

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

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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.

**SPECIAL MEETING
REVISED**

- I. ROLL CALL**
- II. ACCEPTANCE OF MINUTES**
 - A. Regular Meeting: October 28, 2025**
- III. PUBLIC PARTICIPATION**
- IV. MAYOR**
 - A. RESIGNATIONS AND APPOINTMENTS**
 - B. MAYOR'S REMARKS**
- V. COUNCIL PRESIDENT**
 - A. RESIGNATIONS AND APPOINTMENTS**
 - B. CONSENT CALENDAR**

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. CITY COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS

1. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Veteran's Park and immediate surrounding grounds by Norwalk Seaport for their Oyster Festival to be held on Friday, September 11th, 2026 from 6:00 P.M. to 11:00 P.M., Saturday, September 12th 2026 from 11:00 A.M. to 11:00 P.M. and Sunday, September 13th 2026 from 11:00 A.M. to 8:00 P.M. Set-up time by 8:00 A.M. August 14th with tear-down by September 30th, 10:00 P.M. Approximately 35,000 people.
2. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Taylor Farm and immediate surrounding grounds by Friends of Norwalk Dogs for their Holiday Party to be held on Sunday, December 21st, 2025 from 10:00 A.M. to 2:00 P.M. Approximately 70 people.
3. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Brien McMahon High School and immediate surrounding grounds by Club Connecticut for their Boston Buildup 10k to be held on Sunday, January 4th, 2026 from 9:00 A.M. to 10:00 A.M. Approximately 125 people.
4. Authorize the Purchasing Agent to issue a sole source purchase order to ME Obrien and Sons, for playground equipment and installation at Fox Run School, in an amount not to exceed \$154,805.92, from accounts 0926 6030 5777 C0364, 014150 5585.
5. Authorize the purchasing agent to issue a sole source purchase order to Spring City for the purchase of 50 LED light pole fixtures in an amount not to exceed \$279,800 from account 0926 6030 5777 C0365. These poles will replace existing poles and fixtures at Calf Pasture beach.
6. Authorize the Mayor, Harry W. Rilling, to enter into a contract with Greenway Property Services, for grant project #4463R, Norwalk Urban Trails Projects, in an amount not to exceed \$724,828.50, from accounts 0924 6030 5799 C0846, 0926 6030 5777 C0588, and 0925 6030 5777 C0588.
7. Authorize the Director of Recreation and Parks to issue change orders, in an amount not to exceed \$41,515, with Greenway Property Services, for grant project #4463R, Norwalk Urban Trails Projects, from accounts 0924 6030 5799 C0846, 0926 6030 5777 C0588, and 0925 6030 5777 C0588.
8. Authorize the establishment of the Recreation & Sports Activities account. The Account shall include revenue sources and program expenditures as defined in the Recreation & Sports Activities Program Document dated October 2025. Account

funds shall not lapse and shall be available exclusively for the purposes identified in the Program Document. The Director of Recreation and Parks shall report to the Board of Estimate and Taxation and the Common Council on the status of the Account before April 1st of each year.

B. PUBLIC SAFETY AND GENERAL GOVERNMENT

1. Technical correction to action item approved during October 14 Common Council meeting

Technical Correction Section:

In accordance with Section 3, Compensation, Paragraph A, of the Agreement, the annual compensation limit should have been increased in years 2 and 3 of the term to coincide with the agreed hourly rates. Year one (1) not to exceed amount of \$388,000. Year two (2) not to exceed \$400,000. Year three (3) not to exceed amount of \$412,000.

The Norwalk Police Department is requesting a technical correction to the Compensation Paragraph A, with All City Management Services for public crossing guard services to remain at an hourly rate of \$41.06 with the annual sum not to exceed amount of \$412,000. Funding is currently available for 2025/2026 fiscal year in account #013026-5258.

We are requesting the following authorization:

- 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 \$412,000 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 \$412,000 per year from account #013026-5258.

C. ECONOMIC AND COMMUNITY DEVELOPMENT

1. Authorize the Mayor, Harry W. Rilling, to execute an Agreement between the City of Norwalk and the State of Connecticut Municipal Redevelopment Authority (CMDA), regarding the participation as a member municipality with the CMDA.
2. Authorize the Director of Transportation, Mobility, and Parking to execute orders on the contract with Colonna Concrete for the Hospital Hill Village Safety Enhancement Project for a sum not to exceed \$160,000 to complete the above referenced projects

and create project limits that better align with future paving.

Account Number: 0926-3750-5777-C0649

D. LAND USE AND BUILDING MANAGEMENT

1. Authorize the Purchasing Agent to issue a Purchase Order to Ring's End Inc. as the sole source provider for the purchase of the replacement doors and hardware for the Norwalk Concert Hall for a total not to exceed \$89,640.00. Funds are available from the following accounts 0923/25 5777 C0439, 0920/21/23 5777 C0536.
2. Authorize Mayor Harry W. Rilling to execute an amended license agreement with The Fairfield County Makers' Guild for the use of an additional 528 sq. ft. at 3 Belden Avenue, at a licensing fee of \$4.50 per square foot, for a revised rental payment of \$5,940 per year or \$1,485 per quarter.
3. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Columbus School at 46 Concord Underground Storage Tank Removal Project.

RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Columbus School at 46 Concord Underground Storage Tank Removal Project.

RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Columbus School at 46 Concord Underground Oil Tank Removal Project.

4. RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Nathan Hale Middle School, Asbestos Abatement Project.

RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Nathan Hale Middle School, Asbestos Abatement project.

RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Nathan Hale Middle School, Asbestos Abatement project.

5. a. Authorize the Purchasing Agent to issue a Purchase Order to Red Thread for \$377,540.44 plus a contingency in the amount of \$8,000.00 for the purpose of providing FF&E for the Norwalk Community Recreation Center.
Account #09256030 5777 C0719, 09247100 5779 G0050

- b. Authorize the Purchasing Agent to execute a Purchase Order to Total Fitness Equipment for \$59,932.50 plus a contingency in the amount of \$5,000.00 for the purpose of providing FF&E for the Norwalk Community Recreation Center.
Account #09256030 5777 C0719, 09247100 5779 G0050
- c. Authorize the Purchasing Agent to execute a Purchase Order to Audio Visual Technology for \$5,141.00 plus a contingency in the amount of \$1,000.00 for the purpose of providing FF&E for the Norwalk Community Recreation Center.
Account #09256030 5777 C0719, 09247100 5779 G0050
- d. Authorize the Purchasing Agent to execute a Purchase Order to Hertz Furniture for \$2,526.68 plus a contingency in the amount of \$750.00 for the purpose of providing FF&E for the Norwalk Community Recreation Center.
Account #09256030 5777 C0719, 09247100 5779 G0050
6. a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with O’Riordan Migani Architects LLC for architectural services for the Calf Pasture Beach Camp renovation project for a total not to exceed \$119,480.00. Acct. # 09263110-5777-C0365.
- b. Authorize architectural design contingency with O’Riordan Migani Architects LLC for the Calf Pasture Beach Camp renovation project for a total not to exceed \$11,948.00 - Acct. # 09263110-5777-C0365.
7. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with A.V. Tuchy, Inc. as the Construction Manager (CM) for the Westport Avenue Fire Station (Station #4) Renovation and Expansion Project. Terms of the agreement shall include the following:
- i. Pre-construction Phase Services (including reimbursable allowance) \$12,000.00
 - ii. CM Fees (% of total trade bids) : 5%
 - iii. CM Contingency (% of total trade bids) : 6%. Following the bidding process, the final contract (GMP) will be submitted to the City Council for approval. Acct. # 09263110-5777-C0728.
8. a. Authorize the Mayor, Harry W. Rilling, to execute the Guaranteed Maximum Price (GMP) Amendment with Newfield Construction Group, LLC for the Marvin Elementary School HVAC improvement project in the amount of \$2,981,136.00.
Funds are available in Acct. #09245010 5777 C0841.
- b. Authorize the Office of Building Management to issue Change Order on Contract for a total not to exceed \$298,113.00.
Funds are available in Acct. #09245010 5777 C0841.

E. FINANCE AND CLAIMS COMMITTEE

1. Narrative on Tax Collections dated November 2025
2. Monthly Tax Collector's Reports dated September and October 2025
3. Approve Claims Committee Report dated October and November 2025
4. Authorize the Mayor, Harry W. Rilling, to execute an agreement with FAPS Holdings Inc. DBA as Govolution, LLC for Project 4446 Payment Processing Services for at total per fiscal year \$3,500.00 Account #: 011330- 5259
5. RESOLUTION: Approve a special appropriation totaling \$200,000 for the City's contribution to the free meals program for Norwalk Public Schools. Funds to be transferred from the General Fund Balance account 011310-4701 to the Norwalk Public School Lunch Fund account 410000-4836-67.
6. Authorize the Appropriation of \$3 million from the Municipal Grant in Aid (Fund 58) for the fiscal year ending Jun 30, 2026 in the following amounts and for the following purposes:

Transit District grant	\$	610,885.00
DPW Snow & Ice Removal -- Chemicals	\$	450,000.00
DPW Centralized Fleet Maintenance	\$	230,000.00
DPW Operations full time salaries	\$	1,709,115.00
Total use of Municipal Grant in Aid	\$	3,000,000.00
7. Authorize to allocate \$3,000,000 to Norwalk Public Schools account 015050-5050 for the fiscal year ending Jun 30, 2026 from the following General Fund accounts:

Transit District grant-017002-5B020	\$	610,885.00
DPW Snow & Ice Removal -- Chemicals- 014025-5322	\$	450,000.00
DPW Centralized Fleet Maintenance- 014045-5462	\$	230,000.00
DPW Operations full time salaries- 014021-5110	\$	1,709,115.00
Total Transfer	\$	3,000,000.00
8. Resolution: To authorize the establishment of the Recreation & Sports Activities Account(Recreation & Parks Fund). The Account shall include revenue sources and program expenditures as defined in the Recreation & Sports Activities Program Document dated October 30, 2025. Account funds shall not lapse and shall be available exclusively for the purposes identified in the Program Document. The Director of Recreation and Parks shall report to the Board of Estimate and Taxation and the Common Council on the status of the Account prior to April 1st of each year.

VIII. RESOLUTIONS FROM CITY COUNCIL

- IX. MOTIONS POSTPONED TO A SPECIFIC DATE**
- X. SUSPENSION OF RULES**
- XI. ADJOURNMENT**

Council at Large:	Mr. Joshua Goldstein Mr. Johan Lopez	Ms. Barbara Smyth Ms. Nora Niedzielski-Eichner
District A:	Mr. Jalin Sead	Ms. Nicol Ayers
District B:	Mr. Dajuan Wiggins(7:40pm)	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	Ms. Lisa Shanahan

I. ROLL CALL

The meeting was called to order at 7:30 p.m. by Mayor Harry Rilling, Chair. Those present joined in reciting the Pledge of Allegiance to the flag. The roll was called by Ms. Dixon, Clerk. A quorum was confirmed.

II. ACCEPTANCE OF MINUTES

A. Regular Meeting: October 14, 2025

There were no comments, corrections, or deletions to the minutes.

****MS. WENNERSTRAND MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 14, 2025.**

****THE MOTION PASSED 10-2 (ABSTENTIONS – MS. AYERS, MS. SHANAHAN). THE MINUTES WERE APPROVED AS PRESENTED.**

III. PUBLIC PARTICIPATION

Ms. Diane Cece of Olmsted Place opposed the appointment of Mr. John Hubers as Planning and Zoning Commission alternate (IV.A.1.e), citing inadequate public notice (agenda posted Sunday, resume Monday at 12:30 p.m.), limited land-use experience per resume, and Mr. Hubers' recent Norwalk residency (voter registration August 5th after City Clerk notification). She raised concerns about the pre-election timing and term to January 2027, given alternates' path to full membership, and urged withdrawal by Mr. Hubers or Mayor Rilling, or tabling for review.

Ms. Ileana Zuniga of Runningbrook Lane opposed Mr. John Hubers' appointment as Planning and Zoning Commission alternate, noting residents' vocal concerns on development/overdevelopment and the commission's vital role in voicing them while preserving community character. She highlighted zoning decisions' enduring effects, urging careful, transparent selection with public trust, and called to table or reject the nomination amid the election cycle to exemplify accountability. Echoing Ms. Cece on notice/timing flaws, Ms. Zuniga cited Mr. Hubers' recent Norwalk move, lack of voting history, and August registration only after City Clerk advice; she argued the outgoing administration's pick, lasting to 2027, should yield to incoming leaders to rebuild confidence.

Ms. Ana Tabachneck of 4 Gilbert Street supported VII.A.4 (Residential Parking Permit Program ordinance), disclosing her Planning and Zoning alternate role but speaking personally after missing the prior committee meeting due to illness. She urged approval, emphasizing permits' need for overall parking management not just non-residents, and suggested broadening street/area approvals beyond petitions to include TMP proposals from complaints or Council recommendations.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

1. APPOINTMENTS

a. John Cusano, Historical Commission

The Council considered the appointment of Mr. John Cusano to the Historical Commission.

Mr. Sutton nominated Mr. John Cusano to the Historical Commission and detailed his qualifications, highlighting his residence at 29 Poplar Street in Norwalk and extensive background in arts, community engagement, equity, volunteerism, and education.

****MR. SUTTON MOVED TO APPROVE THE APPOINTMENT OF MR. JOHN CUSANO TO THE HISTORICAL COMMISSION.**

****THE MOTION PASSED. THE APPOINTMENT OF MR. JOHN CUSANO TO THE HISTORICAL COMMISSION WAS APPROVED.**

b. Devan S. Healy, Conservation Commission, Regular

Ms. Shanahan described Ms. Healy as perfectly suited for the Conservation Commission, noting her current position as an environmental analyst for the Town of Greenwich, previous experience at HDR in White Plains, work with Harbor Watch, and background as a marine science educator at the Maritime Aquarium.

****MS. SHANAHAN MOVED TO APPOINT DEVAN S. HEALY AS A REGULAR MEMBER OF THE CONSERVATION COMMISSION.**

****THE MOTION PASSED UNANIMOUSLY. MS. HEALY WAS APPOINTED AS A REGULAR MEMBER OF THE CONSERVATION COMMISSION.**

c. Elise Allum, Conservation Commission, Alternate

Ms. Shanahan spoke of her work with Ms. Allum through the Norwalk River Watershed Association on the Meadow Street microforest project, describing her as highly organized, diligent, and passionate. She noted that Ms. Allum is a Norwalk native who graduated from Norwalk High School in 2020 and summa cum laude from Fairfield University in 2024.

****MS. SHANAHAN MOVED TO APPOINT ELISE ALLUM AS AN ALTERNATE MEMBER OF THE CONSERVATION COMMISSION.**

****THE MOTION PASSED UNANIMOUSLY. MS. ALLUM WAS APPOINTED AS AN ALTERNATE MEMBER OF THE CONSERVATION COMMISSION.**

d. Anthony Simari, Zoning Board of Appeals, Regular

Ms. Wennerstrand noted that Mr. Simari has lived in the Cranberry section of Norwalk since 2009 and works as a New York commercial real estate attorney with experience arguing for variances before the Yonkers Zoning Board. He previously served on the Darien Zoning Board from 2008 until relocating to Norwalk.

****MS. WENNERSTRAND MOVED TO APPOINT ANTHONY SIMARI TO THE ZONING BOARD OF APPEALS.**

****THE MOTION PASSED UNANIMOUSLY. MR. SIMARI WAS APPOINTED TO THE ZONING BOARD OF APPEALS.**

e. John Hubers, Planning and Zoning Commission, Alternate

Mr. Goldstein spoke in support of Mr. Hubers, noting that while he is a new resident to Norwalk, he has been a regular attendee of Planning and Zoning Commission meetings and has spoken with city officials and commission members. He highlighted Mr. Hubers' professional experience consulting nonprofits on business operations and noted that as a renter, he would bring a valuable perspective to the commission. Ms. Niedzielski-Eichner echoed support for having a renter perspective, citing studies showing the lack of renters on Connecticut zoning boards. Ms. Dunn indicated she would vote no due to lack of transparency and inadequate time for vetting the candidate.

****MR. GOLDSTEIN MOVED TO APPOINT JOHN HUBERS AS AN ALTERNATE MEMBER OF THE PLANNING AND ZONING COMMISSION.**

****ABSTENTIONS – MS. EADDY, MS. AYERS, MR. WIGGINS.**

****OPPOSED – MS. DUNN**

****THE MOTION PASSED 8-1-3. MR. HUBERS WAS APPOINTED AS AN ALTERNATE MEMBER OF THE PLANNING AND ZONING COMMISSION.**

f. Elizabeth Sile, Bike/Walk Commission

Mr. Goldstein noted that Ms. Sile has experience in the nonprofit and communications sector, currently serving as Director of Content with the Breast Cancer Research Foundation.

****MR. GOLDSTEIN MOVED TO APPOINT ELIZABETH SILE TO THE BIKE/WALK COMMISSION.**

****THE MOTION PASSED. MS. SILE WAS APPOINTED TO THE BIKE/WALK COMMISSION.**

2. REAPPOINTMENTS

a. Jalin Sead, Fair Housing Advisory Commission

b. Carol L. Frank, Fair Housing Advisory Commission

Mr. Goldstein highlighted Ms. Frank's long history of service on Norwalk boards and commissions and Mr. Sead's work as chair of the Fair Housing Advisory Commission, particularly his collaboration with the new Fair Housing Officer.

****MR. SUTTON MOVED TO REAPPOINT JALIN SEAD AND CAROL L. FRANK TO THE FAIR HOUSING ADVISORY COMMISSION.**

****THE MOTION PASSED UNANIMOUSLY. MR. SEAD AND MS. FRANK WERE REAPPOINTED TO THE FAIR HOUSING ADVISORY COMMISSION.**

c. Charles Pirro, Pension Board

Ms. Shanahan noted that Mr. Pirro has lived and worked in Norwalk for over 40 years and has extensive experience in Social Security and retirement benefits law. She shared positive feedback from his fellow board members regarding his knowledge, dedication, and thoroughness.

****MS. SHANAHAN MOVED TO REAPPOINT CHARLES PIRRO TO THE PENSION BOARD.**

****THE MOTION PASSED UNANIMOUSLY. MR. PIRRO WAS REAPPOINTED TO THE PENSION BOARD.**

B. MAYOR'S REMARKS

Mayor Rilling reported on the federal government shutdown's impact on SNAP benefits, noting that while existing benefits remain usable after November 1, no new benefits will be added until the government reopens. He directed residents to the Norwalk Local Food Access Guide at norwalkct.gov/meals and advised that applications will continue to be processed. For immediate help, residents may contact the Community Resource Hub or Alliance for Community Empowerment.

He commended the recent Halloween Night Fair in South Norwalk, describing it as highly successful with an estimated 6,000 attendees. The event, aimed at supporting local businesses and community engagement, received strong positive feedback. Mayor Rilling thanked the Economic and Community Development team, Police Department, and participating vendors for their efforts.

Mayor Rilling also reminded residents that early voting for the municipal election was taking place in the City Hall Community Room, with daily hours through November 2 and extended hours on October 30. Expressing concern over low voter turnout, he emphasized that municipal government directly affects residents through services such as schools, parks, and infrastructure. He urged participation in the upcoming election, highlighting the sacrifices made to secure the right to vote and the significant impact of local elections on daily life.

V. COUNCIL PRESIDENT

A. RESIGNATIONS AND APPOINTMENTS

No discussion occurred under this section.

B. CONSENT CALENDAR

Ms. Niedzielski-Eichner read the Consent Calendar as follows:

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

B. RECREATION, PARKS AND CULTURAL AFFAIRS

1. Authorize Mayor Rilling, 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 Mayor Rilling, 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 Mayor Rilling, 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

****MS. SMYTH MOVED TO APROVE THE CONSENT CALENDAR AS READ.**

****THE MOTION PASSED UNANIMOUSLY. THE CONSENT CALENDAR WAS APPROVED.**

VII. A. ORDINANCE

4. Approve new ordinance - Residential Parking Permit Program

The Council considered approval of the new ordinance establishing the Residential Parking Permit Program.

Ms. Young expressed support for the ordinance but emphasized that it is limited in scope and overdue, particularly in addressing long-standing issues in South Norwalk such as commercial vehicles, abandoned vehicles, and non-resident parking related to the beach or train station. She urged that additional research on long-term parking and abandoned vehicles be prioritized alongside this ordinance to avoid delays of years.

Ms. Dunn stated that the ordinance enables the Department of Transportation, Mobility, and Parking to develop a plan with public involvement, noting that every neighborhood has unique needs. She also highlighted that the program would allow parking enforcement officers to address issues like vehicles blocking fire hydrants without relying on police resources and encouraged broad public engagement during the two 30-day public hearing periods required before final Council approval.

Ms. Ayers reiterated the need for proactive measures beyond resident petitions, such as the department or Council proposing areas based on complaints, to ensure all voices are heard, including those of impacted residents who may not participate due to lack of awareness. She stressed that funding for enforcement is essential, describing the ordinance as a band-aid without layered approaches, and noted similar parking challenges in District A including congestion, commercial vehicles and narrow streets.

Mr. Travers advised that commercial vehicles are ticketed per existing law, with limitations on accommodations like plumbing trucks, and that the police department has removed over 60 abandoned vehicles through a reporting and towing process requiring public participation. He noted extensive efforts in South Norwalk, including petitioning the state for legislative changes and expanding parking authority enforcement citywide, and committed to an open, transparent process with community input modeled on best practices from other cities. He also emphasized that the program requires resident participation and cannot be imposed, and that recent changes allow parking authority responses to issues like fire hydrant blockages.

Ms. Young clarified that her comments were not personal against Mr. Travers, acknowledging joint community walks and the lengthy process, but urged a comprehensive, layered approach to avoid piecemeal solutions taking another decade.

Ms. Shanahan noted discomfort with relying solely on resident-led petitions, as many constituents may complain without knowing resolution steps, and advocated for equitable consideration of all input, including from those without easy access to participation. She reiterated the need for multiple enforcement layers and funding to address the broader issue effectively.

****MS. SHANAHAN MOVED TO APPROVE THE NEW ORDINANCE
ESTABLISHING THE RESIDENTIAL PARKING PERMIT PROGRAM.
**THE MOTION PASSED UNANIMOUSLY. THE NEW ORDINANCE
ESTABLISHING THE RESIDENTIAL PARKING PERMIT PROGRAM WAS
APPROVED.**

VIII. RESOLUTIONS FROM COMMON COUNCIL

No resolutions were presented under this section.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

No motions were presented under this section.

X. SUSPENSION OF RULES

No suspensions were requested under this section.

**COMMON COUNCIL
NORWALK,
CONNECTICUT**

**REGULAR MEETING
7:30 PM**

**OCTOBER 28, 2025
VIA ZOOM & COMMON
COUNCIL CHAMBERS**

XI. ADJOURNMENT

****MS. SHANAHAN MOVED TO ADJOURN THE MEETING.**

****THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:47 p.m.

Respectfully Submitted,
Courtney Baldwin
Recording Secretary

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

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

Permit # **R3163**
Status Tentative
Date of Issue Oct 30, 2025 2:55 PM
Expiration Date Nov 29, 2025

Customer Name	Jerry Toni - 3511	Work Phone Number	(203) 838-9444
Customer Type	General Public	Home Phone Number	(203) 838-9444
Mailing Address	213 Liberty Square 213 Liberty Square Norwalk, CT 06855	Email Address	jerry.toni@seaport.org
System User	Internet User		

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

Norwalk Seaport Oyster Festival		1 resource(s)	3 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	
Fri, Sep 11, 2026 6:00 PM	Fri, Sep 11, 2026 11:00 PM	35001	\$0.00	
Sat, Sep 12, 2026 11:00 AM	Sat, Sep 12, 2026 11:00 PM	35000	\$0.00	
Sun, Sep 13, 2026 11:00 AM	Sun, Sep 13, 2026 8:00 PM	35000	\$0.00	

Custom Questions	
QUESTION	ANSWER
*Will you require lights? (Fields only)	Yes
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
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)	Yes

If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	+- 10
Is there a 2nd date in mind or a rain date or location?	No
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	35,000+
What is the setup time?	Setup 8/14/26 8:00 AM - Breakdown by 9/30 8:00 PM. Event dates: September 11, 12, 13, 2025
What type of event?	Festival
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Tents, amusements.
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	Yes
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	Yes
Will you be selling food, beverages, goods or wares?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	Yes
Will you be using display advertising?	Yes
Will you be using temporary electrical resources?	Yes
Will you have a catering tent? (Gallaher Mansion site only)	Yes
Will you have over 200 guests- if so police officer will be required.	Yes
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Sep 11, 2026	Jerry Toni	Waiver Signed by: Jerry Toni on Oct 30, 2025

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

GB Toni

Facility - Rental Agreement

Sep 11, 2026

Jerry Toni

Waiver Signed by: Jerry Toni
on Oct 30, 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.

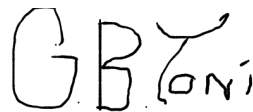
Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this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

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

Jerry Toni

Customer ID: 3511
Work Phone Number: (203) 838-9444
Home Phone Number: (203) 838-9444
Email Address: jerry.toni@seaport.org

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

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

Permit # **R3176**
Status Tentative
Date of Issue Nov 6, 2025 1:41 PM
Expiration Date Dec 6, 2025

Customer Name	Katherine Snedaker - 1103	Home Phone Number	(203) 984-0860
Customer Type	General Public	Cell Phone Number	(203) 984-0860
Mailing Address	14 Haviland St Unit B1 Norwalk, CT 06854	Email Address	pricesned@gmail.com
System User	Internet User		

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

Holiday Party	1 resource(s)	1 booking(s)	Subtotal: \$0.00
Booking Summary			
Taylor Farm (Event)		Center: Taylor Farm	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Dec 21, 2025 10:00 AM	Sun, Dec 21, 2025 2:00 PM	70	\$0.00

Custom Questions	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	Yes
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	less than 2
Is there a 2nd date in mind or a rain date or location?	Sunday, 11-2

Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	50
What is the setup time?	10:30
What type of event?	Holiday Social
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	A few tables
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?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	Yes
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	No
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	Yes

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Dec 21, 2025	Katherine Snedaker	Waiver Signed by: Katherine Snedaker on Nov 6, 2025

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

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6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon 7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date

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



Facility - Rental Agreement

Dec 21, 2025

Katherine Snedaker

Waiver Signed by: Katherine
Snedaker on Nov 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



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

Katherine Snedaker

Customer ID: 1103
Home Phone Number: (203) 984-0860
Cell Phone Number: (203) 984-0860
Email Address: pricesned@gmail.com

City of Norwalk
125 East Ave
Norwalk, CT 06851

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

Permit # **R3177**
Status Tentative
Date of Issue Nov 6, 2025 4:44 PM
Expiration Date Dec 6, 2025

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

Rental Fee	\$570.00
Discounts	\$0.00
Subtotal	\$570.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$570.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$570.00

Boston Buildup 10k	1 resource(s)	1 booking(s)	Subtotal: \$570.00
Booking Summary			
McMahon High School - Softball Turf (Field Rental)		Center: Brien McMahon High School	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Jan 4, 2026 9:00 AM	Sun, Jan 4, 2026 10:00 AM	125	\$0.00
Resource level fees			\$570.00

Custom Questions	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Field Requested- Type in your selected facility/field.	Using McMahon Parking Lot to leave & return for 10k
Is there a 2nd date in mind or a rain date or location?	No
What is the setup time?	na
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	na

Payment Schedules	Original Balance: \$570.00	Current Balance: \$570.00
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DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Jan 4, 2026	\$570.00	\$0.00	\$0.00	\$570.00

X: _____

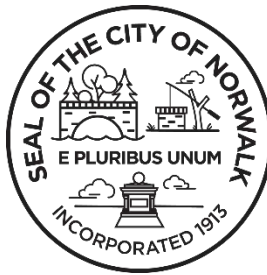
Date: _____

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

X: _____

Date: _____

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



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 10/22/2025

DEPARTMENT: Rec and Parks

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

Check One:

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

TOTAL COST: \$154,805.92 MUNIS Account: 0926 6030 5777 C0364, 014150 5585

VENDOR: M.E. O'Brien and Sons

Sharon
Conners
rs

Purchasing Agent Signature	The Purchasing Agent	Department Head Signature
Digitally signed by Sharon Conners	☒ Supports	<i>Ken Hughes</i>
Purchasing Agent Name	☐ Does Not Support	Department Head Name
Date: 2025.10.22 10:36:09 -04'00'	☐ Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Ken Hughes
		Date 10/22/2025

JUSTIFICATION:

The Parks Department is expanding the existing playground at Fox Run School. The current equipment is from Landscape Structures. ME OBrien is our Landscape Structures vendor. Quote is from 2025 MHEC MC16 B14 pricing.

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

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



Quotation

M.E. O'Brien & Sons, Inc. is an Affirmative Action/Equal Opportunity Employer AA/EOE and Massachusetts SDO Certified WBE

Company Address

PO Box 718, Medway MA 02053-0718
TEL 508-359-4200 / FAX 508-533-6342
www.obrienandsons.com

Date 10/21/2025

Quotation Expires 12/31/2025

Customer Name Ken Hughes

Tel, Email khughes@norwalkct.gov

Salesperson Brian Iafolla
Admin Asst Karen Hanley

Comments or Special Instructions

INCLUDES 2025 MHEC MC16 B14 PRICING

Version # 2

Job Name

Fox Run Elementary School - Norwalk, CT

Salesperson	Email	Pay Terms	Estimated Lead Time
Brian Iafolla	brian_iafolla@obrienandsons.com	Net 30	8 - 10 weeks

Quantity	Unit	Vendor, Model Number & Description	Unit Price	Taxable?	Amount
1	lot	Design #MEO25816 - Landscape Structures - Playbooster Playstructure to include climbers, slides, tunnels, sensory play, and freestanding play.			\$ 100,658.00
		6% MHEC Discount			\$ (6,039.48)
		Freight			\$ 7,250.00
		Play Equipment = \$101,868.52			
130	cu/yds	Dunning Industries - IPEMA certified engineered wood fiber playground safety surfacing to be installed at 12" depth.			\$ 4,420.00
		3% MHEC Discount			\$ (132.60)
		Freight			\$ 400.00
		Dunning Woodfiber = \$4,687.40			
					q

	Subtotal	\$ 154,805.92
If you have any questions concerning this quotation, please contact your salesperson listed above.	Tax Rate	
	Sales Tax	\$ -
	TOTAL	\$ 154,805.92
3/3/2025		

3/3/2025

Page 33 of 183

*** Due to ongoing steel and other material surcharges as well as increased demand, quotations are only valid for 30 days ***

- **LEAD TIMES:** Estimated lead times vary after receipt of order and architectural approval if required. Lead times may fluctuate due to the availability of raw materials at the time of order.
- The Purchaser is responsible for quantity, color, and product confirmation. Prices are based on quantities listed. Any change to quantities will impact prices quoted. Standard manufacturer's design, colors, specifications, and construction apply unless otherwise noted.
- Prices do **NOT** include shipping charges, sales tax, resilient surfacing, assembly or installation unless otherwise noted on quotation.
- Delivered prices do **NOT** include off-loading, lift-gate, inside delivery, reconsignment, or detention fees. If requested, additional charges will be added. (Lift gate service is a truck that has a lift gate on the back to bring the skids to the ground. Once on the ground it is the receiver's responsibility to move it from there.)
- M.E. O'Brien & Sons is NOT responsible for **plan take-offs**. All quantities, square footages, thicknesses, etc. are the responsibility of the purchaser. Confirm and double check quantities quoted. It is the responsibility of the purchaser to approve/purchase items "per plan".
- Quote is based on information at time of bid/request. Any changes, updates, addenda, etc. may require quote to be revised.
- It is expected that Approved Submittals should be returned to our office within 60 days of issue to ensure that prices for these products can be held. Approved Submittals that exceed 60 days before being returned may incur price increases.
- **If installation is included**, M.E. O'Brien & Sons is **NOT** responsible for buried underground hazards including, but not limited to: ledge, unsuitable bearing soils, unmarked utilities, boulders, construction debris and any other conditions beyond our control. Additional costs will apply.
- When O'Brien & Sons is supplying materials only, retainage does not apply.
- Enrollment in a software program tracker (such as Mwrap, CCIP or LCP) is **NOT** included. If these are required, please advise the cost and the price will be added to the contract.
- Excludes any and all GC requirements not specifically spelled out in this quote.
- **Returns** require authorization and must be made within 30 calendar days of receipt of order. Customer is responsible for a re-stocking fee of 20-50% (varies by manufacturer), plus shipping charges (to and from) for all returned materials. Custom products or custom colored products are **NOT** returnable. Shade Systems and Ironsmith products are **NOT** returnable. Surfacing materials are **NOT** returnable.
- **Deliveries:** When delivered, inspect entire shipment carefully, make note on delivery receipt of ANY damage so a freight claim can be filed if damage is discovered after opening package(s).

All Fields Must Be Completed to Place Order

Job Name: Fox Run Elementary School - Norwalk, CT

Quotation Date: 10/21/2025

Version # 2

Bill to:

Ship to:

Company / Dept

Company / Dept

Name

Name

Address

Address

City, State ZIP

City, State ZIP

Phone

24-Hr Contact Name

Email

24-Hr Contact Tel #

PO#

24-Hr Contact Email

Purchase Amount \$ 154,805.92

Date Wanted

Delivery Days/Hours

Job Address

City, State ZIP

Is job tax exempt (Y/N)?

Tax Exempt #

(Tax exempt certificate required)

Customer Acceptance

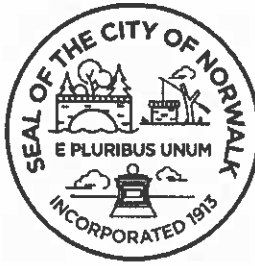
The attached standard terms and conditions (the "Standard Terms and Conditions") form part of the Purchase Contract (the "Purchase Contract") between yourself (the "Customer"), and M.E. O'Brien & Sons, Inc. ("O'Brien & Sons"). The Customer's acceptance and understanding of these Standard Terms and Conditions and all other supporting documentation provided as part of this package is evidenced by signing of the Purchase Contract. **Order cannot be processed without a completed and signed copy of this Purchase Contract.**

Signature (customer or authorized representative)

Date

Print Name

THANK YOU FOR YOUR BUSINESS!



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 10/27/2025

DEPARTMENT: Rec and Parks

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

Check One:

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

TOTAL COST: \$279,800 MUNIS Account: 0926 6030 5777 C0365

VENDOR: Spring City

Purchasing Agent Signature		The Purchasing Agent		Department Head Signature	
Digitally signed by Sharon Conners		☒	Supports		
Purchasing Agent Name		☐	Does Not Support	Department Head Name	
Date: 2025.11.03 10:59:22 -05'00'		☐	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Robert Stowers	
				Date 10/27/2025	

JUSTIFICATION:

The City is looking to transition the light poles/fixtures at the beach to the City Standard light pole. Spring City is the sales outlet for the manufacturer of the City standard light poles, which cannot be purchased from anywhere else.

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

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



Project Quotation

Sales@springcity.com

Phone: (610) 948-4000

Page

1

Date Monday, October 27, 2025

Quote

QUOTE- 46399

Revision

Rev Date

PLEASE NOTE:Pricing is valid for orders entered within 30 days, and released within 60 days of quote

Customer: Norwalk Parks Dept.
Contact: Ken Hughes
Project: Calf Pasture Beach - Norwalk, CT

Previous Sales Order:
Previous Drawing #: LP-34631

Quantity	Item Number	Unit Price	Ext. Price
50	ALMYRK-M2-LE040-EVX-2F2-30-CR3-YPLF-FBR-CU	\$5,596	\$279,800
	DPSWSH-17-12.00-TN3.00-3.00-DC-CB (CAST DUCTILE-IRON POLE (NO GFI OUTLET)		

Total \$279,800



S P E C L I N E S
DARK SKY, BRIGHT FUTURE

- * Freight is prepaid and billed for orders under \$5,000.
- * Tax Exempt Certificate or Reseller Certificate must be presented at time of order.
- * Based on current conditions, manufacturing lead time to shipment is estimated to be 18 weeks from receipt of an acceptable release
- * Quotation is subject to approval as offered
- * Any orders resulting from this quotation are subject to credit approval
- * FOB shipping point]
- * Anchor bolts not included.]
- * Standard terms and conditions of sale apply. Terms are net 30 ship date.]
- * In the absence of written specs this offering is made subject to our standard production method]
- * Spring City reserves the right to amend the quoted price should items and/or quantities change.
- *

*No poles included.

*Quotation includes LED light source.

*Quotation includes fixtures.

NORWALK URBAN TRAILS PROJECT EAST ROCKS

2 E. ROCKS ROAD

Norwalk, CT 06851

ARCHITECT/ LANDSCAPE ARCHITECT

Alloy Design Studio, PLLC

79 E. Putnam Ave, Greenwich CT 06830

info@alloydsn.com

PH: (203) 661-2723

LIST OF DRAWINGS

L-T Title Sheet

LANDSCAPE

L-050 Contact Plan

L-100 Removals Plan

L-200 Materials Plan

L-201 Materials Plan Enlargement

L-202 Materials Plan Enlargement

L-300 Grading Plan

L-301 Grading Plan Enlargement

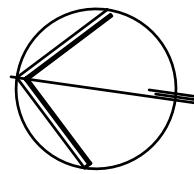
L-400 Planting Plan

L-500 Site Details

L-501 Site Details

SCOPE OF WORK

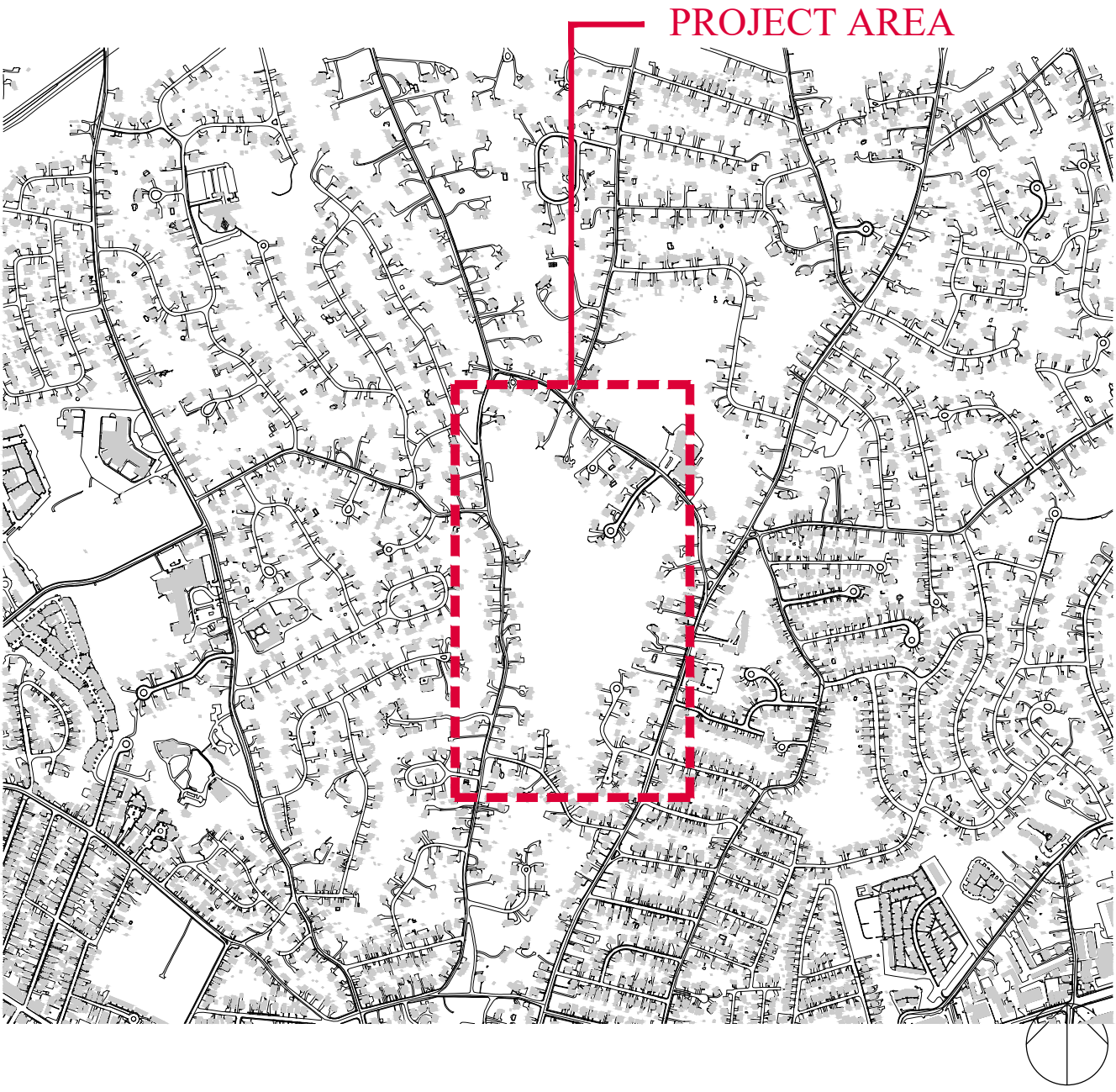
PROPOSED RENOVATIONS



GENERAL NOTES

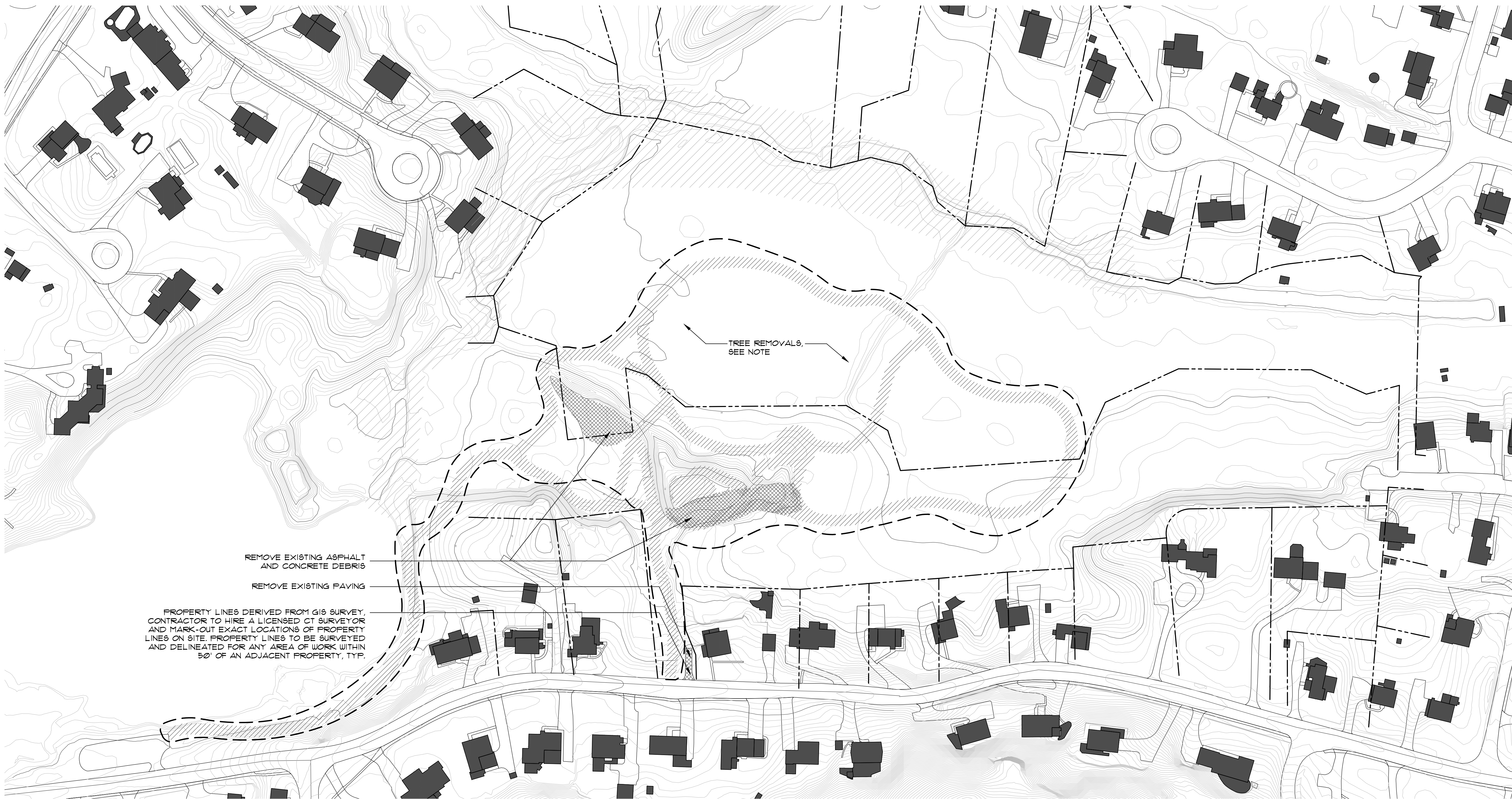
- ALL MATERIALS, ASSEMBLIES, FORMS AND METHODS OF CONSTRUCTION AND SERVICE EQUIPMENT SHALL COMPLY WITH THE REQUIREMENTS OF THE CONNECTICUT STATE BUILDING CONSTRUCTION CODE AND THE NORWALK BUILDING DEPARTMENT, AND ANY OTHER APPLICABLE CODES HAVING JURISDICTION.
- ALL CONTRACTORS AND SUBCONTRACTORS MUST CHECK AND VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
- MANDATORY INSPECTIONS: TRADE CONTRACTORS SHALL BE RESPONSIBLE FOR MAKING ALL ARRANGEMENTS FOR ANY MANDATORY INSPECTIONS WHICH ARE REQUIRED BY AND WHICH ARE MADE BY THE NORWALK BUILDING DEPARTMENT. MANDATORY INSPECTIONS SHALL COMPLY WITH NORWALK BUILDING DEPARTMENT REGULATIONS. OTHER INSPECTIONS WILL BE ARRANGED FOR BY THE OWNER'S REPRESENTATIVE AND PAID FOR BY THE OWNER EXCEPT AS NOTED OTHERWISE IN THE DOCUMENTS.
- ALL CONTRACTORS SHALL MAINTAIN SAFE EGRESS AT ALL TIMES TO ALL BUILDING EXITS. ALL EXITS SHALL BE KEPT READILY ACCESSIBLE AND UNOBSTRUCTED AT ALL TIMES. IF IT IS NECESSARY TO PROVIDE TEMPORARY PATHS OF EGRESS, ALL DETAILS OF SAME SHALL BE APPROVED BY LOCAL FIRE DEPARTMENT AS WELL AS OWNER.
- DAMAGE TO CLIENT OR NEIGHBORING PROPERTIES SHALL BE CORRECTED BY THE CONTRACTOR AND REBUILT IN NO COST TO THE OWNER. IF CONTRACTOR DOES NOT CORRECT DAMAGES WITHIN ONE WEEK, THE OWNER SHALL HAVE THE RIGHT TO BACK CHARGE CONTRACTOR FOR ALL REPAIRS NECESSARY.
- ALL CONTRACTORS SHALL COMPLY WITH OSHA RULES AND REGULATIONS.
- SEE DRAWINGS AND DETAIL NOTES FOR SHOP DRAWINGS, MOCK-UPS, FINISH SAMPLES AND OTHER SUBMISSION REQUIREMENTS. EACH CONTRACTOR SHALL MAINTAIN ONE SET OF ALL SUBMISSIONS (SHOP DRAWINGS, SAMPLES, PRODUCT LITERATURE ETC.) ON THE JOB SITE AND AVAILABLE FOR REFERENCE. MOCK-UPS AND ACCEPTED SAMPLES SHALL BE AVAILABLE FOR REFERENCE. CONTRACTORS SHALL PROVIDE AS MANY MOCK-UPS OR SAMPLES AS NECESSARY IN ORDER TO OBTAIN OWNER'S/ARCHITECT'S APPROVAL.
- WHERE DESIGNATED ON DRAWING "TO MATCH EXISTING", THE CONTRACTOR SHALL VISIT THE SITE, OBTAIN A SAMPLE OR PROFILE OF THE EXISTING ELEMENT, AND DUPLICATE. ALL CUSTOM FABRICATIONS SHALL BE SUBMITTED FOR REVIEW BY ARCHITECT.
- ALL SYMBOLS AND FINISH SCHEDULE DESIGNATIONS OF MATERIALS INDICATE NEW MATERIAL UNLESS OTHERWISE NOTED.
- ALL NEW INSTALLED EQUIPMENT SHALL BE UL LABELED. ALL LIGHTING FIXTURES SHALL BE REVIEWED AND APPROVED BY ARCHITECT AND CONSULTING ENGINEER AND SHALL HAVE UL LABEL.
- TRADE CONTRACTORS (PLUMBING, MECHANICAL AND ELECTRICAL) SHALL PROVIDE ACCESS DOORS RELATED TO THEIR WORK WITH APPROPRIATE RATING. THE DOORS SHALL BE INSTALLED BY THE CARPENTRY CONTRACTOR.
- EACH TRADE IS RESPONSIBLE FOR FIRESTOPPING, CAULKING & SEALANTS FOR THEIR PENETRATIONS. PROVIDE FIRESTOPPING AT ALL PENETRATIONS THROUGH RATED CONSTRUCTION.
- ALL ELECTRICAL, DATA, PLUMBING, MECHANICAL SYSTEMS THAT ARE TO BE INSTALLED OR RELOCATED ARE TO BE CONCEALED WITHIN NEW CONSTRUCTION. IT IS THE RESPONSIBILITY OF EACH TRADE CONTRACTOR TO COORDINATE WITH THE OTHER TRADES & ROUTE THESE SYSTEMS SUCH THAT THEY WILL NOT BE EXPOSED IN THE FINISHED SPACES. ANY ISSUES OR PROBLEMS MUST BE BROUGHT TO THE ARCHITECT'S ATTENTION BEFORE WORK IS TO CONTINUE.
- NO SUBSTITUTIONS SHALL BE MADE FOR ANY ITEMS SPECIFIED ON THE DRAWINGS WITHOUT PRIOR WRITTEN APPROVAL BY THE ARCHITECT OR OWNER.
- ALL CONTRACTORS SHALL BE LICENSED TO WORK IN THE COUNTY OF FAIRFIELD CONNECTICUT AND MUST SUBMIT DOCUMENTATION AS REQUIRED BY THE NORWALK BUILDING DEPARTMENT.
- ALL CONTRACTORS SHOULD BE AWARE OF THE CITY OF NORWALK NOISE ORDINANCE WHICH ALLOWS NOISE FROM 7:00 AM TO 8:00 PM MONDAY THROUGH FRIDAY, 8:00 AM TO 8:00 PM ON SATURDAY, 9:00 AM TO 8:00 PM ON SUNDAYS, AND FEDERAL AND STATE LEGAL HOLIDAYS. THIS ORDINANCE IS STRICTLY ENFORCED BY THE CITY OF NORWALK POLICE DEPARTMENT.

