking to execute orders on the agreement with IMEG Corp (Formally FHI Studio) for a sum not to exceed \$9,050.00

Councilperson Frayer,

TMP intends to create a purchase order for the design and permitting needed to install a pedestrian bridge over Keelers Brook, adjacent to Connecticut Ave (US Route 1) adjacent to 444 Connecticut Ave.

During the Route 1 Corridor Study that TMP is undertaking, we have heard many comments from residents and corridor users that the absence of pedestrian facilities is a major concern. There is currently a sidewalk gap that consists of approximately 165 feet. The area contains a roadway vehicular bridge that does not have the ability to support the additional feet needed to allow for the installation of a sidewalk. Creating a pedestrian bridge is the only option to ensure safe travel for our most vulnerable road users.

This is the most significant section of the corridor that is missing a sidewalk. There are connected sidewalks to the east and west of the proposed project area. Additionally, US Route 1 is an extremely busy transit route and as many employers have told us in meeting interviews, Norwalk Transit District is the primary mode of travel for many of their employees.

While the Route 1 Corridor Study is not fully complete, it is wrapping up shortly. This issue was listed as a primary concern, and the City would like the advance the design and permitting portion since funding is available for the installation. Below is an image that marks the approximate location.



We are requesting the above approvals, which consist of the proposal value with a 10% contingency be submitted to the Common Council for approval.

I remain available to answer any question you may have.

Thank you.

Jan E. Stevens

FHI Studio, now IMEG, has prepared the following scope of services US Route 1 Pedestrian Bridge over Keelers Brook.

We understand the scope of work is as follows:

PROJECT MANAGEMENT (36 hrs)

1. Work with City of Norwalk staff to schedule and facilitate a project kick-off meeting including up to four (4) FHI Studio staff members. (6 hrs)
2. Monthly status meetings including up to two (2) FHI Studio staff members (12 hrs)
3. Monthly status reports and invoices (12 hrs)

ENGAGEMENT (16 hrs)

1. Announcement of bridge project and marketing materials including: (8 hrs)
 - a. One (1) social media announcement
 - b. Banner design for city website
 - c. Draft public notice
2. Meeting with adjacent property owner to discuss staging, access to work site, project timeline, and impacts to traffic. (8 hrs)

SURVEY (\$17,000)

Topographic and boundary surveys will be done by others. (MCA)

GEOTECHNICAL (\$18,500)

Geotechnical exploration and foundations report will be done by others. (Down to Earth)

ENVIRONMENTAL (\$15,000)

1. Wetland delineation, sketch, and report.
2. Municipal Inland Water Permit
3. Coastal Site Plan Review
4. One (1) municipal coordination meeting

HYDRAULICS PHASE SERVICES

1. Hydrology analysis of the site.
2. HEC-RAS 1-D hydraulic analysis of the proposed bridge alternative.
3. Prepare final Hydraulic Design Report for the selected alternative.

DESIGN PHASE SERVICES

1. Design of civil services including:
 - a. Design of the abutments for the proposed bridge alternative in accordance with the most current edition of the Load and Resistance Factor Design (LRFD) Bridge Design Specifications and Connecticut Department of Transportation (CTDOT) Bridge Design Manual.
 - b. Independent design check of the abutments.
 - c. Design and grading of approaches extending to existing sidewalks. (16 hrs)
 - d. EPSC Plans (8 hrs)
 - e. Maintenance of Traffic Plans (8hrs)
2. Prepare construction documents that are suitable for construction purposes.

PROCUREMENT AND BIDDING SUPPORT (Add-on Service)

The following additional services may be provided for a fixed fee of \$8,000.

1. Assisting Norwalk with the selection and procurement of steel pedestrian bridge in coordination with abutment design process. (16 hrs)
2. Preparation of bid and contract documents and review of responses. (8 hrs)
3. Responses to Request for Information (8 hrs)

CONSTRUCTION ADMINISTRATION AND INSPECTION (Add-on Service)

The following additional services may be provided for a fixed fee of \$42,000.

1. Assistance with on-site inspections
2. Weekly EPSC inspections
3. Materials testing
4. Review of contractor change orders
5. Final walk through and punch list
6. Project closeout

ASSUMPTIONS

1. All wetland and watercourse impacts will be entirely avoided, removing the need for USACE permits.
2. Documents prepared by the Engineer will be prepared based upon reasonable assumptions derived from existing information provided by the Owner and from limited observation of accessible and visible existing conditions by the Engineer without the benefit of extensive field measurements and investigation prohibited by expense and inconvenience to the Owner. It is understood and agreed that unforeseen conditions uncovered during the progress of the project may require changes in the project, resulting in additional cost and delay.
3. It is anticipated that the project will take 12 months from the Notice to Proceed until the project closeout.

COMPENSATION

We propose providing the services described above for a fixed fee of \$90,500.

- FHI Studio (IMEG) \$55,000
- MCA \$17,000
- Down to Earth \$18,500