KEY PLAN



PROJECT LOCATION PLAN





DEMOLITION AND REMOVAL NOTES

1. THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES AND FIELD CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION OPERATIONS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE OWNER'S REPRESENTATIVE FOR RESOLUTION PRIOR TO CONTINUING WORK.
2. ALL REMOVALS SHALL BE AS SHOWN ON THE CONTRACT DRAWINGS AND/OR AS DIRECTED BY THE OWNER'S REPRESENTATIVE TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
3. THE CONTRACTOR SHALL EXERCISE EXTREME CARE DURING REMOVAL OPERATIONS TO PROTECT EXISTING MATERIALS TO REMAIN EITHER BELOW GRADE OR ABOVE GRADE. ANY DAMAGE TO EXISTING MATERIALS RESULTING FROM CONSTRUCTION SHALL BE THE CONTRACTOR'S RESPONSIBILITY, AND SHALL BE RESTORED AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
4. PRIOR TO DEMOLITION, ALL MATERIALS TO BE REMOVED AND SALVAGED BY THE CONTRACTOR SHALL BE NEATLY STORED IN A SECURED AREA APPROVED BY THE OWNER'S REPRESENTATIVE.
5. VERIFY THE INTENDED DISPOSITION OF ALL ITEMS TO BE REMOVED AND SALVAGED, BUT NOT TO BE USED IN THE NEW IMPROVEMENTS WITH THE OWNER'S REPRESENTATIVE.
6. IF THERE IS ANY CONFUSION AS TO WHAT IS TO REMAIN AND WHAT IS TO BE REMOVED, THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE FOR RESOLUTION PRIOR TO CONTINUING WITH WORK.
7. THE CONTRACTOR SHALL PROVIDE ALL TEMPORARY SHORING, BRACING AND DEWATERING REQUIRED OR AS DIRECTED TO PROTECT THE SAFETY OF ADJACENT STRUCTURES AND UTILITIES.
8. FILL AND COMPACT ALL FOUNDATION REMOVAL EXCAVATIONS WITH APPROVED BACKFILL TO MEET EXISTING GRADE.
9. WHERE NEW CONSTRUCTION ADJUTS EXISTING PAVEMENTS, THE EXISTING MATERIAL SHALL BE CLEANLY SAWCUT TO PROVIDE A CLEAN NEAT MATCH WITH NO TRIP HAZARDS.
10. THERE SHALL BE NO STOCKPILING, STAGING OR MACHINERY AND VEHICULAR TRAFFIC ON AREAS OUTSIDE THE PROPERTY LINE. ANY DAMAGE TO EXISTING LAWN, TREES, SHRUBS AND ANY OTHER MATERIALS SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER AND TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
11. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
12. CONTRACTOR TO PROVIDE AND MAINTAIN EROSION & SEDIMENT CONTROL MEASURES THROUGHOUT THE DURATION OF THE PROJECT. TOPSOIL IS TO BE STOCKPILED IN A LOCATION APPROVED BY OWNER AND ENCLOSED BY SILT FENCING.
13. THE VILLAGE ENGINEER AND BUILDING INSPECTOR MAY REQUIRE ADDITIONAL EROSION CONTROL MEASURES IF DEEMED APPROPRIATE TO MITIGATE UNFORESEEN SILTATION AND EROSION OF DISTURBED SOILS.
14. NO DEMOLITION MATERIAL TO BE BURIED ON SITE

LEAF AND DETRITUS NOTE: CONTRACTOR TO HOLD WITHIN THEIR CONTRACT THE REMOVAL OF 40 CUBIC YARDS OF LEAF AND DETRITUS REMOVAL WHICH IS DEFINED AS ANY ORGANIC MATERIAL RESTING ON/OVER THE TOPSOIL LAYER. MATERIAL TO BE MULCHED AND/OR COMPOSTED, MUST NOT BE SENT TO LANDFILL. CONTRACTOR TO PROVIDE AND SUBMIT TRUCKING TICKETS TO SHOW PATH OF HANDLING.

BRUSH AND UNDERSTORY REMOVAL NOTE:
DEFINITION: ALL SHRUBS, BRUSH, GROUNDCOVER, GRASSES, AND WOODY MATERIAL 6" DBH AND UNDER TO BE CONSIDERED BRUSH/UNDERSTORY MATERIAL. STANDARD UNIT PRICING ASSUMES HEAVY BRUSH PREVENTING FREE AND CLEAR PEDESTRIAN TRAVEL THROUGH THE AREA; AREAS OF MINIMAL OR SPARSE VEGETATION MATERIAL STILL NEEDING TO BE CLEARED SHALL BE CALCULATED USING AN APPROPRIATE COEFFICIENT AS COMPARED TO HEAVY BRUSH. CONTRACTOR TO HOLD 10,000 SQ. FT. OF VEGETATION CLEARING IN THEIR CONTRACT.

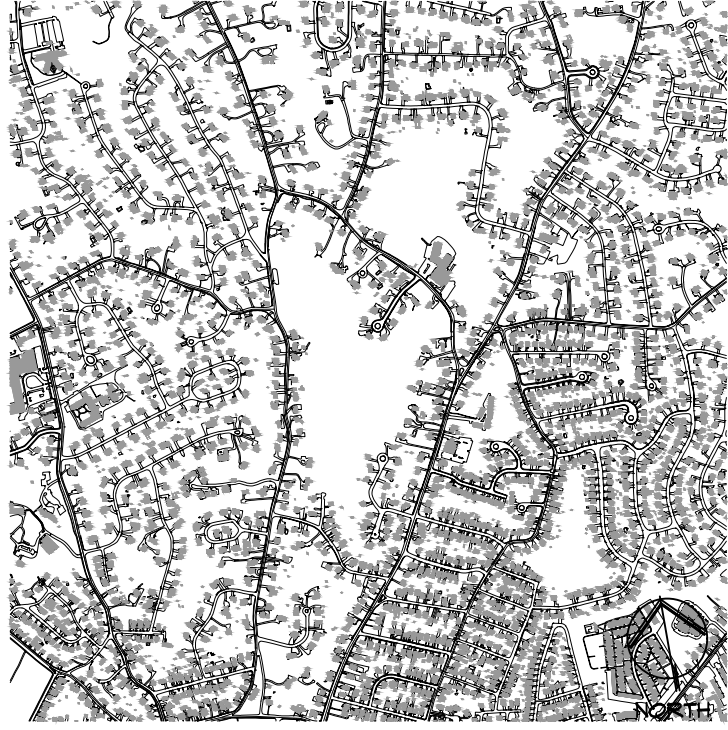
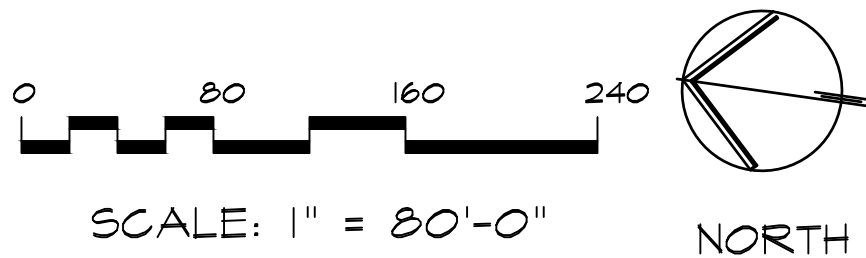
DEBRIS REMOVAL NOTE: CONTRACTOR TO HOLD WITHIN THEIR CONTRACT THE REMOVAL OF 20 YARDS OF INORGANIC DEBRIS REMOVAL. THIS MAY INCLUDE INCOMPATIBLE SOIL, LITTER, CONCRETE, AND/OR ASPHALT.

EARTHWORK NOTE: CONTRACTOR TO HOLD A MINIMUM OF 500 CUBIC YARDS OF EARTHWORK (IN ADDITION TO IMMEDIATE TRAIL SECTION PREPARATION IN THEIR PROPOSAL. ADDITIONAL EARTHWORK REQUIRED AS PART OF THE PROJECT TO USE THE DIVIDED LINE ITEM TOTAL AS UNIT PRICING.

TREE REMOVAL NOTE: CONTRACTOR TO PROVIDE ARBORIST SERVICES FOR THE REMOVAL OF THE FOLLOWING TREE QUANTITIES AND ASSOCIATED SIZES:
TREES 6"-12" QTY: 16
TREES 12"-20" QTY: 10
TREES 20"-30" QTY: 6
TREES 30"+ QTY: 2
TREES TO BE REMOVED WILL BE MARKED ON SITE DURING CONSTRUCTION. PRICING PER TREE SIZES TO BE USED AS UNIT PRICING IF SCOPE IS REDUCED (CREDIT) OR EXPANDED (CHANGE ORDER).

LEGEND

- EXISTING TREE TO BE REMOVED, FULLY GROUND STUMPS, TYP. UNLESS OTHERWISE NOTED
- CONTOURS (1') INTERVAL
- CONTOURS (5') INDEX
- PROPERTY LINE
- PROJECT LIMIT LINE
- AREA OF DISTURBANCE
- REMOVE EXISTING ASPHALT/ DEBRIS
- FLOOD PLAIN



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

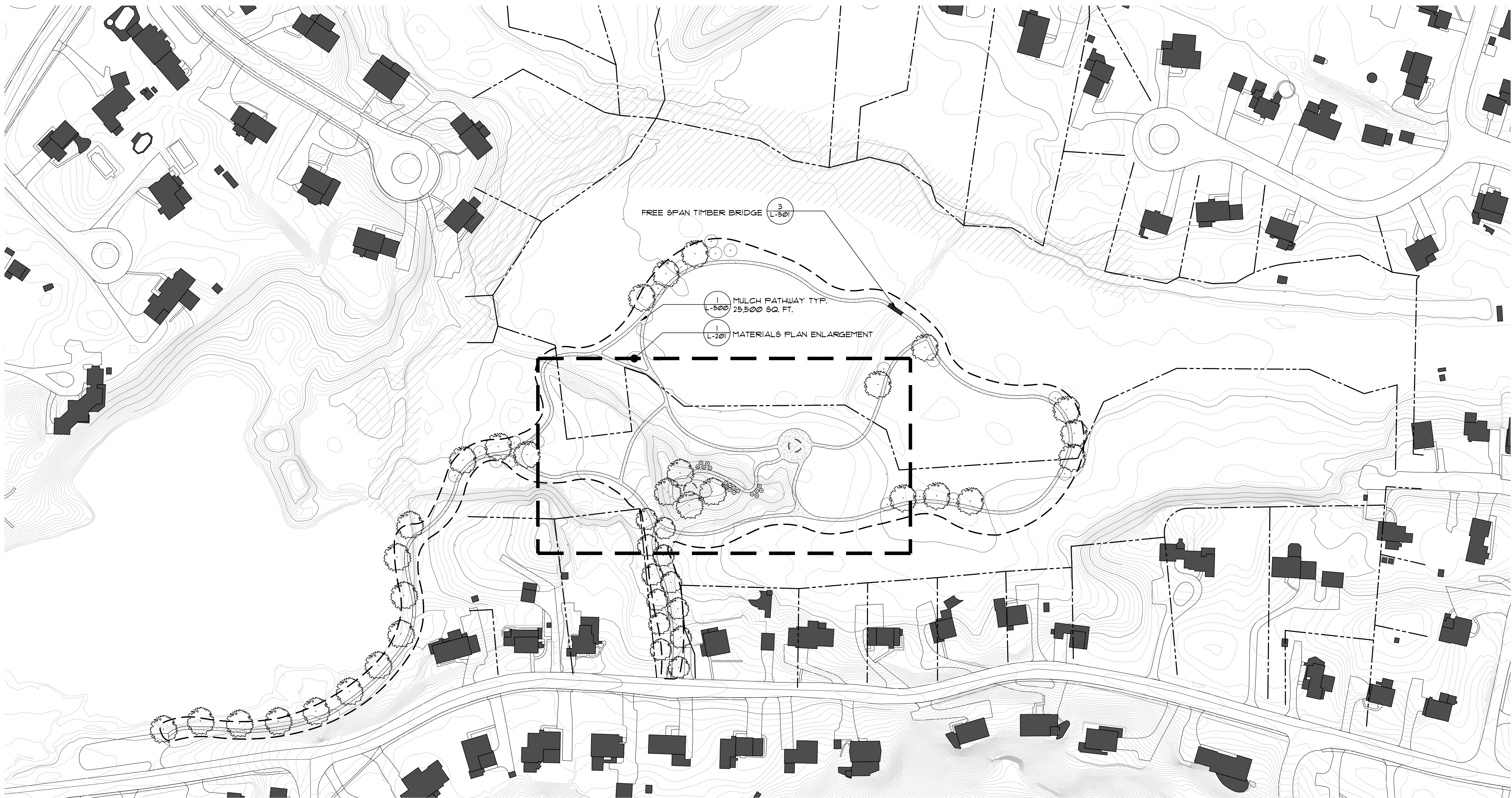
Drawing Title

REMOVALS PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	
Date		
10/04/2024		
Drawn	Checked	Approved
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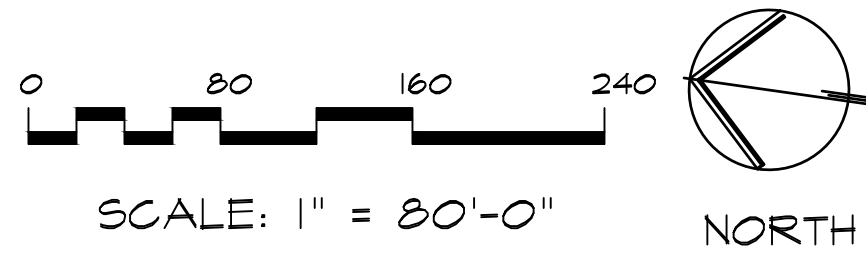
GENERAL NOTES

1. THE CONTRACTOR SHALL VERIFY ALL FIELD CONDITIONS AND FAMILIARIZE THEMSELVES WITH THE SITE PRIOR TO COMMENCEMENT OF WORK. ACTUAL FIELD CONDITIONS MAY VARY FROM LAYOUT, DIMENSIONS AND EXISTING GRADES AS SHOWN ON THE PLANS. THE CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH EXISTING FIELD CONDITIONS. NOTIFY THE OWNER'S REPRESENTATIVE IN WRITING OF ANY DISCREPANCIES PRIOR TO CONTINUING WORK.
2. THE CONTRACTOR SHALL SECURE THE WORK AREA WITH SPECIFIED BARRIERS AND FENCING AND MAINTAIN A SAFE AND SECURE CONSTRUCTION SITE.
3. PEDESTRIAN AND VEHICULAR TRAFFIC ON ADJACENT ROADS AND SIDEWALKS SHALL BE MAINTAINED DURING CONSTRUCTION.
4. CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PREVENT DAMAGE OR INTERRUPTION TO EXISTING UTILITY SERVICE. ANY DAMAGE OR INTERRUPTION TO EXISTING UTILITY SERVICE SHALL BE RESTORED BY THE CONTRACTOR AT NO EXPENSE TO THE OWNER.
5. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE AGENCIES AND UTILITY COMPANIES HAVING JURISDICTION (I.E. DEPARTMENT OF TRANSPORTATION, FIRE DEPARTMENT, DEPARTMENT OF ENVIRONMENTAL PROTECTION, TELEPHONE, SEWER, GAS, ETC.), OBTAIN PERMITS AND PAY ANY FEES ASSOCIATED WITH WORK OF THIS PROJECT.
6. IT IS ANTICIPATED THAT VARIOUS TYPES OF WORK FOR THIS CONTRACT WILL BE PERFORMED SIMULTANEOUSLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WORK BETWEEN SUBCONTRACTORS AND UTILITY COMPANIES TO ENSURE COMPLETION OF THEIR WORK IN A TIMELY AND WORKMAN LIKE MANNER.
7. THE CONTRACTOR SHALL PERFORM ALL WORK WITH CARE TO ENSURE MATERIALS TO REMAIN SHALL NOT BE DAMAGED. ANY DAMAGE TO MATERIAL TO REMAIN SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE OWNER AND PAID FOR BY THE CONTRACTOR.
8. REMOVE AND DISPOSE OF ALL ITEMS DESIGNATED AS REMOVALS OFF-SITE IN A LEGAL MANNER. ALL EXISTING INLETS, BASINS AND CONNECTIONS WITHIN THE PROJECT LIMIT SHALL BE CLEANED AND CLEARED TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
9. UPON COMPLETION OF THE WORK THE CONTRACTOR SHALL RESTORE ALL "UNIMPROVED" AREAS UTILIZED FOR SITE ACCESS, STOCKPILING, CONSTRUCTION TRAILERS ETC. TO SERVICEABLE AND SAFE CONDITIONS AND TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.

LEGEND

- | | | | |
|-----|------------------------------------|--|-------------|
| --- | PROJECT LIMIT LINE | | FLOOD PLAIN |
| | NEW MULCH PATHWAY (25,500 SQ. FT.) | | |
| | NEW FREE SPAN BRIDGE | | |
| | CONTOURS (1') INTERVAL | | |
| | CONTOURS (5') INDEX | | |
| --- | PROPERTY LINE | | |
| --- | PROJECT LIMIT LINE | | |
| | PROPOSED TREE | | |

TRAILS NOTE: CONTRACTOR TO PROVIDE 5,100 LINEAR FEET OF MULCH TRAIL AT 5' WIDE (BASED ON 25,500 SQ. FT.). PRICING EXTRAPOLATED FROM TOTAL TO REPRESENT UNIT PRICING FOR ADDITIONS AND DELETIONS FROM ORIGINAL SCOPE.



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

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Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

MATERIALS PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

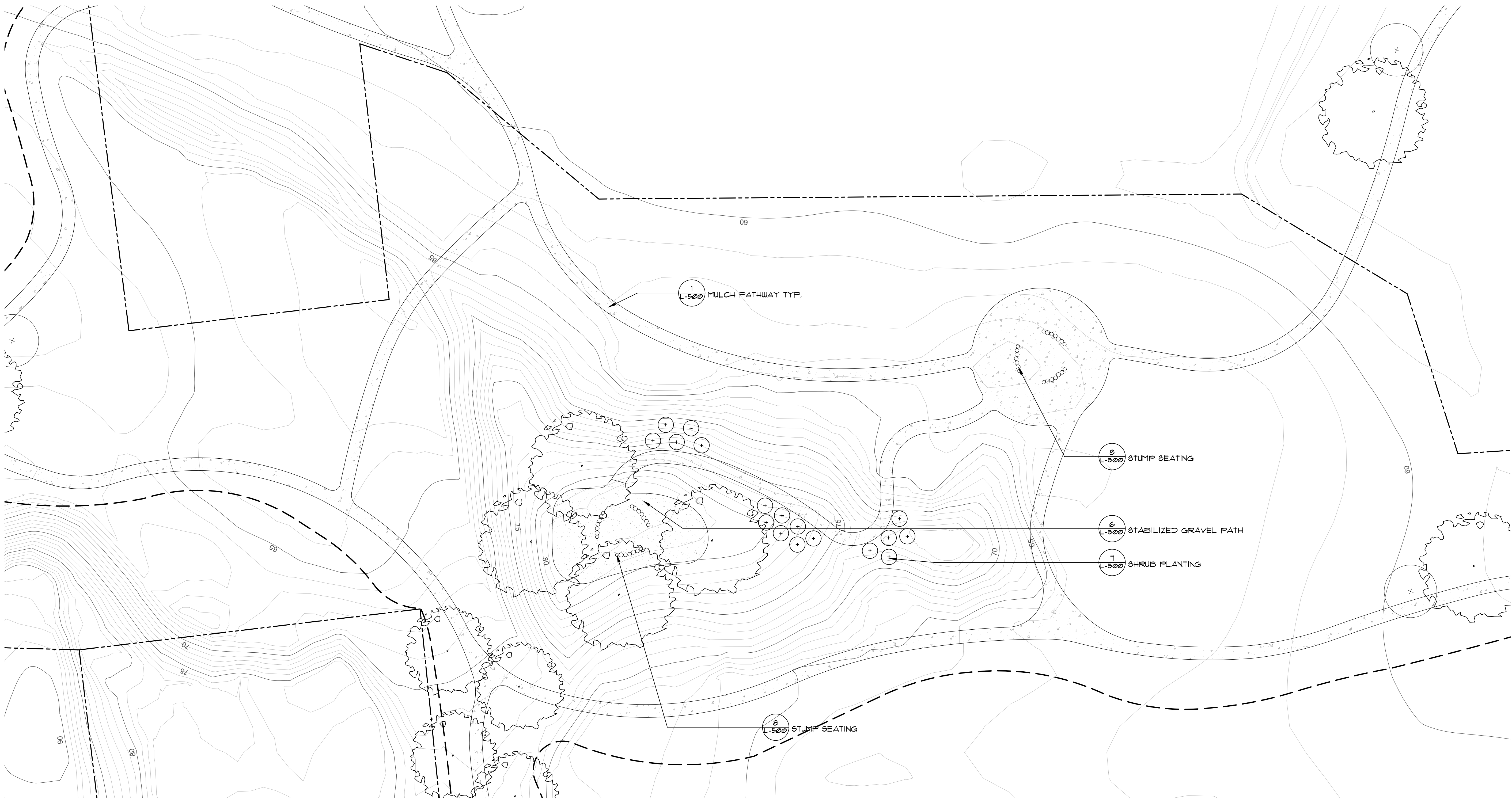
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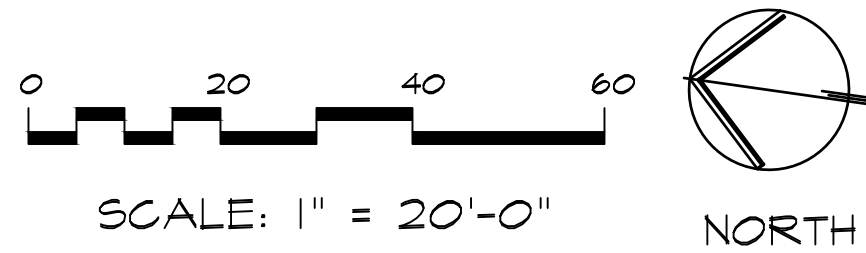
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1 ENLARGEMENT
SCALE: 1" = 20'-0"

LEGEND			
	PROJECT LIMIT LINE		UNDERSTORY TREE
	NEW MULCH PATHWAY (25500 SQ. FT.)		SMALL & LARGE SHRUB PLANTING
	NEW FREE SPAN BRIDGE		AREA PLANTING
	CONTOURS (1') INTERVAL		
	CONTOURS (5') INDEX		
	PROPERTY LINE		
	PROJECT LIMIT LINE		
	PROPOSED TREE		



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Project Title

**NORWALK URBAN TRAILS
PROJECT**

PROJECT ADDRESS

Drawing Title

**MATERIALS PLAN
ENLARGEMENT**

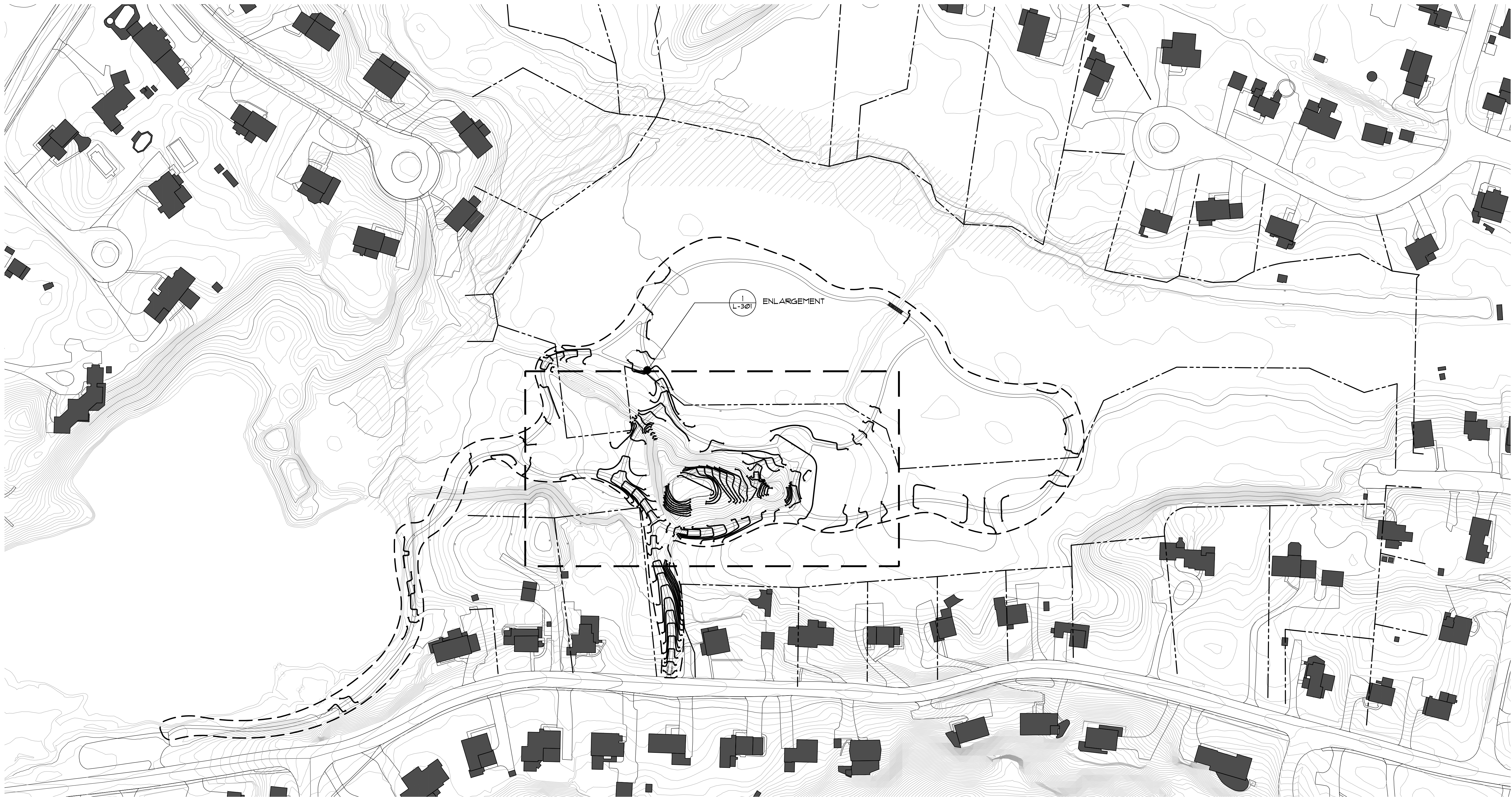
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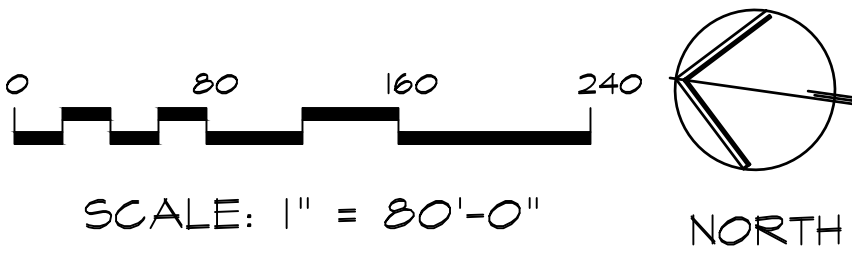


GRADING NOTES

1. REFER TO THE TOPOGRAPHIC SURVEY FOR EXISTING UTILITIES AND ELEVATIONS.
2. PREPARE SUB-GRADE ELEVATIONS TO SUFFICIENT DEPTH TO INSURE NEW IMPROVEMENTS MEET EXISTING MATERIALS SMOOTHLY, EVENLY AND TO GRADE.
3. IN ALL CASES, PAVEMENTS SHALL BE PITCHED TO AWAY FROM BUILDING AND IN A MANNER THAT PREVENTS PONDING AND PUDDLING. CONTRACTOR SHALL PERFORM A DRAINAGE TEST OF ALL PAVEMENTS TO INSURE POSITIVE DRAINAGE.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DEWATERING AS REQUIRED TO MAINTAIN ALL TRENCHES AND EXCAVATIONS FREE FROM WATER DURING THE CONSTRUCTION OPERATIONS.
5. LOCATE NEW DRAINAGE STRUCTURES AT TRUE LOW POINT OF THEIR RESPECTIVE AREAS AS DETERMINED IN THE FIELD AND APPROVED BY THE OWNER'S REPRESENTATIVE.
6. ALL NEW PAVEMENTS SHALL MEET EXISTING FLUSH.
7. ALL PEDESTRIAN PATHS LONGITUDINAL PITCH IS NOT TO EXCEED 5% UNLESS OTHERWISE INDICATED AND CROSS PITCH NOT EXCEED 2% UNLESS OTHER WISE INDICATED
8. IMPORTED FILL MATERIAL SHALL BE CERTIFIED IN WRITING BY A CONNECTICUT STATE LICENSED PROFESSIONAL ENGINEER AS NON-CONTAMINATED CLEAN FILL SUITABLE FOR UNRESTRICTED USE
9. EARTHWORK OPERATIONS TO ENSURE PROPER COMPACTION BY UTILIZING "LIFTS" AS NEEDED. AREAS REQUIRING CONSIDERABLE FILL (36" HT.) TO BE MONITORED AND TESTED BY GEOTECH ENGINEER.

LEGEND

127	PROPOSED CONTOUR
x102.5	EXISTING SPOT ELEVATION
+102.50	PROPOSED SPOT ELEVATION
-109-	EXISTING CONTOURS (1') INTERVAL
-110--	EXISTING CONTOURS (5') INDEX
BS / TS	BOTTOM OF STAIR / TOP OF STAIR
BW / TW	BOTTOM OF WALL / TOP OF WALL
BC / TC	BOTTOM OF CURB / TOP OF CURB
---	PROJECT LIMIT LINE
---	AREA OF DISTURBANCE
	FLOOD PLAIN



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
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Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

GRADING PLAN

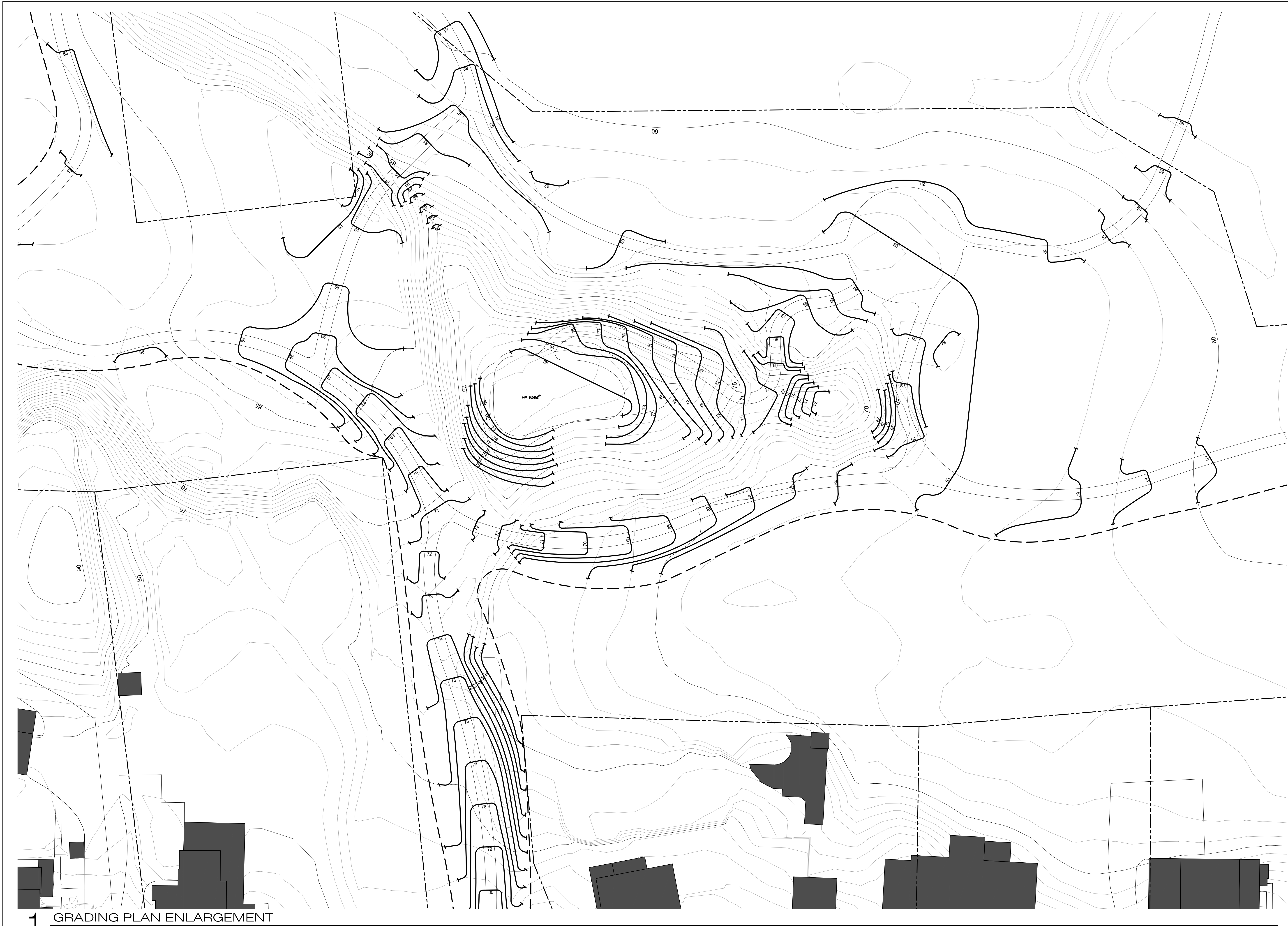
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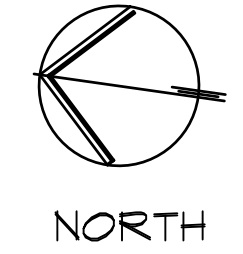
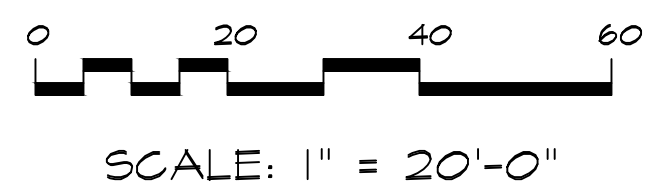
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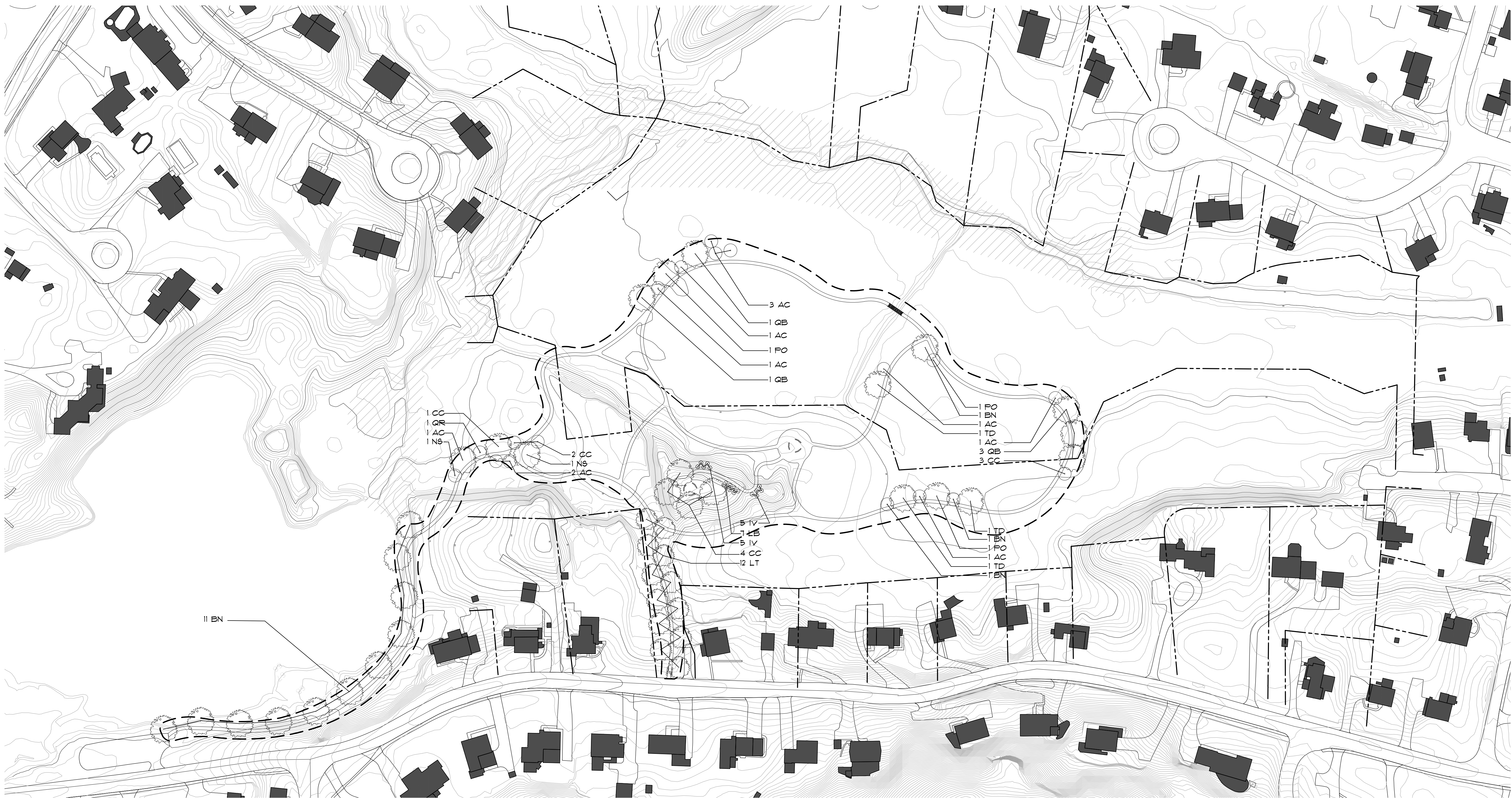
1 GRADING PLAN ENLARGEMENT
SCALE: 1" = 10'-0"

LEGEND

	PROPOSED CONTOUR		EXISTING CONTOURS (1') INTERVAL		BOTTOM OF WALL / TOP OF WALL
	EXISTING SPOT ELEVATION		EXISTING CONTOURS (5') INDEX		BOTTOM OF CURB / TOP OF CURB
	PROPOSED SPOT ELEVATION		BOTTOM OF STAIR / TOP OF STAIR		PROJECT LIMIT LINE
					AREA OF DISTURBANCE



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Drawing Title		
GRADING PLAN ENLARGEMENT		
Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-301
Date		
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Drawn	Checked	Approved
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PLANTING NOTES

1. ALL PLANT MATERIAL SHALL CONFORM TO THE REQUIREMENTS AS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMAN, LATEST EDITION.

2. ALL PLANT MATERIAL SHALL BE VIGOROUS AND FREE OF INJURY, INSECTS OR DEFECTS. PLANT MATERIAL SHALL BE STOCK FROM A RECOGNIZED NURSERY WITHIN THE NORTHEAST AND MID-ATLANTIC REGIONS.

3. ALL PLANTS TO BE SELECTED AND TAGGED IN THE FIELD BY THE LANDSCAPE ARCHITECT.

4. CONTRACTOR SHALL VERIFY QUANTITIES AS SHOWN ON THE CONTRACT DRAWINGS. IF A DISCREPANCY EXISTS BETWEEN THE PLANT COUNT AS SHOWN ON THE PLANT LIST AND THE PLANTING PLAN(S), THE PLAN(S) SHALL TAKE PRECEDENCE.

5. THE LANDSCAPE ARCHITECT MAY REJECT ANY MATERIAL WHICH DOES NOT REPRESENT SPECIES AS OUTLINED IN THE PLANT LIST.

6. NO SUBSTITUTION WILL BE MADE UNLESS AUTHORIZED BY THE LANDSCAPE ARCHITECT.

7. ALL PLANTING BEDS SHALL BE PREPPED PRIOR TO PLANTING BY TILLING TOP 18" OF EXISTING SOIL AND INCORPORATING FRESH TOPSOIL/COMPOST MIX AT 1 CUBIC YARD PER 100 SQUARE FEET.

8. ALL TREES SHALL BE PLANTED SO THAT THE ROOT FLARE IS 1" - 2" ABOVE FINISHED GRADE. CONTRACTOR SHALL VERIFY ROOT FLARE PRIOR TO PLANTING. REMOVE EXCESS SOIL OVER BALL AS REQUIRED TO EXPOSE THE ROOT FLARE ONLY AS DIRECTED BY THE LANDSCAPE ARCHITECT.

9. ALL TREE PITS AND ENTIRE SHRUB/PERENNIAL BEDS TO RECEIVE 2" LAYER OF DOUBLE SHREDDED HARDWOOD BARK MULCH. MULCH SHALL NOT COME IN DIRECT CONTACT WITH TREE TRUNKS.
10. PLANTED AREAS SHALL BE WATERED BY THE CONTRACTOR WHEN RAINFALL IS LESS THAN 1" PER WEEK AND PERIODS OF EXCESSIVE HEAT. SHRUBS SHALL RECEIVE 3-5 GALLONS PER PLANT AND TREES 1-10 GALLONS PER INCH OF CALIPER PER WEEK OR AS DIRECTED BY THE LANDSCAPE ARCHITECT.

11. TREES SHALL BE GUYED OR STAKED AS INDICATED ON THE DRAWING. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL GUYING/STAKING FOR A PERIOD OF A YEAR. THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF ALL GUYING/STAKING AFTER THIS PERIOD UPON DIRECTION OF THE OWNER'S REPRESENTATIVE

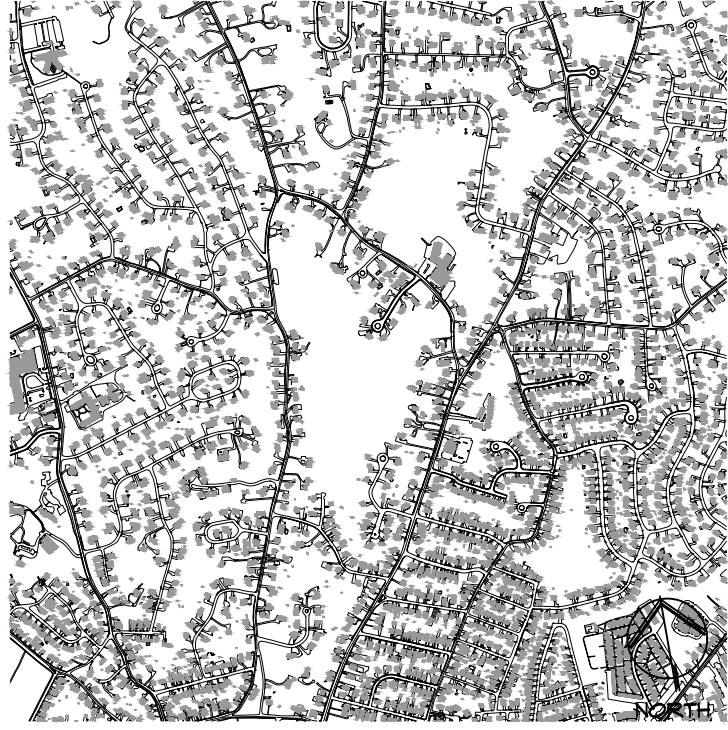
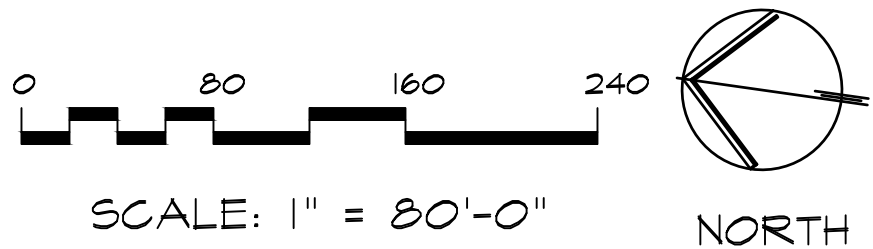
NOTE: PLANT SPECIES, SIZE, AND LOCATIONS SHOWN ON PLAN MAY BE REVISED BASED ON AVAILABILITY, SOURCING, SEASON OF PLANTING, AND SITE CONDITIONS. SUBSTITUTED SPECIES, LOCATIONS, AND/OR SIZE TO BE NATIVE SPECIES AND CONSISTENT W/ OVERALL DESIGN.

PLANT LIST

TREES					
QTY.	KEY	BOTANICAL NAME	COMMON NAME	SIZE	COMMENTS
14	BN	BETULUS NIGRA	RIVER BIRCH	12'-14' HT.	FULL, MULTI-STEM, MIN. 3 EQ. SIZE TRUNKS
11	AC	AMELANGIER CANADENSIS	SHADBLOW SERVICEBERRY	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
3	PO	PLATANUS OCCIDENTALIS	AMERICAN SYCAMORE	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
3	TD	TAXODIUM DISTICHUM	BALD CYPRESS	10'-12' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
1	QR	QUERCUS RUBRA	RED OAK	12'-14' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
5	QB	QUERCUS BICOLOR	SWAMP WHITE OAK	12'-14' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
10	CC	CERCIS CANADENSIS 'FOREST PANSY'	EASTERN REDBUD 'FOREST PANSY'	10'-12' HT.	FULL, SYMM., MULTISTEM
12	LT	LIRIODENDRON TULIPIFERA	TULIP TREE	4" CAL.	FULL, SYMM., HEAD WITH SINGLE LEADER
2	NS	NYSSA SYLVATICA	BLACKGUM	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
SHRUBS					
10	IV	ILEX VERTICILLATA	WINTERBERRY	4'-5' HT.	FULL, HEALTHY SHRUB
7	LB	LINDERA BENZOIN	SPICE BUSH	4'-5' HT.	FULL, HEALTHY SHRUB
GROUNDCOVERS					
		SPOROBOLUS HETEROLEPIS	PRAIRIE DROPSEED	1 GAL. / PLANTED 16" O.C.	FULL, HEALTHY SHRUB
		KENTUKY BLUEGRASS / FESCUE MIX	NATURAL LAWN	SEED	ALL DISTURBED AREAS

LEGEND

- PROPOSED SHADE TREE
- UNDERSTORY TREE
- SMALL & LARGE SHRUB PLANTING
- AREA PLANTING
- FLOOD PLAIN



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

PLANTING PLAN

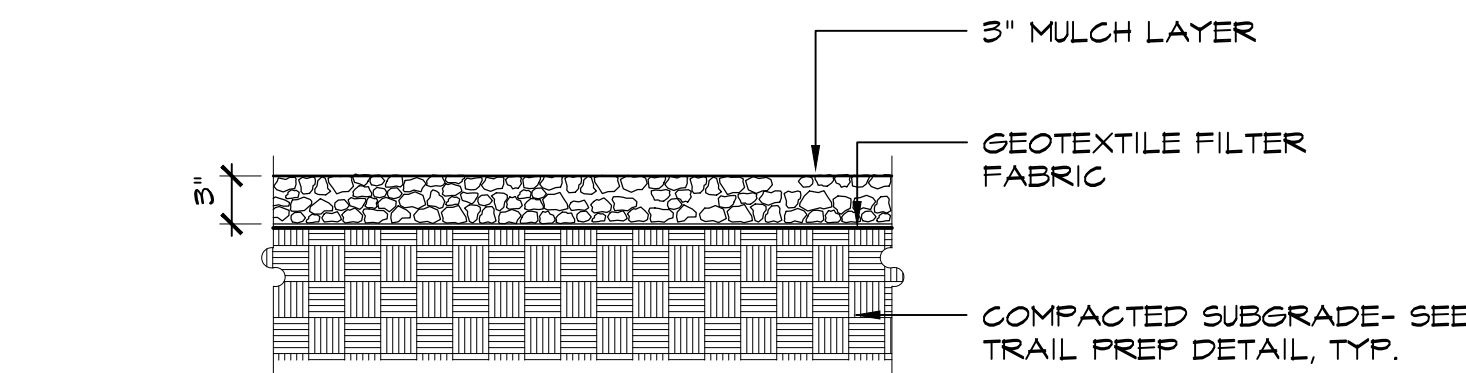
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AS SHOWN	N/A	L-400
Date		
10/04/2024		
Drawn	Checked	Approved
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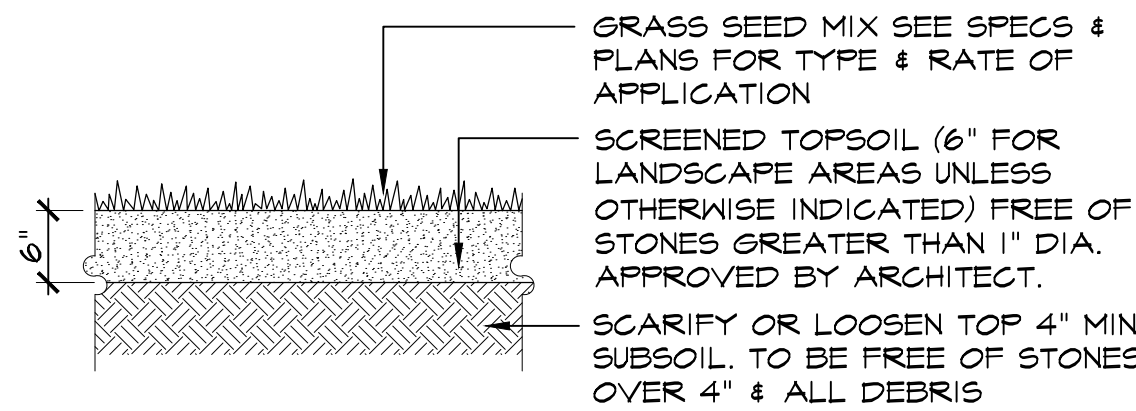
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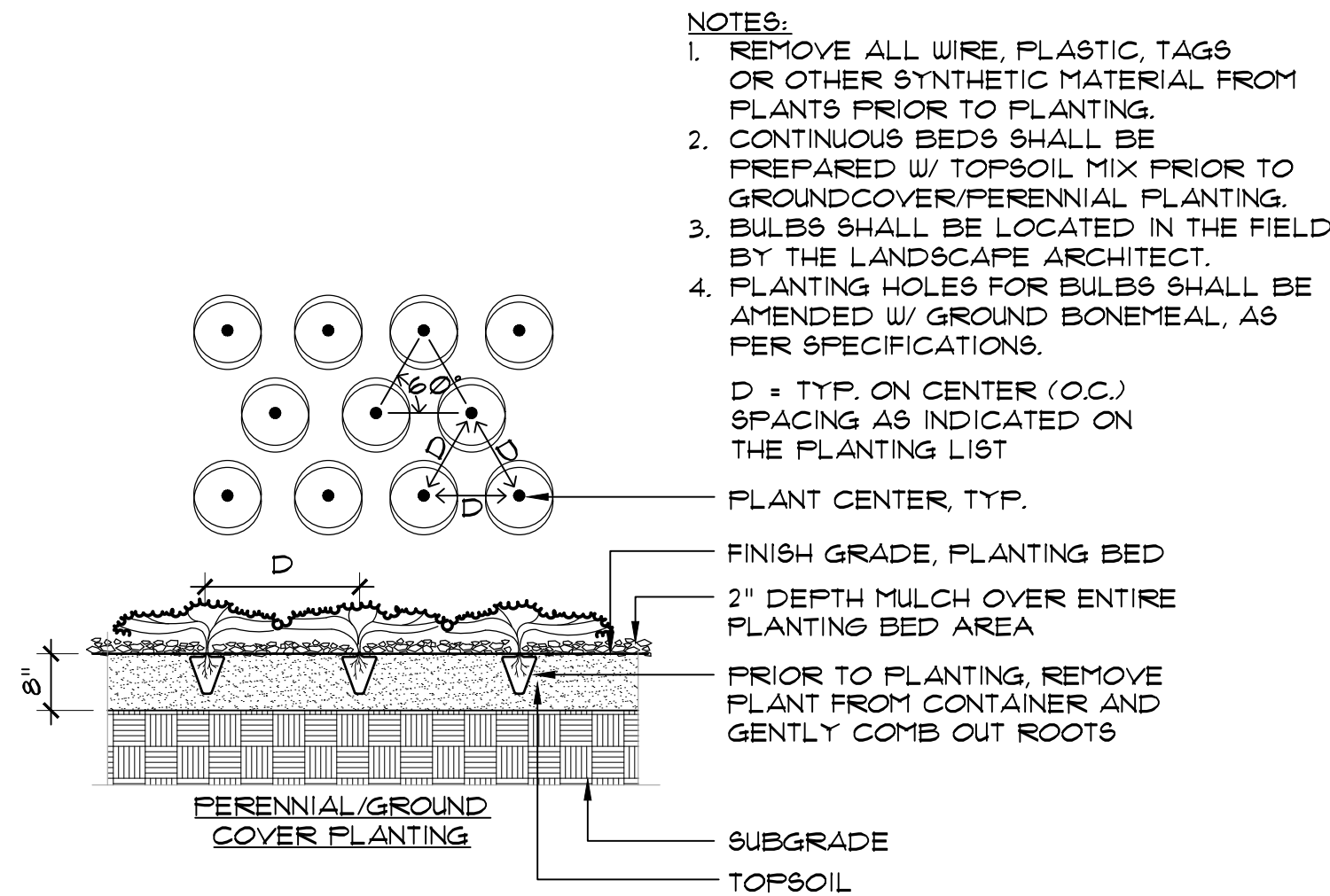
1 MULCH PATH

SCALE: 1" = 1'-0"



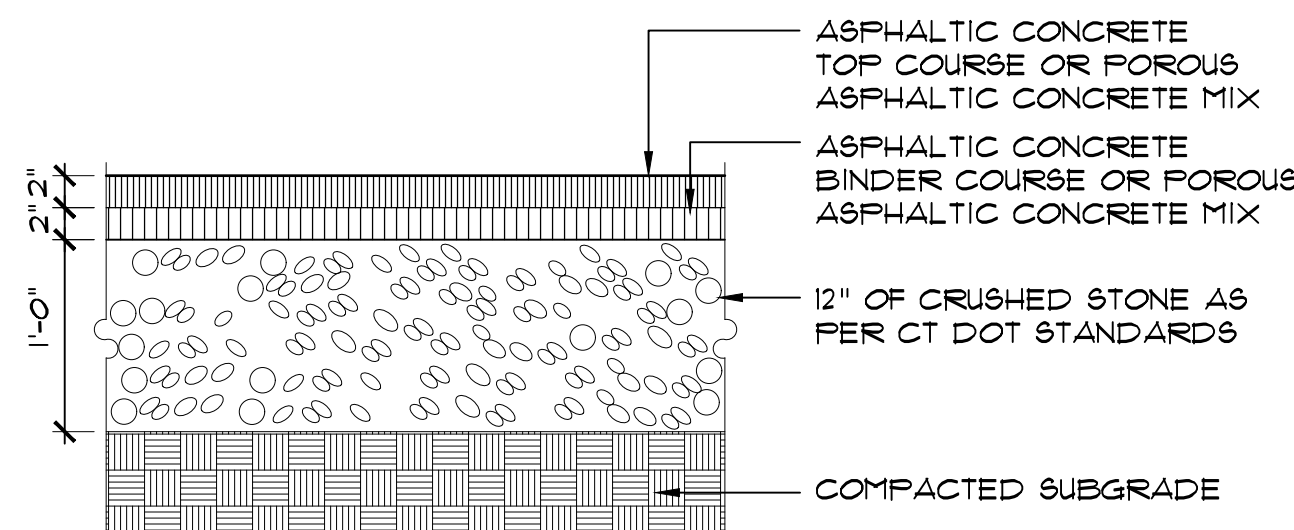
2 SEED PLANTING

SCALE: 3/4" = 1'-0"



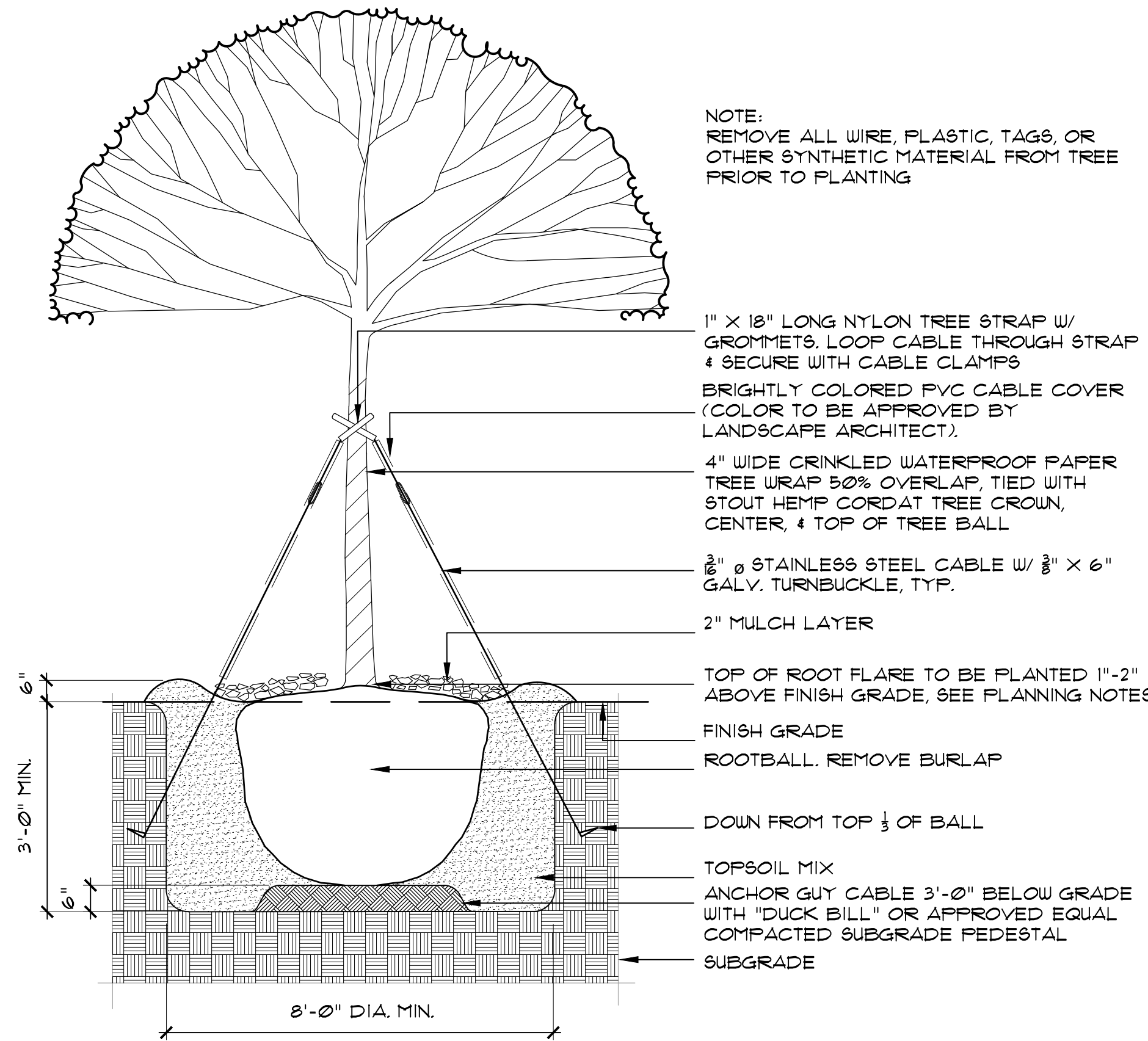
3 GROUNDCOVER/ AREA PLANTING

SCALE: 1/2" = 1'-0"



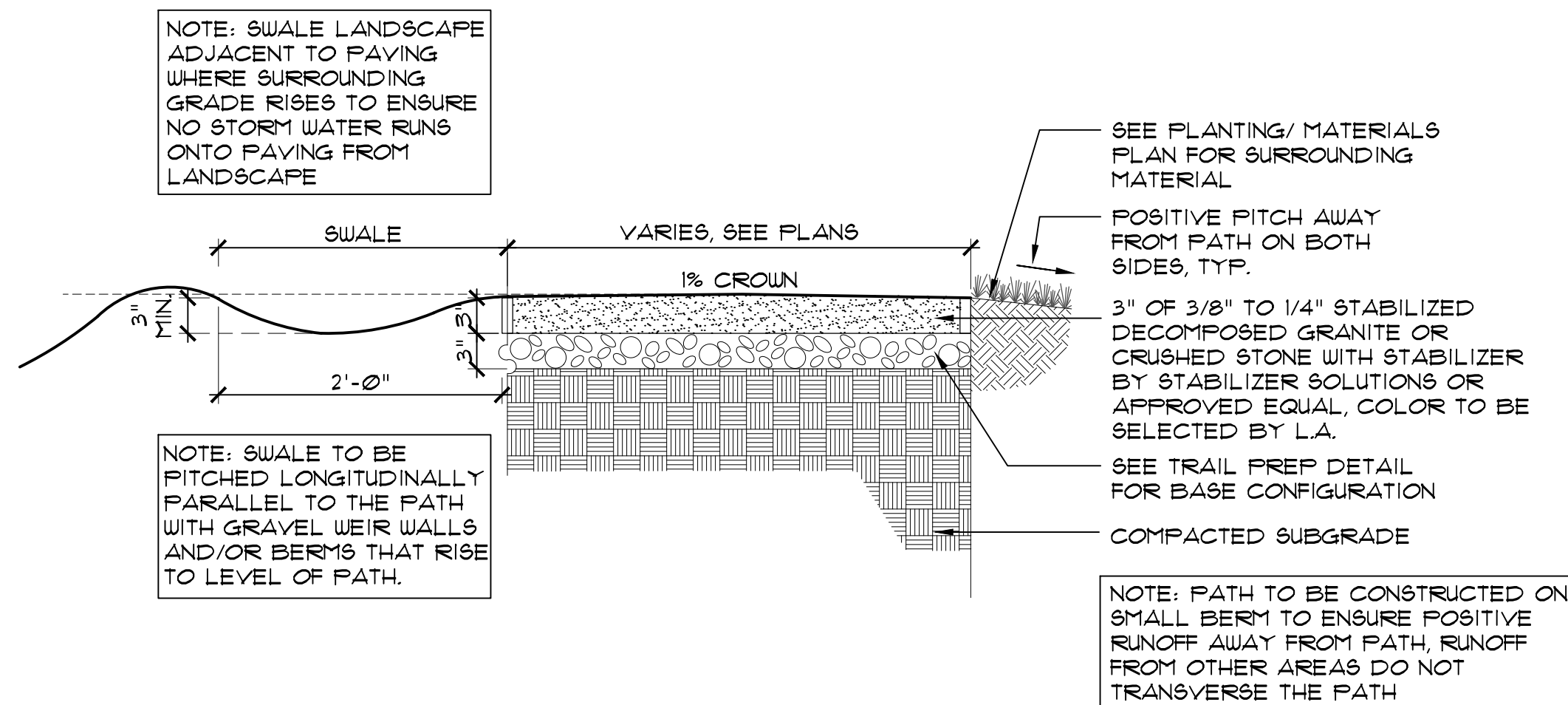
4 ASPHALT PAVING

SCALE: 1" = 1'-0"



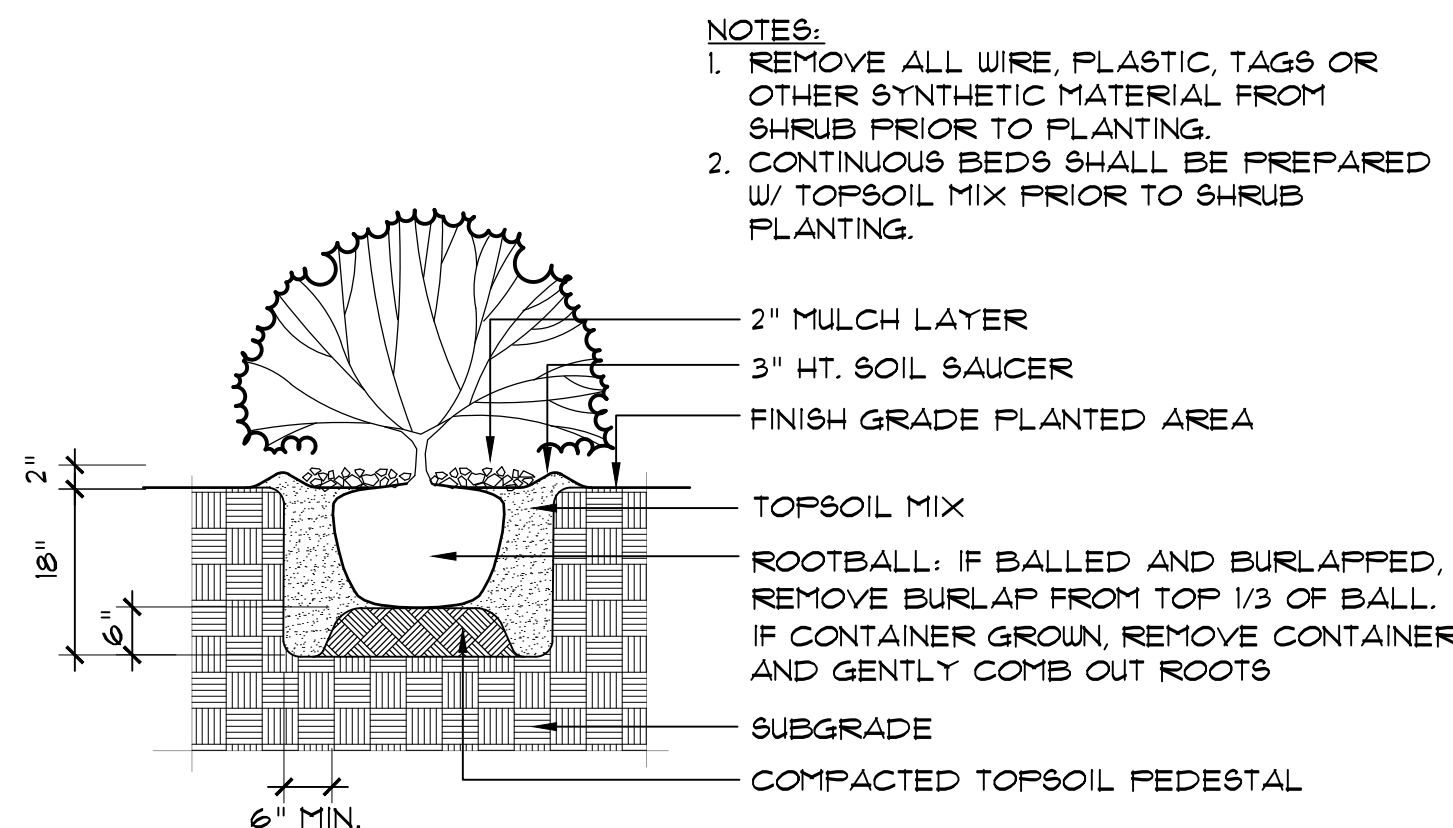
5 TREE PLANTING

SCALE: 3/8" = 1'-0"



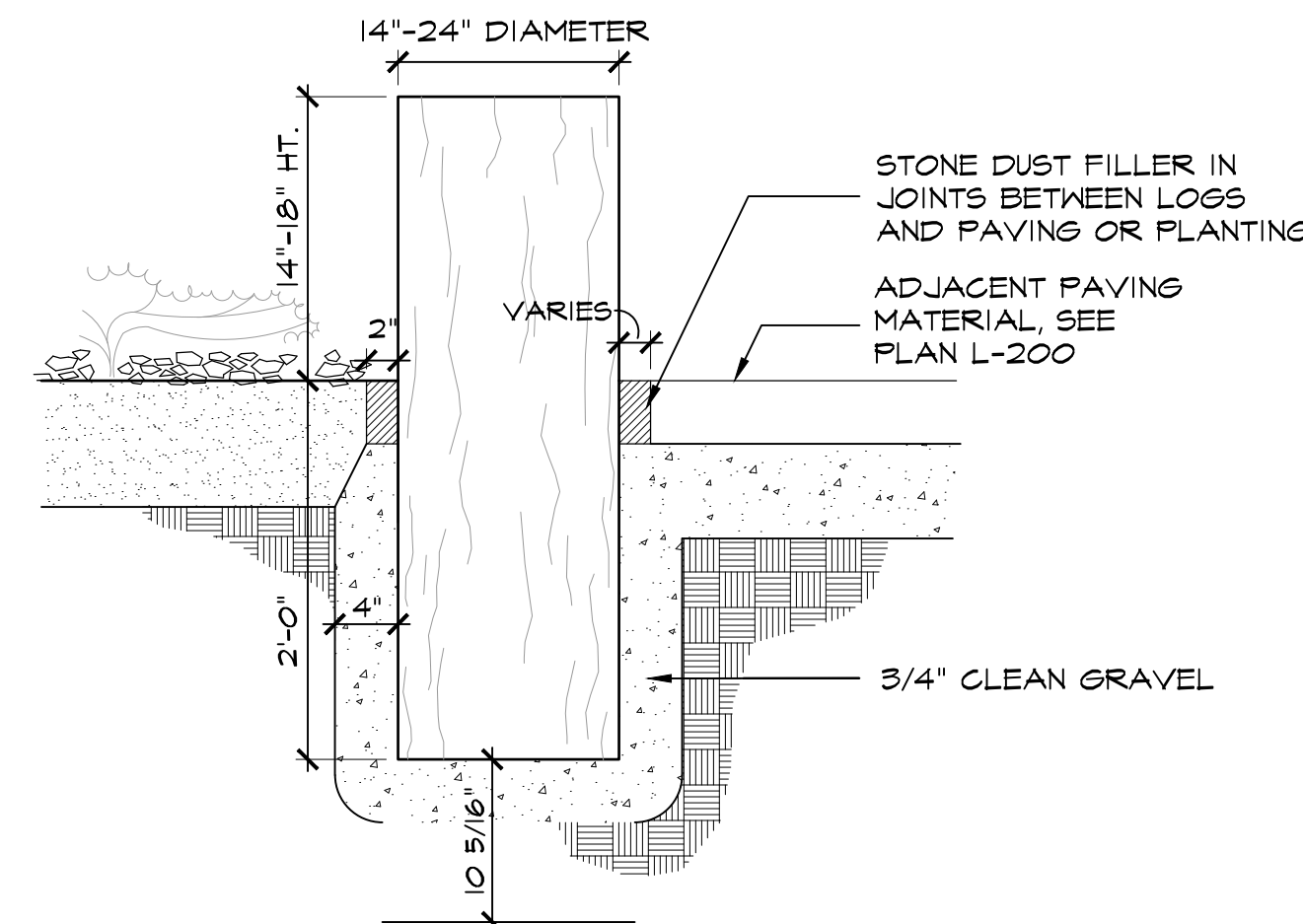
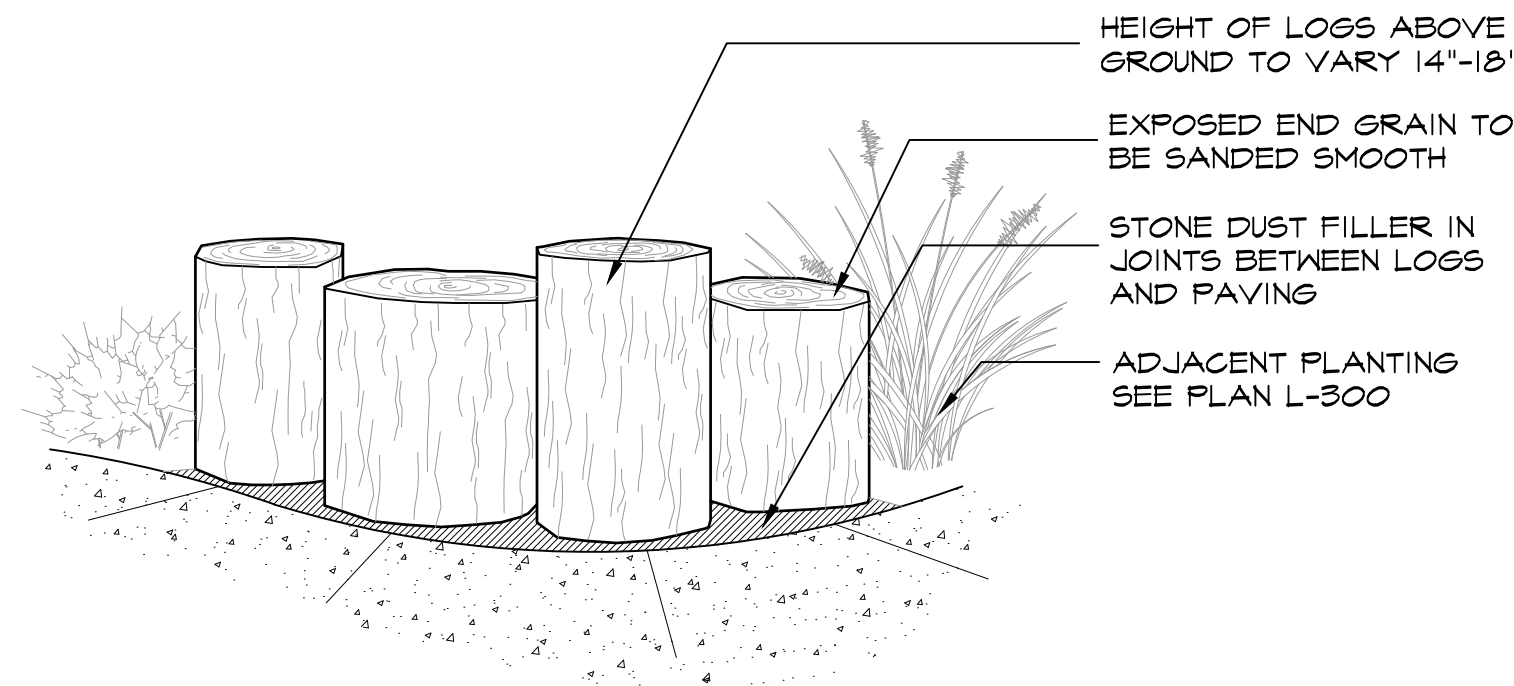
6 STABILIZED GRAVEL PATHWAY

SCALE: 1" = 1'-0"



7 SHRUB PLANTING

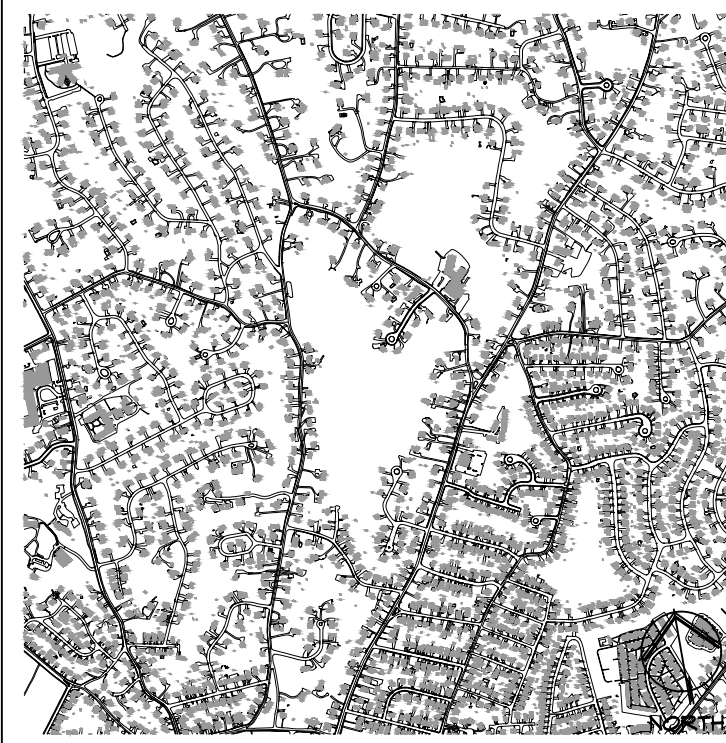
SCALE: 1/2" = 1'-0"



- NOTES:
1. ALL LOGS TO BE HARVESTED FROM TREES BEING REMOVED ON SITE.
 2. ALL SURFACES TO BE SEALED WITH TWO (2) COATS (THREE (3) COATS ON END GRAIN) OF WOOD RX ULTRA.
 3. TRANSPARENT SEALER (OR EQUAL) AS PER MANUFACTURERS DIRECTIONS.
 4. LOGS TO BE 14"-20" DIAMETER, VARIED THROUGHOUT LANDSCAPE ARCHITECT TO APPROVE LOGS ON SITE.
 5. SELECTED LOGS TO BE FREE OF SPLITTING AND BRANCHING WITH UNDAMAGED BARK.

8 STUMP SEATING

SCALE: 1" = 1'-0"



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

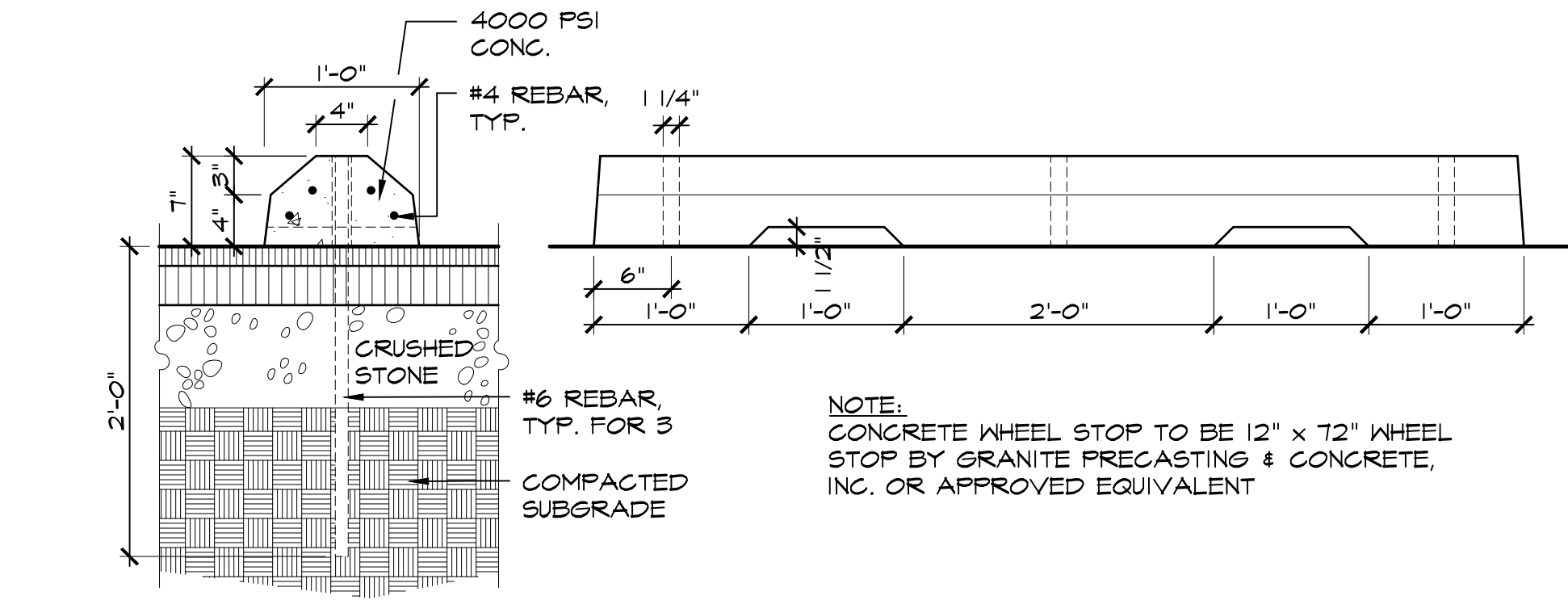
Drawing Title

SITE DETAILS

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AS SHOWN	N/A	L-500
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

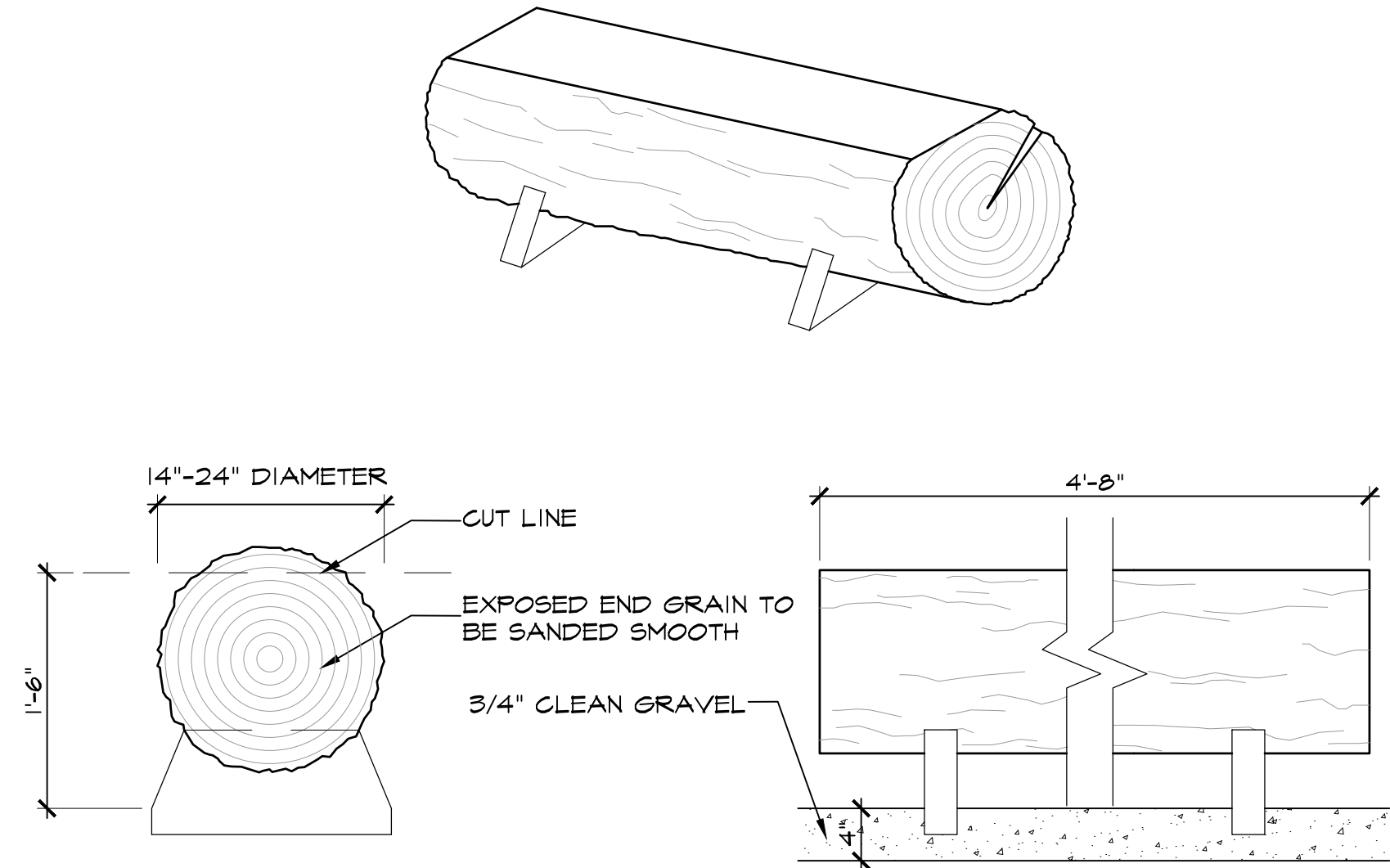


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1 TIRE STOP

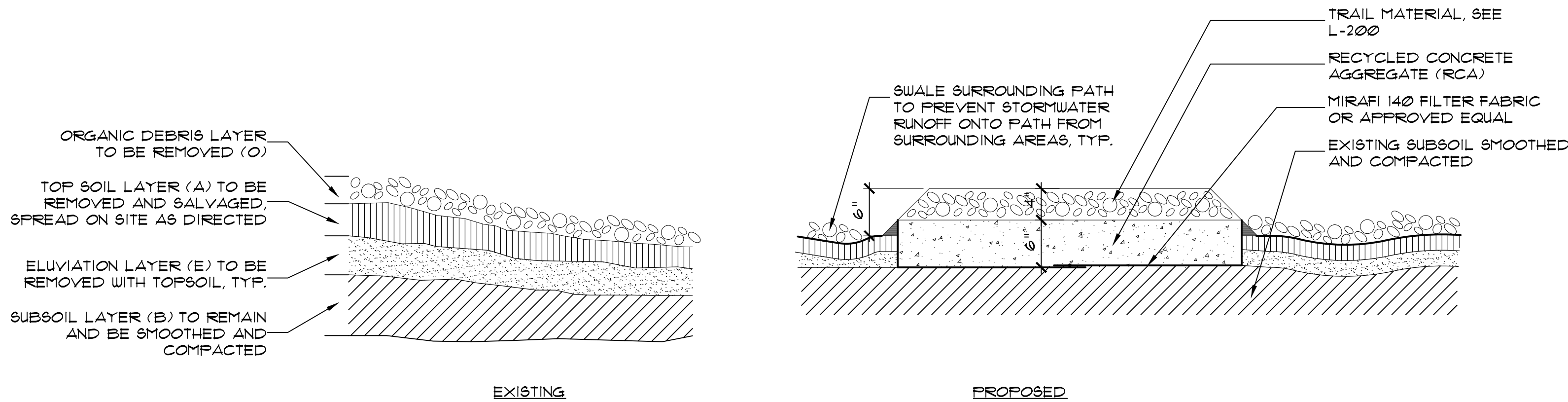
SCALE: 1" = 1'-0"



- NOTES:
1. ALL LOGS TO BE HARVESTED FROM TREES BEING REMOVED ON SITE.
 2. ALL SURFACES TO BE SEALED WITH TWO (2) COATS (THREE (3) COATS ON END GRAIN) OF WOOD RX ULTRA.
 3. TRANSPARENT SEALER (OR EQUAL) AS PER MANUFACTURERS DIRECTIONS.
 4. LOGS TO BE 14'-20" DIAMETER, VARIED THROUGHOUT LANDSCAPE ARCHITECT TO APPROVE LOGS ON SITE.
 5. SELECTED LOGS TO BE FREE OF SPLITTING AND BRANCHING WITH UNDAMAGED BARK.

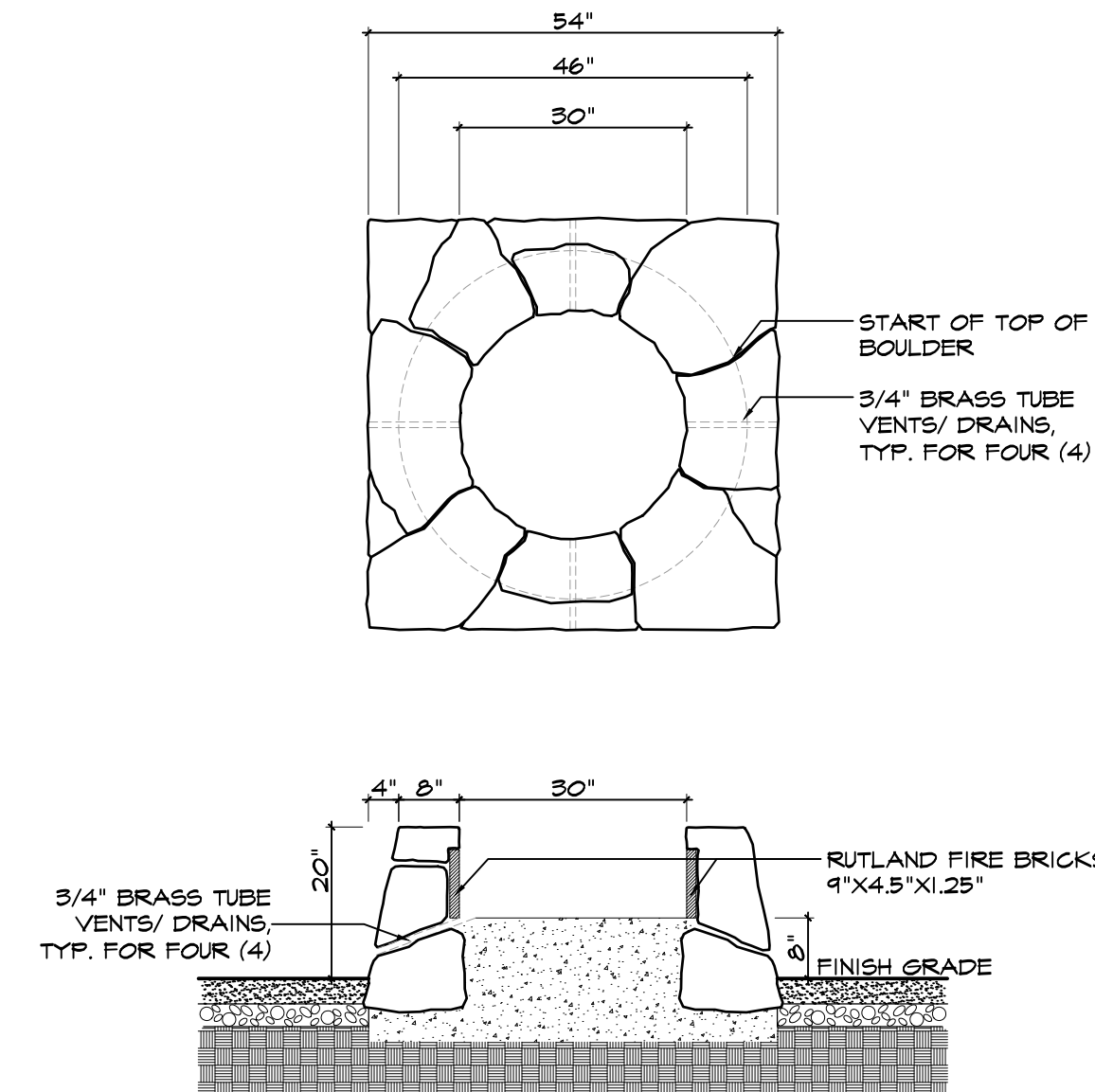
2 LOG BENCH

SCALE: 1" = 1'-0"



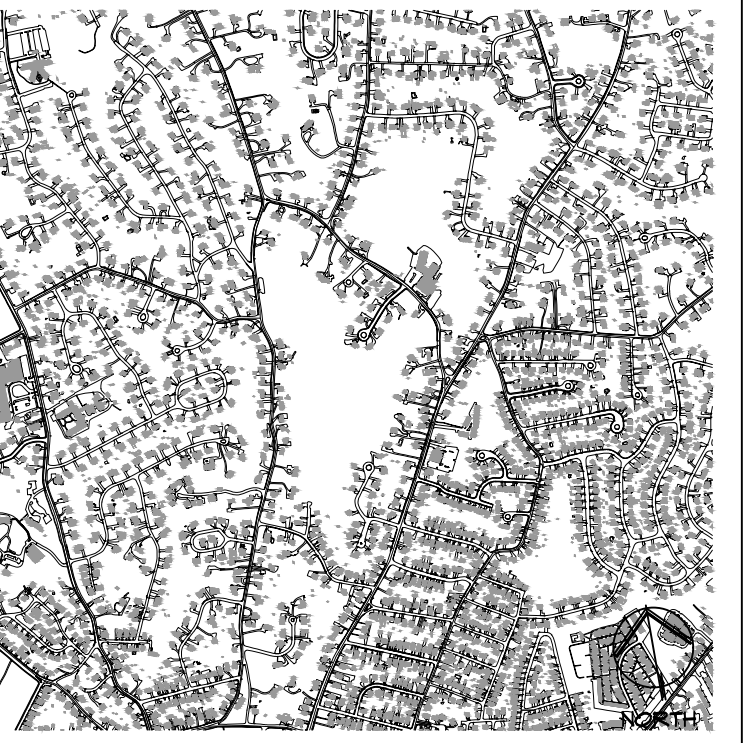
3 PEDESTRIAN PATH/ TRAIL CONFIGURATION

SCALE: 1" = 1'-0"



4 STONE FIREPIT

SCALE: 1/2" = 1'-0"



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

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Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

SITE DETAILS

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-501
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

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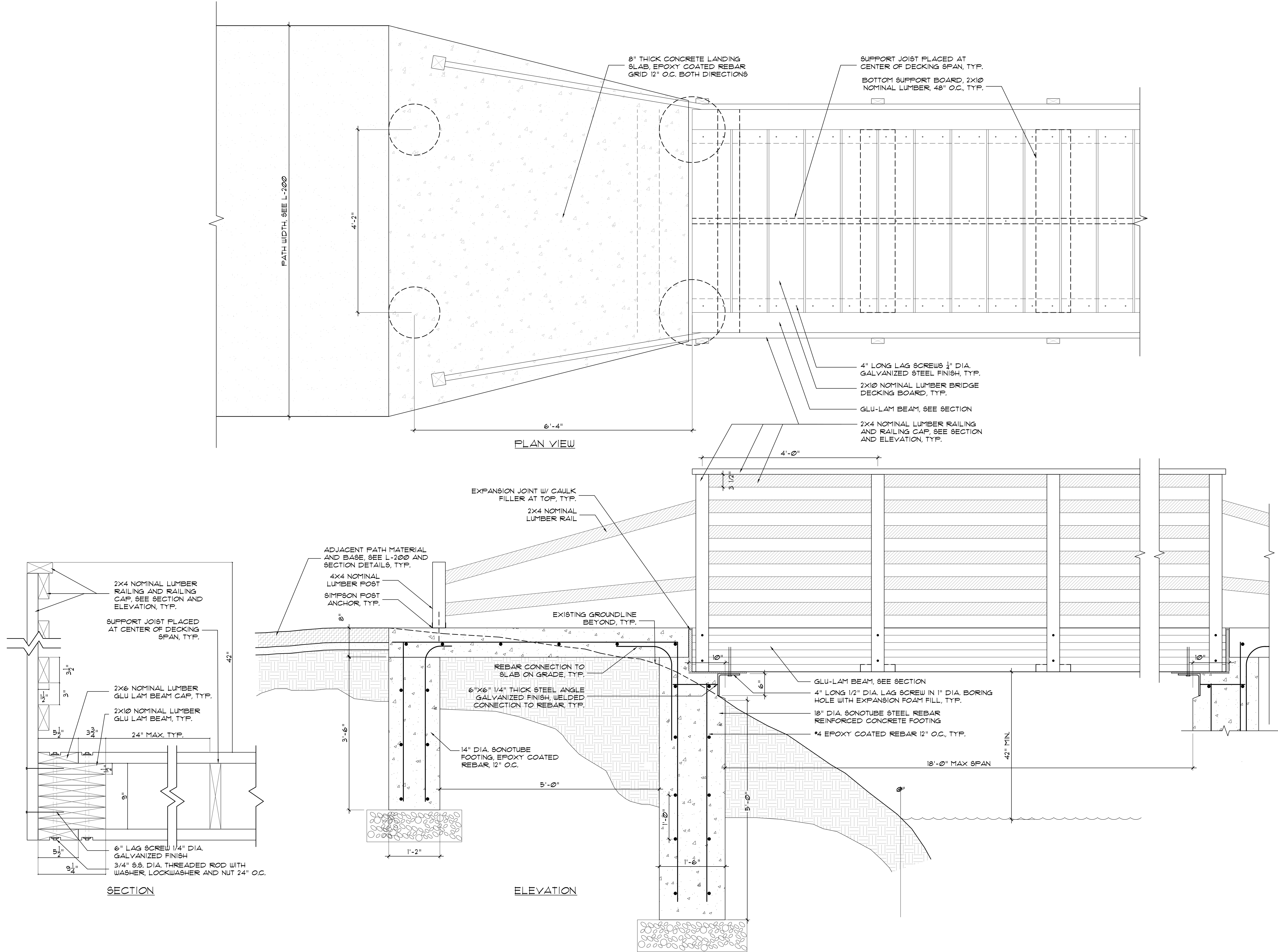
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Key Plan Not to Scale



1 PEDESTRAIN BRIDGE

SCALE: 1" = 1'-0"

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

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Project Title

NORWALK URBAN TRAILS PROJECT

PROJECT ADDRESS

Drawing Title

SITE DETAILS

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-502
Date		
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NORWALK URBAN TRAILS PROJECT LAKEWOOD DRIVE

20 Lakewood Drive

Norwalk, CT 06851

ARCHITECT/ LANDSCAPE ARCHITECT

Alloy Design Studio, PLLC

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PH: (203) 661-2723

LIST OF DRAWINGS

L-T Title Sheet

LANDSCAPE

L-050 Contact Plan

L-100 Removals Plan

L-200 Materials Plan

L-201 Materials Plan Enlargement

L-300 Grading Plan

L-301 Grading Plan Enlargement

L-302 Grading Plan Enlargement

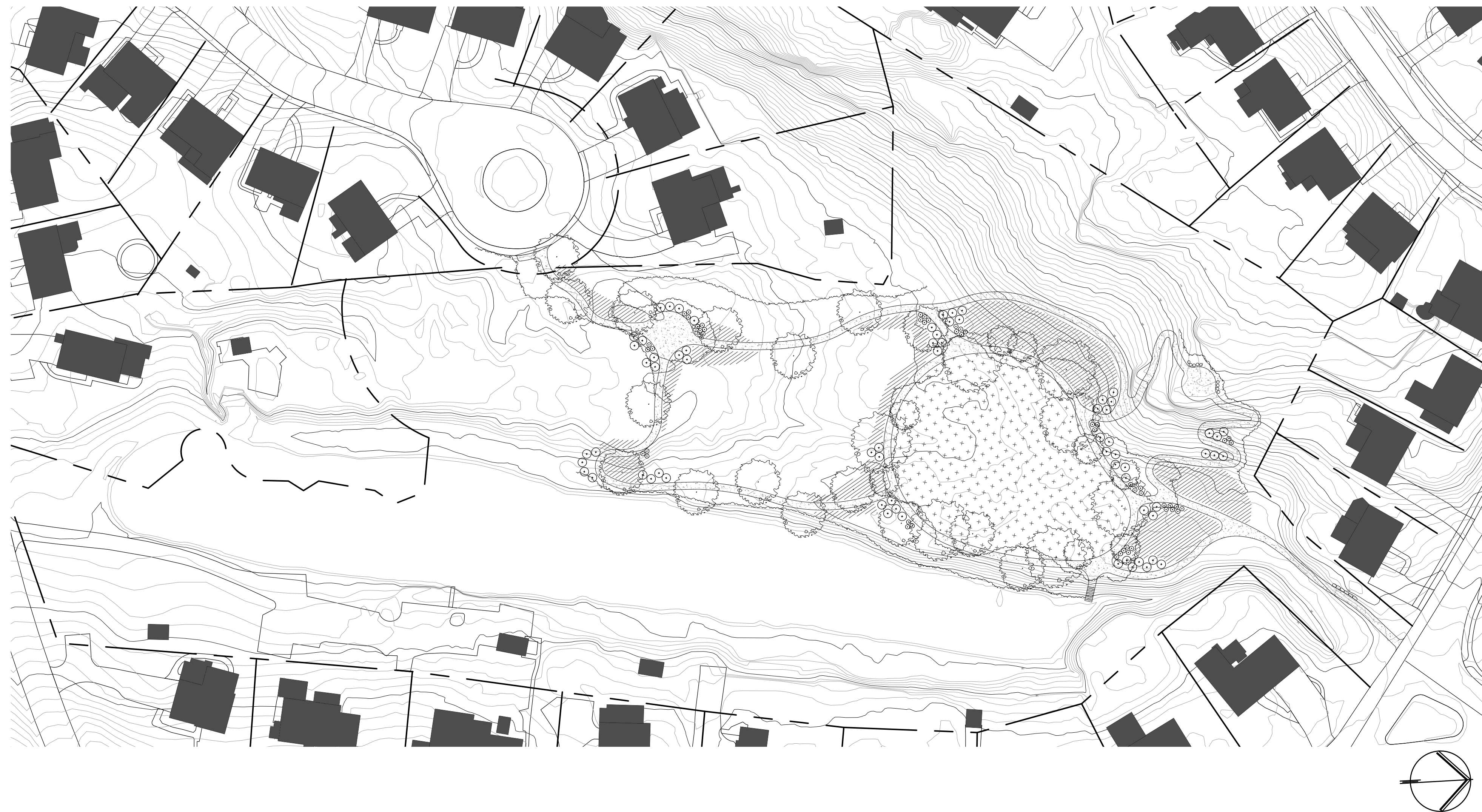
L-400 Planting Plan

L-500 Site Details

L-501 Site Details

SCOPE OF WORK

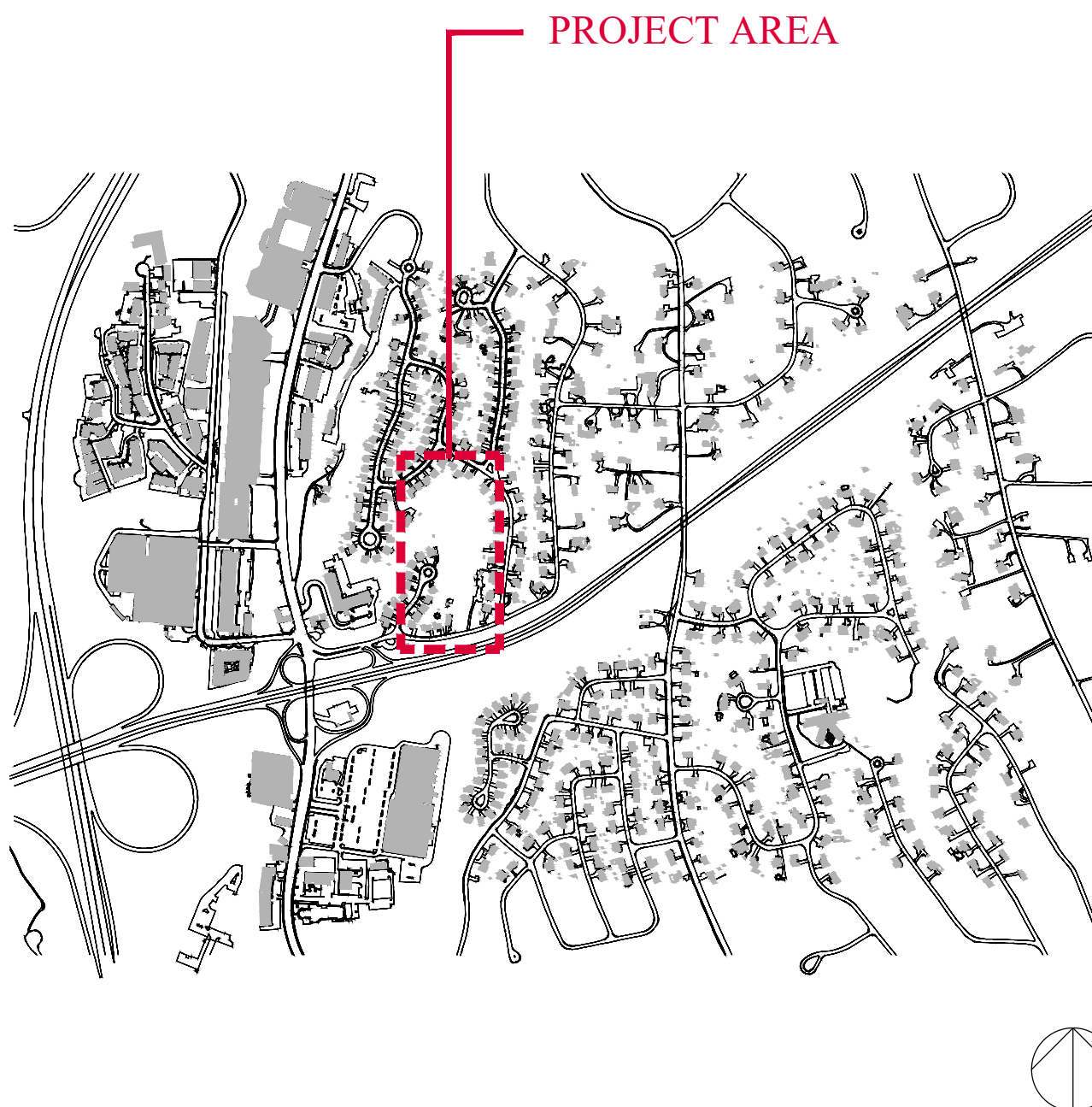
PROPOSED RENOVATIONS



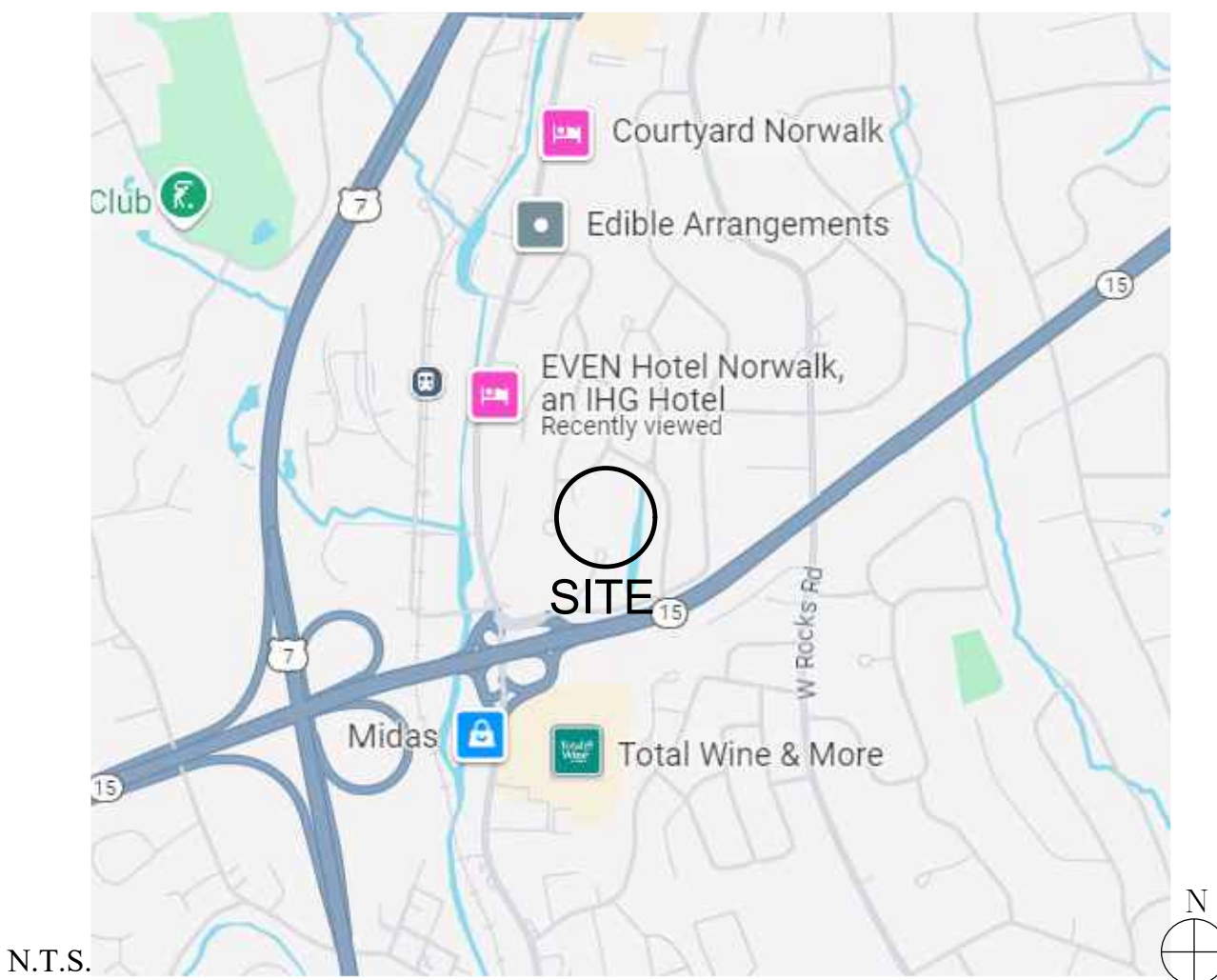
GENERAL NOTES

1. ALL MATERIALS, ASSEMBLIES, FORMS AND METHODS OF CONSTRUCTION AND SERVICE EQUIPMENT SHALL COMPLY WITH THE REQUIREMENTS OF THE CONNECTICUT STATE BUILDING CONSTRUCTION CODE AND THE NORWALK BUILDING DEPARTMENT, AND ANY OTHER APPLICABLE CODES HAVING JURISDICTION.
2. ALL CONTRACTORS AND SUBCONTRACTORS MUST CHECK AND VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
3. MANDATORY INSPECTIONS: TRADE CONTRACTORS SHALL BE RESPONSIBLE FOR MAKING ALL ARRANGEMENTS FOR ANY MANDATORY INSPECTIONS WHICH ARE REQUIRED BY AND WHICH ARE MADE BY THE NORWALK BUILDING DEPARTMENT. MANDATORY INSPECTIONS SHALL COMPLY WITH NORWALK BUILDING DEPARTMENT REGULATIONS. OTHER INSPECTIONS WILL BE ARRANGED BY THE OWNER'S REPRESENTATIVE AND PAID FOR BY THE OWNER EXCEPT AS NOTED OTHERWISE IN THE DOCUMENTS.
4. ALL CONTRACTORS SHALL MAINTAIN SAFE EGRESS AT ALL TIMES TO ALL BUILDING EXITS. ALL EXITS SHALL BE KEPT READILY ACCESSIBLE AND UNOBSTRUCTED AT ALL TIMES. IF IT IS NECESSARY TO PROVIDE TEMPORARY PATHS OF EGRESS, ALL DETAILS OF SAME SHALL BE APPROVED BY LOCAL FIRE DEPARTMENT AS WELL AS OWNER.
5. DAMAGE TO CLIENT OR NEIGHBORING PROPERTIES SHALL BE CORRECTED BY THE CONTRACTOR AND REBUILT IN NO COST TO THE OWNER. IF CONTRACTOR DOES NOT CORRECT DAMAGES WITHIN ONE WEEK, THE OWNER SHALL HAVE THE RIGHT TO BACK CHARGE CONTRACTOR FOR ALL REPAIRS NECESSARY.
6. ALL CONTRACTORS SHALL COMPLY WITH OSHA RULES AND REGULATIONS.
7. SEE DRAWINGS AND DETAIL NOTES FOR SHOP DRAWINGS, MOCK-UPS, FINISH SAMPLES AND OTHER SUBMISSION REQUIREMENTS. EACH CONTRACTOR SHALL MAINTAIN ONE SET OF ALL SUBMISSIONS (SHOP DRAWINGS, SAMPLES, PRODUCT LITERATURE ETC.) ON THE JOB SITE AND AVAILABLE FOR REFERENCE. MOCK-UPS AND ACCEPTED SAMPLES SHALL BE AVAILABLE FOR REFERENCE. CONTRACTORS SHALL PROVIDE AS MANY MOCK-UPS OR SAMPLES AS NECESSARY IN ORDER TO OBTAIN OWNER'S/ARCHITECT'S APPROVAL.
8. WHERE DESIGNATED ON DRAWING "TO MATCH EXISTING", THE CONTRACTOR SHALL VISIT THE SITE, OBTAIN A SAMPLE OR PROFILE OF THE EXISTING ELEMENT, AND DUPLICATE. ALL CUSTOM FABRICATIONS SHALL BE SUBMITTED FOR REVIEW BY ARCHITECT.
9. ALL SYMBOLS AND FINISH SCHEDULE DESIGNATIONS OF MATERIALS INDICATE NEW MATERIAL UNLESS OTHERWISE NOTED.
10. ALL NEW INSTALLED EQUIPMENT SHALL BE UL LABELED. ALL LIGHTING FIXTURES SHALL BE REVIEWED AND APPROVED BY ARCHITECT AND CONSULTING ENGINEER AND SHALL HAVE UL LABEL.
11. TRADE CONTRACTORS (PLUMBING, MECHANICAL AND ELECTRICAL) SHALL PROVIDE ACCESS DOORS RELATED TO THEIR WORK WITH APPROPRIATE RATING. THE DOORS SHALL BE INSTALLED BY THE CARPENTRY CONTRACTOR.
12. EACH TRADE IS RESPONSIBLE FOR FIRESTOPPING, CAULKING & SEALANTS FOR THEIR PENETRATIONS. PROVIDE FIRESTOPPING AT ALL PENETRATIONS THROUGH RATED CONSTRUCTION.
13. ALL ELECTRICAL, DATA, PLUMBING, MECHANICAL SYSTEMS THAT ARE TO BE INSTALLED OR RELOCATED ARE TO BE CONCEALED WITHIN NEW CONSTRUCTION. IT IS THE RESPONSIBILITY OF EACH TRADE CONTRACTOR TO COORDINATE WITH THE OTHER TRADES & ROUTE THESE SYSTEMS SUCH THAT THEY WILL NOT BE EXPOSED IN THE FINISHED SPACES. ANY ISSUES OR PROBLEMS MUST BE BROUGHT TO THE ARCHITECT'S ATTENTION BEFORE WORK IS TO CONTINUE.
14. NO SUBSTITUTIONS SHALL BE MADE FOR ANY ITEMS SPECIFIED ON THE DRAWINGS WITHOUT PRIOR WRITTEN APPROVAL BY THE ARCHITECT OR OWNER.
15. ALL CONTRACTORS SHALL BE LICENSED TO WORK IN THE COUNTY OF FAIRFIELD CONNECTICUT AND MUST SUBMIT DOCUMENTATION AS REQUIRED BY THE NORWALK BUILDING DEPARTMENT.
16. ALL CONTRACTORS SHOULD BE AWARE OF THE CITY OF NORWALK NOISE ORDINANCE WHICH ALLOWS NOISE FROM 1:00 AM TO 8:00 PM MONDAY THROUGH FRIDAY, 8:00 AM TO 8:00 PM ON SATURDAY, 9:00 AM TO 8:00 PM ON SUNDAYS, AND FEDERAL AND STATE LEGAL HOLIDAYS. THIS ORDINANCE IS STRICTLY ENFORCED BY THE CITY OF NORWALK POLICE DEPARTMENT.

KEY PLAN



PROJECT LOCATION PLAN



1.	01/13/2025	95% SET FOR REVIEW
Co.	Date	Revision

Stamp	Drawing Title	Drawing No.
	TITLE SHEET	
	Scale	Job No.
	As Noted	Date
	2318	01/16/2023
		
		
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DEMOLITION AND REMOVAL NOTES

1. THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES AND FIELD CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION OPERATIONS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE OWNER'S REPRESENTATIVE FOR RESOLUTION PRIOR TO CONTINUING WORK.
2. ALL REMOVALS SHALL BE AS SHOWN ON THE CONTRACT DRAWINGS AND/OR AS DIRECTED BY THE OWNER'S REPRESENTATIVE TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
3. THE CONTRACTOR SHALL EXERCISE EXTREME CARE DURING REMOVAL OPERATIONS TO PROTECT EXISTING MATERIALS TO REMAIN EITHER BELOW GRADE OR ABOVE GRADE. ANY DAMAGE TO EXISTING MATERIALS RESULTING FROM CONSTRUCTION SHALL BE THE CONTRACTOR'S RESPONSIBILITY, AND SHALL BE RESTORED AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
4. PRIOR TO DEMOLITION, ALL MATERIALS TO BE REMOVED AND SALVAGED BY THE CONTRACTOR SHALL BE NEATLY STORED IN A SECURED AREA APPROVED BY THE OWNER'S REPRESENTATIVE.
5. VERIFY THE INTENDED DISPOSITION OF ALL ITEMS TO BE REMOVED AND SALVAGED, BUT NOT TO BE USED IN THE NEW IMPROVEMENTS WITH THE OWNER'S REPRESENTATIVE.
6. IF THERE IS ANY CONFUSION AS TO WHAT IS TO REMAIN AND WHAT IS TO BE REMOVED, THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE FOR RESOLUTION PRIOR TO CONTINUING WITH WORK.

1. THE CONTRACTOR SHALL PROVIDE ALL TEMPORARY SHORING, BRACING AND DEWATERING REQUIRED OR AS DIRECTED TO PROTECT THE SAFETY OF ADJACENT STRUCTURES AND UTILITIES.
2. FILL AND COMPACT ALL FOUNDATION REMOVAL EXCAVATIONS WITH APPROVED BACKFILL TO MEET EXISTING GRADE.
3. WHERE NEW CONSTRUCTION ABUTS EXISTING PAVEMENTS, THE EXISTING MATERIAL SHALL BE CLEANLY SAWCUT TO PROVIDE A CLEAN NEAT MATCH WITH NO TRIP HAZARDS.
10. THERE SHALL BE NO STOCKPILING, STAGING OR MACHINERY AND VEHICULAR TRAFFIC ON AREAS OUTSIDE THE PROPERTY LINE. ANY DAMAGE TO EXISTING LAWN, TREES, SHRUBS AND ANY OTHER MATERIALS SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER AND TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
11. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
12. CONTRACTOR TO PROVIDE AND MAINTAIN EROSION & SEDIMENT CONTROL MEASURES THROUGHOUT THE DURATION OF THE PROJECT. TOPSOIL IS TO BE STOCKPILED IN A LOCATION APPROVED BY OWNER AND ENCLOSED BY SILT FENCING.

13. THE VILLAGE ENGINEER AND BUILDING INSPECTOR MAY REQUIRE ADDITIONAL EROSION CONTROL MEASURES IF DEEMED APPROPRIATE TO MITIGATE UNFORESEEN SILTATION AND EROSION OF DISTURBED SOILS.
14. NO DEMOLITION MATERIAL TO BE BURIED ON SITE

LEAF AND DETRITUS NOTE: CONTRACTOR TO HOLD WITHIN THEIR CONTRACT THE REMOVAL OF 40 CUBIC YARDS OF LEAF AND DETRITUS REMOVAL WHICH IS DEFINED AS ANY ORGANIC MATERIAL RESTING ON/OVER THE TOPSOIL LAYER. MATERIAL TO BE MULCHED AND/OR COMPOSTED, MUST NOT BE SENT TO LANDFILL. CONTRACTOR TO PROVIDE AND SUBMIT TRUCKING TICKETS TO SHOW PATH OF HANDLING.

DEBRIS REMOVAL NOTE: CONTRACTOR TO HOLD WITHIN THEIR CONTRACT THE REMOVAL OF 20 YARDS OF INORGANIC DEBRIS REMOVAL. THIS MAY INCLUDE INCOMPATIBLE SOIL, LITTER, CONCRETE, AND/OR ASPHALT.

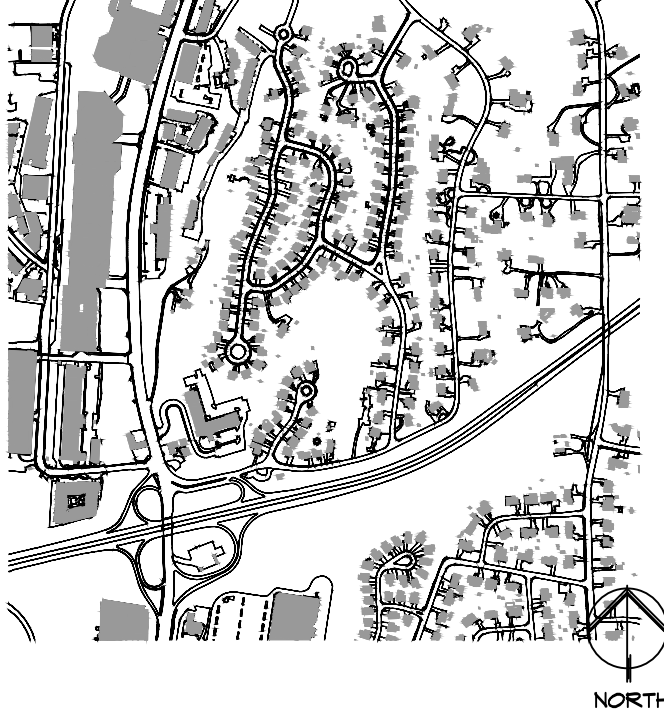
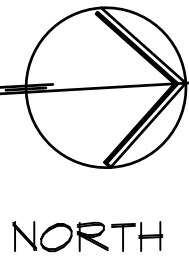
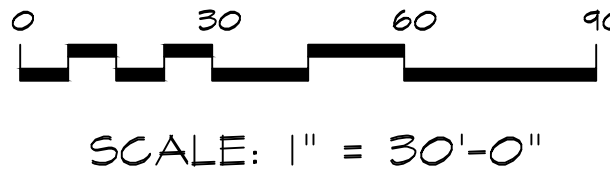
LEGEND

- X EXISTING TREE TO BE REMOVED, FULLY GROUND STUMPS, TYP. UNLESS OTHERWISE NOTED
- CONTOURS (1') INTERVAL
- CONTOURS (5') INDEX
- PROJECT LIMIT LINE
- PROPERTY LINE
- AREA OF DISTURBANCE

BRUSH AND UNDERSTORY REMOVAL NOTE: DEFINITION: ALL SHRUBS, BRUSH, GROUND COVER, GRASSES, AND WOODY MATERIAL 6" DBH AND UNDER TO BE CONSIDERED BRUSH/UNDERSTORY MATERIAL. STANDARD UNIT PRICING ASSUMES HEAVY BRUSH PREVENTING FREE AND CLEAR PEDESTRIAN TRAVEL THROUGH THE AREA. AREAS OF MINIMAL OR SPARSE VEGETATION MATERIAL STILL NEEDING TO BE CLEARED SHALL BE CALCULATED USING AN APPROPRIATE COEFFICIENT AS COMPARED TO HEAVY BRUSH. CONTRACTOR TO HOLD 10,000 SQ. FT. OF VEGETATION CLEARING IN THEIR CONTRACT.

EARTHWORK NOTE: CONTRACTOR TO HOLD A MINIMUM OF 500 CUBIC YARDS OF EARTHWORK (IN ADDITION TO IMMEDIATE TRAIL SECTION PREPARATION IN THEIR PROPOSAL. ADDITIONAL EARTHWORK REQUIRED AS PART OF THE PROJECT TO USE THE DIVIDED LINE ITEM TOTAL AS UNIT PRICING.

TREE REMOVAL NOTE: CONTRACTOR TO PROVIDE ARBORIST SERVICES FOR THE REMOVAL OF THE FOLLOWING TREE QUANTITIES AND ASSOCIATED SIZES:
TREES 6"-12" QTY: 16
TREES 12"-20" QTY: 10
TREES 20"-30" QTY: 6
TREES 30" QTY: 2
TREES TO BE REMOVED WILL BE MARKED ON SITE DURING CONSTRUCTION. PRICING PER TREE SIZES TO BE USED AS UNIT PRICING IF SCOPE IS REDUCED (CREDIT) OR EXPANDED (CHANGE ORDER).



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title

REMOVALS PLAN

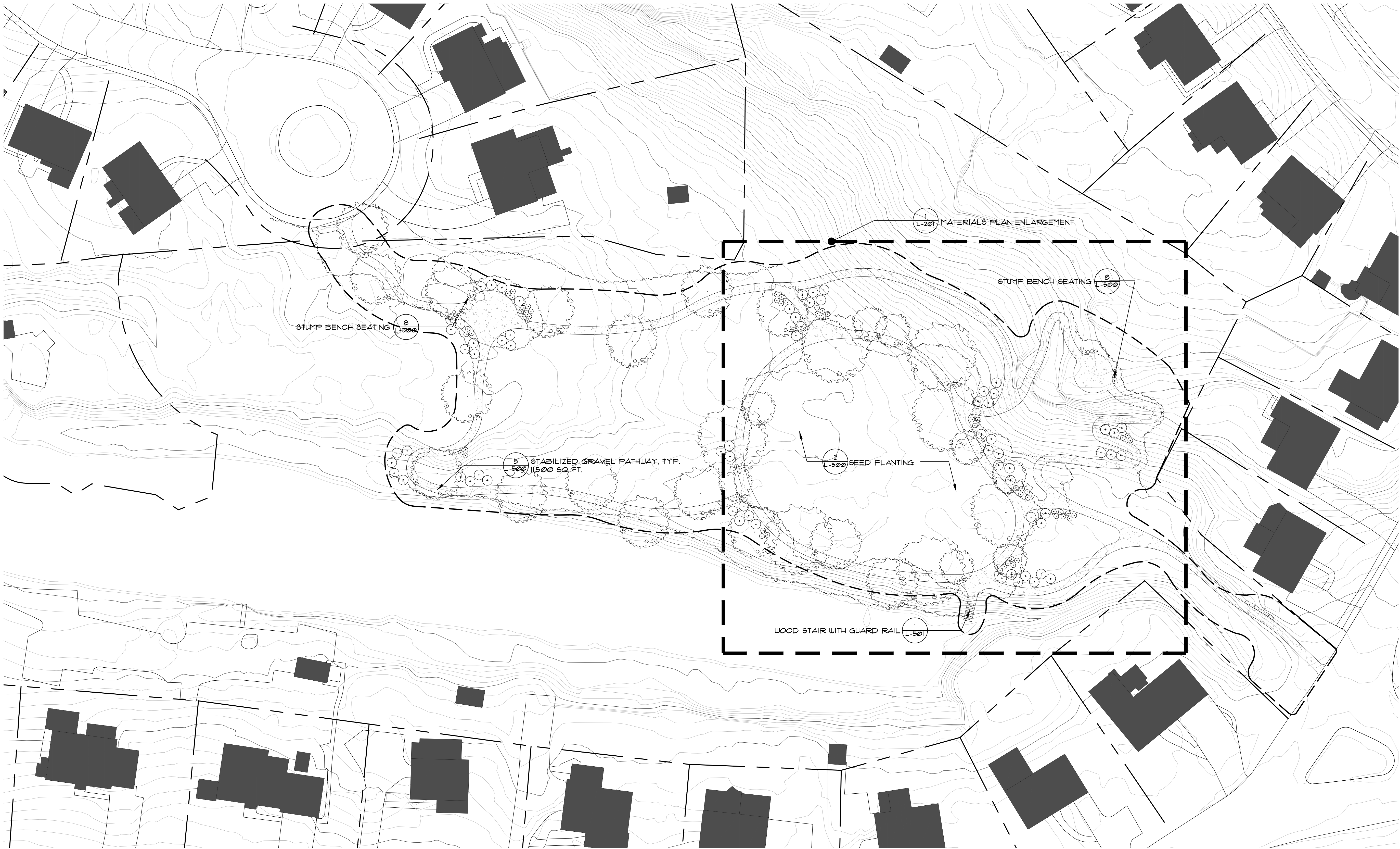
Scale	Job No.	Drawing No.
AS SHOWN	N/A	
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

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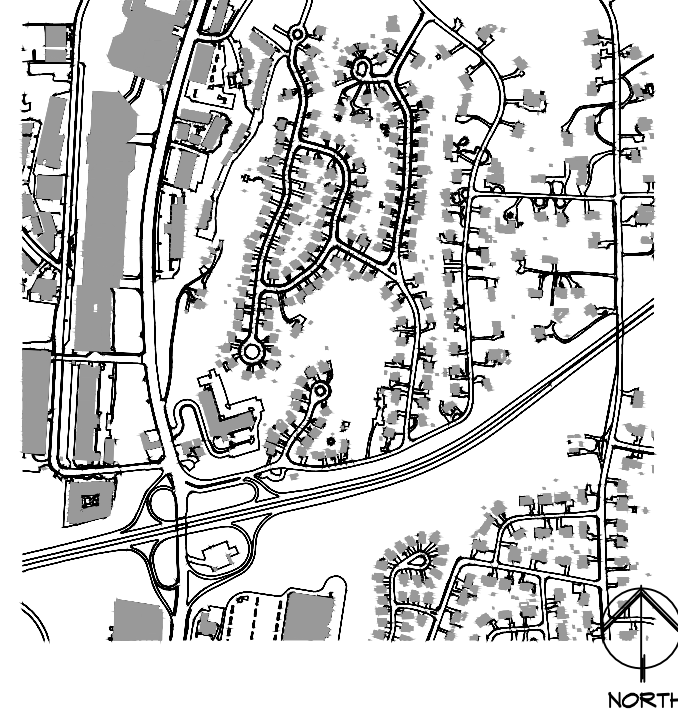
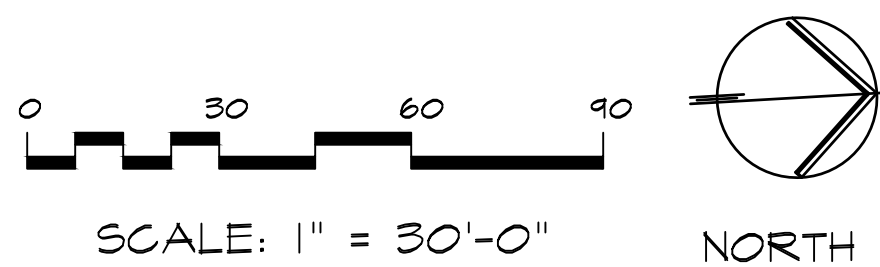
GENERAL NOTES

1. THE CONTRACTOR SHALL VERIFY ALL FIELD CONDITIONS AND FAMILIARIZE THEMSELVES WITH THE SITE PRIOR TO COMMENCEMENT OF WORK. ACTUAL FIELD CONDITIONS MAY VARY FROM LAYOUT, DIMENSIONS AND EXISTING GRADES AS SHOWN ON THE PLANS. THE CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH EXISTING FIELD CONDITIONS. NOTIFY THE OWNER'S REPRESENTATIVE IN WRITING OF ANY DISCREPANCIES PRIOR TO CONTINUING WORK.
2. THE CONTRACTOR SHALL SECURE THE WORK AREA WITH SPECIFIED BARRIERS AND FENCING AND MAINTAIN A SAFE AND SECURE CONSTRUCTION SITE.
3. PEDESTRIAN AND VEHICULAR TRAFFIC ON ADJACENT ROADS AND SIDEWALKS SHALL BE MAINTAINED DURING CONSTRUCTION.
4. CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PREVENT DAMAGE OR INTERRUPTION TO EXISTING UTILITY SERVICE. ANY DAMAGE OR INTERRUPTION TO EXISTING UTILITY SERVICE SHALL BE RESTORED BY THE CONTRACTOR AT NO EXPENSE TO THE OWNER.
5. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE AGENCIES AND UTILITY COMPANIES HAVING JURISDICTION (I.E. DEPARTMENT OF TRANSPORTATION, FIRE DEPARTMENT, DEPARTMENT OF ENVIRONMENTAL PROTECTION, TELEPHONE, SEWER, GAS, ETC.) OBTAIN PERMITS AND PAY ANY FEES ASSOCIATED WITH WORK OF THIS PROJECT.
6. IT IS ANTICIPATED THAT VARIOUS TYPES OF WORK FOR THIS CONTRACT WILL BE PERFORMED SIMULTANEOUSLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WORK BETWEEN SUBCONTRACTORS AND UTILITY COMPANIES TO ENSURE COMPLETION OF THEIR WORK IN A TIMELY AND WORKMAN LIKE MANNER.
7. THE CONTRACTOR SHALL PERFORM ALL WORK WITH CARE TO ENSURE MATERIALS TO REMAIN SHALL NOT BE DAMAGED. ANY DAMAGE TO MATERIAL TO REMAIN SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE OWNER AND PAID FOR BY THE CONTRACTOR.
8. REMOVE AND DISPOSE OF ALL ITEMS DESIGNATED AS REMOVALS OFF-SITE IN A LEGAL MANNER. ALL EXISTING INLETS, BASINS AND CONNECTIONS WITHIN THE PROJECT LIMIT SHALL BE CLEANED AND CLEARED TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
9. UPON COMPLETION OF THE WORK THE CONTRACTOR SHALL RESTORE ALL "UNIMPROVED" AREAS UTILIZED FOR SITE ACCESS, STOCKPILING, CONSTRUCTION TRAILERS ETC. TO SERVICEABLE AND SAFE CONDITIONS AND TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.

LEGEND

- PROJECT LIMIT LINE
- NEW GRAVEL PATHWAY (11,500 SQ. FT.)
- CONTOURS (1') INTERVAL
- CONTOURS (5') INDEX
- PROPERTY LINE
- PROPOSED TREE (QTY. 31)

TRAILS NOTE: CONTRACTOR TO PROVIDE 2,300 LINEAR FEET OF STABILIZED GRAVEL TRAIL AT 5' WIDE (BASED ON 11,500 SQ. FT.). PRICING EXTRAPOLATED FROM TOTAL TO REPRESENT UNIT PRICING FOR ADDITIONS AND DELETIONS FROM ORIGINAL SCOPE.



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

Stamp

Project Title
NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851
Drawing Title

MATERIALS PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

L-200

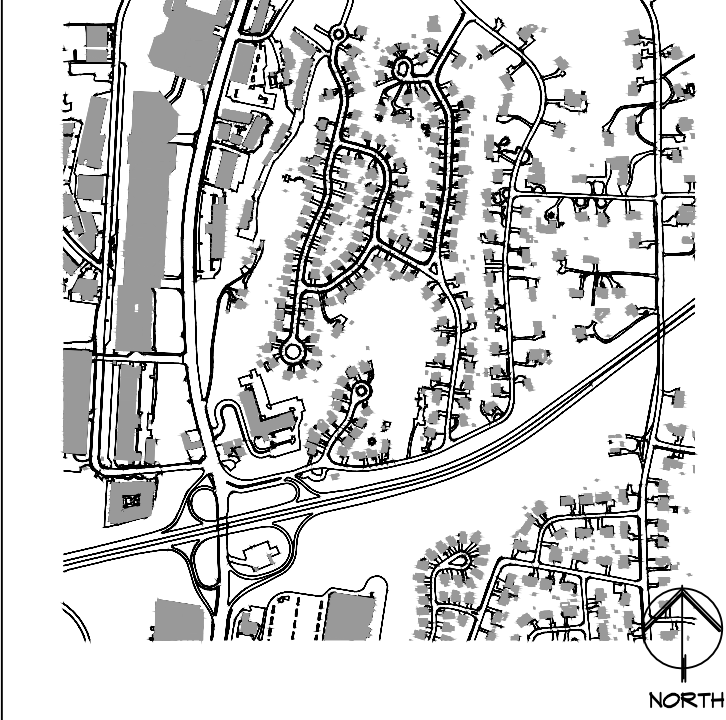
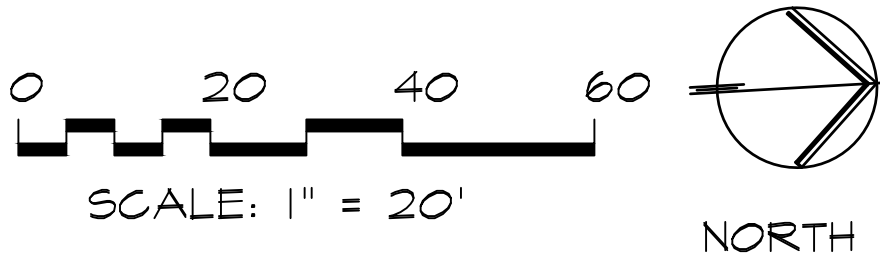
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1 ENLARGEMENT

SCALE: 1" = 20'-0"

LEGEND	
	PROJECT LIMIT LINE
	NEW GRAVEL PATHWAY (11,500 SQ. FT.)
	CONTOURS (1') INTERVAL
	CONTOURS (5') INDEX
	PROPERTY LINE
	PROPOSED TREE (QTY. 31)



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

Stamp

Project Title
NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title
MATERIALS PLAN ENLARGEMENT

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-201
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

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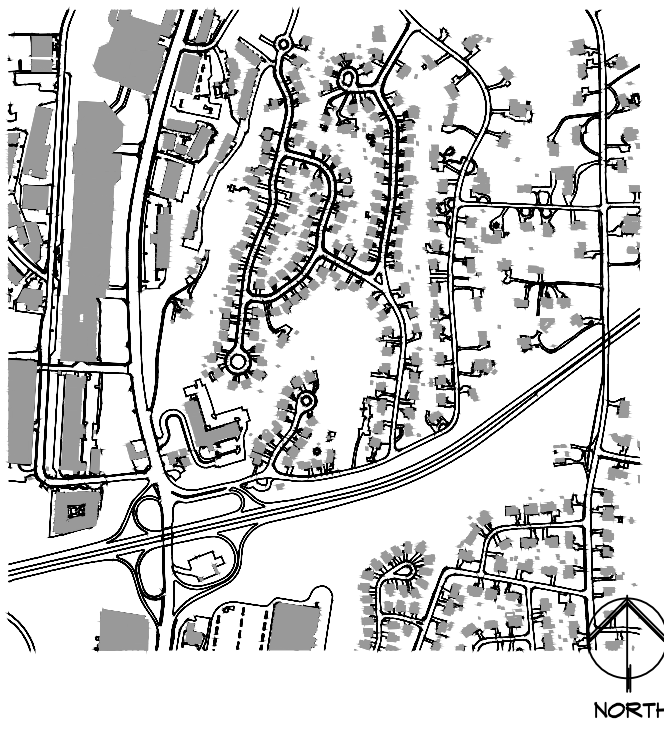
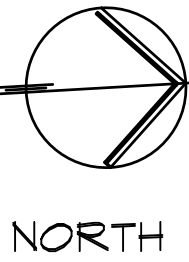
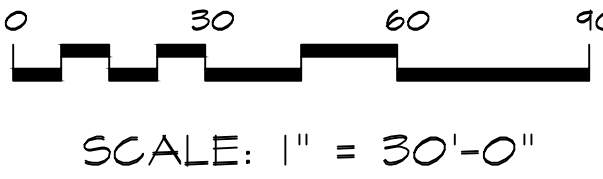


GRADING NOTES

1. REFER TO THE TOPOGRAPHIC SURVEY FOR EXISTING UTILITIES AND ELEVATIONS.
2. PREPARE SUB-GRADE ELEVATIONS TO SUFFICIENT DEPTH TO INSURE NEW IMPROVEMENTS MEET EXISTING MATERIALS SMOOTHLY, EVENLY AND TO GRADE.
3. IN ALL CASES, PAVEMENTS SHALL BE PITCHED TO AWAY FROM BUILDING AND IN A MANNER THAT PREVENTS PONDING AND PUDDLING. CONTRACTOR SHALL PERFORM A DRAINAGE TEST OF ALL PAVEMENTS TO INSURE POSITIVE DRAINAGE.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DEWATERING AS REQUIRED TO MAINTAIN ALL TRENCHES AND EXCAVATIONS FREE FROM WATER DURING THE CONSTRUCTION OPERATIONS.
5. LOCATE NEW DRAINAGE STRUCTURES AT TRUE LOW POINT OF THEIR RESPECTIVE AREAS AS DETERMINED IN THE FIELD AND APPROVED BY THE OWNER'S REPRESENTATIVE.
6. ALL NEW PAVEMENTS SHALL MEET EXISTING FLUSH.
7. ALL PEDESTRIAN PATHS LONGITUDINAL PITCH IS NOT TO EXCEED 5% UNLESS OTHERWISE INDICATED AND CROSS PITCH NOT EXCEED 2% UNLESS OTHER WISE INDICATED
8. IMPORTED FILL MATERIAL SHALL BE CERTIFIED IN WRITING BY A CONNECTICUT STATE LICENSED PROFESSIONAL ENGINEER AS NON-CONTAMINATED CLEAN FILL SUITABLE FOR UNRESTRICTED USE
9. EARTHWORK OPERATIONS TO ENSURE PROPER COMPACTION BY UTILIZING "LIFTS" AS NEEDED. AREAS REQUIRING CONSIDERABLE FILL (36"+ HT.) TO BE MONITORED AND TESTED BY GEOTECH ENGINEER.

LEGEND

127	PROPOSED CONTOUR
x102.5	EXISTING SPOT ELEVATION
+102.50	PROPOSED SPOT ELEVATION
—	CONTOURS (1') INTERVAL
—	CONTOURS (5') INDEX
- - - -	PROPERTY LINE
- - - -	PROJECT LIMIT LINE



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

Stamp

Project Title
NORWALK URBAN TRAILS PROJECT

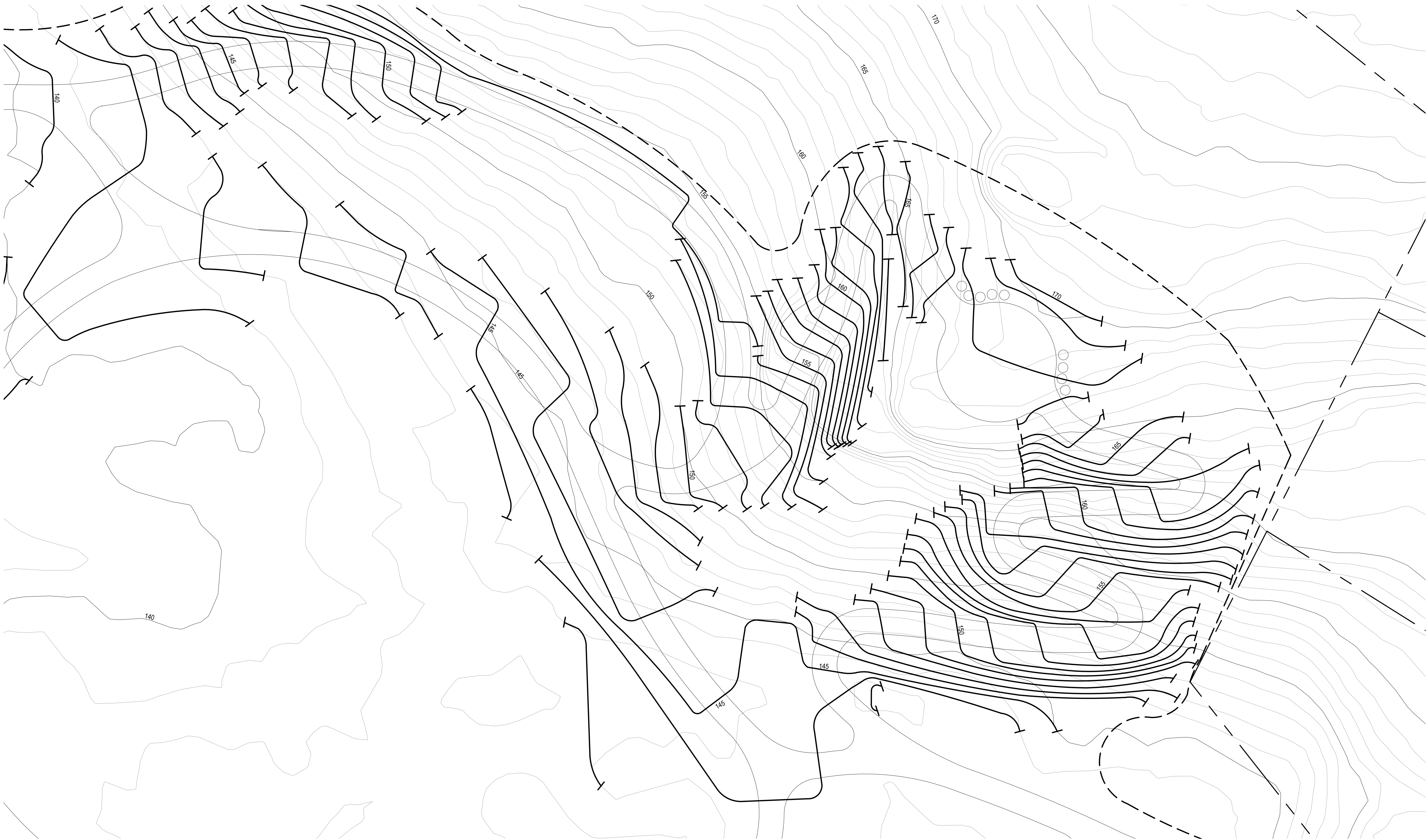
20 Lakewood Drive
Norwalk, CT 06851
Drawing Title

GRADING PLAN

Scale AS SHOWN	Job No. N/A	Drawing No. L-300
Date 10/04/2024	Drawn CT	Checked CT
	Approved CT	

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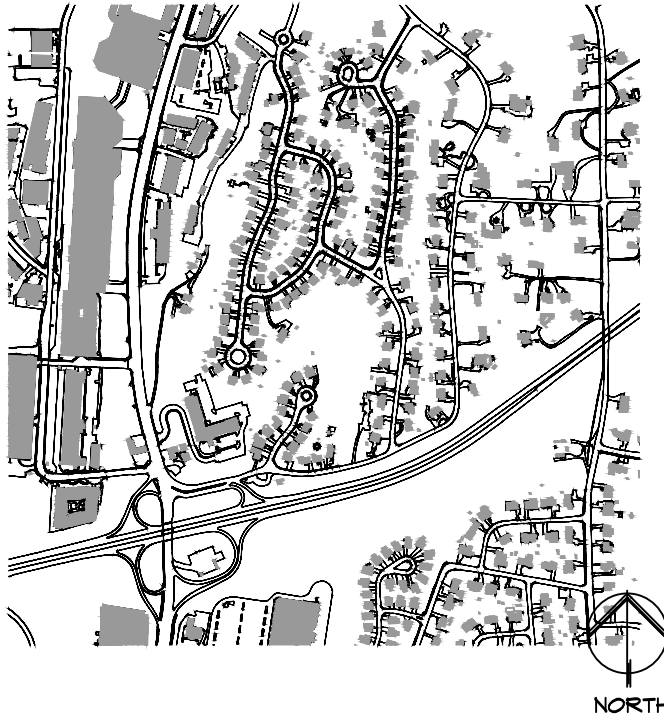
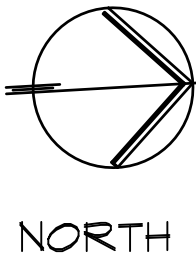
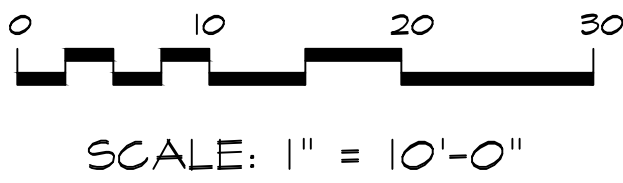
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info@alloydsn.com



1 GRADING PLAN ENLARGEMENT

SCALE: 1" = 10'-0"

LEGEND	
	PROPOSED CONTOUR
	EXISTING SPOT ELEVATION
	PROPOSED SPOT ELEVATION
	EXISTING CONTOURS (1') INTERVAL
	EXISTING CONTOURS (5') INDEX
	BOTTOM OF STAIR / TOP OF STAIR
	BOTTOM OF WALL / TOP OF WALL
	BOTTOM OF CURB / TOP OF CURB
	PROJECT LIMIT LINE
	AREA OF DISTURBANCE



Key Plan Not to Scale

L. No.	Date	Revision/Submission
1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title
NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title
GRADING PLAN ENLARGEMENT

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-301
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

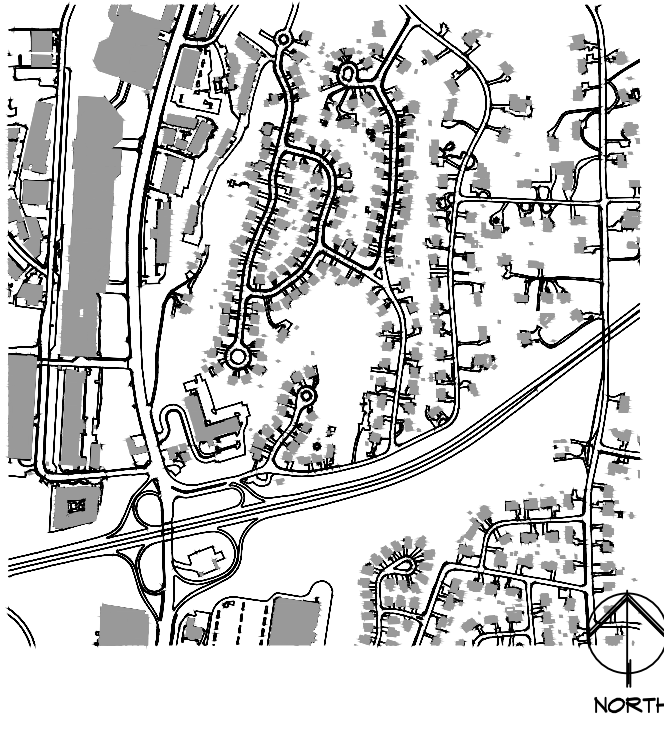
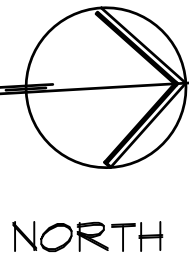
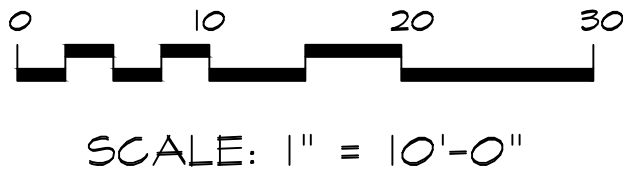
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www.alloydsn.com
info@alloydsn.com



1 GRADING PLAN ENLARGEMENT
SCALE: 1" = 10'-0"

LEGEND	
	PROPOSED CONTOUR
	EXISTING SPOT ELEVATION
	PROPOSED SPOT ELEVATION
	EXISTING CONTOURS (1') INTERVAL
	EXISTING CONTOURS (5') INDEX
	BOTTOM OF STAIR / TOP OF STAIR
	BOTTOM OF WALL / TOP OF WALL
	BOTTOM OF CURB / TOP OF CURB
	PROJECT LIMIT LINE
	AREA OF DISTURBANCE



Key Plan Not to Scale

L. No.	Date	Revision/Submission
1.	01/13/2025	95% SET FOR REVIEW

Stamp

Project Title
NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title
GRADING PLAN ENLARGEMENT

Scale AS SHOWN	Job No. N/A	Drawing No. L-302
Date 10/04/2024		
Drawn CT	Checked CT	Approved CT

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p. 203-661-2723



PLANTING NOTES

1. ALL PLANT MATERIAL SHALL CONFORM TO THE REQUIREMENTS AS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMAN, LATEST EDITION.

2. ALL PLANT MATERIAL SHALL BE VIGOROUS AND FREE OF INJURY, INSECTS OR DEFECTS. PLANT MATERIAL SHALL BE STOCK FROM A RECOGNIZED NURSERY WITHIN THE NORTHEAST AND MID-ATLANTIC REGIONS.

3. ALL PLANTS TO BE SELECTED AND TAGGED IN THE FIELD BY THE LANDSCAPE ARCHITECT.

4. CONTRACTOR SHALL VERIFY QUANTITIES AS SHOWN ON THE CONTRACT DRAWINGS. IF A DISCREPANCY EXISTS BETWEEN THE PLANT COUNT AS SHOWN ON THE PLANT LIST AND THE PLANTING PLAN(S), THE PLAN(S) SHALL TAKE PRECEDENCE.

5. THE LANDSCAPE ARCHITECT MAY REJECT ANY MATERIAL WHICH DOES NOT REPRESENT SPECIES AS OUTLINED IN THE PLANT LIST.

6. NO SUBSTITUTION WILL BE MADE UNLESS AUTHORIZED BY THE LANDSCAPE ARCHITECT.

7. ALL PLANTING BEDS SHALL BE PREPPED PRIOR TO PLANTING BY TILLING TOP 18" OF EXISTING SOIL AND INCORPORATING FRESH TOPSOIL/COMPOST MIX AT 1 CUBIC YARD PER 100 SQUARE FEET.

8. ALL TREES SHALL BE PLANTED SO THAT THE ROOT FLARE IS 1" - 2" ABOVE FINISHED GRADE. CONTRACTOR SHALL VERIFY ROOT FLARE PRIOR TO PLANTING. REMOVE EXCESS SOIL OVER BALL AS REQUIRED TO EXPOSE THE ROOT FLARE ONLY AS DIRECTED BY THE LANDSCAPE ARCHITECT.

9. ALL TREE PITS AND ENTIRE SHRUB/PERENNIAL BEDS TO RECEIVE 2" LAYER OF DOUBLE SHREDDED HARDWOOD BARK MULCH. MULCH SHALL NOT COME IN DIRECT CONTACT WITH TREE TRUNKS.
10. PLANTED AREAS SHALL BE WATERED BY THE CONTRACTOR WHEN RAINFALL IS LESS THAN 1" PER WEEK AND PERIODS OF EXCESSIVE HEAT. SHRUBS SHALL RECEIVE 3-5 GALLONS PER PLANT AND TREES 7-10 GALLONS PER INCH OF CALIPER PER WEEK OR AS DIRECTED BY THE LANDSCAPE ARCHITECT.

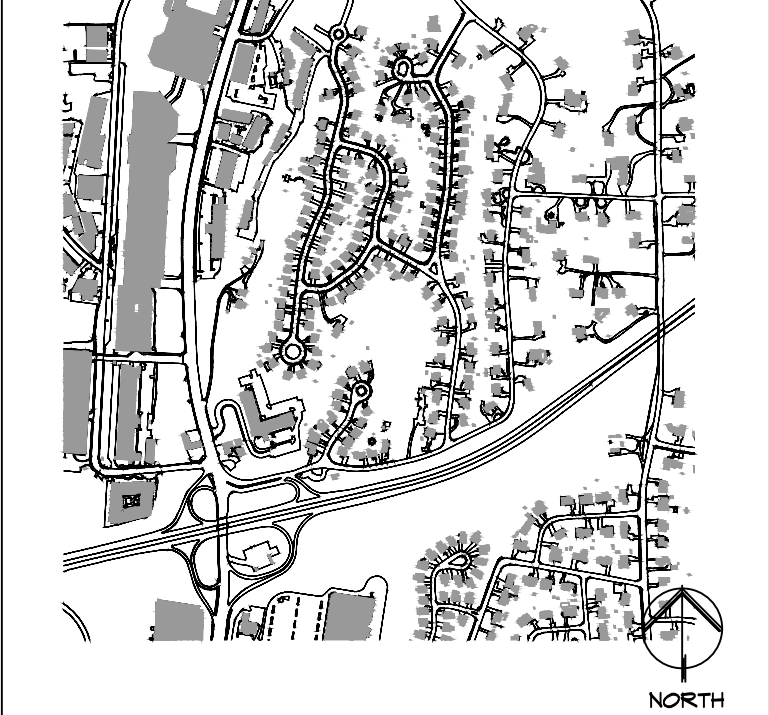
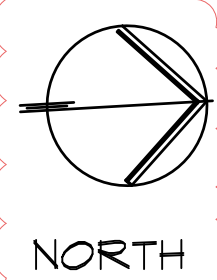
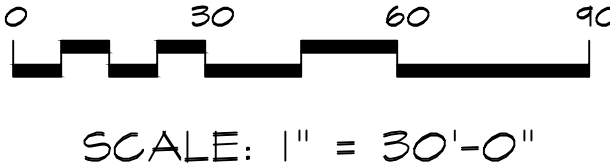
11. TREES SHALL BE GUYED OR STAKED AS INDICATED ON THE DRAWING. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL GUYING/STAKING FOR A PERIOD OF A YEAR. THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF ALL GUYING/STAKING AFTER THIS PERIOD UPON DIRECTION OF THE OWNER'S REPRESENTATIVE
- NOTE: PLANT SPECIES, SIZE, AND LOCATIONS SHOWN ON PLAN MAY BE REVISED BASED ON AVAILABILITY, SOURCING, SEASON OF PLANTING, AND SITE CONDITIONS. SUBSTITUTED SPECIES, LOCATIONS, AND/OR SIZE TO BE NATIVE SPECIES AND CONSISTENT W/ OVERALL DESIGN.

PLANT LIST

TREES					
QTY.	KEY	BOTANICAL NAME	COMMON NAME	SIZE	COMMENTS
3	AS	ACER SACCHARUM	SUGAR MAPLE	12'-14' HT.	FULL, MULTI-STEM, MIN. 3 EQ. SIZE TRUNKS
4	AC	AMELANCIER CANADENSIS	SHADBLOW SERVICEBERRY	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
6	CC	CERCIS CANADENSIS 'FOREST PANSY'	EASTERN REDBUD 'FOREST PANSY'	10'-12' HT.	FULL, SYMM., MULTISTEM
5	CV	CRATAEGUS VIRIDIS	GREEN HAWTHORN	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
2	LT	LIRIODENDRON TULIPIFERA	TULIP TREE	4" CAL.	FULL, SYMM., HEAD WITH SINGLE LEADER
5	NS	NYSSA SYLVATICA	BLACKGUM	8'-10' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
5	QR	QUERCUS RUBRA	RED OAK	12'-14' HT.	FULL, SYMM., HEAD WITH SINGLE LEADER
SHRUBS					
19	AG	ABELIA GRANDIFLORA	GLOSSY ABELIA	4'-5' HT.	FULL, HEALTHY SHRUB
28	HV	HAMAMELIS VIRGINIANA	AMERICAN WITCHHAZEL	4'-5' HT.	FULL, HEALTHY SHRUB
26	IV	ILEX VERTICILLATA	WINTERBERRY (WINTER RED & S. GENTLEMAN)	4'-5' HT.	FULL, HEALTHY SHRUB
21	MP	MYRICA PENNSYLVANICA	NORTHERN BAYBERRY	4'-5' HT.	FULL, HEALTHY SHRUB
26	RP	RHODODENDRON PJM	PJM RHODODENDRON	4'-5' HT.	FULL, HEALTHY SHRUB
GROUNDCOVERS					
6,810		SPOROBOLUS HETEROLEPIS	PRAIRIE DROPSEED	1 GAL., 16" O.C.	FULL, HEALTHY SHRUB
19,990		CAREX PENNSYLVANICA	PENNSYLVANIA SEDGE	1 GAL., 12" O.C.	FULL, HEALTHY SHRUB

LEGEND

- SHADE TREE
- UNDERSTORY TREE
- SMALL & LARGE SHRUB PLANTING
- EDGE OF DRIPLINE



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

Stamp

Project Title

NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title

PLANTING PLAN

Scale	Job No.	Drawing No.
AS SHOWN	N/A	
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT

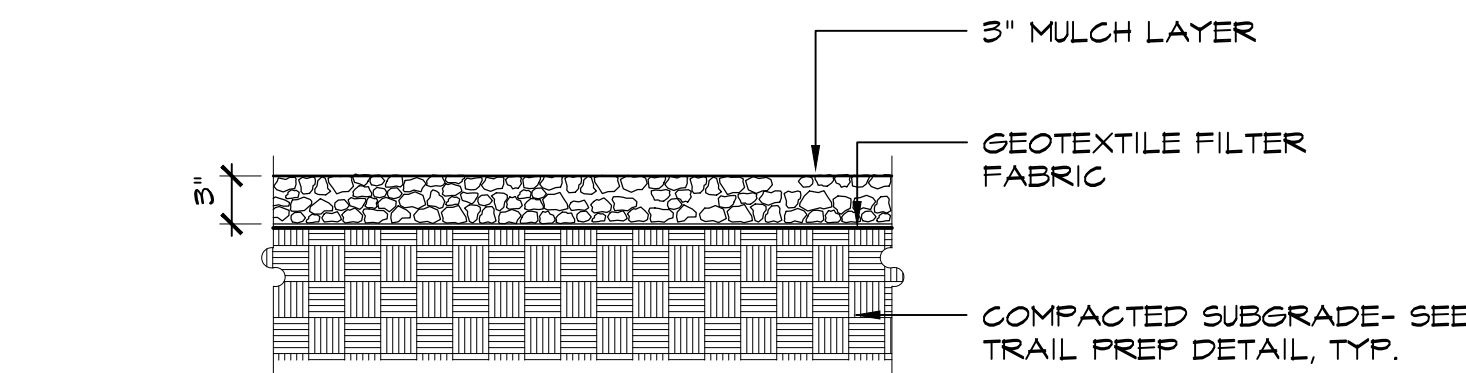
L-400

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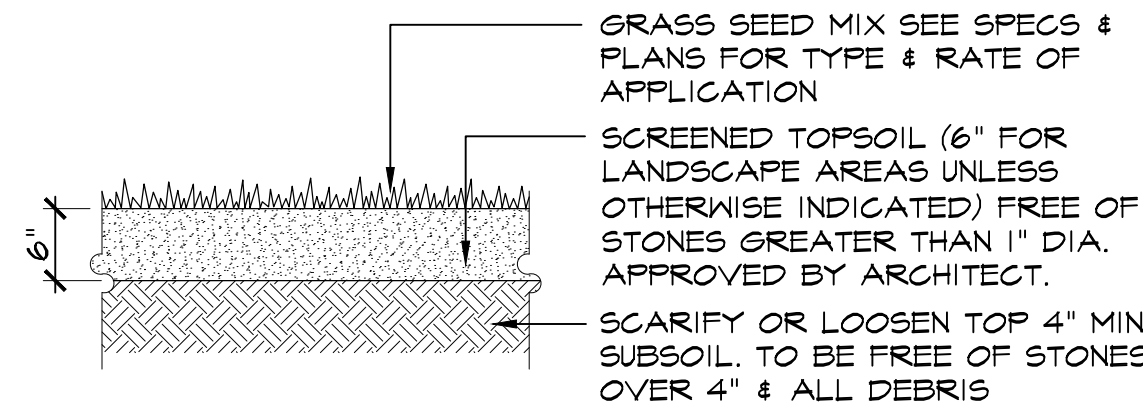
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1 MULCH PATH

SCALE: 1" = 1'-0"



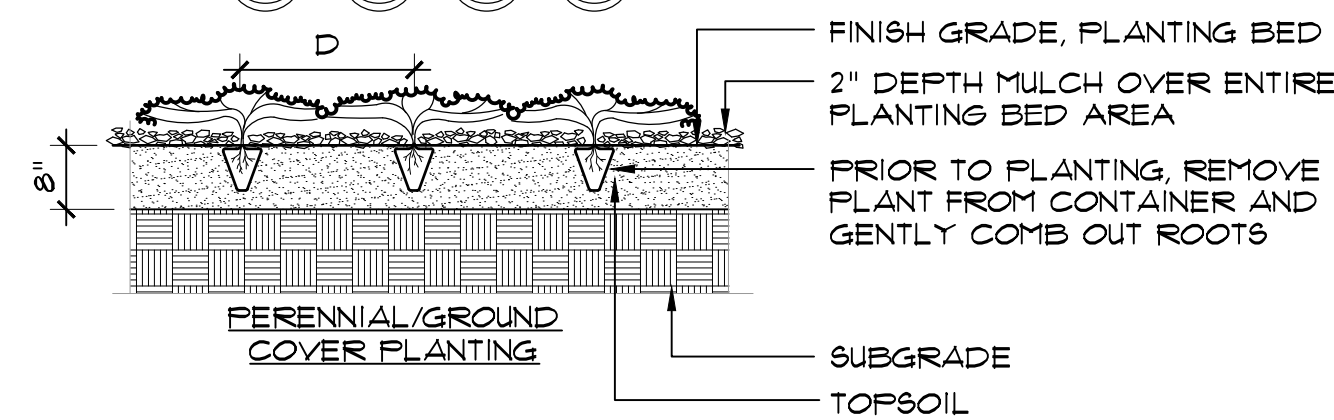
2 SEED PLANTING

SCALE: 3/4" = 1'-0"

- NOTES:
1. REMOVE ALL WIRE, PLASTIC, TAGS OR OTHER SYNTHETIC MATERIAL FROM PLANTS PRIOR TO PLANTING.
 2. CONTINUOUS BEDS SHALL BE PREPARED W/ TOPSOIL MIX PRIOR TO GROUND COVER/PERENNIAL PLANTING.
 3. BULBS SHALL BE LOCATED IN THE FIELD BY THE LANDSCAPE ARCHITECT.
 4. PLANTING HOLES FOR BULBS SHALL BE AMENDED W/ GROUND BONE MEAL, AS PER SPECIFICATIONS.

D = TYP. ON CENTER (O.C.) SPACING AS INDICATED ON THE PLANTING LIST

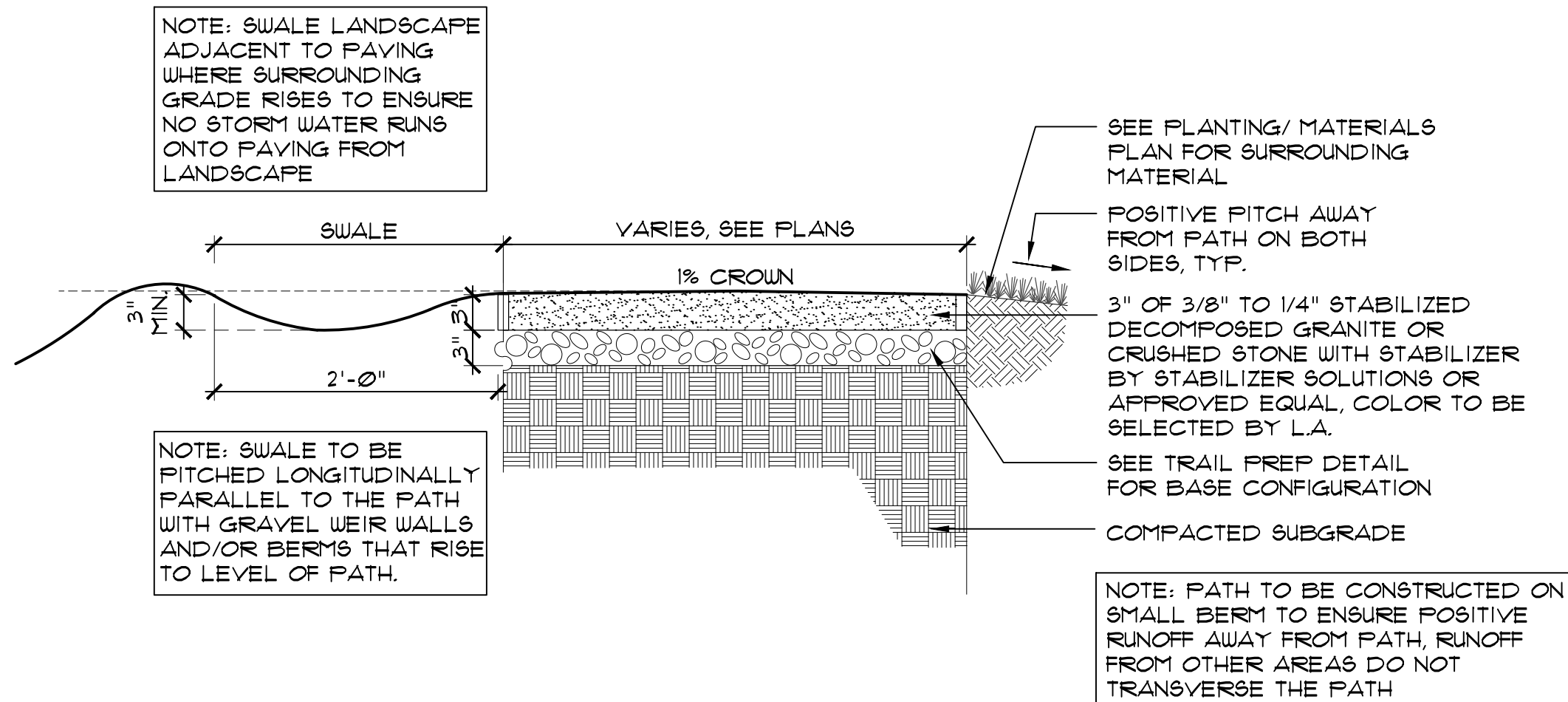
PLANT CENTER, TYP.



3 GROUND COVER/ AREA PLANTING

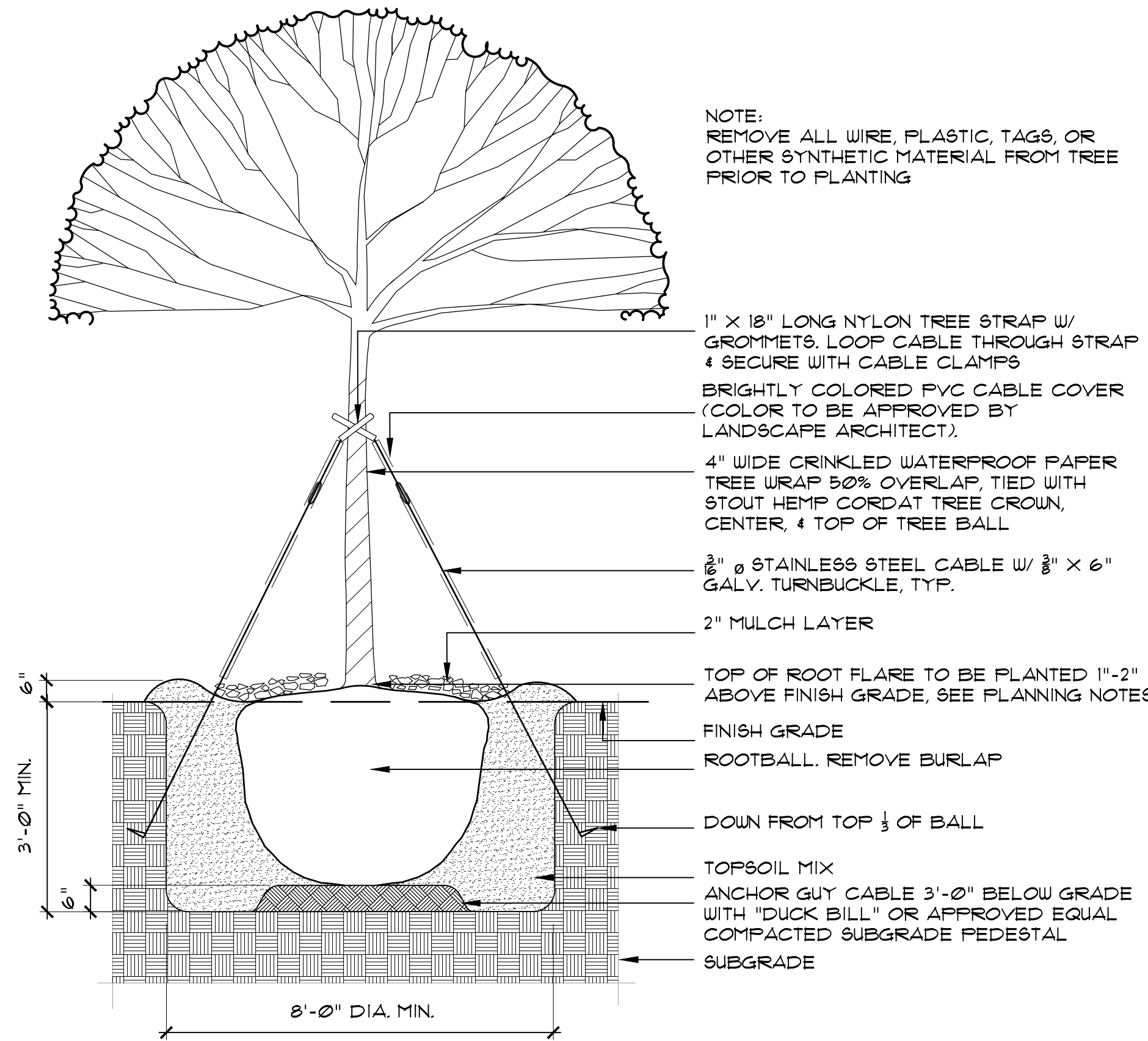
SCALE: 1/2" = 1'-0"

4 NOT USED



5 STABILIZED GRAVEL PATHWAY

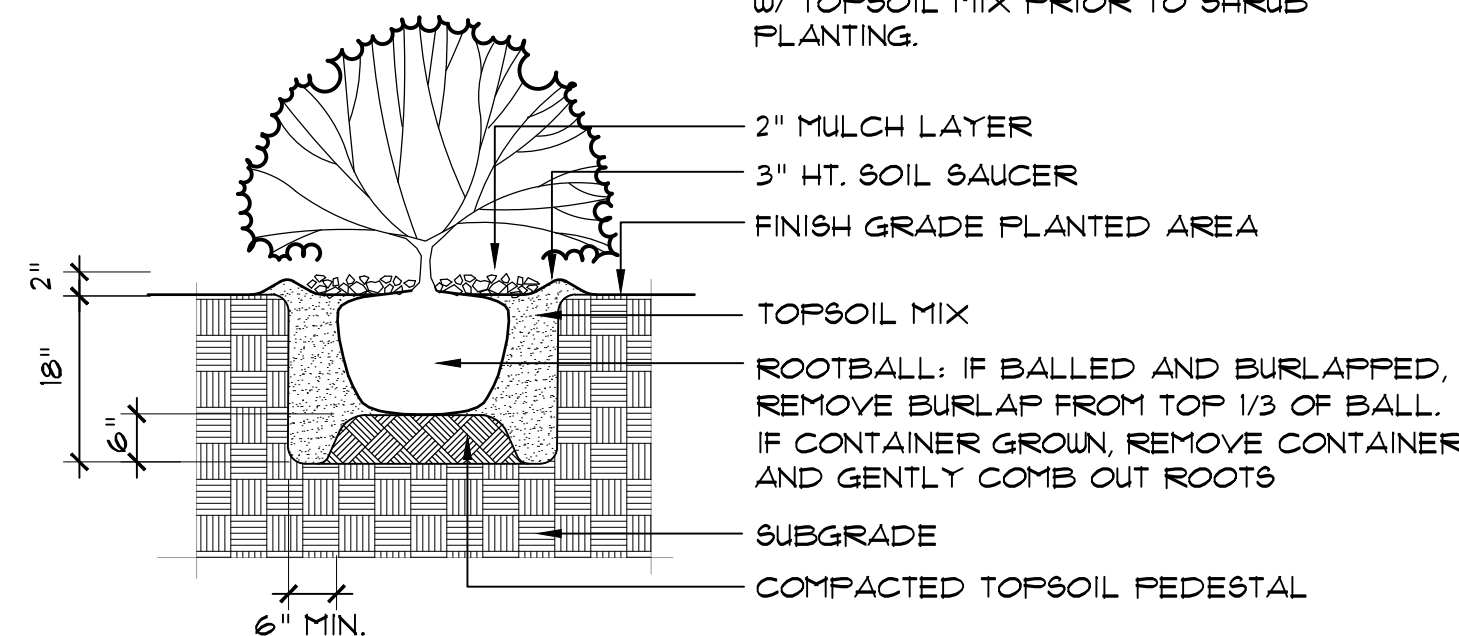
SCALE: 1" = 1'-0"



6 TREE PLANTING

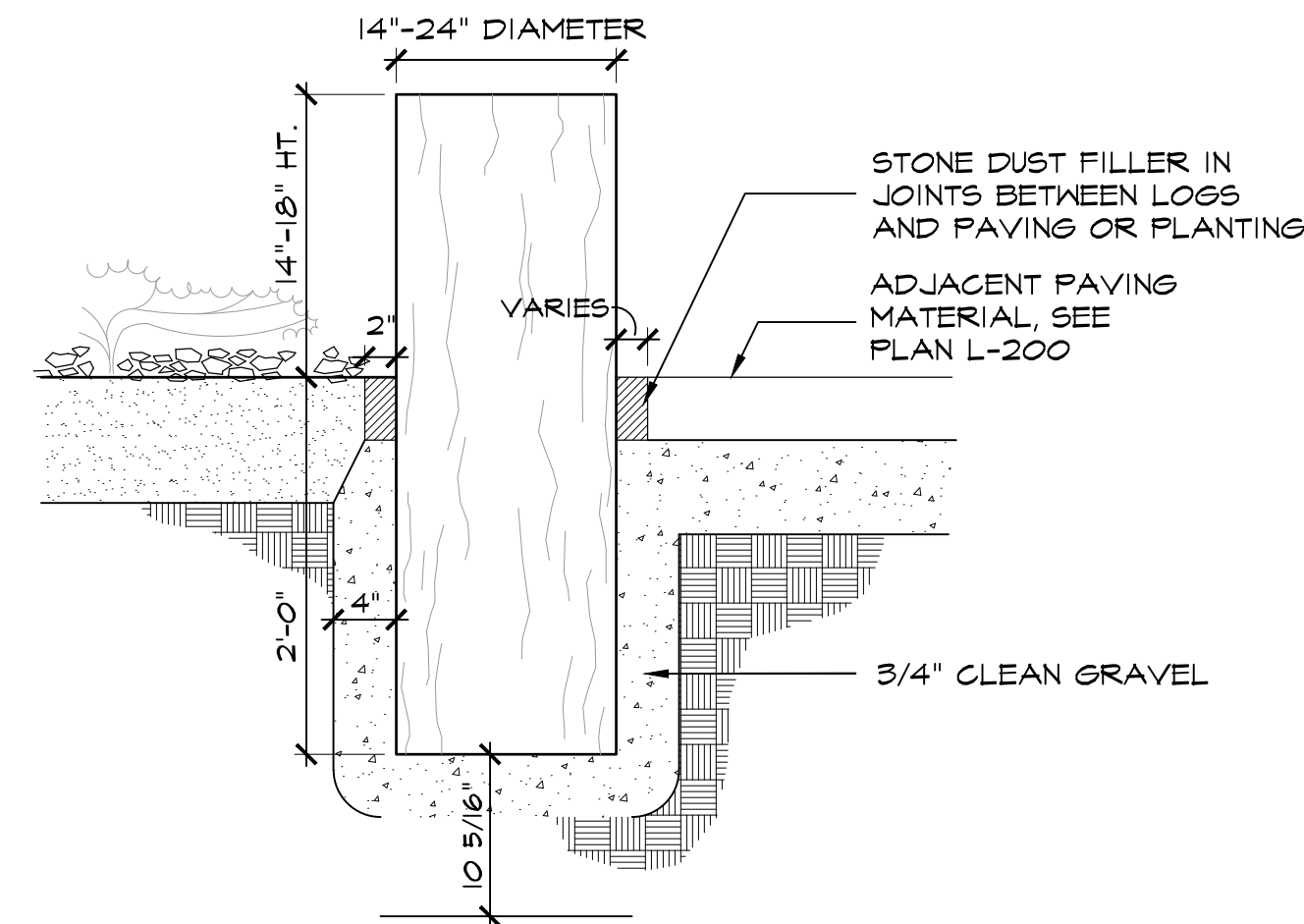
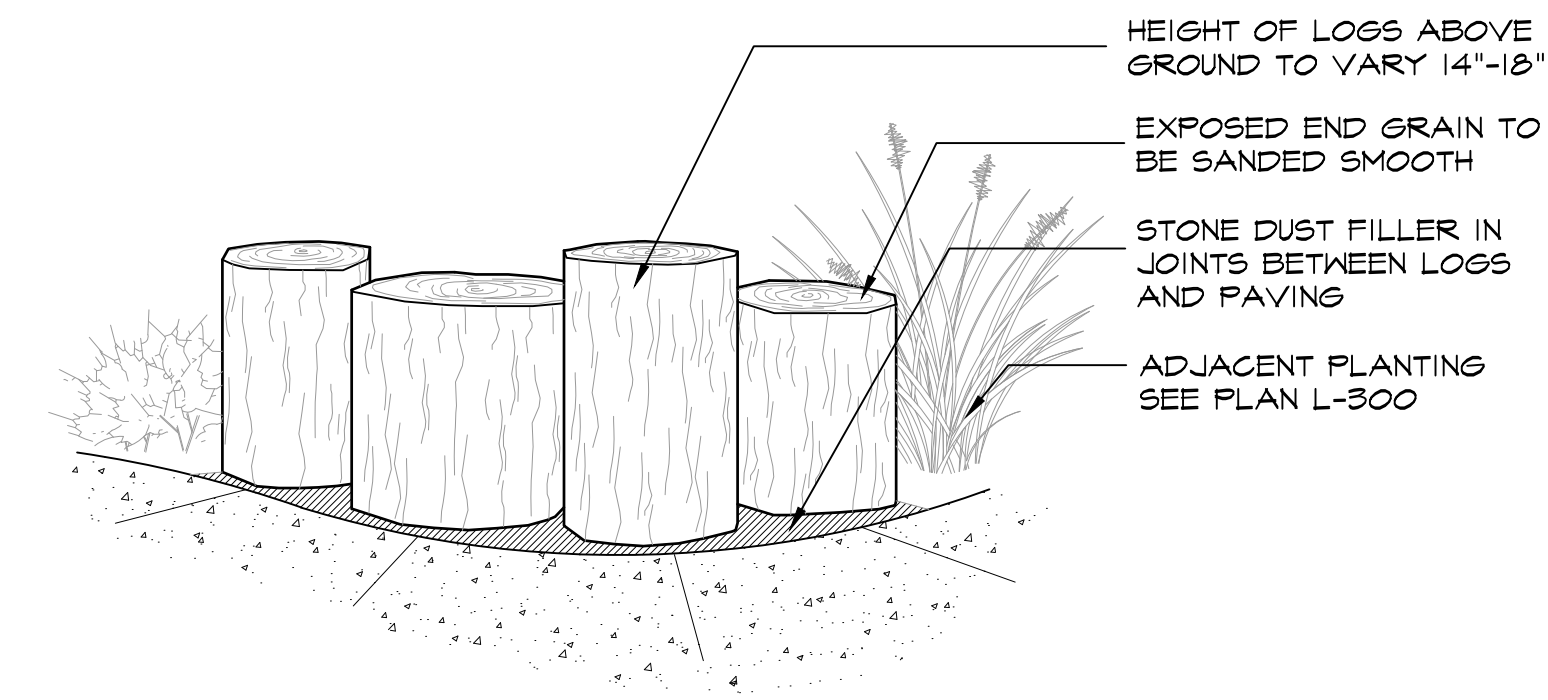
SCALE: 3/8" = 1'-0"

- NOTES:
1. REMOVE ALL WIRE, PLASTIC, TAGS OR OTHER SYNTHETIC MATERIAL FROM SHRUB PRIOR TO PLANTING.
 2. CONTINUOUS BEDS SHALL BE PREPARED W/ TOPSOIL MIX PRIOR TO SHRUB PLANTING.



7 SHRUB PLANTING

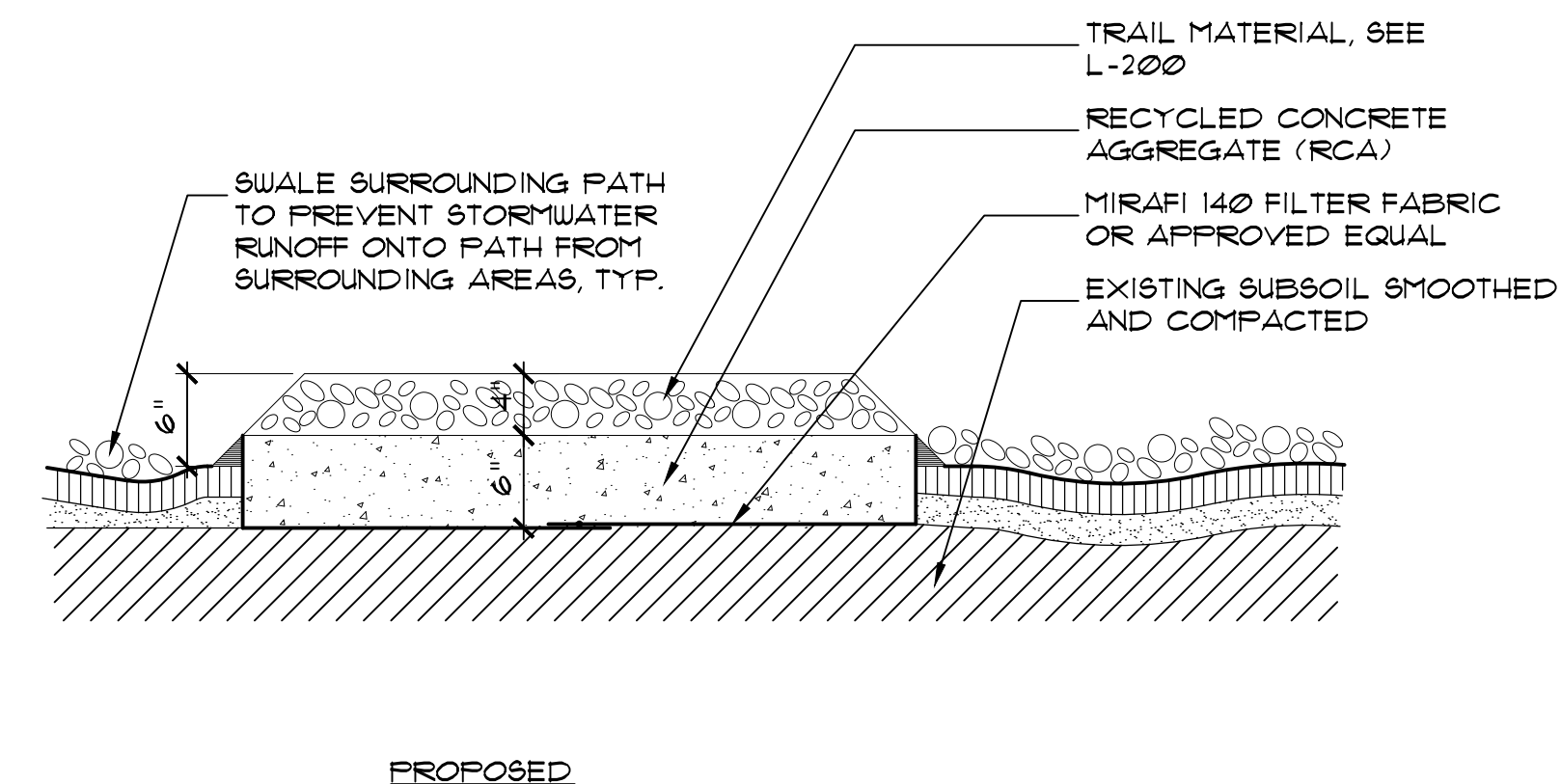
SCALE: 1/2" = 1'-0"



- NOTES:
1. ALL LOGS TO BE HARVESTED FROM TREES BEING REMOVED ON SITE.
 2. ALL SURFACES TO BE SEALED WITH TWO (2) COATS (THREE (3) COATS ON END GRAIN) OF WOOD RX ULTRA.
 3. TRANSPARENT SEALER (OR EQUAL) AS PER MANUFACTURERS DIRECTIONS.
 4. LOGS TO BE 14" TO 20" DIAMETER, VARIED THROUGHOUT LANDSCAPE ARCHITECT TO APPROVE LOGS ON SITE.
 5. SELECTED LOGS TO BE FREE OF SPLITTING AND BRANCHING WITH UNDAMAGED BARK.

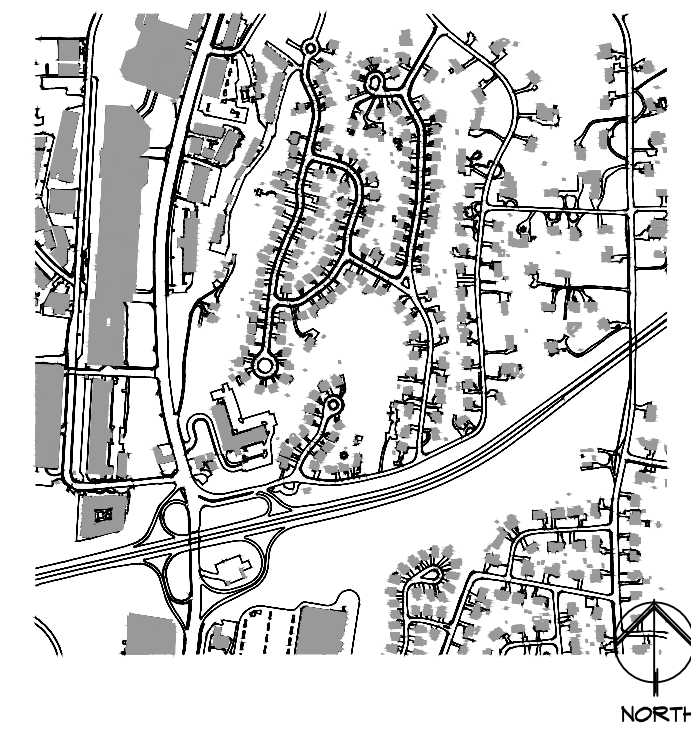
8 STUMP SEATING

SCALE: 1" = 1'-0"



9 PEDESTRIAN PATH/ TRAIL CONFIGURATION

SCALE: 1" = 1'-0"



Key Plan

Not to Scale

L.	01/13/2025	95% SET FOR REVIEW
No.	Date	Revision/Submission

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Project Title

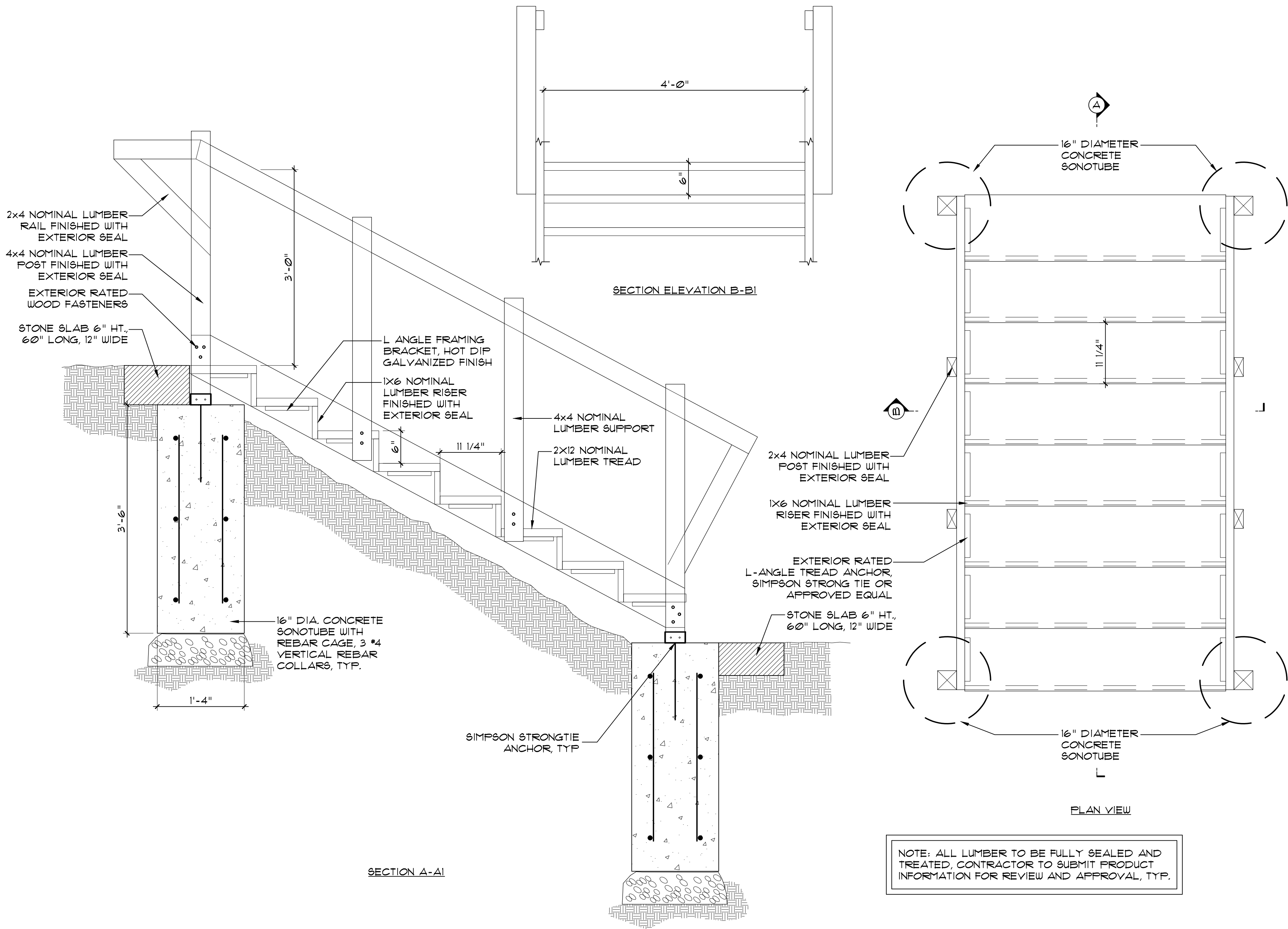
NORWALK URBAN TRAILS PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title

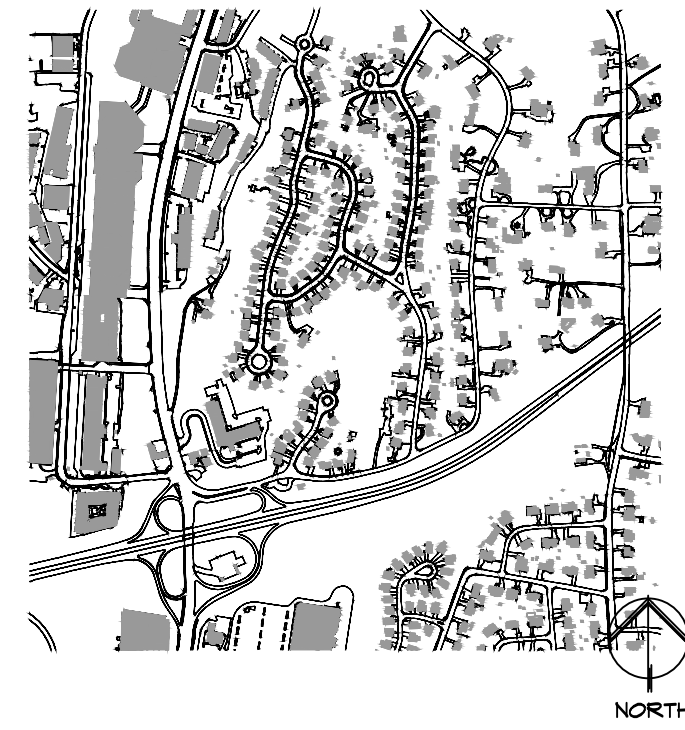
SITE DETAILS

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-500
Date		
10/04/2024		
Drawn	Checked	Approved
CT	CT	CT



1 WOOD STAIR WITH RAILING

SCALE: 1/2" = 1'-0"



Key Plan Not to Scale

1.	01/13/2025	95% SET FOR REVIEW
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Stamp

NORWALK URBAN TRAILS
PROJECT

20 Lakewood Drive
Norwalk, CT 06851

Drawing Title

SITE DETAILS

Scale	Job No.	Drawing No.
AS SHOWN	N/A	L-501
Date		
10/04/2024		
Drawn	Checked	Approved
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NORWALK PURCHASING DEPARTMENT

11/06/2025

RESPONSE SUMMARY - PROJECT #4463R

Norwalk Urban Trail Projects East Rocks Road and Lakewood Drive Re Bid

Thank you for your response to our solicitation request. The following pages are a summary of the responses received.

BID SECURITY	VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMSSION	BID AMOUNT
YES	AJ's Landscaping Service LLC	YES	YES	\$732,510.00
YES	B&W Paving & Landscaping LLC	YES	YES	\$799,360.00
YES	Greenway property services	YES	YES	\$724,828.50
YES	Meticulous Landscaping & Design, Inc	YES	YES	\$771,750.00

*Non-conforming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements



11/06/2025

RESPONSE SUMMARY - PROJECT #4463R

Norwalk Urban Trail Projects East Rocks Road and Lakewood Drive Re Bid

Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
☒ B&W Paving & Landscaping LLC	Nov 04, 2025 10:14 AM EST	Betty Mucha	betty@bandwpaving.com	NZlwODcz
☒ Meticulous Landscaping & Design, Inc.	Nov 04, 2025 12:58 PM EST	Joseph Tamburro	metic7@optimum.net	NZlxMDQ5
☒ AJ's Landscaping Service LLC	Nov 04, 2025 10:09 AM EST	Anthony J Cossuto	ajlandscapesvc@gmail.com	NZlwODcx
☒ greenway property services	Nov 04, 2025 12:27 PM EST	Rocco Lagana	rocky.lagana@greenwayps.com	NZlxMDEx



Recreation & Sports Activities Account

City of Norwalk

Department of Recreation and Parks

October 30, 2025

ESTABLISHING THE RECREATION & SPORTS ACTIVITIES ACCOUNT

EXECUTIVE SUMMARY

The Department of Recreation and Parks is requesting the finance director for the City of Norwalk approve a proposal to establish an Account for depositing and sourcing special recreation revenue generating programs and activities.

Purpose

The purpose of this proposal is to convert the current 4000 “Play and Learn” account; the Sports and Aquatics program Revenue accounts into the new Recreation & Sports Activities Account. The Play and Learn Account has existed since 2010 and has functioned as a revolving account. It has never run a deficit and has demonstrated an average annual growth rate of 14% over the past three years. The other two program revenue accounts; The Sports and Aquatics have also never been in a deficit in terms of costs to revenue. The new fund will result in greater accountability; continued flexibility, taking advantage of developing and financing trending sports and new recreation activities and programs; therefore, generating increased revenues for the revenue account and general fund.

40000 Account History

The 4000 “Play and Learn” account is not a general fund account, nor is it in the annual operating budget. This account has historically been the depository for revenues generated by summer and seasonal youth camps. Camp revenues are then used to fund camp program staff, program activities, and other expenses to operate and manage the program. Over the years, the fund has expanded. It is now generating additional dollars through special events, child, adult and family programs and life enrichment programs. It is a flexible, non-lapsing account which shows revenues and expenditures (debits and credits) in its general ledger. Although within the Recreation and Parks division exists the staff budget for ongoing and planned General fund program expenses, Recreation and Parks has had the flexibility to use this account to spend for unanticipated expenses as well as funding new pilot recreation programs that are trending. However, the City’s procurement guidelines are followed. But, because of the ongoing need to make unanticipated expenditures out of this account, there has not been the City-wide oversight that is needed in terms of the city’s fiscal management responsibilities. It does not have direct fiscal oversight from the Finance Department or the Board of Estimation and Taxation (BET).

The Sports Revenue Account

The Sports revenue account is a general fund revenue account. Revenues generated by adult and youth sports are deposited in this account. Also, its funds are generated from various seasonal sports clinics, youth and adult tennis and pickleball clinics. Sports revenues more than cover its program expenses. The Sports unit is led by the Department’s Recreation Sports Supervisor and staffed by a Part-time Recreation Specialist, and a part-time Ballfield Scheduler. The bulk of account expenses cover intermittent and seasonal sports staff, supplies, uniforms and equipment for the sports programs. Over the years, the fund has expanded. Between FY23 to FY25 revenues have increased an average of 34% per year. It is projected to level off to around 5% increase in FY 26. It is our goal and vision to raise the level of adult and youth Sports in Norwalk to a level once enjoyed in past years. The continued expansion of this Fund and the flexibility we are requesting will allow this department to reach its goals.

The Aquatics Revenue Account

The Aquatics revenue account is also a general fund revenue account in which revenues are deposited from adult, family, and youth swim programs. Additionally, its funds are also generated from various seasonal swimming events, and swimming meets. Also, revenues are generated for “Learn to Swim” grants and swimming clinics. Revenues more than cover expenses in this program account. The bulk of expenses cover intermittent and seasonal aquatics staff, supplies, uniforms and pool equipment. Lifeguards and full-time Aquatic staff are paid for out of the general fund and these positions will continue to be funded out of the general fund. Between FY22 and FY24 swimming revenue declined because of the lack of access to

the High School swimming pool. (the only pool in Norwalk is available for this program). The School increased its demand for the use of the pool for its swim teams. And, because of an inability to have access to the pool our program and sessions were nearly cut in half. However, Fy 25 and FY 26 are expected to rebound and continue to grow. And, with the new Norwalk High swimming pool opening in 2027, we will have more access to the pool in weekdays and evenings ,with increase access for swim instruction. Swimming program activities are expected to grow beyond 2022 heights.

PROPOSED RECREATION AND SPORTS ACTIVITIES ACCOUNT

The new proposed Recreation and Sports Activities Account will come under the requirements of a municipal revenue fund and will have to meet all the requirements of a city revenue fund. The fund must be used to account for revenues that are restricted to specific purposes, like a particular project or program—in this case, the recreation program. This fund will ensure accountability and transparency and demonstrate how tax dollars are being used for their intended use. There will be increased fiscal oversight from the Finance Department and possibly BET. Recreation program revenue sources will remain separate from the general fund revenues for the particular purpose of dedicating these funds to sustain our existing sports and swimming programs; youth camps; youth and family; adult recreation programs; and the development of new recreation programs.

Funding Sources (Play and Learn Account)

This account receives funding from multiple fee-based recreational programs and activities, as well as grants and sponsorships.

4000 Account-Play and Learn Revenue Sources:

- Youth-Fee Based Programs
- Fee Based Adult and Family Programs:
- Cash sponsorships
- Recreation grants

Financial Growth History (see Appendix I)

The account has shown consistent growth over recent years:

Available Annual Funds:

- FY22: \$692,811
- FY23: \$906,321
- FY24: \$1,116,041
- FY25: \$1,109,243
- FY26 Projection: \$1,246,825

Year-End Fund Balances:

- FY22: \$425,006
- FY23: \$509,424
- FY24: \$589,424
- FY25 Projected: \$622,462

Historical Spending Patterns (Fund Balance Reality)

The balance at the end of the fiscal year is not a realistic picture of the availability of funds for the 4000 account at that juncture because the Summer Youth Camp is just ramping up in June, and the majority of the expenses for staffing, instructional activities, and field trips are not fully expended. The youth camps end in August. Additional startup costs for fall and winter child and family programs are sourced by this fund, and the following calendar year (1/26 to 6/26) youth camp expenses start-up come out of the fund balance. So, approximately 85% of the balance will be spent in the remainder of the FY. However, because summer camp registration begins in March, from March through June it is estimated that

\$624,363 will be collected in fees. By FY end in 2026, the fund balance should end at an estimated \$643,466. (See Appendix I , Table #1 and #2.)

However, during the New FY year the Program regenerates revenue to meet its Revenue Projections

FY26 Outlook:

- Planned adjustments to summer camp hours and classes
- Adding additional seasonal camps throughout the year
- Opening of the new Recreation Center Summer Camps
- New implementation program
- Projected total available fund: **\$1,246,825**(See Appendix I , Table #1 and #2.)

Future Projections (2026-2028)

FY26 Changes:

Additional requested expenses will reduce the projected Revenues in excess of program budget to 3–5%

Estimated available projected Fund Balance: **\$37,404.75 to \$62,341.25** for FY26 period

Sports Revenue Fund

The Second Account that we are proposing to be a part of the Recreation and Parks Fund is the Sports Revenue Account.

Fund Activity Sources

Adult Softball
Adult and Youth Volleyball
Basketball
Adult Bocce Ball
Adult Pickleball
Adult/Youth Tennis
Men's Flag football
Kickball
Sports Clinic Camps
Cornhole

Financial Growth History (See Appendix II)

The account has shown consistent growth over recent years: However, in Fy 2023 there was a decline in revenue generation because there was a decrease in program offerings. A Department already short on staff saw the loss of the Sports Manager. And it took time to fill the position and to get programs back on track. Once the position was filled the program is back on a growth trend.

Available Annual Funds:

- FY22: \$149,035
- FY23: \$116,001 (Not having a Sports Coordinator)
- FY24: \$196,024
- FY25: \$272,616
- FY26 Projection: \$406,218

Year-End Net Revenues

- FY22- \$55,458
- FY23: \$23,525
- FY24: \$61,998
- FY25 Projected: \$119,971

Historical Spending Patterns

The Sports Revenue Account has had a history of revenues exceeding expenses. There was a dip from FY22 to FY23. However, net revenue more than doubled from FY23 to FY24 (23,525 to 61,998) and doubled again in FY25 to 119,971, nearly 100%. Currently unlike the Play and Learn account the year end balances are not carried over. However, we are requesting in this request, that we carry over the net revenue (Revenue less Expenses) to be used in FY26 (See Appendix II Tables #3 and #4)

Future Projections (2026-2028)

FY26 Changes:

- The request to add the Sports Revenue account to the new Recreation and Parks Fund will require that year end funds above expenses be carried over to the next FY to be added to the balance of the account and revenues generated in FY26. That will increase the available funds by 49%
- The estimated available revenues in excess of program budget: from \$119,971 in FY 25 to \$248,994 in FY26 (See Appendix II Tables #3 and #4)

FY26 Outlook:

- Plan is to increase the Availability and the size of part time staff to deal with the increasing demand for more sections of basketball; Volleyball , and pickleball and Tennis Instruction
- New implementation program

Aquatics Revenue Fund

The third Account that we are proposing to be a part of the Recreation and Parks Fund is the Aquatics(Swimming) Revenue Account.

Funding Sources (Activities)

Seasonal General Swimming Lessons
 Adult Swimming Lessons
 Private Swimming Lessons
 Swim Teams
 Learn to Swim

Financial Growth History (see appendix III)

The account has shown consistent growth over recent years:

Available Annual Funds:

- FY22: \$226,818
- FY23: \$196,578 (Not having a Sports Coordinator)
- FY24: \$114,746
- FY25: \$113,914
- FY26 Projection: \$154,555

Year-End Net Revenues

- FY22: \$146,466

- FY23: \$138,015
- FY24: \$46,629
- FY25 Projected: \$34,945

Historical Spending Patterns

The Aquatics Revenue Account has had a history of revenues exceeding expenses. There was a dip in generated revenues from FY22 to FY23. And another huge dip from FY23 to FY24 and a smaller dip in FY25. Revenues still exceed expenses. Revenues are expected to begin to increase over the next three years. Currently, unlike the Play and Learn account the year end balances are not carried over. However, we are requesting in this request, that we carry over the net revenue (Revenue less Expenses) to be used in FY26 and beyond. The reason for the negative slide in Aquatics revenues is because of a cut in available swimming session opportunities, due to the disposition of the High School swimming Pool. The High School swim teams needed to take most of the Weekday sessions, so the instructional Classes are held on the weekend. There is no Open Swimming classes, which have also led to a decrease in the number of swimming sessions.

Future Projections (2026-2028)

FY26 Changes:

- The request to add the Swim Revenue account to the new Recreation and Parks Fund will require that year end funds above expenses be carried over to the next FY to be added to the balance of the account and revenues generated in FY26. That will increase the available funds by 109%
- Estimated available revenues in excess of program budget: from \$34,945 in FY25 to 73,216 in 2026 in FY26; and by 2028, the growth is going to net a Revenues in excess of program budget balance of 153,237 (see Appendix III Tables #5 and #6)
- Plan is to increase the availability and the size of part time staff to deal with expanding offerings to more weekdays. The increasing demand for more instructional levels of swimming; including; group and family Instruction swims and Open Swim.

Recreation and Sports Activities Account Proposal

Programs that generate revenues for the proposed Revenue Account:

- Summer and Seasonal Youth Camps
- Youth-Fee Based Programs
- Fee Based Adult and Family Programs:
- Cash sponsorships
- Recreation grants
- Recreation Community and Multi- purpose room Rentals
- Recreation Community Center Instructional Programs and Events
- Recreation Youth and Adult Field Sports programs
- Recreation Youth and Adult Raquet Sports programs
- Adult Boccee Ball
- Kickball
- Sports Clinics
- Seasonal General Swimming Lessons
- Adult Youth Swimming Lessons
- Private Swimming Lessons
- Swim Teams
- Learn to Swim

Program Expenses

The programs listed above generate the following types of expenses:

- Seasonal personnel
- Intermittent personnel
- Supplies and equipment
- Consultant services
- Professional services
- Food and beverage
- Medical (EMS) services
- Education and Training (plus expenses)

Fund Management Structure

The Fund will be managed under the following structure:

Supervision: Department Director

- **Ongoing Monitoring:** Recreation Superintendent
- **Daily Maintenance:** Program Systems Analyst
- **Signature Authority:** Limited to Department Director and/or Recreation or Park Superintendents

The 4000 Account Relationship to General Fund

Between 95-97% of the available Fund for FY26 is allocated to cover 4000 account expenses. The estimated available revenues in excess of program budget is projected to be 3% to 5% or (37,404.75 to \$62,341.25) available for transfer to the General Fund.

4000 Account expense Categories.

- Personnel and expense payments for fall and winter family and youth programs
- Startup costs for youth camps Fall Winter and Summer
- Deposits for summer concerts

The Sports Account Relationship to General Fund

First, in order to fulfill the request of including the Sports Revenue Account in the New Rec/Account we would have to carry approximately \$119,971 over in excess revenue from 2025YR end balances. At the same time transfer an estimated \$157,224 of expenditure authority out of the general fund into the new Rec and parks Revenue account. It is estimated that revenues generated in FY2026 (\$286,247) will cover an estimated \$157,224. Leaving \$129,023 in excess revenue. Which is 31% of the total available funds , which include carryover and revenue generated that year. The estimated available revenue Revenues in excess of program budget will be available to transfer to the General Fund on June 30 End of each Fiscal Year. (See Appendix II Tables #3 and #4)

The Aquatics Account Relationship to General Fund

Similar to the Sports account fulfilling the request of including the Aquatics Revenue Account in the New Rec/Account we would have to carry approximately \$34,945 in excess revenue from 2025YR end balances. At the same time transfer an estimated \$81,338 over in expenditure authority out of the general fund into the new Rec and parks Revenue account. It is estimated that revenues generated in FY2026 (\$119,610) will cover an estimated \$81,338. Leaving \$38,272 in excess revenue. Which is 25% of the total available funds which include carryover and revenue generated that year. The estimated available revenue in excess of program budget will be available to transfer to the General Fund on June 30 End of each Fiscal Year (see Appendix III Tables #5 and #6)

Total Yr End FY26 maximum available for General Fund or other Recreation programs expenses

Play and Learn Account - \$62,341.25

Sports Account -\$129,023
Aquatics Account - \$38,272

Total projected available funds for FY 2026, Yr End Available to transfer to the General Fund or other Recreation high priority programs is \$229,636 (12.7%) during the first yr of this Fund see (Appendix IV Table#7). That is (12.7 of the available funds for FY2026, which is projected to be 1,807,598)

Department Recommendations - The department recommends using the projected \$229,636) or 12.7% total available Funds for only FY 2026

1. **New Recreation Center Support:** Supplies and part-time staff for the recreation center opening in Spring 2026
2. **Transfer the \$229,636 (or 12.7%)** for additional general fund expenses to the New Recreation and Parks Revenue Account Instead of transferring Revenue funds
3. **Program Development:** Use the \$229,636 (12.7%) New startup programs trending in the recreation industry to generate additional revenue
4. **General Fund Transfer:** of the \$229,636 Cover annual inflation of 3 to 3.5% for General Fund allocation; roughly \$190,000 based on a 3.5 % inflation of approx. \$5,400,000 general fund Budget. The balance would go to the General Fund.

Going forward in the Second year the return to the General Fund would be 3 to 5% of the available Fund Balance at the end of the fiscal Year. This is because all of the funds now will be budgeted in the new FY27 budget in a non-lapsing account. No funds will be coming from the General Fund.

Personnel Request: Recreation Program Systems Analyst

We are requesting an upgrade of the part-time Recreation Program Systems Analyst position to full-time status. This will be funded by transferring \$107,070 of existing general fund line-item expenses in other professional services and supplies (detailed in Table #3) to full-time salaries. Recreation general fund allocations traditionally paid out of those categories for program professional services and recreation supplies will now be paid out of the 40000 account or new recreation and park revenue account. This would be the key position managing the recreation revenue fund day-to-day. This position would also manage our facilities and sports field permitting, reservation, and scheduling system.

Key Responsibilities - Responsibilities of the Recreation Program Systems Analyst:

- Acts as our master program reservationist/scheduler account manager overseeing our facility rental, recreation program, and sports fields staff in managing the scheduling of facility uses, permits, and reservations of programs, and scheduling of our indoor facilities and sports fields, and tennis and racquet court permits.
- Serves as a liaison to the Active Net platform software company on ongoing improvements to the system. Serves as the troubleshooter supervising and overseeing registrations Recreation staff.
- Acts as the department's accounts receivable lead. The backend of the platform has a detailed financial reporting system that maintains accounts of revenues collected and owed through the reservation/scheduling system.
- Serves as trainer on the Active Net system for our full- and part-time Recreation staff.
- Publishes Recreation program brochures every quarter using the system's built-in templates.
- Under the joint use agreement between Recreation/Parks and the School District, coordinates with the Norwalk School District's system scheduler, serving as a liaison between the department and School District monitoring school and third-party recreation and sports School/Parks facility use. And tracking the

- Supports the opening of the new Community Recreation Center at 98 South Main, by training, and monitoring new staff on the Reservation and scheduling system and managing the system
- Gathers information from all the Department units and edits and publishes the Department's Weekly report to the Mayor.

"FROM" ACCOUNT	"FROM" ACCOUNT NAME	"FROM" ACCOUNT AVAILABLE BUDGET	"TO" ACCOUNT	"TO" ACCOUNT NAME	TRANSFER AMOUNT
014103 5258	Other professional services	\$67,440	014100 5110	Wages and Salary	\$67,400
014103 5325	Recreation Supplies	\$5,004	014100 5110	Wages and Salary	\$5,004
014106 5325	Recreation supplies	\$3,996	014100 5110	Wages and Salary	\$3,996
014109 5325	Recreation Supplies	\$20,000	014100 5110	Wages and Salary	\$20,000
014153 5325	Recreation Supplies	\$ 13,616.00	014100 5110	Wages and Salary	\$ 4,054.00
014109 5258	Other professional services	\$ 3,576.00	014100 5110	Wages and Salary	\$ 6,616.00
TOTAL		\$ 113,632.00			\$ 107,070.00

Transfer of \$34,945 revenue projections for swimming program and \$119,971 from the Sports Account. And \$238,562 in expenses in total from both these general fund accounts

"From"	"From"	"From" Account	"To"	"To"
Account	Account Name	Available Budget	Account	Account Name
014109 4546	Sports Programs (revenue)	\$ 34,945.00	400000 2652	Misc
014112 4544	Swim Program (revenue)	\$ 119,971.00	400000 2652	Misc
014165 5130	Wages-Temp	\$ 26,600.00	400000 2652	Operating supplies
014109 5325	Recreation supplies	\$ 25,000.00	400000 2652	Supplies
014109 5130	Wages-Temp	\$ 12,000.00	400000 2652	Wages-PT
014109 5140	Wages-PT	\$ 35,000.00	400000 2652	Wages-PT
014109 5325	Recreation Supplies	\$ 27,466.00	400000 2652	Instructors
014100 5325	Recreation supplies	\$ 8,493.00	400000 2652	Office supplies
014100 5258	Other professional services	\$ 28,682.00	400000 2652	Professional services
014112 5140	Wages-PT	\$ 18,320.00	400000 2652	Wages-PT
014162 5130	Wages-Temp	\$ 35,004.00	400000 2652	Wages-PT
014112 5451	Pool rental	\$ 12,000.00	400000 2652	Pool rental
104115 5298	Other contractual	\$ 9,996.00	400000 2652	Pool rental
Total		\$ 393,477.00		

Appendix I

Table 1. below shows a three-year history and a three-year projection of Revenues and Expenses in the 4000 Account. Averages on the Chart below are taken from 2023-2025

Recreation and Park Fund Account 40000 - Fiscal Year 2026 Budget							
	FY2022 Actual	FY2023 Actual	FY 2024 Actual	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
Ending Balance	\$188,252	\$425,380	\$509,424	\$589,424	\$622,462	\$643,466	\$670,760
Revenue	\$504,559	\$480,941	\$606,617	\$519,819	\$624,363	\$642,720	\$662,002
Total Available	\$692,811	\$906,321	\$1,166,041	\$1,109,243	\$1,246,825	\$1,286,186	\$1,332,762
Expenses (Increasing)	\$267,805	\$396,897	\$526,617	\$486,781	\$603,359	\$615,426	\$627,735
Balance	\$425,006	\$509,424	\$589,424	\$622,462	\$643,466	\$670,760	\$705,027
Percent	53%	83%	87%	94%	97%	96%	95%

Table 2 below shows the program category revenues and the expense types for FY2026.

Revenues	FY 2026 Projected Revenues	FY 2026 Projected Expenses
Camp Funds	\$561,913.00	\$473,494.00
Sponsorships	\$4,500.00	\$4,545.00
Learn to Swim Grant	\$12,500.00	\$6,262.00
Youth and Family Programs	\$18,000.00	\$5,050.00
Events	\$12,450.00	\$4,438.00
Planned New Programs	\$15,000.00	\$2,500.00
Transfers from general Fund	\$0.00	\$107,070.00
Total Revenues	\$624,363.00	\$603,359.00
FY25 Year End Projected Balance	\$622,462.00	
Total	\$1,246,825.00	

Appendix II Table # 3

Table #3 shows a three-year history of revenues and expenses generated by the Recreation Sports Programs. And a four-year projection

Sports Revenue Account	FY 22	FY23	FY24	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected
Ending balance carryover	N/A	N/A	N/A	N/R	\$119,971	\$284,994	\$417,888
Revenue	\$149,035	\$116,001	\$196,024	\$272,616	\$286,247	\$294,834	\$303,680
Total Available Funds	\$149,035	\$116,001	\$196,024	\$272,616	\$406,218	\$579,828	\$721,567
Expenses	\$93,577	\$92,476	\$134,025	\$152,645	\$157,224	\$161,941	\$166,799
Balance	<u>\$55,458</u>	<u>\$23,525</u>	<u>\$61,998</u>	<u>\$119,971</u>	<u>\$248,994</u>	<u>\$417,888</u>	<u>\$554,768</u>
	63%	79%	68%	56%	55%	55%	55%

Table#4 – is a projected Sports program budget of Revenues and expenses for 2026

2026 Sports Revenue and Expense Projection	Program	2026 Revenue Projection	Expenses
	Adult Softball Leagues	\$29,000	\$13,334
	Adult Volleyball Leagues	\$36,000	\$4,000
	Bocce League	\$8,460	\$1,000
	Men's Basketball League	\$14,000	\$9,000
	Youth Basketball Programs	\$46,500	\$38,700
	Select Basketball	\$5,000	\$4,000
	Adult Pickleball Program	\$10,000	\$5,000
	Adult Tennis	\$36,000	\$28,800
	Kickball	\$8,000	\$4,000
	Cornhole	\$4,000	\$2,000
	Girls Youth Volleyball	\$42,000	\$11,000
	Junior Tennis	\$25,000	\$20,000
	Fall Baseball	\$10,000	\$7,000
	TBD	\$2,000	\$1,000
	Sports Clinics	\$10,287	\$8,400
	Totals	\$286,247	\$157,224

Appendix III

Table#5 - shows a three-year history of revenues and expenses generated by the Recreation Swimming Programs. And a four-year projection

Swimming (Aquatics) Program Revenue Account	FY 22	FY23	FY24	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected
Ending balance carryover	N/A	N/A	N/A	N/R	\$34,945	\$73,216	\$112,635
Revenue	\$226,818	\$196,578	\$114,746	\$113,914	\$119,610	\$123,198	\$126,894
Total Available Funds	\$226,818	\$196,578	\$114,746	\$113,914	\$154,555	\$196,414	\$239,526
Expenses	\$80,352	\$58,563	\$68,117	\$78,969	\$81,338	\$83,779	\$86,292
<u>Net</u>	\$146,466	<u>\$138,015</u>	<u>\$46,629</u>	<u>\$34,945</u>	<u>\$73,216</u>	<u>\$112,635</u>	<u>\$153,237</u>
	35%	30%	59%	69%	68%	68%	68%

Table #6 - is a projected Aquatics (swim) program budget of Revenues/expenses 2026

2026 Aquatics Revenue and Expense Projection	Program	2026 Revenue Projection	Expenses
	Seasonal general Swimming	\$95,065	\$64,647
	Adult Lessons	\$16,681	\$11,343.53
	Private Swim Lessons	\$3,095	\$2,104.68
	Swim Teams	\$2,745	\$1,866.79
	Learn to Swim	\$2,024	\$1,376
	Totals	\$119,610	\$81,338

Appendix IV

Table #7. Below is a combined three-year history of revenues and expenses from the 4000 account; sports account, aquatics account and percentage of average costs to revenue.

Proposed Recreation and Parks Revenue Fund Account							
Play and Learn Account	FY 2022	FY 2023	FY 2024	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Ending Balance CO	\$188,252	\$425,380	\$509,424	\$589,424	\$622,462	\$643,466	\$670,760
Actuals Revenue	\$504,559	\$480,941	\$606,617	519,819	\$624,363	\$642,720	\$662,002
Total Available Funds	\$692,811	\$906,321	\$1,116,041	\$1,109,243	\$1,246,825	\$1,286,186	\$1,332,762
Expenses (Increasing)	\$267,805	\$396,897	\$526,617	\$486,781	\$603,359	\$615,426	\$627,735
Play & Learn Account Balance	\$ 425,006	\$ 509,424	\$ 589,424	\$ 622,462	\$ 643,466	\$ 670,760	\$ 705,027
Costs to Revenue	53%	83%	87%	84%	97%	96%	95%
Sports Revenue Account	FY 2022	FY 2023	FY 2024	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Ending Balance CO	\$0	\$0	\$0	\$0	\$119,971	\$284,994	\$381,888
Revenue	\$149,035	\$116,001	\$196,024	\$272,616	\$286,247	\$294,834	\$303,680
Total Available Funds	\$149,035	\$116,001	\$196,024	\$272,616	\$406,218	\$543,828	\$685,568
Expenses	\$93,577	\$92,476	\$134,025	\$152,645	\$157,224	\$161,941	\$166,799
Sports Account Balance	\$ 55,458	\$ 23,525	\$ 61,999	\$ 119,971	\$ 248,994	\$ 381,888	\$ 518,769
Cost to Revenue	63%	79%	68%	56%	55%	55%	55%
Swimming (Aquatics) Revenue Account	FY 2022	FY 2023	FY 2024	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Ending Balance CO	\$0	\$0	\$0	\$0	\$34,945	\$73,216	\$112,635
Revenue	\$226,818	\$196,578	\$114,746	\$113,914	\$119,610	\$123,198	\$126,894
Total Available Funds	\$226,818	\$196,578	\$114,746	\$113,914	\$154,555	\$196,414	\$239,529
Expenses	\$80,352	\$58,563	\$68,117	\$78,696	\$81,338	\$83,779	\$86,292
Swim Account Balance	\$ 146,466	\$ 138,015	\$ 46,629	\$ 34,945	\$ 73,216	\$ 112,635	\$ 153,237
Cost to Revenue	35%	30%	59%	69%	68%	68%	68%

Total Proposed NRP Revenue Fund Account							
Ending Balance	\$188,2552	\$425,380	\$509,424	\$589,424	\$777,378	\$965,676	\$1,165,283
Total Revenue Funds	\$880,412	\$793,520	\$917,387	\$906,349	\$1,030,220	\$1,060,752	\$1,092,575
Total Available Funds	\$1,068,664	\$1,218,900	\$1,426,811	\$1,495,773	\$1,807,598	\$2,026,428	\$2,257,858
Total Expenses	\$441,734	\$547,936	\$728,759	\$718,395	\$841,921	\$861,145	\$880,826
Total Account Fund Balance	\$626,930	\$670,964	\$698,052	\$777,378	\$965,676	\$1,165,283	\$1,377,033
Cost to Revenue Total	50%	69%	79%	79%	82%	81%	81%

Memo

To: City of Norwalk, Common Council
From: Deputy Chief Melissa Lepore
CC:
Re: Technical correction of the Agreement By and Between the City of Norwalk and All City Management Services, RFP Project # 4280, dated August 22, 2023
Date: November 10, 2025

The City of Norwalk is currently in a contractual agreement with All City Management Services which provides for public school crossing guards at 26 locations throughout the City of Norwalk. The Agreement was entered into on August 22, 2023. The Agreement is in effect until August 21, 2026, with the option of two additional one-year renewals.

As authorized on October 14, 2025, Common Council Agenda: Section 4, Paragraph B, Time Provisions, of the Agreement, the Norwalk Police Department received approval to invoke the option for a contractual renewal of one (1) year. The extension period will begin August 22, 2026 and conclude on August 21, 2027. Funds not to exceed \$401,946; account #013016-5258.

Technical Correction Section:

In accordance with Section 3, Compensation, Paragraph A, of the Agreement, the annual compensation limit should have been increased in years 2 and 3 of the term to coincide with the agreed hourly rates. Year one (1) not to exceed amount of \$388,000. Year two (2) not to exceed \$400,000. Year three (3) not to exceed amount of \$412,000.

The Norwalk Police Department is requesting a technical correction to the Compensation Paragraph A, with All City Management Services for public crossing guard services to remain at an hourly rate of \$41.06 with the annual sum not to exceed amount of \$412,000. Funding is currently available for 2025/2026 fiscal year in account #013026-5258.

We are requesting the following authorization:

1. 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 \$412,000 per year from account #013026-5258.
2. 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 \$412,000 per year from account #013026-5258.

1) Proposed Technical Correction

The item below was approved as indicated in Section A. However, based on the agreed upon hourly pricing increase for the Services set forth in the Agreement, the annual compensation limit should also have increased in years 2 and 3 of the term. Therefore, the approval language should be as indicated in Section B below. I suspect that the Council reviewed the supportive documentation submitted with the agenda item and relied on that information for its approval. Therefore, unless you recommend otherwise, I can rectify with the following technical correction.

A. As Authorized on August 8, 2023, Common Council Agenda:

Authorize the Mayor, Harry W. Rilling, to execute a three (3) year agreement with the option of two (2) one (1) year extensions with Everything Parking Inc dba Cross Safe for project 4280 for a total not to exceed \$388,000. Account No. 013026 5258.

B. Technical Correction for Approval:

Authorize the Mayor, Harry W. Rilling, to execute a three (3) year agreement with the option of two (2) one (1) year extensions with Everything Parking Inc dba Cross Safe for project 4280 for a total not to exceed amount of: (1) \$388,000 in the first year of the Agreement; (2) \$400,000 in the second year of the Agreement; and (3) \$412,000 in the third year of the Agreement. Account No. 013026 5258.

NOTE: On March 13, 2025, the City signed a Consent Assignment Agreement consenting to the assignment of the Everything Parking Inc contract with the City to All-City Management Services, Inc. Thus, the authorization below names All-City as the vendor but the contract document terms and conditions are those set forth in the fully executed Everything Parking Inc contract entered into following the August 8, 2023 Common Council Authorization.

2) Proposed New/Replacement Authorization

The item below was approved as indicated in Section A. Based on the technical correction above the request should have specified a larger annual spend limit. Therefore, the approval language should be as indicated in Section B below. I suspect that the Council reviewed the supportive documentation submitted with the agenda item and relied on that information for its approval. Given the requested extension is from 2026-2027 we are able to rectify with a new/replacement approval, unless you recommend otherwise.

A. As Authorized on October 14, 2025, Common Council Agenda:

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 #013016-5258.

B. Substitute Approval Language for upcoming agenda:

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 \$412,000.00 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 \$412,000.00 per year from account #013016-5258.

Please advise on the above at your convenience.

vi. that it has a sufficient number of experienced and properly licensed and trained personnel available to perform the requested Services on behalf of the City, as may be needed from time to time throughout the term of this Agreement; and

vii. that it will be available to meet with the Director or his representatives (e.g. the supervisor of Community Police Services Division, Norwalk Public Schools Transportation Dept., Traffic Engineer, and Construction Division of DPW) as reasonably appropriate; and with other entities as directed by the City, with regard to the services performed hereunder.

C. In performing the Services and otherwise meeting its duties and obligations hereunder, Contractor shall ensure that its employees and subcontractors observe high standards of professional and business ethics observed by like professionals in the same or similar business, including, but not limited to, following the requirements, rules and regulations of the City, acting with integrity, and creating a workplace atmosphere free of discrimination and harassment.

D. The City may, from time to time, request changes in the Services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the City and the Contractor, shall be valid only when incorporated in written amendments signed by both parties to this Agreement.

3. COMPENSATION

A. The City shall compensate the Contractor for the satisfactory performance of the Services based on the itemized hourly rate summary set forth under the Consultant's Proposed Rates, Section 1.1.A of Exhibit 2 dated June 5, 2023, a copy of which is attached hereto separately and made a part of this Agreement as **Exhibit 2-A**. The total amount of fees payable under this Agreement, shall not exceed **THREE HUNDRED EIGHTY-EIGHT THOUSAND DOLLARS AND 00/100 CENTS (\$388,000.00)** during each Contract Year. As used herein, "Contractor Year" means a one year period commencing on the Effective Date or each anniversary thereof, as applicable, during the Term of this Agreement.

B. The compensation provided under this Agreement constitutes full and complete payment for all costs and expenses assumed by the Contractor in performing this Agreement including but not limited to labor, materials, product, tools and machinery, salaries, meetings, and all similar expenses. No costs in excess of this stated amount shall be paid or reimbursed by the City without specific prior written approval of the Director.

C. Payments to the Contractor under this Agreement shall be made by the City on approval of payment requisitions certified by the Contractor and submitted not more often than once a week. Each requisition shall be in a form acceptable to the City and shall set forth the hours worked by crossing guards performing the Services hereunder. The City may, prior to making any payment under this Agreement, require the Contractor to submit

CITY OF NORWALK PURCHASING DEPARTMENT

1.1 PROPOSAL RESPONSE FORM

Vendor Name – Everything Parking Inc dba Cross Safe		
Address – 4900 Old Pineville Road		
Phone – 704.377.1755	Fax – 704.377.3155	Email – hauprichtb@parkinc.com
Manager – Gary Lewis		Fed ID# 56-2083490

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

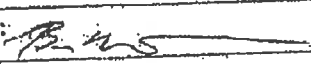
The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PROPOSED RATES-Based on the Summary of Crossing Guard Services Table (Section 2)

SCHOOL YEAR	HOURLY RATE
2023-2024	\$38.70
2024-2025	\$39.87
2025-2026	\$41.06

B. CERTIFICATION

Submitted By: Everything Parking Inc dba Cross Safe	Signature: 
Authorized Agent of Company (Name & Title): Brian Haupricht, President	
	Date: 6/5/23

C. The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	1	Dated	5-25-23	Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

Memo

To: City of Norwalk, Common Council
From: Deputy Chief Melissa Lepore
CC:
Re: Technical correction of the Agreement By and Between the City of Norwalk and All City Management Services, RFP Project # 4280, dated August 22, 2023
Date: November 10, 2025

The City of Norwalk is currently in a contractual agreement with All City Management Services which provides for public school crossing guards at 26 locations throughout the City of Norwalk. The Agreement was entered into on August 22, 2023. The Agreement is in effect until August 21, 2026, with the option of two additional one-year renewals.

As authorized on October 14, 2025, Common Council Agenda: Section 4, Paragraph B, Time Provisions, of the Agreement, the Norwalk Police Department received approval to invoke the option for a contractual renewal of one (1) year. The extension period will begin August 22, 2026 and conclude on August 21, 2027. Funds not to exceed \$401,946; account #013016-5258.

Technical Correction Section:

In accordance with Section 3, Compensation, Paragraph A, of the Agreement, the annual compensation limit should have been increased in years 2 and 3 of the term to coincide with the agreed hourly rates. Year one (1) not to exceed amount of \$388,000. Year two (2) not to exceed \$400,000. Year three (3) not to exceed amount of \$412,000.

The Norwalk Police Department is requesting a technical correction to the Compensation Paragraph A, with All City Management Services for public crossing guard services to remain at an hourly rate of \$41.06 with the annual sum not to exceed amount of \$412,000. Funding is currently available for 2025/2026 fiscal year in account #013026-5258.

We are requesting the following authorization:

1. 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 \$412,000 per year from account #013026-5258.
2. 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 \$412,000 per year from account #013026-5258.



DATE: November 7, 2025

TO: Honorable Members of the Common Council

FROM: Jay Habanksy, Chief of Economic & Community Development

REF: *Authorize the Mayor, Harry W. Rilling, to execute an Agreement between the City of Norwalk and the State of Connecticut Municipal Redevelopment Authority (CMDA), regarding the participation as a member municipality with the CMDA.*

The Office of Economic & Community Development is seeking approval for the city to participate as a member municipality of the State of Connecticut Municipal Redevelopment Agency (CMDA). Prior to approval of the attached MOU between the city and the CMDA, the Economic and Community Development Committee held a public hearing on August 7, 2025, a procedural step required for membership.

As a member municipality, the City of Norwalk will have access to CMDA's initial \$60M in capital authorization for development and infrastructure projects located near transit hubs.

Given Norwalk's investments in developing its urban core with compact, walkable and sustainable neighborhoods, there is a clear alignment with the CMDA's priority of capitalizing on Connecticut's legacy downtowns and urban centers. Increasing access to gap funding adds another tool in our economic development toolbox and allows more control over development outcomes within the city.

Additionally, due to the recently passed state housing legislation, municipalities who become CMDA members will receive a bonus incentive of a 5% increase in school construction funding, further leveraging Norwalk's continued efforts to upgrade its educational facilities.

As a member of the CMDA, the City will retain complete authority in all development decisions. The CMDA does not impose any projects but takes guidance from the municipality on what types of projects it wishes to prioritize, if those projects fall within the funding criteria. Lastly, member municipalities may rescind membership at any stage in the process.

We respectfully request that Common Council approve the requested authorization.

Regards

A handwritten signature in black ink, appearing to read 'Jay Habansky', with a stylized flourish extending from the end.

Jay Habansky, AICP
Chief of Economic & Community Development
City of Norwalk, Connecticut

CITY OF NORWALK, CONNECTICUT

**RESOLUTION REGARDING JOINING THE CONNECTICUT MUNICIPAL
REDEVELOPMENT AUTHORITY AS A MEMBER MUNICIPALITY**

WHEREAS, the Connecticut Municipal Redevelopment Authority (the “Authority”), a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut has been established pursuant to Section 8-169ii of the Connecticut General Statutes (the “General Statutes”); and

WHEREAS, the Authority was created for the performance of an essential public and governmental function, including for the purposes set forth in Section 8-169jj of the General Statutes to: (1) Stimulate economic and transit-oriented development, as defined in Section 13b-79kk of the General Statutes, within Connecticut Municipal Redevelopment Authority development districts; (2) encourage residential housing development within development districts; (3) manage facilities through contractual agreement or other legal instrument; (4) stimulate new investment within development districts and provide support for the creation of vibrant, multidimensional downtowns; (5) upon request of the legislative body of a member municipality, or the legislative bodies of the municipalities constituting a joint member entity, as applicable, in which a development district is located, work with such municipality or municipalities to assist in development and redevelopment efforts to stimulate the economy of such municipality or municipalities; (6) upon request of the Secretary of the Office of Policy and Management and with the approval of the chief executive officer of a member municipality, or the chief executive officers of the municipalities constituting a joint member entity, as applicable, in which a development district is located, enter into an agreement to facilitate development or redevelopment within such development district; (7) encourage development and redevelopment of property within development districts; (8) engage residents of member municipalities, or municipalities constituting a joint member entity, as applicable, and other stakeholders in development and redevelopment efforts; (9) market and develop development districts as vibrant and multidimensional; and (10) provide financial support and technical assistance to municipalities to develop housing growth zones; and

WHEREAS, under the General Statutes, the types of projects for which Authority assistance is authorized includes the following: (A) the design and construction of transit-oriented development, as defined in Section 13b-79kk of the General Statutes; (B) the creation of housing units through rehabilitation or new construction; (C) the demolition or redevelopment of vacant buildings; and (D) development and redevelopment; and

WHEREAS, according to Section 8-169ll of the General Statutes, a municipality may, by certified resolution of the legislative body of the municipality, opt to join the Authority as a member municipality, provided such municipality holds a public hearing prior to any vote on such certified resolution; and

WHEREAS, the City of Norwalk (the “City”) held such a public hearing on August 7, 2025, pursuant to the Notice attached hereto; and

WHEREAS, the Common Council has found that joining the Authority as a member municipality would support the City’s efforts to stimulate economic development and foster the purposes outlined in Section 8-169jj within the City and accordingly desires to join the Authority as a member municipality; and

WHEREAS; the Common Council desires to further authorize the Mayor to enter into a memorandum of agreement or other similar agreements with the Authority to create one or more development districts within the City to advance the purposes contained in Section 8-169jj.

NOW THEREFORE BE IT RESOLVED THAT:

Section 1. The Common Council hereby approves the City joining the Authority as a member municipality.

Section 2. The Mayor is authorized to take or cause to be taken such actions, including, but not limited to, the negotiation and execution of any memorandum of agreement on behalf of the City with the Authority and any other agreements, instruments and documents, that such official deems necessary, appropriate or desirable to implement the terms of any such memorandum of agreement and consummate the intention of this and the resolution.

Section 3. This Resolution shall be effective as of the date of approval.



Connecticut Municipal Development Authority

Process

CMDA helps municipalities in Connecticut grow and thrive, focusing on achieving vibrant downtowns and mixed-use, walkable neighborhoods around train and bus rapid transit stations.

Who can join CMDA?

All Connecticut towns and cities, with the exception of Hartford and East Hartford, can join CMDA if they have a train station (existing or planned), bus rapid transit station (existing or planned) or downtown area. Downtown is defined in CMDA's governing statute, 8-169hh.

Phase 1: Getting Started

Initial Contact: Local officials, municipal staff, or property owners or developers approach CMDA for an introductory meeting to better understand how the process works and if it might be a good fit for their community. The best way to reach CMDA is to email info@wearecmda.org.

Community Introduction: CMDA may be invited to present to the local legislative body or one of its committees or a municipal commission to explain CMDA's mission and how it can help communities achieve their development goals.

Public Comment: Community members can ask questions, have concerns addressed, and learn more about the process.

Official Membership: Once they have heard from community members, the local legislative body votes to join CMDA as a member municipality.

Phase 2: Planning

Identifying Focus Areas: CMDA meets with local officials to identify specific areas of their town or city near a transit station or in a downtown where they may want CMDA's technical or financial support.

Zoning Review: CMDA reviews the municipality's current zoning regulations in the identified focus areas to determine if existing zoning can be approved as a Housing Growth Zone, which is an area designated for increased housing development in mixed-use and walkable neighborhoods.

Technical Assistance: During this phase, the municipality may request technical assistance from CMDA to better understand development potential, community impacts, regulatory best practices or other areas of inquiry that will help local stakeholders craft a vision for the focus area's future.

Zoning Recommendations (if needed): If current zoning doesn't qualify, CMDA suggests changes.

Local Zoning Decision: The local Zoning Commission reviews and decides whether or not to adopt zoning changes in accordance with CMDA's recommendations (if offered).

Housing Growth Zone Approval: CMDA approves the existing or updated zone(s) as Housing Growth Zones, defining the geography that could be included in a Development District.

Development District Creation: The municipality's Chief Executive Officer enters into an agreement with CMDA that establishes the Development District(s).

Phase 3: Project Implementation

Project Applications: Municipalities or developers can now apply for funding for specific projects located within the Development District(s). CMDA can fund transit-oriented development, housing, demolition or rehabilitation of vacant buildings, or development or redevelopment. Private projects must be in compliance with local regulations to be eligible for CMDA support.

Funded Projects: Projects approved by CMDA's board go to the State Bond Commission for final approval. CMDA then finalizes funding agreements with the municipality or developer.

State Permitting and Coordination: CMDA may help municipalities or their projects navigate the state permitting process and may work with state agencies to streamline regulatory approvals within Development Districts.



We Are CMDA

CMDA is a quasi-public state agency that works with towns and cities to increase housing production. Under the leadership of Executive Director David Kooris, we specialize in facilitating the development of vibrant, walkable downtowns near transit hubs, fostering sustainable and equitable communities across the state.

What We Do

CMDA helps Connecticut's towns and cities develop thriving and sustainable neighborhoods in their downtowns and around their transit stations. Our vision is to build downtowns that bring economic growth through housing choice in modern and walkable neighborhoods that folks want to live in across the state. We meet with leaders of Connecticut municipalities to learn more about the housing needs in their local communities.

When municipalities partner with us, we help them achieve their vision from start to finish, navigating state permitting and approval processes to build housing near transit hubs and providing financial assistance that can make their vision a reality. CMDA's work capitalizes on Connecticut's legacy downtowns and urban centers, which were originally constructed as walkable and transit-oriented neighborhoods.

Where We Are Going

Once development district boundaries and zoning are set, CMDA can help recruit developers and begin taking applications for development or infrastructure financial assistance. CMDA has \$60 million in capital authorization that can be mobilized for project support, including transit-oriented development, housing, vacant building demolition or rehabilitation, and development or redevelopment.

How To Partner With Us

Step 1: Get in Touch

To explore how CMDA can support your municipality's goals, contact us at info@wearecmda.com.

Step 2: Your Town or City Opts-In to "Join" CMDA

Following a public hearing, your local legislative body must pass a resolution to "join" CMDA. Then we can take the next steps in unlocking your downtown or station area's potential.

Step 3: CMDA Certifies Your Station-Area or Downtown Zoning

Zoning remains a local process, and you retain all local control. To establish a development district, CMDA will review your zoning in the areas around your train or bus rapid transit station(s) and/or in your downtown. CMDA will certify if those zones are "likely to substantially increase the production of new dwelling units." These certified zone(s) will make up the municipality's Housing Growth Zone.

Step 4: Your Development District is Established

Your chief elected official will enter into an MOU with CMDA that establishes the parameters of the development district(s) that can be in your downtown(s), within 1/2 mile of your rail or bus rapid transit station(s), and contains your Housing Growth Zones.

Step 5: Projects are Eligible for Funding

Within your established development district(s), the municipality, any property owner, or developer can apply to CMDA for funding for infrastructure or projects including the design and construction of transit-oriented development, creation of housing units through rehabilitation or new construction, demolition or redevelopment of vacant buildings, or development and redevelopment.



Connecticut Municipal Development Authority

FAQs

Who We Are

The Connecticut Municipal Development Authority (CMDA) is a quasi-public state organization that works with willing towns and cities to increase housing production. Led by Executive Director David Kooris, our mission is to help build vibrant communities in Connecticut with more housing in walkable downtowns and near transit hubs, contributing to a healthier economy across the state.

We created this resource because we believe transparent information leads to better community decisions. CMDA only succeeds when towns achieve their own goals—that's why every aspect of our process prioritizes local control and community input.

--

Question #1: "Can CMDA force zoning changes and override our development decisions?"

ANSWER: Towns retain complete zoning authority. The process is as follows:

- CMDA reviews local zoning and provides recommendations if necessary to achieve housing growth.
- Local zoning commission reviews CMDA recommendations and decides whether they want to approve changes.
- If towns don't want to change zoning, they simply don't participate.

Question #2: "Does CMDA eliminate community voice and public comment?"

ANSWER: Community members can ask questions and raise concerns. Public participation is built into every phase:

- Phase 1: Mandatory public comment before any membership vote.
- Phase 2: Local zoning commission holds standard public processes on any zoning changes.
- Phase 3: Normal municipal approval processes for all projects.
- Community members can ask questions and raise concerns throughout.

Question #3: "Once you join CMDA, are you stuck with whatever they want to build?"

ANSWER: Towns control all development decisions.

- Towns identify specific focus areas where they want support.
- Towns decide what types of development fit their community.
- Towns and developers apply for funding—CMDA doesn't impose projects.
- Local officials maintain final approval authority over development districts.

Question #4: "If you join CMDA, are you locked into a program you can't control or leave?"

ANSWER: Towns can exit at multiple decision points. They can:

- Vote "no" on initial membership after the public comment.
- Decline to make zoning changes if current rules don't qualify.
- Choose not to create development districts.
- Decide not to apply for funding for specific projects.
- Participation is voluntary at every single step.

Question #5: "Will CMDA rush development and ignore local planning processes?"

ANSWER: CMDA works within existing local processes:

- Municipal officials actively participate in creating development districts.
- Local zoning commissions retain their standard review authority.
- There is a 90-day review period for project applications ensures thorough evaluation.
- The State Bond Commission provides additional oversight for final approval.

Question #6: "Is state government forcing development on unwilling communities?"

ANSWER: CMDA only works with willing partners:

- Towns approach CMDA or invite them to present.
- Local legislative bodies vote on whether to join after public input.
- 161 of 169 Connecticut towns qualify—but participation is entirely voluntary.
- 26 towns have already opted in, and even more have begun the public process.

The Bottom Line

CMDA is a collaborative resource that helps towns achieve their own goals. No outside mandates, no loss of local control—just partnership, technical expertise, and funding opportunities for willing communities.

Questions? The process starts with a simple conversation. Contact CMDA at info@wearecmda.org.



MAYOR
Harry Rilling

Director
James Travers
jtravers@norwalkct.gov

Memorandum

Wednesday, October 29th, 2025

To: Councilperson Goldstein
From: Kenneth Bushka
Subject: Authorize the Director of Transportation, Mobility, and Parking to execute orders on the contract with Colonna Concrete for the Hospital Hill Village Safety Enhancement Project for a sum not to exceed \$160,000. to complete the above referenced projects and create project limits that better align with future paving.

Dear Councilperson Goldstein,

On May 27, 2025, Colonna Concrete began construction on the Hospital Hill Village Safety Enhancement Project. Preliminary construction costs were estimated at \$1.5M. The Department of Transportation, Mobility, and Parking issued an RFP and the low bidder total project amount was **\$1,333,601.50**. TMP secured a Community Connectivity grant in the amount of **\$800,000**. The remaining funds from the departments current year Capital funding.

Throughout construction, the City identified several key opportunities to build upon the project's success and further strengthen safety, accessibility, and neighborhood connectivity. These included extending sidewalks along Phillips Street to connect to recently installed sidewalks provided by a new development, as well as constructing new sidewalks along Stuart Avenue to support future infrastructure improvements and ensure safer pedestrian access. Furthermore, enhancements along Stevens Street included a direct connection to the hospital, the installation of a crosswalk at the project limits, and extension of roadway paving due to existing road conditions. Lastly, we introduced a variety of new tree species to enhance the streetscape and provide long-term environmental benefits.

With the initial project coming in slightly under the contractor's budget, we capitalized on the competitive pricing to provide these betterments, all under our preliminary cost estimates. As a result, we seek authorization to:

Authorize the Director of Transportation, Mobility, and Parking to execute orders on the contract with Colonna Concrete for the Hospital Hill Village Safety Enhancement Project for a sum not to exceed \$160,000 to complete the above referenced projects and create project limits that better align with future paving.

Account Number: 0926-3750-5777-C0649

The *Hospital Hill Village* project has already delivered meaningful improvements to public safety and mobility, transforming what was once a confusing and unsafe intersection into a safer, more accessible gateway for

residents, visitors, and businesses. These proposed extensions will continue that progress—strengthening neighborhood connectivity, supporting local economic activity, and advancing the City’s broader commitment to walkability and community vitality.

Please don’t hesitate to contact me if you have any questions or would like additional details.

I remain available to answer any questions you may have.



Office of Building Management
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: NEIL RENNIE, PROPERTY MANAGER

RE: NORWALK CONCERT HALL

DATE: OCTOBER 28, 2025

.....

The doors and hardware located on the terrace of the Concert Hall at City Hall date back to the original high school building constructed in the mid-1930s. These doors have far exceeded their expected life cycle and no longer operate or close properly.

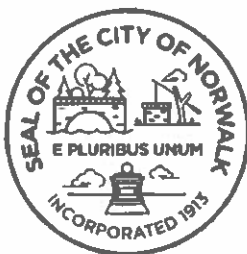
Our architectural firm, Gill and Gill Architecture, was tasked with identifying qualified vendors within the Northeast capable of fabricating custom doors and hardware that replicate the original design.

After an extensive search, Gill and Gill Architecture identified Upstate Door, based in Warsaw, New York, as a vendor with the expertise and capacity to meet the project's requirements. Their local supplier, Rings End Inc. in Darien, Connecticut, would provide the doors and hardware.

Please note that Rings End Inc. will be responsible for supplying the materials, and a separate public bid will be issued next year for the installation work.

Action Requested:

Authorize the Purchasing Agent to issue a Purchase Order to Ring's End Inc. as the sole source provider for the purchase of the replacement doors and hardware for the Norwalk Concert Hall for a total not to exceed \$89,640.00. Funds are available from the following accounts 0923/25 5777 C0439, 0920/21/23 5777 C0536.



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 10/15/25

DEPARTMENT: Building Management

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

Check One:

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

TOTAL COST: \$89,640.00 MUNIS Account: 0923/C0439, 0925/C0439, 0920/C0536, 0921/C0536, 0923/C0536
 VENDOR: Rings End

Purchasing Agent Signature		The Purchasing Agent		Department Head Signature	
Digitally signed by Sharon Conners		☒	Supports		
Purchasing Agent Name		☐	Does Not Support	Department Head Name	
Date: 2025.10.22 09:34:56 -04'00'		☒	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	ALAN LO	
				Date: 10/16/25	

JUSTIFICATION:

The doors and hardware are located on the terrace of the concert hall located at City Hall. These doors date back to the original high school built in the the mid 1930's. This doors are well past their life cycle and no longer operate or close correctly.

We had our architect, Gill and Gill Architecture solicit for vendors located within the Northeast that have the ability to fabricate custom doors to replicate the doors and hardware.

After extensive search, Gill and Gill Architecture was able to locate Upstate Door located in Warsaw, New York and there local supplier is Rings End (Located in Darien, Ct). Upstate Door has means and ability to meet our criteria.

Rings End would supply the doors and hardware and an additional public bid would be sent out for the installation of the above and installed in the coming year.

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

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



Ring's End, Inc.

149 Danbury Road
Wilton, CT 06897

October 14, 2025

Upstate Door and Hardware Pricing

Project:

Norwalk City Hall
Auditorium renovation
125 East Ave
Norwalk, CT

Contractor:

Self-perform

Architect:

Gill & Gill Architecture, LLC

Supplier:

Ring's End, Inc.
181 West Ave.
Darien, CT 06820

Plans: Slab and sash Pricing – December 3, 2024 drawing

Addendum:

Ring's End is pleased to provide you with pricing for Upstate door slabs and transoms and specified hardware.

Hardware package per specifications in project manual section 08710-1 and schedule:

Package value is: \$40,390.00



Manufacturer Cost

26 Industrial Street Phone (800) 570-8283
Warsaw, NY 14569 Fax (585) 786-3888
www.upstatedoor.com

BILL TO:

Ring's End Lumber
149 Wilton Road
Wilton, CT 06897
Phone: 2037611000
Email: payables@ringsend.com

Quote Date	3/11/2025
Outside Sales Rep	Mark Volage
Internal Sales Rep	Mark Thienel
Salesman	Mark Russo
Quote Number	1031938

SHIP TO:

Ring's End Lumber - Stratford
160 Avon Street
Stratford, CT 06615
Phone: 2037611000

Confirm/ provide Ship To address. Please Initial _____

Quote Name: Norwalk Auditorium Doors
Project Name: exteriors

Dear Mark Russo ,

Thank you for the opportunity to work with you on your next project. This proposal includes a summary of the items specified. Detailed drawings are required to place an order and should be requested after providing a purchase order.

The last page of this proposal must be approved with signature to proceed with the order and lead time will begin up to 2 days after approved documentation is received by Upstate Door. Detailed drawings that supplement this proposal must be signed on every page. An order acknowledgement will be sent to you to confirm your order within 3 business days. Lead time begins based on the processed order date, and not the date that the approval was submitted.

Please feel free to contact us with any questions. We value your business.

Thank you,
Mark Thienel

Lead Time: Within 10 weeks from finalized order.

Lead Time is production lead time. Please add 5 business days for delivery.

Delivery: Included to tailgate of truck for distribution by others.

Changes: Minimum of \$500 or 5% (whichever is higher) charge for changes after order is processed.

A quote from Upstate Door does not constitute acceptance of an order.

Payment: Customer agrees to pay terms indicated.

Customer agrees to pay a 2% finance charge on any unpaid balance remaining after invoice due date.

SUB-TOTAL:	\$49,170.00
FREIGHT:	\$350.00
SALES TAX:	
TOTAL:	\$49,520.00

1%10 Net 30

****All errors are subject to correction; estimate is valid for 7 days.**

****Customer is responsible for verifying all information is correct before order is approved**

****All orders are produced in accordance with Upstate's approved paperwork.**

****Any changes to specs, door list or delivery address, must be noted on Upstate paperwork prior to sign off.**

****Any claims for damaged or missing items must be submitted to Upstate within 5 days of delivery.**

****Please see www.upstatedoor.com for complete warranty information.**



UPSTATE DOOR®

FINE DOOR SOLUTIONS... ONE SOURCE



About Upstate Door

Upstate Door specializes in unique, one-of-a-kind fine door solutions. We are a hardwood door company that creates custom exterior, interior, and screen/storm doors. We build high-quality, hand-crafted doors that will last for years to come. Upstate Door works with you to build fine door solutions that are unique in every way. Built to your design specifications, our doors allow you to create a seamless flow of design throughout a home.

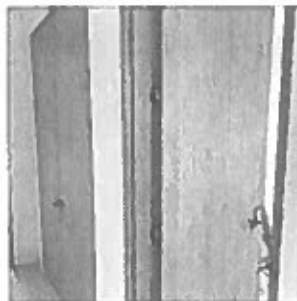
What Makes Us Different

Company Differentiators		Upstate Door		Other Wood Door Suppliers
Customization	✓	Can customize any aspect of the door	✗	Not always available
Ways to Communicate	✓	We will communicate face-to-face, over the phone, live chat, email, or virtually to assist any and all customer needs	✗	Difficult to access someone quickly and easily
Deliver on Own Trucks	✓	Deliver on our own fleet, reducing the risk of damage or shipping error. We also offer upgraded packaging options.	✗	Does not deliver on their own trucks or offer upgraded packaging options
Samples and High Quality Drawings	✓	We offer samples and high level drawings as part of the design process	✗	Samples typically not available, and low level drawings are received
Color & Grain Matching	✓	Lumber is hand selected and always matches color and grain	✗	Color and grain are inconsistent and do not match
Finishing Options	✓	Factory finishing is available. Split finishing can be done on the front vs. back, jambs can be finished differently than the door	✗	Factory finishing is unavailable
Mill and Hang Our Own Jambs	✓	Jambs are custom made from the same wood the door is made from	✗	Prefabricated, low quality jambs
Service Solutions	✓	Offering collaborative solutions before, during, and after the sale of a door package	✗	Difficult to access someone quickly and get knowledgeable answers & solutions

Have You Considered Us For...



Exterior Doors



Interior Doors



Screen / Storm



Specialty

QUOTE NAME
Norwalk Auditorium Doors

QUOTE NUMBER
1031938

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8/12/2025 6:28 40 PM

Line #	Qty	Room	Unit	Jamb	Swing	Door	PH	PF	Total Price	Details
100-1	1	101	2 @ 2.25" x 29.5" x 3.375"		Double Door Double Door Only					PG African Mahogany Custom Model EX Slab Only
200-1	1	102	2.25" x 35.75" x 79.75"		Door Only					PG African Mahogany D2090 EX Slab Only
300-1	1	102/T	2.25" x 36.75" x 20.5"							PG African Mahogany Custom Model EX Slab Only
400-1	1	103	2 @ 2.25" x 29.5" x 3.375"		Double Door Double Door Only					PG African Mahogany D2090 EX Slab Only
500-1	1	103/T	2.25" x 60.5" x 17.5"							PG African Mahogany D4000 EX Slab Only
600-1	1	104	2.25" x 35.75" x 79.75"		Door Only					PG African Mahogany D2090 EX Slab Only
700-1	1	104/T	2.25" x 36.75" x 20.5"							PG African Mahogany Custom Model EX Slab Only
800-1	1	105	2 @ 2.25" x 29.5" x 3.375"		Double Door Double Door Only					PG African Mahogany Custom Model EX Slab Only

Freight	
Subtotal:	
Tax:	
Total:	

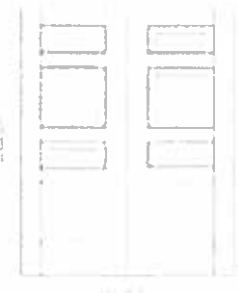
QUOTE NAME
Norwalk Auditorium Doors

QUOTE NUMBER
1031938

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8/12/2025 6:28:40 PM

Line #	Description	Unit Price	Qty	Ext. Price
100-1	Comment/Room: 101 Slab Only - Product: 2 @ 2.25" x 29.5" x 83.375" Distinctive Exterior Doors PG African Mahogany Layout: Custom Model EX Square Top Door with Square Top Panel Swing: Double Door Only AST-101 (.5" Tongue) Sent Loose Astragal Glass: N/A Glass Profile: Muntins: N/A Glass Layout: N/A Panel Profile: 2" Thick Extruded Raised Panel P-DH-129 S-DD-101 Dado Sticking S-OG-116 Ogee Sticking with R-BD-107 Raised Molding Panel Layout: 4 Panel Fitting Prep: Full and Square Includes: Engineered Core in Stiles Custom Detail: N/A Hardware: Machining: Lockset Prep: Inactive Door Hardware and Prep: N/A Includes: Custom Detail: ASTRAGAL SENT LOOSE Door Finishing Option: White Acrylic Primer, Sealed top and bottom edge only with Upstate Green. Multiple Seal Coats Required in Field. Special Instructions:		1	



Line #	Description	Unit Price	Qty	Ext. Price
200-1	Comment/Room: 102 Slab Only - Product: 1 @ 2.25" x 35.75" x 79.75" Distinctive Exterior Doors PG African Mahogany Layout: D2090 EX Square Top Door with Square Top Glass Swing: Door Only Glass: 0.75" Thick Insulated Clear Safety Glass Tempered with logos Bronze Spacer And Grille Glass Profile: SDL 0.875" M-OV-106 Ovolo Muntin S-OG-116 Ogee Sticking Glass Layout: (3w x 4h lite layout) Panel Profile: 2" Thick Extruded Raised Panel P-DH-129 S-DD-101 Dado Sticking with R-BD-107 Raised Molding Panel Layout: 1 Panel Fitting Prep: Full and Square Includes: Engineered Core in Stiles Custom Detail: N/A Hardware: Machining: Lockset Prep: Inactive Door Hardware and Prep: N/A Includes: Door Finishing Option: White Acrylic Primer, Sealed top and bottom edge only with Upstate Green. Multiple Seal Coats Required in Field. Special Instructions:		1	



Line #	Description	Unit Price	Qty	Ext. Price
300-1	Comment/Room: 102/T Frame Size: 36.75" X 20.5" Transom - Product: 1 @ 2.25" x 36.75" x 20.5" PG African Mahogany Exterior Sash Transom Layout: Custom Model EX Round Top Transom with Round Top Glass Swing: Stationary Glass: 0.75" Thick Insulated Clear Safety Glass Tempered with logos Black Foam Spacer And Grille Glass Profile: SDL 0.875" M-OV-106 Ovolo Muntin S-OG-116 Ogee Sticking Glass Layout: Custom 5 lite layout Panel Profile: N/A Includes: Custom Detail: N/A Transom Finishing Option: White Acrylic Primer, Multiple Seal Coats Required in Field Special Instructions:		1	

Additional Drawings Required

QUOTE NAME
Norwalk Auditorium Doors

QUOTE NUMBER
1031938

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8/12/2025 6:28:40 PM

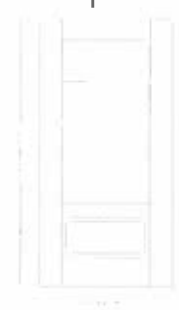
Line #	Description	Unit Price	Qty	Ext. Price
400-1	Comment/Room: 103 Slab Only - Product: 2 @ 2.25" x 29.5" x 83.75" Distinctive Exterior Doors PG African Mahogany Layout: D2090 EX Square Top Door with Square Top Glass Swing: Double Door Only AST-101 (.5" Tongue) Sent Loose Astragal Glass: 0.75" Thick Insulated Clear Safety Glass Tempered with logos Bronze Spacer And Grille Glass Profile: SDL 0.875" M-OV-106 Ovolo Muntin S-OG-116 Ogee Sticking Glass Layout: (2w x 4h lite layout) Panel Profile: 2" Thick Extra Raised Panel P-DH-129 S-DD-101 Dado Sticking with R-BD-107 Raised Molding Panel Layout: 1 Panel Fitting Prep: Full and Square Includes: Engineered Core in Stiles Custom Detail: N/A Hardware: Machining: Lockset Prep: Inactive Door Hardware and Prep: N/A Includes: Custom Detail: ASTRAGAL SENT LOOSE Door Finishing Option: White Acrylic Primer, Sealed top and bottom edge only with Upstate Green. Multiple Seal Coats Required in Field. Special Instructions:		1	



Line #	Description	Unit Price	Qty	Ext. Price
500-1	Comment/Room: 103/T Frame Size: 60.5" X 17.5" Transom - Product: 1 @ 2.25" x 60.5" x 17.5" PG African Mahogany Exterior Sash Transom Layout: D4000 EX Square Top Transom with Square Top Glass Swing: Stationary Glass: 0.75" Thick Insulated Clear Safety Glass Tempered with logos Bronze Spacer And Grille Glass Profile: SDL 0.875" M-OV-106 Ovolo Muntin S-OG-116 Ogee Sticking Glass Layout: (5w x 1h lite layout) Panel Profile: N/A Includes: Custom Detail: N/A Transom Finishing Option: White Acrylic Primer, Multiple Seal Coats Required in Field. Special Instructions:		1	



Line #	Description	Unit Price	Qty	Ext. Price
600-1	Comment/Room: 104 Slab Only - Product: 1 @ 2.25" x 35.75" x 79.75" Distinctive Exterior Doors PG African Mahogany Layout: D2090 EX Square Top Door with Square Top Glass Swing: Door Only Glass: 0.75" Thick Insulated Clear Safety Glass Tempered with logos Bronze Spacer And Grille Glass Profile: SDL 0.875" M-OV-106 Ovolo Muntin S-DD-101 Dado Sticking Glass Layout: (3w x 4h lite layout) Panel Profile: 2" Thick Extra Raised Panel P-DH-129 S-DD-101 Dado Sticking with R-BD-107 Raised Molding Panel Layout: 1 Panel Custom Detail: Secondary molding Fitting Prep: Full and Square Includes: Engineered Core in Stiles Custom Detail: N/A Hardware: Machining: Lockset Prep: Inactive Door Hardware and Prep: N/A Includes: Door Finishing Option: White Acrylic Primer, Sealed top and bottom edge only with Upstate Green. Multiple Seal Coats Required in Field. Special Instructions:		1	



Line #	Description	Unit Price	Qty	Ext. Price
700-1	Comment/Room: 104/T Frame Size: 36.75" X 20.5" Transom - Product: 1 @ 2.25" x 36.75" x 20.5" PG African Mahogany Exterior Sash Transom Layout: Custom Model EX Round Top Transom with Round Top Glass Swing: Stationary Glass: 0.75" Thick Insulated Clear Safety Glass Tempered with logos Black Foam Spacer And Grille Glass Profile: SDL 0.875" M-OV-106 Ovolo Muntin S-OG-116 Ogee Sticking Glass Layout: Custom 5 lite layout Panel Profile: N/A Includes: Custom Detail: N/A Transom Finishing Option: White Acrylic Primer, Multiple Seal Coats Required in Field. Special Instructions:		1	

Additional Drawings Required

QUOTE NAME
Norwalk Auditorium Doors

QUOTE NUMBER
1031938

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8/12/2025 6:28 40 PM

Line #	Description	Unit Price	Qty	Ext. Price
800-1	Comment/Room: 105 Slab Only - Product: 2 @ 2.25" x 29.5" x 83.375" Distinctive Exterior Doors PG African Mahogany Layout: Custom Model EX Square Top Door with Square Top Panel Swing: Double Door Only AST-101 (.5" Tongue) Sent Loose Astragal Glass: N/A Glass Profile: Muntins: N/A Glass Layout: N/A Panel Profile: 2" Thick Extra Raised Panel P-DH-129 S-DD-101 Dado Sticking S-OG-116 Ogee Sticking with R-BD-107 Raised Molding Panel Layout: 4 Panel Fitting Prep: Full and Square Includes: Engineered Core in Stiles Custom Detail: N/A Hardware: Machining: Lockset Prep: Inactive Door Hardware and Prep: N/A Includes: Custom Detail: ASTRAGAL SENT LOOSE Door Finishing Option: White Acrylic Primer, Sealed top and bottom edge only with Upstate Green. Multiple Seal Coats Required in Field Special Instructions:		1	



Lead Time: Within 10 weeks *from finalized order*.

Lead Time is production lead time. Please add 5 business days for delivery.

Delivery: Included to tailgate of truck for distribution by others.

Changes: Minimum of \$500 or 5% (whichever is higher)

charge for changes after order is processed.

A quote from Upstate Door does not constitute acceptance of an order.

Payment: Customer agrees to pay terms indicated.

Customer agrees to pay a 2% finance charge on any unpaid balance remaining after invoice due date.

SUB-TOTAL:	\$49,170.00
FREIGHT:	\$350.00
SALES TAX:	
TOTAL:	\$49,520.00

1%10 Net 30

****All errors are subject to correction; estimate is valid for 7 days.**

****Customer is responsible for verifying all information is correct before order is approved**

****All orders are produced in accordance with Upstate's approved paperwork.**

****Any changes to specs, door list or delivery address, must be noted on Upstate paperwork prior to sign off.**

****Any claims for damaged or missing items must be submitted to Upstate within 5 days of delivery.**

****Please see www.upstatedoor.com for complete warranty information.**

**** Anything not specified, such as casing, locksets, or bores, are not included**

**** DO indicates "Doors Only" - NO machining, NO Hardware.**

**** Additional charges may apply upon arrival and inspection of customer supplied components (hinges, glass, etc.) at Upstate's facility. If components or specs are not received by Upstate, lead time will be delayed.**

**** There will be natural variations in wood color and grain that show when the finish is applied because different pieces of wood accept finish differently. Generally, veneer will finish different than solid lumber stock. This is viewed as part of the natural beauties of wood.**

**** Standard hinge layout is: 7" from top, 10 1/2" from bottom, middle hinge(s) evenly spaced between top and bottom hinges**

**** Exterior units must have an overhang/awning above that extends 1/2 the distance of the entry height. Please see our warranty or ask your customer service representative for more information.**

**** Units must be finished or sealed within 1 week from delivery of the product. Please see our warranty or ask your customer service representative for more information.**

**** Upstate will follow the hinge manufacturer's stated and/or measured swag when machining for hinges to maintain proper reveals. This may cause hinges to be proud of jamb/door.**

**** Upstate Door reserves the right to apply Primed Steel hinges to units if hinges spec'd have yet to arrive to our facility. This is attributed to our vendor having longer lead times than our lead times stated to our customers. Should this occasion arise, back charges from our customer are null and void for the cost to remove the primed hinges and the installation of the proper hinges that are on back order.**

**** Upstate Door is not liable for any backordered hardware, glass, and/or wood parts that are supplied by another vendor. We reserve the right to ship our products without it if it can be installed in the field or hold shipment if needed.**

**** Glass Note: All tempered glass is shipped with our glass vendors logo.**

**** In paint grade applications, composite materials may be utilized for wood substitutes at manufacturer discretion.**

**** At manufacturer's discretion, adjustable sills may be spliced at mull pockets.**

**** Checks in white oak are considered common characteristic of this species of wood and are not considered defects.**

**** Groove detail on centers are based on the door opening- the groove(s) closest to edge of door may vary up to 1/4" based on door being downsized and beveled.**

****Circular hanger marks will be visible on top and bottom edges of all prefinished slabs – this includes clear coat, stain and clear coat, value package, deluxe package and color deluxe package.**

**** Doors with NO DOWNSIZE OR BEVEL will be exact to spec'd door width, full and square (per door).**

**** Tempered Glass contains a small logo in the corner of the pane. This is standard from the manufacturer.**

**** Upstate Door may allow any surplus silicone to remain on the glass surface to prevent interference with the glass seal, which could result in water infiltration.**

**** Effects of Delayed Finishing:**

- Moisture Absorption: Extended exposure may lead to swelling, adhesion issues, or finish failure.
- Surface Contamination: Dust, dirt, and oils can compromise topcoat adhesion, requiring additional preparation.
- Primer Degradation: Over time, primer may develop a chalky or uneven texture, including an orange peel effect, affecting final finish quality.

**** Upstate Door highly recommends that a template be made for your custom-shaped unit. The \$750 fee covers the engineering time needed to accurately manufacture the shape as well as provide you with a plot in return to confirm. You can decline and Upstate Door will still manufacture unit, however, failure to provide us a template will nullify any service claim relating to shape not fitting properly within your custom opening. Please adhere to our template checklist to ensure that Upstate Door receives a proper template.**

We appreciate the opportunity to provide you with this quote!

Limited One-Year Warranty

Upstate Door Inc. (Upstate) strives to produce superior quality doors that are engineered and designed specifically for each individual customer. Our products are intended to stand the test of time under normal conditions and use with proper handling, installation, finishing and on-going care.

Subject to the terms and conditions contained in paragraphs (I) through (VI) below, Upstate warrants all of our products "for (1) year" from the original date of delivery of the product against: (a) defects in workmanship, (b) defects in materials and (c) door warping. In the event of a covered warranty claim, Upstate will, at our discretion: (a) repair the affected product; (b) replace the affected product in its original state of purchase; or (c) refund the purchase price of the original product. Call or Email https://www.upstatedoor.com/contact_us.cfm our Custom Door Experts to assist you.

The full warranty that includes the detail of the points below is located on our website and can be viewed at:

<https://www.upstatedoor.com/index.cfm?Page=Upstate-Door-Warranty>

I. LIMITATIONS AND EXCLUSIONS

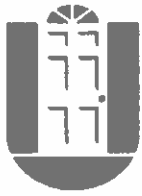
II. DOOR WARPING

III. VOIDING WARRANTY

IV. WARRANTY CLAIMS

V. EXPRESS LIMITATION

VI. DISCLOSURE



UPSTATE DOOR®

FINE DOOR SOLUTIONS... ONE SOURCE



Proposal Approval

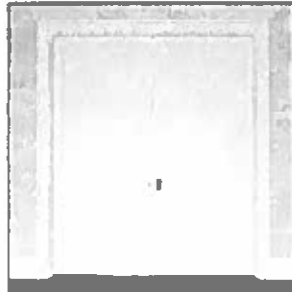
By signing this Proposal from Upstate Door, I expressly acknowledge and agree that I have carefully read and approve each page in its entirety as stated without exception. I approve the products and services quoted to be ordered at the stated cost. Any changes or revisions should be communicated to an Upstate Door representative prior to signing this Proposal. I also acknowledge that the detailed drawings produced by Upstate Door that supplement and match this Proposal must be signed on every page without exception at the same time as this Proposal.

Signature: _____ Date: _____

Quote Number	1031938
Quote Name	Norwalk Auditorium Door
Quote Date	3/11/2025
Printed On	8/12/2025 6:28.40 PM
Outside Sales Rep	Mark Volage
Internal Sales Rep	Mark Thienel
Salesman	Mark Russo
Subtotal	
Tax	
Total	



Exterior Doors



Interior Doors



Perimeter French Door Package



Three Season Screen/Storm Rooms



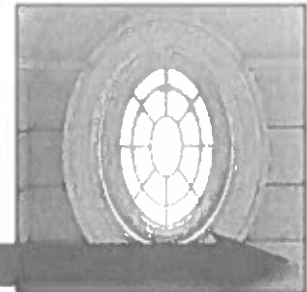
Lift & Slide Doors & Windows



Bifold Doors & Windows



Fire Rated Doors



Stationary Windows



All of our handcrafted doors are shipped on our fleet of trucks from our facilities in Warsaw, NY & Castile, NY



26 Industrial Street Warsaw, NY 14569 p 800.570.8283 / 585.786.3880 f 585.786.3888
www.upstatedoor.com



Office of Building Management
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: NEIL RENNIE, PROPERTY MANAGER

DATE: OCTOBER 30, 2025

RE: AMENDED LICENSING AGREEMENT FOR THE FAIRFIELD COUNTY MAKERS' GUILD AT 3 BELDEN AVE.

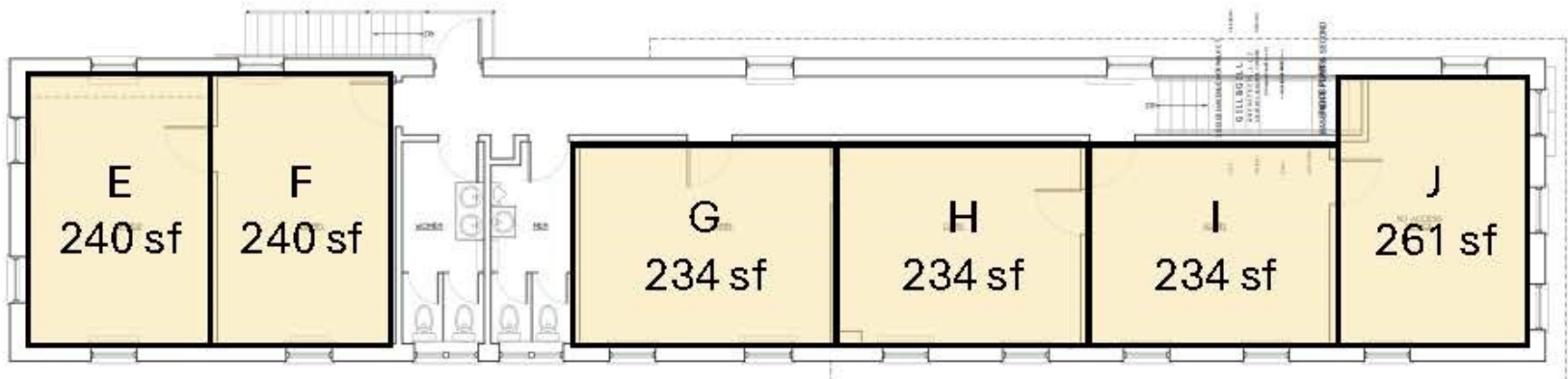
The Fairfield County Makers' Guild has been a tenant at 3 Belden Avenue since October 3, 2024, with a current lease agreement for approximately 792 square feet at \$4.50 per sq. ft.

Over the past year, The Fairfield County Makers' Guild has experienced a significant increase in membership participation, educational programming, and community engagement activities. In response to this growth, The Fairfield County Makers' Guild has requested additional space to expand its fabrication, instruction, and collaborative work areas. After review of the current building capacity and tenant needs, the Office of Building Management is recommending to make an additional 528 square feet of adjacent space available under an amended lease for a total of 1,320 square feet at \$4.50 per sq. ft.

ACTION REQUESTED:

Authorize Mayor Harry W. Rilling to execute an amended license agreement with The Fairfield County Makers' Guild for the use of an additional 528 sq. ft. at 3 Belden Avenue, at a licensing fee of \$4.50 per square foot, for a revised rental payment of \$5,940 per year or \$1,485 per quarter.

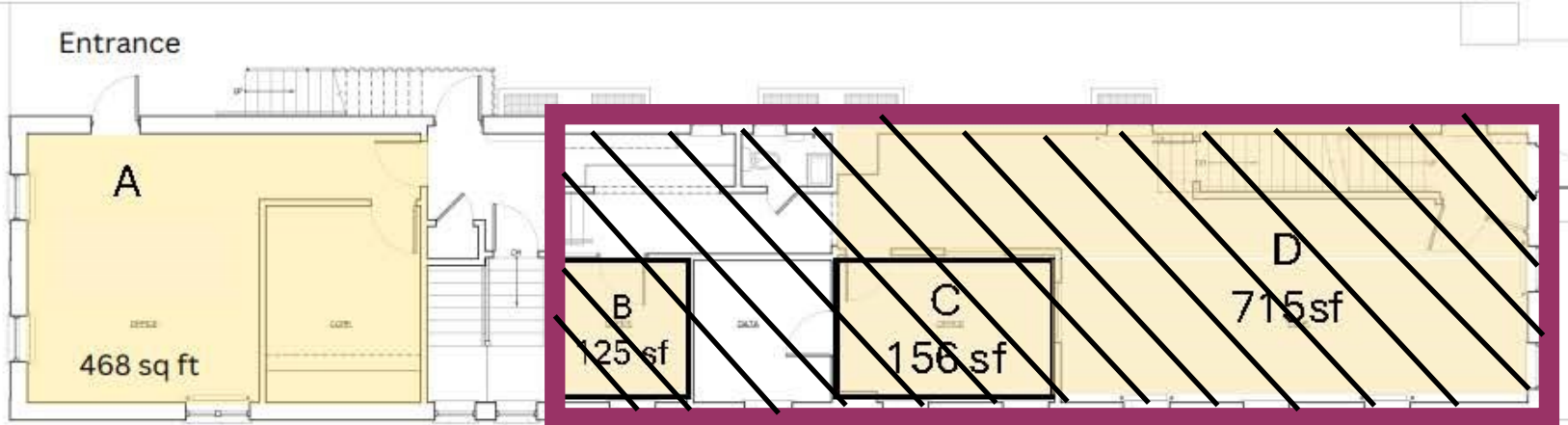
NAACP
A
468 sf



2 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

Redevelopment
E, F, G
714 sf

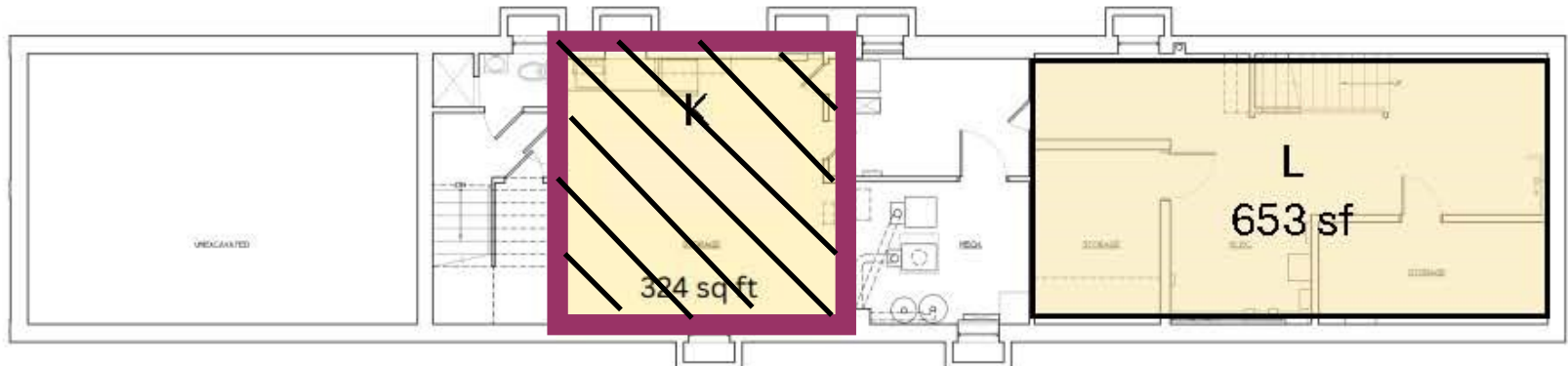
Hispanic Chamber
H, I, J
729 sf



1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

Makers **AMENDED SF.**
C, D, K **B, C, D, K**
1,195 sf **1,320 SF**
\$5,940

City of Norwalk
~~B, L~~ **653 SF**
~~778 sf~~



1 BASEMENT PLAN
SCALE: 1/8" = 1'-0"



William Hodel
Director of Facilities & Maintenance
hodelw@norwalkps.org
P: 203-854-4053 / F: 203-854-4005
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES

RE: **COLUMBUS SCHOOL AT 46 CONCORD UST REMOVAL PROJECT GRANT APPLICATION RESOLUTION**

DATE: OCTOBER 21, 2025

Norwalk Public Schools has begun a project to remove all Underground Storage Tank for heating fuel oil at all school properties throughout the City. These Underground Storage Tanks are believed to be installed in the early 1990's. The State of Connecticut Department of Energy and Environmental Protection mandates that an underground storage tank for fuel oil shall not be in service for longer than a period of thirty years. Since the UST at 46 Concord St. has reached its useful life, the Norwalk Public Schools would like to remove this tank and fill the tank grave with suitable soil. Please note that this location has previously been converted to Natural Gas.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Columbus School at 46 Concord Underground Storage Tank Removal Project.

- a. **RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Columbus School at 46 Concord Underground Storage Tank Removal Project.**
- b. **RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Columbus School at 46 Concord Underground Storage Tank Removal Project.**
- c. **RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Columbus School at 46 Concord Underground Oil Tank Removal Project.**



William Hodel
Director of Facilities & Maintenance
hodelw@norwalkps.org
P: 203-854-4053 / F: 203-854-4005
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES

RE: **NATHAN HALE MIDDLE SCHOOL ASBESTOS ABATEMENT & FLOOR TILE REPLACEMENT PROJECT GRANT APPLICATION RESOLUTION**

DATE: OCTOBER 21, 2025

Nathan Hale Middle School is currently outfitted with vinyl asbestos floor tile (VAT) in a large amount of the school. The district's asbestos management plan has confirmed that this material tested positive for asbestos containing material (ACM) and highly recommends a removal and replacement. Our plan is to conduct an abatement in the above noted location during the summer of 2026 and 2027, and replace with new floor tile while school is not in session. Due to the nature of this project it has been identified as grant reimbursable project.

ACTION REQUESTED:

Review request to submit a grant application to the State for the Nathan Hale Middle School, Asbestos Abatement Project, and refer the following to the Common Council for approval:

- a. **RESOLVED, that the Norwalk Land Use & Building Management Committee is hereby established as the building committee with regard to the Nathan Hale Middle School, Asbestos Abatement Project.**
- b. **RESOLVED, that the Norwalk Common Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Nathan Hale Middle School, Asbestos Abatement project.**
- c. **RESOLVED, that the City of Norwalk Common Council authorizes the City of Norwalk Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Nathan Hale Middle School, Asbestos Abatement project.**



CITY OF NORWALK
JoAnn Acquarulo, Buildings and Facilities Asst. Manager
jacquarulo@norwalkct.gov P: 203-854-7332
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: JOANN ACQUARULO, ASST. BUILDINGS AND FACILITIES
MANAGER

RE: **NORWALK RECREATION COMMUNITY CENTER – FF&E
(FURNITURE FIXTURES AND EQUIPMENT) AND
TECHNOLOGY – APPROVAL OF COST ESTIMATES**

DATE: OCTOBER 27, 2025

The renovation and addition to the Norwalk Recreation Community Center began last March 2024. Since that time the gymnasium addition has been erected, and painting is already in progress. As with any new building, the purchase of new furniture and technology is necessary for the building to function as planned.

Over the past few months, the design team from Silver Petrucelli & Associates architects and the project team have been working extensively with the representation from the YMCA and the Recreation & Parks Department staff, to select furniture and coordinate technology requirements for the new building.

With the many funding sources for this project, the Cost Estimates are approved by the Recreation and Parks department, the YMCA and the Land Use and Building Management Committee acting as the designated Committee of the City. A very large portion of the budgetary items were available on the State of Connecticut contract. The packet herein attached has been developed in conjunction with the Purchasing Department which includes the pricing received from the state contracted vendors.

With the YMCA hosting STEM classes and E-Sports in addition to the City computer lab, a separate technology package is being acquired through the purchasing department on state contract and is expected to be below the threshold of \$100,000.

ACTION REQUESTED:

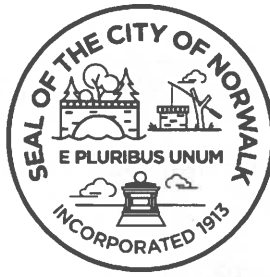
Authorize the Purchasing Agent to issue a Purchase Order to Red Thread for \$377,540.44 plus a contingency in the amount of \$8,000.00 for the purpose of providing FF&E for the Norwalk Community Recreation Center.

Accounts #09256030 5777 C0719, 09247100 5779 G0050

Authorize the Purchasing Agent to execute a Purchase Order to Total Fitness Equipment for \$59,932.50 plus a contingency in the amount of \$5,000.00 for the purpose of providing FF&E for the Norwalk Community Recreation Center. Account #09256030 5777 C0719, 09247100 5779 G0050

Authorize the Purchasing Agent to execute a Purchase Order to Audio Visual Technology for \$5,141.00 plus a contingency in the amount of \$1,000.00 for the purpose of providing FF&E for the Norwalk Community Recreation Center. Account #09256030 5777 C0719, 09247100 5779 G0050

Authorize the Purchasing Agent to execute a Purchase Order to Hertz Furniture for \$2,526.68 plus a contingency in the amount of \$750.00 for the purpose of providing FF&E for the Norwalk Community Recreation Center. Account #09256030 5777 C0719, 09247100 5779 G0050



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 10/22/25

DEPARTMENT: Building Management

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

Check One:

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

TOTAL COST: \$445,075.62 *8-445,140.62* MUNIS Account: 09256030 5777 C0719

VENDOR: Red Thread, Total Fitness, Audio Visual Technology, Hertz Furniture

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
Sharon Conner Digitally signed by Sharon Conner Purchasing Agent Name Date: 2025.10.23 16:31:15 -04'00'	☒	Supports	
	☐	Does Not Support	Department Head Name
	☐	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Alan Lo Date 10/22/25

JUSTIFICATION:

VENDOR	CONTRACT#/CONTRACT NAME	TOTAL AMOUNT
Red Thread	16PSX0198/15PSX0041/14PSX0303/MHEC MC12-C07-D/I	\$377,540.44
Total Fitness	18PSX0320	\$59,932.50
Audio Visual Technology	19PSX0015	\$5141.00
Hertz Furniture	MHEC-MC12-C07	\$2461.68
TOTAL		\$445,075.62

\$2526.68

\$445,140.62

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

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency _____



CITY OF NORWALK
JoAnn Acquarulo, Buildings & Facilities Asst. Manager
jacquarulo@norwalkct.gov P: 203-854-7332
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: JOANN ACQUARULO, BUILDINGS & FACILITIES MANAGER

RE : **CALF PASTURE BEACH PAVILION –
RENOVATION PROJECT**

DATE: October 27, 2025

Establishing a new facility at Calf Pasture Beach represents more than just growth, it's a commitment to bringing our camp into the 21st century while preserving the timeless spirit of childhood. In an era defined by screens and constant connectivity, our goal is to blend modern resources with traditional outdoor play, curiosity, and community. Having a permanent home here allows us to create a space where technology takes a back seat, and the enthusiasm, creativity, and friendships that define camp life can continue to flourish and expand with each new season.

As part of the 2025-2026 Capital Budget, the City allocated \$1.4 million for this project, which the Recreation and Parks Department uses as part of their programming, particularly during summers in this case. Recently, the Purchasing Department issued a Request for Qualifications/Proposals for architectural services and the City, through the Purchasing Department, received 8 qualification statements. Upon review of the qualification statements, the Interview Committee shortlisted 3 firms for interviews. The Committee found all three firms (Silver Petrucelli & Associates, Wiles Architects and O'Riordan Migani Architects LLC) to be qualified and of which the City has had prior working relationships. Here are the fee proposals from all three firms:

Silver Petrucelli & Associates-	\$ 89,000
Wiles Architects -	\$113,000
O'Riordan Migani Architects LLC-	\$119,480

Based on the proposals and the interviews, the Interview Committee hereby recommends O’Riordan Migani for this project. They have significant knowledge of the building program and existing conditions.

ACTION REQUESTED:

- 1. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with O’Riordan Migani Architects LLC for architectural services for the Calf Pasture Beach Camp renovation project for a total not to exceed \$119,480.00. Acct. # 09263110-5777-C0365.**
- 2. Authorize architectural design contingency with O’Riordan Migani Architects LLC for the Calf Pasture Beach Camp renovation project for a total not to exceed \$11,948.00 - Acct. # 09263110-5777-C0365.**



O’Riordan Migani Architects LLC is a collaborative design firm headed by Joan O’Riordan. The firm is based in Seymour, Connecticut, in the heart of the historic downtown. With over 40 years of experience in the Connecticut and New York metropolitan area, OMA has worked on over 400 projects in the commercial, institutional, residential and design-build sectors. Our work focuses primarily on the design, development, code compliance and accessibility upgrades and funding of housing; urban planning initiatives; and the restoration and adaptive re-use of historic and re-purposed buildings. Much of our work is from repeat clientele and client referrals, including state agencies, municipalities, boards of education, housing authorities, churches, hospitals, non-profit agencies and private developers. O’Riordan Migani Architects is a certified WBE/MBE/DBE.

Design Philosophy Our focus is community, whether in the design of new buildings, the renovation and adaptive re-use of existing buildings, or the urban design of a cityscape. We believe that the design of the built environment can improve people’s lives. Our goal is to provide the design support and programming necessary to creatively adapt current standards of usability to existing and new buildings; identify and assist with project funding and development; and to ultimately, make places that instill comfort and inspire joy.

Services OMA offers full scope, comprehensive professional design services from initial project planning and budgeting through construction and occupancy. Services include Architecture, Historic Restoration, Urban Design, Interior Design, Space Planning, Feasibility Studies, Capital Needs Assessments, and Construction Administration.

Participatory Design Process OMA is committed to participatory design in which clients and project stakeholders become an integral part of the design process. Our team utilizes interactive design workshops and planning sessions to engage clients and project stakeholders directly in the design process. Our firm has a demonstrated track record of working within communities to build consensus and support for proposed projects.

Team Organization Each project is headed by a design principal and clients have direct access to the designated design principal through the duration of the project. Each project team also includes a project architect and/or project manager, and is supported by a staff of engineers and technical consultants determined by project type and scope.

Modeling OMA uses 3-D Building Information Modeling (BIM) for all architectural project phases. This allows the comprehensive integration of A/E technical specifications and material quantity and cost data, which increases cost savings and reduces coordination conflicts during construction. BIM also provides full 3-D virtual modeling, photo-realistic rendering and bird’s-eye animation of interior, exterior, and site perspectives.

Sustainability OMA has the capability to provide full LEED certification services. Founding principal Joseph Migani holds a professional advanced degree in Architecture in Environmental Design from MIT and a patent for ‘The Sun Machine’, an internationally selling solar assessment and modeling device; founding principal Joan O’Riordan has developed and taught several university-level course sequences in sustainable design; and our staff has received formal training from the Passive House Institute US.



Overview: OMA offers full scope, comprehensive professional design services from initial project planning and budgeting through construction and occupancy. Services include Architecture, Historic Restoration, City Planning, Urban Design, Interior Design, Space Planning, Feasibility Studies, Capital Needs Assessments, Construction Administration, Design Build, and Project Development.

Services for the proposed Calf Pasture Beach Project include:

- Architectural Services – In House
 - O’Riordan Migani Architects (OMA)
 - 22 Bank Street, Seymour, CT 06483
- Structural Engineering
 - E2 Structural Engineers (E2)
 - 488 Montauk Avenue, New London, CT 06320
- Civil Engineering
 - Civil1 Engineers (Civil1)
 - 43 Sherman Hill Road, Woodbury, CT 06798
- Mechanical, Electrical, Plumbing, & Fire Life Safety Systems
 - Innovative Engineering Solutions, LLC (IES)
 - 33 North Plains Industrial Road, Wallingford, CT 06492
- Applicable Code Evaluation and Compliance Documentation – In House
 - O’Riordan Migani Architects (OMA)
 - 22 Bank Street, Seymour, CT 06483
- Cost Estimating – In House
 - O’Riordan Migani Architects w/ Qualified GC (OMA)
 - 22 Bank Street, Seymour, CT 06483

Services not included but required which will be covered by Owner include:

- Site Survey
- Geotechnical Study
- Traffic Study
- Phase 1 Environmental Conditions Assessment
- Hazmat Remediation Specification & Design of Existing Building (if required)
- Energy Modeling

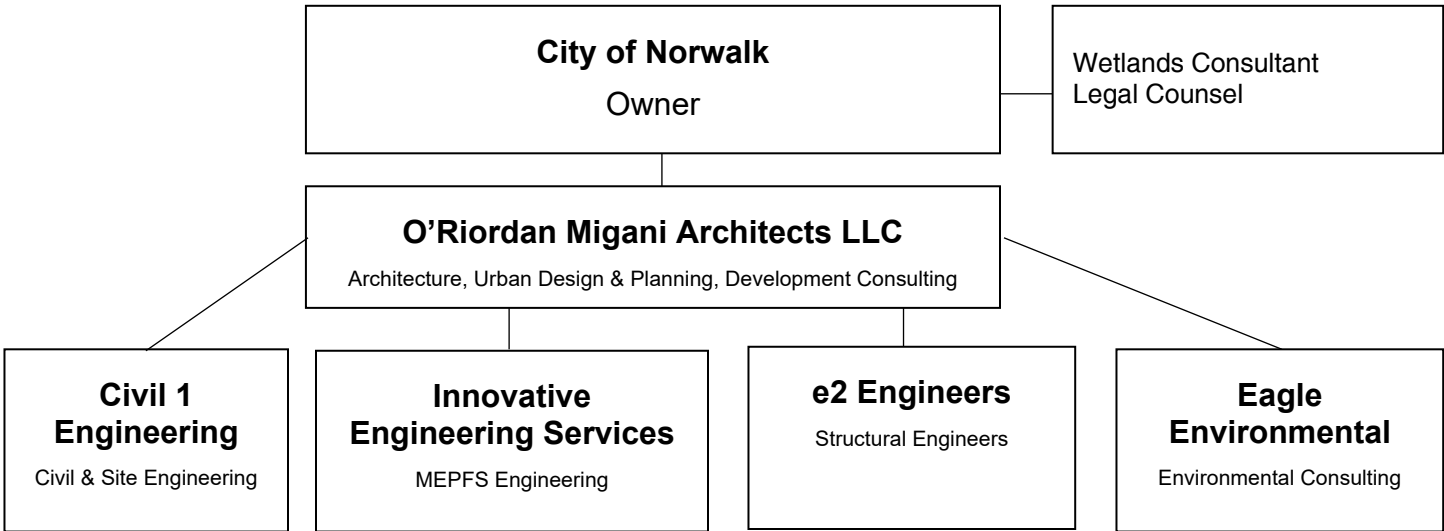
The proposed consulting team, including resumes, is presented in Section 3 of this submission.



Client | Architect | Engineer | Hazmat

City of Norwalk | O’Riordan Migani Architects | IES. e2 Nafis | Eagle Environmental

PROJECT TEAM ORGANIZATION

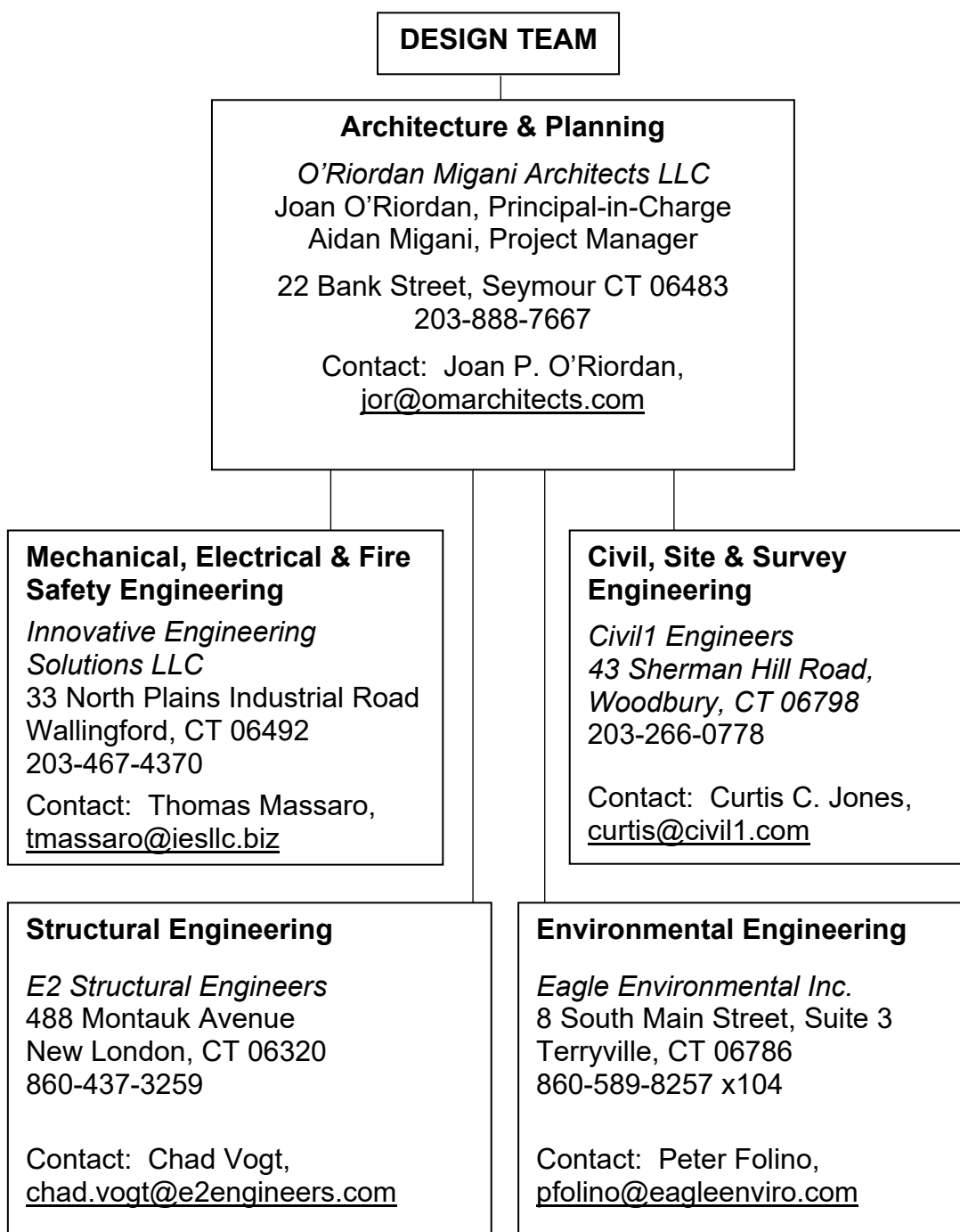




Staff Plan & Qualifications

PROJECT TEAM ORGANIZATION AND STAFFING

3





Staff Plan & Qualifications

Resumes

PROJECT TEAM ORGANIZATION AND STAFFING

3

Joan O’Riordan, AIA is a founding member of O’Riordan Migani Architects and an active design principal in the firm. Ms. O’Riordan holds professional degrees in both Architecture and Urban Planning from Syracuse University and an advanced professional degree in Urban Design from Harvard University. Her professional work with OMA has focused on affordable multi-family housing, community facilities, and universal accessibility. Ms. O’Riordan is a former Director of the Connecticut Chapter of the American Institute of Architects and founding Commissioner of the Chapter's Women in Architecture Commission. Ms. O’Riordan is a member of the National Council of Architectural Registration Boards (NCARB) and American Institute of Architects (AIA) and is a registered architect in Connecticut, Massachusetts, and New York.

Project Involvement: Principal-in-Charge

Joseph Migani, AIA is a founding member of O’Riordan Migani Architects and an active design principal in the firm. Mr. Migani holds professional degrees in both Real Property Analysis and Architecture from Syracuse University and an advanced professional degree in Architecture in Environmental Design from MIT. Mr. Migani began his career at SOM and has worked with Parsons Brinckerhoff, Jung Brecken Architects, and William Lam Associates, and has previously taught in the school of Architecture at the University of North Carolina. At OMA, he has focused on multi-family affordable housing, adaptive re-use, and energy efficiency. Mr. Migani is a member of the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA); and is a registered architect in Connecticut.

Project Involvement: Project Architect

Aidan Migani, Associate AIA has worked with O’Riordan Migani Architects since 2011. Mr. Migani holds a bachelor’s degree in Architecture from the New Jersey Institute of Technology. Aidan is responsible for technical oversight of all BIM production and is active as a project manager. Aidan’s recent projects include the construction management of an urban infill five-story residential apartment building; project management of the retail renovation of four-historic buildings; and construction management of a pilot net-zero duplex project.

Project Involvement: Project Manager



CITY OF NORWALK
JoAnn Acquarulo, Buildings & Facilities Asst. Manager
jacquarulo@norwalkct.gov P: 203-854-7332
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: JOANN ACQUARULO, BUILDINGS AND FACILITIES

RE : **WESTPORT AVE. FIRE STATION –
RENOVATION AND EXPANSION PROJECT**

DATE: October 24, 2025

For a number of years, Norwalk Fire Department has assessed measures to improve service level in the northeastern portion of Norwalk which is currently serviced by Westport Avenue Fire Station (aka Station #4). The existing building, approximately 4,500 sq.ft., was constructed in 1967 and has not been upgraded over the years. The building needs significant improvements which include hazardous material remediation and general renovation in meeting today's building standards and operating needs. The one-story building includes a basement with the existing living space. The proposed expansion will include a new building addition necessary to accommodate additional fire fighters and an officer, who require more fire equipment and support spaces. The project consists of the alteration of the existing restroom, locker room, and the new addition which will house a new fitness room, kitchen/lounge, and turnout/gear room.

As part of the 2025-2026 Capital Budget, the City allocated \$4 million for this project. Recently, the Purchasing Department issued a Request for Proposals for construction management services and received a total of 5 proposals. Through an evaluation process, both A.V. Tuchy Builders and Newfield Construction were shortlisted for interviews with A.V. Tuchy, a local company, providing a better financial proposal. Both of these companies have previous and ongoing successful working relationships with the City. It is anticipated that they are in a position to expedite the completion of this project. In recent years, they completed renovations at Norwalk Museum, West Rocks window replacements and Naramake school kitchen and cafeteria improvement project. Currently they are completing the Broad River Fire Station structure repairs.

Firestation #4 Renovation and Addition

Firm	Preconstruction Phase Services	CM Fee	General Conditions	Contingency Fee
A.V. Tuchy, Inc.	\$12,000	5%	\$225,000	6%
Downes Construction Company	\$45,900	2.95%	\$593,289	3%
Newfield Construction Group, LLC	\$36,000	2.5%	\$491,000	3%
Nosal Builders, Inc.	\$40,900	4.5%	\$587,610	4%
Wernert Construction Management, LLC	\$27,320	4%	\$397,000	10%

ACTION REQUESTED:

- 1. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with A.V. Tuchy, Inc. as the Construction Manager (CM) for the Westport Avenue Fire Station (Station #4) Renovation and Expansion Project. Terms of the agreement shall include the following:**
 - a. Pre-construction Phase Services (including reimbursable allowance) \$12,000.00**
 - b. CM Fees (% of total trade bids) - 5%**
 - c. CM Contingency (% of total trade bids) – 6%**

Following the bidding process, final contract (GMP) will be submitted to the Common Council for approval. Acct. # 09263110-5777-C0728.

RFP Response:

Construction Management Services for Norwalk Fire Station 4



**180 Westport Ave
Norwalk, CT 06851**

TABLE OF CONTENTS

1. Executive Summary
2. Construction Management Proposal
3. Organization and Staff
4. Projects - Current and Past, References
5. Preconstruction
6. Construction
7. Risk Management, Licenses, Bonding
8. Sample Forms and Schedule

FIRM HISTORY & STABILITY

A.V. Tuchy, Inc. was founded and incorporated in the State of Connecticut in 1956 by Anthony V. Tuchy to provide construction services across corporate, industrial, and real estate sectors. For the past 48 years, the current ownership has actively overseen daily operations, upholding the company's longstanding reputation for quality, efficiency, and integrity. Today, A.V. Tuchy, Inc. remains one of Fairfield County's most respected construction firms.

Over time, the company has transitioned from a large-scale general contractor to a specialized construction firm focused on small to mid-sized projects. We proudly serve a diverse range of commercial clients—including corporate offices, retail establishments, country clubs, banks, healthcare facilities, churches, and non-profit organizations—as well as select high-end residential projects, from new builds to renovations and additions.

Understanding that not every project is the right fit, our leadership strategically selects opportunities that align with our strengths and foster long-term client relationships. To ensure the highest standards, we limit our workload to what our experienced management team can successfully deliver. Collectively, our principals and staff bring over 200 years of construction expertise to each project.

A dedicated member of the Norwalk Chamber of Commerce for more than five decades, A.V. Tuchy, Inc. is deeply rooted in the community. In recognition of our ongoing commitment to excellence and civic involvement, we were honored with the Chamber's *Small Business of the Year Award* in 2009.

CONSTRUCTION MANAGEMENT PROPOSAL

**CITY OF NORWALK
PURCHASING DEPARTMENT
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

A. V. Tuchy, Inc.
Proposer's Name

1 McClintock Street
Street Address

Norwalk, CT 06851
City State Zip

Business Telephone: 203-847-2461

Email Address: mattdiscala@avtuchybuilders.com

Matthew D. DiScala, Project Manager
Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications of this RFP are understood and unconditionally accepted.	
	10-14-25
Signature	Date

CITY OF NORWALK PURCHASING DEPARTMENT

1.1 PROPOSAL RESPONSE FORM

Vendor Name - A. V. Tuchy, Inc.		
Address - 1 McClintock Street, Norwalk, CT 06851		
Phone - 203-847-2461	Fax - 203-847-7116	Email - mattdiscala@avtuchybuilders.com
Manager - Matthew D. DiScala		Fed ID# 06-0976993

The undersigned hereby declares that they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions and understands that in signing this proposal they waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that they will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PROPOSED FEES

A	Preconstruction Phase Services- Lump sum Fees	
	\$ 12,000.00	Fee in words: Twelve Thousand Dollars
B	CM Fees: Express as a percentage of trade cost of construction and CM General Requirements	
	5 %	Percentage in words: Five Percent
C	General Condition Fees: Based on Exhibits C "Allocation of Cost for Staffing and Expenditures" and completed Exhibit D- "Staffing Matrix" (Note: minimum full-time staff required on site during construction)	
	\$ 225,000.00	Fee in words: Two Hundred Twenty-Five Thousand Dollars
D	General Conditions Monthly Adjustment: This value will be used to negotiate increase/decrease the CM's general conditions in response to the final agreed upon construction schedule.	
	\$ 25,000.00	Fee in words: Twenty-Five Thousand Dollars
E	Construction Manager Contingency: in percentages of trade cost.	
	6 %	Percentage in words: Six Percent
F	CM Insurance Rate:	
	.97 % per \$1,000	Percentage in words: point Ninety-Seven Percent
G	CM Payment & Performance Bond Rate	
	1.1 % per \$1,000	Percentage in words: One point One Percent



CITY OF NORWALK
Alan Lo, Buildings and Facilities Director
alo@norwalkct.gov P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO : LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDING & FACILITIES DIRECTOR

RE: **MARVIN ELEMENTARY SCHOOL HVAC PROJECT STATE
PROJECT NO. 103-005-CONTRACTOR APPROVAL**

DATE: OCTOBER 28, 2025

In 2022, the State created a school HVAC (Heating Ventilation and Air Conditioning) improvement program. Typically, facility repairs and replacement work are not eligible for reimbursement by the State. However, this program offers an opportunity for communities to receive State reimbursement at their normal reimbursement rate. With the recent State Special Legislative action, the City's current reimbursement rate is 60%.

In December of 2023, the City submitted 6 projects to the State for the second round of HVAC improvement program. These HVAC projects include Brien McMahon, Brookside, Marvin, Silvermine, Naramake and Rowayton schools. The Marvin School project was estimated and approved at \$4,125,212.00.

After the States approval of the Marvin School project the City issued an RFP for construction management services and on February 11, 2025, the Common Council approved Newfield Construction for Marvin. After Newfield was approved they began reviewing the documents produced by the design engineering firm and created bid packages for the various aspects of work involved with this project. Newfield, in conjunction with the City's Purchasing Department, then publicly issued bid documents for the various trade contractors in April of 2025. The bids came in over budget, and it was determined that the City was not in a position to implement this project during the summer of 2025. Subsequently, the project team worked with the design engineers to redesign the project and issued new bid documents for bids in October 2025.

Bids were received on October 23, 2025, and scope review meetings occurred with the apparent low bidder to ensure the bidder included the correct scope of work. Once the scope reviews were completed Newfield then compiled the Guaranteed Maximum Price for this project which is hereby presented below for approval.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute the Guaranteed Maximum Price (GMP) Amendment with Newfield Construction Group, LLC for the Marvin Elementary School HVAC improvement project in the amount of \$2,981,136.00. Funds are available in Acct. #09245010 5777 C0841.

Authorize the Office of Building Management to issue Change Order on Contract for a total not to exceed \$290,811.00. Funds are available in Acct. #09245010 5777 C0841.



225 Newfield Avenue
Hartford, CT 06106
860-953-1477
Fax 860-953-1712

Exhibit 5
GMP Amendment

October 29, 2025

Mr. Alan Lo, Building and Facilities Manager
City of Norwalk
125 East Avenue
Norwalk, CT 06856

RE: Norwalk Public School HVAC/IAQ Project 103-004 HVACN
City of Norwalk Project #4470
Marvin Elementary School
Trade Contract Awards, Guaranteed Maximum Price (GMP)

Dear Alan,

Newfield Construction Group, LLC ("CMR") hereby submits to the City of Norwalk, Connecticut ("Owner") this document regarding Final Contract Amendment Guaranteed Maximum Price (GMP) for trade bid package id Package 02 Hazmat and Package 06 Prime Contractor for the construction of the aforementioned project, in accordance with the CMR Agreement dated March 28, 2025, ("Agreement"). This document includes the requested items indicated in the Table of Contents below.

Table of Contents

- a. GMP Amount
 - i. GMP Recapitulation
 - ii. GMP General Conditions and Reimbursables
- b. List of Drawings and Specifications
- c. Allowances
- d. Clarifications and Assumptions
- e. Unit prices
- f. Alternates
- g. Project Schedule
- h. Formal Recommendation for Approval of Listed Trade Contractors

a. GMP Amendment Amount – See attached breakdown

The GMP Amendment amount is **Two Million Nine Hundred Eighty-One Thousand One Hundred Thirty-Six Dollars. \$2,981,136.00.**

- b. List of Drawings and Specifications - See attached**
- c. Allowances - See attached (allowances are included in GMP)**
- d. Clarifications and Assumptions - See attached**
- e. Unit Prices - See attached**
- f. Alternates - See attached (alternates are not included in GMP)**
- g. Project Schedule - See attached**

h. Recommendations for Approval of Listed Trade Contractors

Pursuant to the attached bid tabulation Newfield Construction has conducted scope reviews with the apparent low qualified bidders for bid package work required to be performed. We recommend for award the following qualified low Bidders:

Bid Package 02	Hazmat Contractor	TBD
Bid Package 06	Prime Contractor	Sav-Mor Cooling & Heating, Inc.

In light of the above Newfield Construction requests the GMP package be approved so the work can be contracted and scheduled.

Should you have any questions please feel free to contact this office.

Respectfully submitted,



Michael D'Angelo
Project Executive
Newfield Construction Group, LLC

GMP Amendment
Norwalk Public School HVAC IAQ Project 103-004 HVACN
Marvin Elementary School
Norwalk, CT
City Project 4470

October 29, 2025

Bid Package	Trade	Projected Trade Contractor	Bid Amounts No Alternates	Scope Review Complete	
02	Hazmat Contractor	Hazmat Contractor Allowance	156,000	Yes	
06	Prime Contractor	Sav-Mor Cooling & Heating, Inc.	2,545,000	Yes	
		Total Trade Bids	2,701,000		
	CM CONTINGENCY 1.50%		40,515		
	GL INSURANCE 0.82%		23,547		
	PERMIT FEE	State Education Fee and City Building Permit	in Trades		
	CM GENERAL CONDITIONS (see attached cost breakdown)		130,111		
	PRECON FEE		in owner's soft cost		
	CM BOND 0.73%		21,789		
	CM FEE 2.20%		64,173		
		Gauranteed Maximun Price (GMP)	2,981,136		



CITY OF NORWALK

Tax Collector's Office

Department of Finance

125 East Avenue Room 105

Norwalk, CT 06851

Phone: 203- 854-7731 (main line)

Fax: 203-854-7770

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance and Claims Committee

From: Lisa Biagiarelli, Tax Collector

Date: November 10, 2025

Re: Tax Collector's Narrative for **October 2025** End of Month report

As of the end of October 2025, four months into the fiscal year, we collected more than \$207.8 million against our \$389 million adjusted levy. As of the end of October 2025, our current collection rate for all tax types was **53.41%**. We also collected **53.03%** of our \$20 million sewer use levy, more than \$10.6 million, and 73.57% of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended October 2025 slightly behind last year for collection of taxes (-1.08%), and ahead for both sewer use (+2.37%) and the IPP fee (+4.63%).

Through the month of October 2025, we also collected an additional \$3.2 million in past due taxes, interest and fees. This amount is (net) \$1.3 million less than what had been collected in back taxes during the first four months of the immediately prior fiscal year. Our office held a large tax sale during the prior fiscal year, on September 9, 2024, and back tax collections typically spike during tax sale years. We did hold a smaller tax sale this year, in September, but the focus of that sale was enforcement of zoning violation fees and blight fees rather than past due property taxes. (More on this later in this report.) We have scheduled our next tax sale for Monday, July 13, 2026 and will begin work on that sale later this month.

Since June 2024, the tax collector's office has been responsible for billing and for collecting a monthly municipal tax on gross receipts from cannabis sales within Norwalk. The tax rate is 3% of gross sales, and the tax is paid by all cannabis retailers, hybrid retailers and micro cultivators. From April 2024 through the end of the month October 2025, we have collected \$460,661.88 in municipal cannabis tax. We include cannabis tax receipts in a one-line notation at the bottom of our monthly reports.

Our delinquent tax collector continues to work with the Department of Health to identify establishments with past due taxes that need to be brought current to renew a health permit. She also continues filing Uniform Commercial Code (UCC-1) liens with the office of the Secretary of the State of Connecticut to secure payment of past due business personal property taxes. We are working with our Comptroller's office to apply a mandatory wage garnishment for city and Board of Education employees who work for the city and owe past due taxes to Norwalk. This is one of our office policies and is done in accordance with state law.

Our third-party collection agency continues to bill on our behalf for suspended motor vehicle accounts. Through the end of October 2025, in conjunction with their efforts, we collected more than \$1.5 million in past due motor vehicle taxes and interest due directly to the City. This agency's fees are charged *in addition to* the taxes and interest due to the City and are paid by the taxpayers who owe the past due bills. We collect what is due to us in full, and do not sacrifice any of what is due to the City. We began working with this company in December 2022, and in 2025 opted to extend our three-year contract with them for an additional year.

In mid-August of 2025, our office issued the first set of tax bills for new motor vehicle accounts added by Municipal Tax Services (MTS), the vendor contracted by the city to identify unregistered or out of state motor vehicles garaged in Norwalk. The Assessor has reported on the activities of MTS at prior meetings, and that

division began adding these newly identified vehicles to the tax rolls. The first set of bills was issued with a pay-by date of September 12, 2025. Through the end of October 2025, we collected a total of \$102,675.38 through this initiative. Of this amount, we paid MTS \$46,607.70, in accordance with the agreement between them and the City; and Norwalk retained \$56,067.68 in taxes and interest. I will continue to update you on our progress.

Later this month we expect to bill our supplemental motor vehicle tax billing for grand list 2024. This is for vehicles newly registered between October 2, 2024 and September 30, 2025. The Connecticut Department of Motor Vehicles has changed the way these motor vehicle bills are reported to the municipalities. However, in Norwalk we did not alter the billing cycle, and these bills will be due January 1, 2026, payable by February 2, 2026 (February 1 falls on a Sunday). These bills will be issued in conjunction with the billing of our second installment payment for real estate and sewer use. We hope to have all our bills in the mail by the second week of December.

We are in the process of changing our online and IVR (pay by phone) payment provider and there is a separate agenda item being brought to the Finance and Claims Committee reflecting this. In 2020 we contracted with Invoice Cloud to provide a portal for online payments via credit, debit and ATM card and electronic check (E Check or ACH payment) and IVR payments. Since that time, the company has increased the fees it charges to taxpayers to use a credit or debit card. Those fees currently stand at an additional 2.99% for using a card and they charge \$1.25 for an E check. We have also had some customer service-related issues. We worked with our Purchasing Department and an RFP was issued over the summer. We evaluated the submissions and are seeking approval to contract with Govolution, a division of Deluxe. Their credit card fee of 2.4% was the lowest of the submissions, and their E Check fee is only \$0.25 if the city chooses to absorb it or \$1.00 if passed along to the customer. Even though the city does not pay the 2.4% card processing fee, nonetheless we are anxious to provide a significantly less expensive option to the taxpayers who choose this payment method. We also envision potential efficiencies in absorbing the processing fee for the E Check and being able to provide this as a zero-cost option to the taxpayers. In light of continued instances of mail fraud (items being stolen from the mailstream and altered), and the city's "green" initiatives to reduce paper, the CFO and our division agree this option is worthwhile. Depending on when this transition is finalized, we might be able to offer this option prior to February 2, 2026.

This past spring, the Administration tasked our division to assist the Planning and Zoning Department in collecting past due zoning violation fees through the tax sale process, in the same manner we now collect blight fees for the Blight Enforcement Division. Our "mini" tax sale was scheduled for Thursday, September 18, 2025. There were originally 15 properties in the sale owing \$230,000 in delinquent zoning fees. Several blight accounts were added, and the number increased to more than \$415,000.

The results of the sale were mixed. We collected \$212,428 as of ten days before the sale. This amount included payment in full of zoning violation fines on nine properties, some of which went back as far as 2020. Zoning fees comprised most of what we collected, but we also collected several smaller blight accounts; and two sewer use accounts that went back seven years. It is our belief that without the tax sale initiative, this money would not have been collected.

Nonetheless, as the day of the sale approached there were two remaining properties that did not pay. The owners of those properties successfully challenged our initiative in court, and less than 24 hours before the scheduled sale, obtained a court order halting the sale. Those two accounts comprised just under half of the total we had sought to collect, so from that perspective the sale was not as successful as I'd hoped. The court decision enjoining the sale was highly unusual and extremely discouraging because there is no statutory provision for the court to issue this ruling.

The law department directed me to adjourn the sale. Since then, neither property owner had paid; neither owner has addressed their blight or zoning issues, and both properties remain exactly as they were prior to the sale. These two property owners still owe more than \$209,000, including unrecovered charges incurred by my division in undertaking the tax sale effort. One of the properties has now been in two separate tax sales for blight fees; the owner filed for bankruptcy prior to our 2024 sale, which resulted in their removal at that time, and as noted above the owner successfully petitioned the court to enjoin the 2025 sale. Both these properties will be included in the 2026 tax sale.

Norwalk is the first municipality in Connecticut to pursue collection of zoning violation fees through the tax sale process. This was made possible by a change in state law, effective as of October 1, 2024. The Administration was anxious to pursue this remedy as soon as it became available. It is our expectation that future levies of zoning violation fines will be met with greater compliance going forward now that non-payment has more significant consequences than before. We intend to include properties owing past due zoning violation and blight fees in the 2026 tax sale, but need to review how these properties are handled prior to being turned over to our office for collection enforcement. My division will hope to meet with zoning and blight officials and the law department to discuss this prior to development of the final list of sale properties.

As nearly every monthly report from my division concludes, maintaining a high tax collection rate through consistent enforcement allows for a fairer distribution of the tax burden. Maintaining a high current and back tax collection rate allows the budget making authority to set lower mill rates, as there can be less of an allowance for "uncollectible" taxes - taxes not timely paid when billed. Conversely, a lower collection rate, and less efficient tax collection, would require higher mill rates, and a correspondingly higher tax levy to be borne by all taxpayers. This principle inspires all our billing and tax collection enforcement activities. This becomes increasingly relevant as a new City Council is seated and a new budget cycle begins.

I hope this information is helpful. I will continue to keep all stakeholders informed of our progress.

**TAX COLLECTOR'S REPORT
SEPTEMBER 2025**

FISCAL YEAR 2025-2026 (2024 GRAND LIST)		ADJ. TAX COLLECTIONS JUN 25 - SEP 25		COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$19,621,713.02	\$16,443,552.65		83.80%	\$19,535,966.01	(\$85,747.01)	84.17%
PERSONAL PROPERTY	\$28,666,103.44	\$15,281,617.55		53.31%	\$28,508,138.82	(\$157,964.62)	53.60%
REAL ESTATE	\$340,880,548.34	\$174,575,430.56		51.21%	\$341,361,090.62	\$480,542.28	51.14%
TOTAL TAX	\$389,168,364.80	\$206,300,600.76		53.01%	\$389,405,195.45	\$236,830.65	52.98%
SEWER USE	\$19,835,102.00	\$10,581,642.04		53.35%	\$20,033,751.00	\$198,649.00	52.82%
IPP FEE	\$181,250.00	\$127,995.71		70.62%	\$183,750.00	\$2,500.00	69.66%
FISCAL YEAR 2024-2025 (2023 GRAND LIST)		ADJ. TAX COLLECTIONS JUN 24 - SEP 24					
AUTOMOBILE-REGULAR	\$30,485,520.62	\$24,738,363.32		81.15%	\$30,213,679.01	(\$271,841.61)	81.88%
PERSONAL PROPERTY	\$24,660,647.62	\$12,864,113.64		52.16%	\$24,541,195.52	(\$119,452.10)	52.42%
REAL ESTATE	\$314,512,159.95	\$161,081,934.07		51.22%	\$312,907,082.32	(\$1,605,077.63)	51.48%
TOTAL TAX	\$369,658,328.19	\$198,684,411.03		53.75%	\$367,661,956.85	(\$1,996,371.34)	54.04%
SEWER USE	\$19,044,215.00	\$9,570,544.78		50.25%	\$19,004,449.00	(\$39,766.00)	50.36%
IPP FEE	\$167,750.00	\$131,977.39		78.68%	\$197,500.00	\$29,750.00	66.82%
TAX DIFFERENCE 2024 G.L. vs. 2023 G.L. INCREASE/(DECREASE)	\$19,510,036.61	\$7,616,189.73		-0.74%	\$21,743,238.60	\$2,233,201.99	-1.06%
SEWER DIFFERENCE 2024 G.L. vs. 2023 G.L. INCREASE/(DECREASE)	\$790,887.00	\$1,011,097.26		3.09%	\$1,029,302.00	\$238,415.00	2.46%
IPP DIFFERENCE 2024 G.L. vs. 2023 G.L. INCREASE/(DECREASE)	\$13,500.00	(\$3,981.68)		-8.06%	(\$13,750.00)	(\$27,250.00)	2.83%
BACK TAXES COLLECTED	FISCAL YR 2025-2026 (JUL 25 - SEP 25)	FISCAL YR 2024-2025 (JUL 24 - SEP 24)	CUR YR vs. PRIOR YR INC/(DEC)				
PRIOR TAXES	\$1,917,771.45	\$2,805,361.41	(\$887,589.96)				
PRIOR SEWER USE FEE	\$86,467.87	\$173,362.33	(\$86,894.46)				
PRIOR IPP FEE	\$1,250.00	\$2,024.07	(\$774.07)				
TOTAL PRIOR TAX, SEWER & IPP	\$2,005,489.32	\$2,980,747.81	(\$975,258.49)				
CURRENT INTEREST	\$202,025.57	\$182,394.20	\$19,631.37				
PRIOR INTEREST	\$434,908.92	\$645,774.93	(\$210,866.01)				
SEWER USE FEE INTEREST	\$36,111.35	\$45,778.97	(\$9,667.62)				
IPP FEE INTEREST	\$705.00	\$636.07	\$68.93				
TOTAL INTEREST COLLECTED	\$673,750.84	\$874,584.17	(\$200,833.33)				
PRIOR LIEN FEE	\$5,856.81	\$11,049.43	(\$5,192.62)				
CURRENT LIEN FEE	\$0.00	\$0.00	\$0.00				
TOTAL LIEN FEE COLLECTED	\$5,856.81	\$11,049.43	(\$5,192.62)				
MISC FEES COLLECTED	\$235,578.08	\$383,484.74	(\$147,906.66)				
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$2,920,675.05	\$4,249,866.15	(\$1,329,191.10)				
TOTAL TAX PAID ON GROSS RECEIPTS FROM CANNABIS (SINCE INCEPTION)				\$412,513.70			

**TAX COLLECTOR'S REPORT
OCTOBER 2025**

FISCAL YEAR 2025-2026 (2024 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 25 - OCT 25	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$19,621,713.02	\$16,797,773.41	85.61%	\$19,518,727.81	(\$102,985.21)	86.06%
PERSONAL PROPERTY	\$28,666,103.44	\$15,336,093.88	53.50%	\$28,502,058.50	(\$164,044.94)	53.81%
REAL ESTATE	\$340,880,548.34	\$175,751,148.01	51.56%	\$341,200,125.32	\$319,576.98	51.51%
TOTAL TAX	\$389,168,364.80	\$207,885,015.30	53.42%	\$389,220,911.63	\$52,546.83	53.41%
SEWER USE	\$19,835,102.00	\$10,616,991.45	53.53%	\$20,020,112.00	\$185,010.00	53.03%
IPP FEE	\$181,250.00	\$134,991.96	74.48%	\$183,500.00	\$2,250.00	73.57%
FISCAL YEAR 2024-2025 (2023 GRAND LIST)						
	ORIGINAL LEVY	JUN 24 - OCT 24				
AUTOMOBILE-REGULAR	\$30,485,520.62	\$25,304,396.28	83.00%	\$30,136,541.67	(\$348,978.95)	83.97%
PERSONAL PROPERTY	\$24,660,647.62	\$12,921,692.26	52.40%	\$24,522,891.96	(\$137,755.66)	52.69%
REAL ESTATE	\$314,512,159.95	\$162,066,404.25	51.53%	\$312,921,884.60	(\$1,590,275.35)	51.79%
TOTAL TAX	\$369,658,328.19	\$200,292,492.79	54.18%	\$367,581,318.23	(\$2,077,009.96)	54.49%
SEWER USE	\$19,044,215.00	\$9,624,745.83	50.54%	\$18,999,533.00	(\$44,682.00)	50.66%
IPP FEE	\$167,750.00	\$136,146.76	81.16%	\$197,499.55	\$29,749.55	68.94%
TAX DIFFERENCE 2024 G.L. vs. 2023 G.L. INCREASE/(DECREASE)	\$19,510,036.61	\$7,592,522.51	-0.77%	\$21,639,593.40	\$2,129,556.79	-1.08%
SEWER DIFFERENCE 2024 G.L. vs. 2023 G.L. INCREASE/(DECREASE)	\$790,887.00	\$992,245.62	2.99%	\$1,020,579.00	\$229,692.00	2.37%
IPP DIFFERENCE 2024 G.L. vs. 2023 G.L. INCREASE/(DECREASE)	\$13,500.00	(\$1,154.80)	-6.68%	(\$13,999.55)	(\$27,499.55)	4.63%
BACK TAXES COLLECTED	FISCAL YR 2025-2026 (JUL 25 - OCT 25)	FISCAL YR 2024-2025 (JUL 24 - OCT 24)	CUR YR vs. PRIOR YR INC/(DEC)			
PRIOR TAXES	\$2,071,540.27	\$3,002,399.82	(\$930,859.55)			
PRIOR SEWER USE FEE	\$101,593.42	\$176,459.03	(\$74,865.61)			
PRIOR IPP FEE	\$3,500.00	\$2,024.07	\$1,475.93			
TOTAL PRIOR TAX, SEWER & IPP	\$2,176,633.69	\$3,180,882.92	(\$1,004,249.23)			
CURRENT INTEREST	\$268,578.51	\$263,275.41	\$5,303.10			
PRIOR INTEREST	\$517,636.69	\$704,285.36	(\$186,648.67)			
SEWER USE FEE INTEREST	\$42,040.78	\$49,406.24	(\$7,365.46)			
IPP FEE INTEREST	\$2,047.50	\$906.52	\$1,140.98			
TOTAL INTEREST COLLECTED	\$830,303.48	\$1,017,873.53	(\$187,570.05)			
PRIOR LIEN FEE	\$6,840.71	\$11,553.43	(\$4,712.72)			
CURRENT LIEN FEE	\$0.00	\$0.00	\$0.00			
TOTAL LIEN FEE COLLECTED	\$6,840.71	\$11,553.43	(\$4,712.72)			
MISC FEES COLLECTED	\$248,695.90	\$396,578.58	(\$147,882.68)			
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$3,262,473.78	\$4,606,888.46	(\$1,344,414.68)			
TOTAL TAX PAID ON GROSS RECEIPTS FROM CANNABIS (SINCE INCEPTION)			\$460,661.88			

AGENDA

CLAIMS COMMITTEE MEETING

OCT 9TH

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED	REASON
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MOTOR VEHICLE

ACAR LEASING LTD	24-MV-300361 \$175.56	PRORATION
ARBIETO-CORTEZ WILFREDO	24-MV-302896 \$14.10	PRORATION
BERGQUIST PETER C	24-MV-305773 \$23.30	PRORATION
BEVERLEY RUBY V	24-MV-306015 \$30.05	PRORATION
BOOTH JAMES E	22-MV-376103 \$366.21 + \$142.82 INT	ABATEMENT
	23-MV-306973 \$305.77 + \$64.21 INT	ABATEMENT
BRITO EMMANUEL A	24-MV-307525 \$339.50	DUPLICATE PAYMENT
CAPORRINO GERD	24-MV-309699 \$11.24	PRORATION
CAPUTO MARIA J	23-MV-310014 \$201.45	PRORATION
CHAMBERLAIN MELISSA A	24-MV-311708 \$38.69	OVERPAYMENT
DARIEN POOL LLC	24-MV-375842 \$64.77	PRORATION
DEMMELE KAYLIN A	23-MV-317568 \$115.62	PRORATION
DEMPSEY KELLY J	24-MV-317097 \$220.90	PRORATION
DESAI SANJAYKUMAR & MANIL	24-MV-317277 \$686.86	PRORATION
DIMAGGIO WILLIAM & MARIA	24-MV-318003 \$127.47	PRORATION
FINANCIAL SERV VEH TRUST	24-MV-322516 \$375.52	PRORATION
FINANCIAL SERV VEH TRUST	24-MV-322715 \$113.19	PRORATION
	24-MV-322471 \$432.08	ABATEMENT
FRAGASSO MICHAEL P	24-MV-323683 \$73.70	PRORATION
GENOVA-RESCH STEFAN M	24-MV-325728 \$288.99	PRORATION
GULYAS MILANNE L	24-MV-328471 \$37.95	PRORATION

HATHAWAY MARTHA L	24-MV-329484	\$8.21	OVERPAYMENT
HONDA LEASE TRUST	24-MV-331194	\$164.69	PRORATION
HYUNDAI LEASE TITLING TRUST	24-MV-332498	\$113.89	PRORATION
HYUNDAI LEASE TITLING TRUST	24-MV-332512	\$211.88	PRORATION
HYUNDAI LEASE TITLING TRUST	24-MV-SEE ATTACHED	\$937.15	PRORATION
IBANEZ-CARPINTEYRO ROSARIO	24-MV-332981	\$43.49	PRORATION
JAIN RAJAT	24-MV-333702	\$105.38	PRORATION
KASPRISKE ALLISON P	24-MV-335995	\$81.75	PRORATION
KHULLAR PRARTHANA & SAMARTH	24-MV-336595	\$34.10	PRORATION
KING WILLIAM & HANNAH	23-MV-337638	\$65.53	PRORATION
LAWSON THOMAS K	24-MV-338881	\$50.38	PRORATION
LIMBURGER CHRISTIAN W	24-MV-339794	\$223.08	PRORATION
LISANTI GIUSEPPINA	23-MV-340762	\$1,204.82	PRORATION
MACPHEE MARINA M	24-MV-341601	\$76.87	PRORATION
MAROTTO MICHAEL J JR	24-MV-342687	\$26.18	PRORATION
MARTINEZ-GARCIA JOSE D	24-MV-343173	\$31.66	PRORATION
MERCEDES-BENZ VEH TRUST	24-MV-345355	\$651.24	PRORATION
MILLIGAN REAL ESTATE LLC	24-MV-345975	\$35.18	PRORATION
MODI ANITA B	24-MV-346334	\$16.41	PRORATION
NISSAN INFINITI LT LLC	24-MV-349243	\$567.16	ABATEMENT
	24-MV-349363	\$153.58	PRORATION
PAIGE CHENETA K	24-MV-351923	\$65.30	PRORATION
PEREZ-ALIAGA CESAR A	24-MV-353624	\$30.67	PRORATION
PORSCHE LEASING LIMITED	23-MV-355840	\$3,051.56	ABATEMENT
PORSCHE LEASING LIMITED	22-24-MV-SEE ATTACHED	\$1,756.56	ABATEMENT
POTTACKAL WILSON J	24-MV-355061	\$11.92	PRORATION
POTTER BROOKE E	24-MV-355063	\$163.24	PRORATION
RAFFIO MICHAEL	24-MV-356019	\$11.00	ABATEMENT
	24-MV-356020	\$32.41	PRORATION

RAJENDRA SAMARTH	24-MV-356081	\$52.10	PRORATION
RICHARDS RORY	24-MV-357398	\$190.74	PRORATION
RIDEOUT MICHELLE A	24-MV-357486	\$71.21	PRORATION
RODRIGUEZ ROSALIE	24-MV-358520	\$13.20	PRORATION
SACHS DEE A	23-MV-360999	\$491.60	PRORATION
SALCITO MICHAEL T	24-MV-360282	\$49.48	PRORATION
SANNICANDRO CATHERINE N	24-MV-360903	\$16.63	PRORATION
SHORELINE PAINTING & DRYWALL INC	24-MV-362969	\$231.18	PRORATION
SNAJDER KRISTENE A	24-MV-364112	\$101.18	PRORATION
SPENCER JAMMIE E	24-MV-364587	\$28.93	PRORATION
TESLA LEASE TRUST	24-MV-366885	\$104.90	PRORATION
THEVENOT MARIE-LUCIENNE E	23-MV-412822	\$40.38	PRORATION
THREADGILL BERNARD	24-MV-367296	\$185.94	PRORATION
TOYOTA LEASE TRUST	24-MV-368950	\$156.97	PRORATION
	24-MV-368131	\$288.33	PRORATION
TOYOTA LEASE TRUST	24-MV-368558	\$219.45	PRORATION
	24-MV-368601	\$36.48	PRORATION
TZINIS SOKRATES S	23-MV-370595	\$301.42	PRORATION
VARGHESE BINU P	24-MV-370812	\$86.68	PRORATION
VAULT TRUST	23-MV-372195	\$591.74	PRORATION
VEMBAR LAXMAN	24-MV-371654	\$42.66	PRORATION
VILLACIS ALEX G	22-MV-371995	\$572.63	ABATEMENT
	23-MV-373065	\$524.88	ABATEMENT
VW CREDIT LEASING LTD	24-MV-372504	\$633.47	PRORATION
	24-MV-372509	\$237.40	PRORATION
ZRELAK DUSTIN	24-MV-375738	\$159.59	PRORATION

PERSONAL PROPERTY

BIOWAVE CORPORATION

8 KNIGHT STREET

135544

23-PP-200321 \$1,394.03

CHANGE DUE TO AUDIT

REAL ESTATE

CAPPIELLO VINCENT & ANITA

54 ½ E ROCKS ROAD

5-14-98-0

23-RE-104430 \$353.88

VET/DISABILITY EXEMPTION

SPECIAL REQUEST

40 RICHARDS LLC

40 RICHARDS AVENUE

5-72-35-0

23-RE-100491 \$42,219.40

COURT STIP SETTLEMENT

200 ROUTE ONE REALTY LLC

200 CONNECTICUT AVE

5-64-42-0

23-RE-100251 \$90,062.60

COURT STIP SETTLEMENT

Inquiry Report	NORWALK TAX COLLECTOR	Interest Date : 09/11/2025	Page : 1	
Bill#	Name	Prop Loc/Veh. Info./Plan-Sew	TOT Inst	Tax Due
Unique_id	Address	MBL/LINK #	TOT Adj	Int Due
Dist	City/State/Zip	Flags	TOT Paid	L/F/Bint Due
2022-03-0355021-00	PORSCHE LEASING LTD	AK19338/WP1AA2A53HLB01422/2017/PORSC/MACAN	740.04	-740.04
355021	ONE PORSCHE DRIVE		-740.04	-740.04
M074	ATLANTA GA 30354	Bank - M074/DMW CIVLS: 139756-4253596-0N	740.04	0.00
2023-03-0355841-00	PORSCHE LEASING LTD	AK19338/WP1AA2A53HLB01422/2017/PORSC/MACAN	614.14	-614.14
355841	ONE PORSCHE DRIVE	LINK # 2023-MV-0046547	-614.14	-614.14
M048	ATLANTA GA 30354	Bank - M048/DMW CIVLS: 139756-4253596-Y	614.14	0.00
2024-03-0354935-00	PORSCHE LEASING LTD	AK19338/WP1AA2A53HLB01422/2017/PORSC/MACAN	402.38	-402.38
354935	ONE PORSCHE DRIVE	LINK # 2024-MV-0049574	-402.38	-402.38
M026	ATLANTA GA 30354	Bank - M026/DMW CIVLS: 139756-4253596-Y	402.38	0.00
# Of Acct (s) : 3			1,756.56	-1,756.56
			-1,756.56	-1,756.56
			1,756.56	0.00

SEP 10 2025

Inquiry Report

NORWALK TAX COLLECTOR

Interest Date : 08/12/2025

Page : 1

Bill#	Name	Address	City/State/Zip	Prop Loc/Veh.Info./Plan-Sew	MBL/LINK #	Flags	TOT Inst	Tax Due	Balance
Unique_id							TOT Adj	Int Due	Due Now
Dist							TOT Paid	L/F/Bint Due	Discount

2024-03-0332329-00	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE CA 92612-4418	AA42519/KMHL14JA8NA220797/2022/HYUND/SONATA S	LINK # 2024-MV-0049360		346.72	-115.46	-115.46
332329				Bank - M021/DWV CIVLS: 5880163-6697082-Y			-115.46	0.00	-115.46
M021							346.72	0.00	0.00
2024-03-0332356-00	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE CA 92612-4418	AK73003/KM8K1CAA4MU709572/2021/HYUND/KONA SE	LINK # 2024-MV-0049348		251.90	-188.91	-188.91
332356				Bank - M021/DWV CIVLS: 5880163-6291474-Y			-188.91	0.00	-188.91
M021							251.90	0.00	0.00
2024-03-0332546-00	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE CA 92612-4418	BG19930/5NMJFCAE6NH100318/2022/HYUND/TUCSON S	LINK # 2024-MV-0049357		375.76	-156.68	-156.68
332546				Bank - M021/DWV CIVLS: 5880163-6623017-Y			-156.68	0.00	-156.68
M021							375.76	0.00	0.00
2024-03-0332683-00	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE CA 92612-4418	BL30767/5NMJBCE2PH254782/2023/HYUND/TUCSON S	LINK # 2024-MV-0049377		386.76	-225.48	-225.48
332683				Bank - M021/DWV CIVLS: 5880163-7030731-Y			-225.48	0.00	-225.48
M021							386.76	0.00	0.00
2024-03-0332796-00	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE CA 92612-4418	BP48199/5NMJFCAEXNH077741/2022/HYUND/TUCSON S	LINK # 2024-MV-0049405		375.76	-250.62	-250.62
332796				Bank - M021/DWV CIVLS: 5880163-7436901-Y			-250.62	0.00	-250.62
M021							375.76	0.00	0.00

Of Acct (s) : 5

1,736.90	-937.15	-937.15
-937.15	0.00	-937.15
1,736.90	0.00	0.00

AUG 12 2025



2023010100491

GENERAL DATA REAL ESTATE NORMALK TAX COLLECTOR

AS OF 09/30/2025

BILL NO: 2023-01-0100491
UNIQUE ID: 5-72-35-0
LINK#
FILE# 2025DQ0001944
BANK:
ESCROW:
VOL/PAGE: 8911-195
LIEN VOL/PAGE: 0
DISTRICT: 4 -
/Released
PLAN CODE: FLO
PROP ASSESSED: 10,364,610
EXEMPTIONS:
COC CHANGE: -1,789,610
NET VALUE: 8,575,000
MILL RATE: 23.5914

ORIGINAL OWNER: 40 RICHARDS LLC
C/O:
ADDRESS: 1400 OLD COUNTRY RD
ADDRESS2:
CITY ST ZIP: WESTBURY NY 11590
COUNTRY:
PROP LOC.: 40 RICHARDS AVE
EXR PROP LOC:
M/B/L: 5 72 35 0
DESCRIPTION:
ELD CODE: 0
EXMPT CHANGE:

*** BILLED ***		TOTALS	
	TOWN	SEWER	
INST1	122,257.83	1,508.00	123,765.83
INST2	122,257.83	1,508.00	123,765.83
INST3	0.00	0.00	0.00
INST4	0.00	0.00	0.00
ADJS	-42,219.40	0.00	-42,219.40
TOT TAX	202,296.26	3,016.00	205,312.26
TOTAL PAID:	244,515.66	3,016.00	247,531.66

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pay-T	3	09/09/2025		15/1205/2	T	42,219.40	0.00	0.00	0.00	42,219.40
Adj	3	09/05/2025	QQ 2256292R	99/9999/1	T	-42,219.40	0.00	0.00	0.00	0.00
Void-F	3	09/05/2025		15/1195/1	T	-42,219.40	0.00	0.00	0.00	-42,219.40
Pmt	1	07/08/2025		20/863/33	T	30,211.51	453.17	24.00	0.00	30,688.68
Pay-T	1	07/01/2025		15/1052/2	T	217,320.15	33,416.77	0.00	0.00	250,736.92
TOTAL PAYMENTS						247,531.66	33,869.94	24.00	0.00	281,425.60

TOTAL BALANCE DUE AS OF 09/30/2025

TOWN		SEWER		TOTAL	
INT DUE	0.00	SEWER	0.00	TOTAL	0.00
LIEN DUE	0.00		0.00		0.00
FEES DUE	0.00		0.00		0.00
TAX DUE NOW	-42,219.40		-42,219.40		-42,219.40
TOT DUE NOW	-42,219.40		-42,219.40		-42,219.40
BALANCE DUE	-42,219.40		0.00		-42,219.40

*** FLAGS ***

Circuit Breaker Amount 0 Benefit Year 0
Invalid Address Flag No
Last Adjustment Reason COURT STIP 2023 ONLY



2023010100251

GENERAL DATA REAL ESTATE NORWALK TAX COLLECTOR

AS OF 09/30/2025

BILL NO: 2023-01-0100251 ORIGINAL OWNER: 200 ROUTE ONE REALTY LLC
UNIQUE ID: 5-64-42-0 C/O:
LINK# ADDRESS: 1400 OLD COUNTRY RD
FILE# 2025DQ0001903 ADDRESS2: WESTBURY NY 11590
BANK: CITY ST ZIP:
ESCROW: COUNTRY:
VOL/PAGE: 9013-281 PROP LOC.: 200 CONNECTICUT AVE
LIEN VOL/PAGE: 0 EXR PROP LOC:
DISTRICT: 4 - M/B/L: 5 64 42 0

/Released
PLAN CODE: FLO DESCRIPTION: 0 -112,807
PROP ASSESSED: 10,510,410 ELD CODE:
EXEMPTIONS: EXMPT CHANGE:
COC CHANGE: -3,930,410
NET VALUE: 6,580,000
MILL RATE: 23.5914

		TOWN	SEWER	TOTALS
INST1	122,647.01	3,452.00	126,099.01	
INST2	122,647.01	3,452.00	126,099.01	
INST3	0.00	0.00	0.00	
INST4	0.00	0.00	0.00	
ADJS	-90,062.60	0.00	-90,062.60	
TOT TAX	155,231.42	6,904.00	162,135.42	
TOTAL PAID:	245,294.02	6,904.00	252,198.02	

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pay-T	3	09/09/2025		15/1205/4	T	90,062.60	0.00	0.00	0.00	90,062.60
Adj	3	09/05/2025	QQ 2256289R	99/9999/1	T	-90,062.60	0.00	0.00	0.00	0.00
Void-F	3	09/05/2025		15/1195/5	T	-90,062.60	0.00	0.00	0.00	-90,062.60
Pmt	12	06/30/2025		20/853/42	T	252,198.02	34,046.73	24.00	0.00	286,268.75
TOTAL PAYMENTS						252,198.02	34,046.73	24.00	0.00	286,268.75

TOTAL BALANCE DUE AS OF 09/30/2025

		TOWN	SEWER	TOTAL
INT DUE	0.00	0.00	0.00	0.00
LIEN DUE	0.00	0.00	0.00	0.00
FEES DUE	0.00	0.00	0.00	0.00
TAX DUE NOW	-90,062.60	0.00	0.00	-90,062.60
TOT DUE NOW	-90,062.60	0.00	0.00	-90,062.60
BALANCE DUE	-90,062.60	0.00	0.00	-90,062.60

*** FLAGS ***

Circuit Breaker Amount 0 Benefit Year 0
Invalid Address Flag No
Last Adjustment Reason COURT STIP 2023 ONLY

AGENDA

CLAIMS COMMITTEE MEETING

NOV 13TH

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED	REASON
---------	---------------------------	--------

MOTOR VEHICLE

ACAR LEASE LTD	23-MV-SEE ATTACHED \$3,998.20	PRORATION
ACAR LEASE LTD	24-MV-300395 \$429.31	PRORATION
ACAR LEASE LTD	23-MV-SEE ATTACHED \$5,156.22	PRORATION
ACAR LEASE LTD	24-MV-300423 \$45.80	PRORATION
ARTELL ROBERT B & MARY E	24-MV-303444 \$13.79	PRORATION
BRADLEY MARC C	24-MV-307180 \$149.49	PRORATION
CABRERA-MALDONADO DAVID E	23-MV-309189 \$39.53 + \$8.30 INT	PRORATION
CCAP AUTO LEASE LTD	23-MV-311258 \$310.70	PRORATION
	24-MV-310991 \$60.74	PRORATION
CCAP AUTO LEASE LTD	24-MV-311075 \$40.41	PRORATION
DONCEL AVILA PAULA A	24-MV-318472 \$73.57	PRORATION
	24-MV-318473 \$116.78	PRORATION
ELIAS MARY E	24-MV-320339 \$16.04	PRORATION
FINANCIAL SERV VEH TRUST	24-MV-SEE ATTACHED \$2,329.12	PRORATION
GALL STEPHEN J JR	23-MV-325227 \$115.23	ABATEMENT
	24-MV-325228 \$194.76	PRORATION
GEL UNLIMITED LLC	24-MV-SEE ATTACHED \$270.96	PRORATION
GOMEZ MICHAEL	24-MV-326793 \$19.65	PRORATION
GONZALEZ LAURO P	24-MV-327077 \$70.18 + \$2.11 INT	ABATEMENT
HANSON KRISTINA & C/O CINDY BOURT	24-MV-329135 \$10.98	PRORATION
HONDA LEASE TRUST	23-MV-332333 \$54.80	PRORATION

	24-MV-331114	\$560.34	PRORATION
HONDA LEASE TRUST	24-MV-331261	\$222.29	PRORATION
	24-MV-331421	\$39.67	PRORATION
HONDA LEASE TRUST	24-MV-331625	\$423.50	ABATEMENT
HYUNDAI LEASE TRUST	23-MV-333198	\$511.57	PRORATION
	24-MV-332379	\$344.96	ABATEMENT
JP MORGAN CHASE BANK	24-MV-335217	\$46.86	PRORATION
JUAREZ DANNA E	22-MV-336170	\$63.85	OVERPAYMENT
	22-MV-406884	\$97.21	OVERPAYMENT
KAPUSTYNSKI BARBARA H	24-MV-335896	\$31.37	PRORATION
KHOSHABOO EMILY A	24-MV-336590	\$41.07	PRORATION
KNAPP FREDERICK J JR	24-MV-336984	\$20.99	PRORATION
KONSTANTINIDIS GEORGIOS I	23-MV-338076	\$156.10	PRORATION
LOPEZ SEPULVEDA LUZ D	24-MV-340578	\$190.76	OVERPAYMENT
MADERA LUIS A	23-MV-342448	\$330.61 + \$74.38 INT	PRORATION
MANOUSOS ANDREW C	24-MV-342368	\$14.43	PRORATION
MARCUS DEBORAH	24-MV-342505	\$28.18	PRORATION
MARTORANA DAVID & PATRICIA	23-MV-344096	\$42.43	PRORATION
MARQUEZ DARCIDA M	24-MV-342700	\$78.65	PRORATION
MASSEY JOHN G	24-MV-343406	\$25.85	PRORATION
MERCEDES-BENZ VEH TRUST	24-MV-345367	\$301.44	PRORATION
MERCEDES-BENZ VEH TRUST	24-MV-345368	\$311.12	PRORATION
MOSCOSO ROMAN MARIA E	24-MV-347621	\$74.03	PRORATION
NELSON SERGO	24-MV-348959	\$22.22	PRORATION
NIKIFOROS DIMITRIOS & ALEXANDRA	24-MV-349211	\$21.87	PRORATION
NISSAN MOTOR ACCEPTANCE	24-MV-SEE ATTACHED	\$3,951.02	PRORATION
NORWALK CONSERVATORY ARTS	24-MV-349927	\$575.96	OVERPAYMENT
QUINN JOHN T 4 TH	23-MV-356685	\$40.12	PRORATION
RAYMOND LAWRENCE S	24-MV-356608	\$6.29	OVERPAYMENT

RESTREPO KATHLEEN C	24-MV-357030 \$176.62	PRORATION
RINALDI MEREDITH C	23-MV-358443 \$137.05	PRORATION
RIZZI RICHARD A	24-MV-357955 \$69.30	EXEMPTION APPLIED
ROSSI JOHN V	24-MV-359388 \$49.83	PRORATION
SIERRA JOHANA L	24-MV-363125 \$49.72	PRORATION
TESLA LEASE TRUST	24-MV-366881 \$366.19	PRORATION
TOYOTA LEASE TRUST	23-MV-SEE ATTACHED \$3,772.58	ABMNT/PRORTN
TOYOTA LEASE TRUST	24-MV-SEE ATTACHED \$1,061.79	PRORATION
TOYOTA LEASE TRUST	23-MV-369330 \$591.42	PRORATION
TOYOTA LEASE TRUST	23/24-MV-SEE ATTACHED \$1,127.74	PRORATION
TOYOTA LEASE TRUST	24-MV-368205 \$129.36	PRORATION
TOYOTA LEASE TRUST	22-MV-377576 \$36.87	MTS ABATEMENT
UGALDE OSORIO VICENTE M	23-MV-370630 \$84.07	ABATEMENT
USB LEASING LT	23-MV-413490 \$404.03	PRORATION
USB LEASING LT	24-MV-369989 \$427.90	PRORATION
VITERETTO CAROLINE L	23-MV-373354 \$185.67	PRORATION
VW CREDIT LEASING LTD	23/24-MV-SEE ATTACHED \$860.42	PRORATION
VW CREDIT LEASING LTD	24-MV-372617 \$82.87	PRORATION
WEIGEL DULCE	24-MV-373483 \$11.51	PRORATION

SPECIAL REQUEST

RUSSELL SPEEDERS CAR WASH

64 CONNECTICUT AVE

1-2-33-0

24-RE-124616 \$30,352.10

PAID IN ERROR

RUSSELL SPEEDERS CAR WASH

498 WESTPORT AVE

5-8-115-0

24-RE-109689 \$30,995.46

PAID IN ERROR

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

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A

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9

10

11

Inquiry Report
 Bill#
 Unique_id
 Dist

NORMAL TAX COLLECTOR
 Name
 Address
 City/State/Zip

Interest Date : 09/23/2025
 Prop Loc/Veh. Info./Plan-Sew
 MBL/LINK #
 Flags

Page : 1
 Tax Due
 Inc Due
 Balance Due Now
 Discount

2023-03-0300284-00
 ACAR LEASING LTD
 4001 EMBARCADERO DR
 ARLINGTON TX 76014-4106
 ABS6262/1GCUYEED8M2277810/2021/CHEVR/SILVERAD
 LINK # 2023-MV-0046043
 Back Taxes/Bank - M052/DWV CIVLS: 100354-6287087-Y
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 -83.85

2023-03-0300421-00
 ACAR LEASING LTD
 4001 EMBARCADERO DR
 ARLINGTON TX 76014-4106
 AZ65190/KL79MRS19MB074354/2021/CHEVR/TRAILBLA
 LINK # 2023-MV-0046056
 Back Taxes/Bank - M052/DWV CIVLS: 100354-6094370-Y
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 -325.32

2023-03-0300442-00
 ACAR LEASING LTD
 4001 EMBARCADERO DR
 ARLINGTON TX 76014-4106
 BA75676/1GCGTEEN9M1155038/2021/CHEVR/COLORADO
 LINK # 2023-MV-0046058
 Back Taxes/Bank - M052/DWV CIVLS: 100354-6083468-Y
 930.63
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 -542.57

2023-03-0300443-00
 ACAR LEASING LTD
 4001 EMBARCADERO DR
 ARLINGTON TX 76014-4106
 BA77216/1GCUYEED6M2137349/2021/CHEVR/SILVERAD
 LINK # 2023-MV-0046058
 Back Taxes/Bank - M052/DWV CIVLS: 100354-6105501-Y
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2023-03-0300451-00
 ACAR LEASING LTD
 4001 EMBARCADERO DR
 ARLINGTON TX 76014-4106
 BB17435/1GCUYEED7M2257788/2021/CHEVR/SILVERAD
 LINK # 2023-MV-0046059
 Back Taxes/Bank - M052/DWV CIVLS: 100354-6195809-Y
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 0.00
 -252.54

2023-03-0300466-00
 ACAR LEASING LTD
 4001 EMBARCADERO DR
 ARLINGTON TX 76014-4106
 BB80859/1GNEVGKWM6MJ140787/2021/CHEVR/TRVERSE
 LINK # 2023-MV-0046061
 Back Taxes/Bank - M052/DWV CIVLS: 100354-6191547-Y
 702.11
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2023-03-0300484-00
 ACAR LEASING LTD
 4001 EMBARCADERO DR
 ARLINGTON TX 76014-4106
 BD63342/1GKS2HKD4MR411294/2021/GMC/YUKON XL
 LINK # 2023-MV-0046063
 Back Taxes/Bank - M052/DWV CIVLS: 100354-6386022-Y
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 -377.73
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 -377.73

2023-03-0300515-00
 ACAR LEASING LTD
 4001 EMBARCADERO DR
 ARLINGTON TX 76014-4106
 BG01077/1G6D3SR62N0810351/2022/CADILL/CTS-V BL
 LINK # 2023-MV-0046066
 Back Taxes/Bank - M052/DWV CIVLS: 100354-6597938-Y
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 -1,442.81

Of Acct (s) : 8
 8,895.35
 -3,998.20
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 -3,998.20
 8,895.35
 0.00

SEP 23 2025

Inquiry Report

Bill#
Unique_id
Dist

NORWALK TAX COLLECTOR
Name
Address
City/State/Zip

Interest Date : 10/08/2025
Prop Loc/Veh.Info./Plan-Sew
MBL/LINK #
Flags

Page : 1
TOT Inst
TOT Adj
TOT Paid

Tax Due
Int Due
Due Now
Discount

OCT 08 2025

2023-03-0300254-00

ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

0A0NL4/1GNSKSD7MR34811/2021/CHEVR/TAHOE K1
LINK # 2023-MV-0046040
Back Taxes/Bank - M052/DWV CIVLS: 100354-6278561-Y

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-480.48

2023-03-0300264-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

325UYO/3GTU9FELMG128763/2021/GMC/SIERRA K
LINK # 2023-MV-0046041
Back Taxes/Bank - M052/DWV CIVLS: 100354-6072716-Y

1,214.65
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0.00
-708.14

2023-03-0300273-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

761YOB/1GNEVJUK4MJ11706/2021/CHEVR/TRVERSE
LINK # 2023-MV-0046041
Back Taxes/Bank - M052/DWV CIVLS: 100354-6065555-Y

827.08
-688.96
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0.00
-688.96

2023-03-0300275-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

825YLE/3GNAXUEV3MS123664/2021/CHEVR/EQUINOX
LINK # 2023-MV-0046042
Back Taxes/Bank - M052/DWV CIVLS: 100354-6109520-Y

549.22
-274.61
0.00
0.00
-274.61

2023-03-0300297-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

AC98341/K14MMESL3LB126964/2020/BUICK/ENCORE G
LINK # 2023-MV-0046044
Back Taxes/Bank - M052/DWV CIVLS: 100354-6044541-Y

510.27
-297.49
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0.00
-297.49

2023-03-0300339-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

AL45394/3GKALTEVOML315259/2021/GMC/TERRAIN
LINK # 2023-MV-0046048
Back Taxes/Bank - M052/DWV CIVLS: 100354-6107720-Y

621.61
-259.23
0.00
0.00
-259.23

2023-03-0300345-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

AM09392/3GNAXUEV6ML378996/2021/CHEVR/EQUINOX
LINK # 2023-MV-0046049
Back Taxes/Bank - M052/DWV CIVLS: 100354-6286247-Y

549.22
-91.73
0.00
0.00
-91.73

2023-03-0300361-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

AP79336/3GKALTEV4ML400075/2021/GMC/TERRAIN
LINK # 2023-MV-0046050
Back Taxes/Bank - M052/DWV CIVLS: 100354-6381343-Y

593.04
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0.00
-99.03

2023-03-0300378-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

AT18422/3GKALVEV5NL137639/2022/GMC/TERRAIN
LINK # 2023-MV-0046052
Back Taxes/Bank - M052/DWV CIVLS: 100354-6567891-Y

692.37
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-634.92

2023-03-0300394-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

AW23558/3GCUVEED2MG277558/2021/CHEVR/SILVERAD
LINK # 2023-MV-0046054
Back Taxes/Bank - M052/DWV CIVLS: 100354-6261879-Y

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-168.70

2023-03-0300413-00
ACAR LEASING LTD
4001 EMBARCADERO DR
ARLINGTON TX 76014-4106

AY67922/1GTU9FEL3M2337664/2021/GMC/SIERRA K
LINK # 2023-MV-0046055
Back Taxes/Bank - M052/DWV CIVLS: 100354-6299178-Y

1,214.65
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0.00
-303.66

2023-03-0300453-00

ACAR LEASING LTD

BB34031/K14MMESL9LB11014/2020/BUICK/ENCORE G

300453	4001 EMBARCADERO DR	LINK # 2023-MV-0046059	510.27	-340.34	-340.34
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DWV CIVLS: 100354-6132183-Y	-340.34	0.00	-340.34

OCT 08 2025

2023-03-0300455-00	ACAR LEASING LTD	BB48900/KL79MRS LANB127883/2022/CHEVR/TRAILBLA	510.27	0.00	0.00
300455	4001 EMBARCADERO DR	LINK # 2023-MV-0046060	596.61	-99.61	-99.61
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DWV CIVLS: 100354-6726892-Y	-99.61	0.00	-99.61

2023-03-0300483-00	ACAR LEASING LTD	BD50505/1GNEVHKW6MJ242015/2021/CHEVR/TRAVERSE	751.45	-250.24	-250.24
300483	4001 EMBARCADERO DR	LINK # 2023-MV-0046062	-250.24	0.00	-250.24
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DWV CIVLS: 100354-6344646-Y	751.45	0.00	0.00

2023-03-0300502-00	ACAR LEASING LTD	BE77740/1GYF2BR48MF081487/2021/CADIL/XT4 LUXU	698.86	-58.00	-58.00
300502	4001 EMBARCADERO DR	LINK # 2023-MV-0046064	-58.00	0.00	-58.00
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DWV CIVLS: 100354-6506980-Y	698.86	0.00	0.00

2023-03-0300600-00	ACAR LEASING LTD	C267780/1GCPYCEF1M2172982/2021/CHEVR/SILVERAD	961.79	-401.08	-401.08
300600	4001 EMBARCADERO DR	LINK # 2023-MV-0046074	-401.08	0.00	-401.08
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DWV CIVLS: 100354-6113799-Y	961.79	0.00	0.00

OF Acct (s) : 16

12,744.10	-5,156.22	-5,156.22
-5,156.22	0.00	-5,156.22
12,744.10	0.00	0.00

2024-03-0322483-00	FINANCIAL SERVICES VEHICLE TRUST	AB70500/WMW53DK05N2S08868/2022/MINI/COOPER S	343.64	-229.22	-229.22
322483	PO BOX 1910	LINK # 2024-MV-0049208	-229.22	0.00	-229.22
M016	COCKEYSVILLE MD 21030-7910	Bank - M016/DMV CIVLS: 105942-6561726-Y	343.64	0.00	0.00
2024-03-0322515-00	FINANCIAL SERVICES VEHICLE TRUST	AS50124/5UXCWM2C00N9K78000/2022/BMW/X7 XDRIV	922.68	-615.43	-615.43
322515	PO BOX 1910	LINK # 2024-MV-0049207	-615.43	0.00	-615.43
M016	COCKEYSVILLE MD 21030-7910	Bank - M016/DMV CIVLS: 105942-6539980-Y	922.68	0.00	0.00
2024-03-0322517-00	FINANCIAL SERVICES VEHICLE TRUST	AT03674/5UXS3DP03N9N05414/2022/BMW/X3 XDRIV	562.98	-234.76	-234.76
322517	PO BOX 1910	LINK # 2024-MV-0049213	-234.76	0.00	-234.76
M016	COCKEYSVILLE MD 21030-7910	Bank - M016/DMV CIVLS: 105942-6724191-Y	562.98	0.00	0.00
2024-03-0322558-00	FINANCIAL SERVICES VEHICLE TRUST	BC59361/WBX57DP02RN264368/2024/BMW/X3 XDRIV	677.82	-452.10	-452.10
322558	PO BOX 1910	LINK # 2024-MV-0049233	-452.10	0.00	-452.10
M016	COCKEYSVILLE MD 21030-7910	Bank - M016/DMV CIVLS: 105942-7382501-Y	677.82	0.00	0.00
2024-03-0322604-00	FINANCIAL SERVICES VEHICLE TRUST	BG95439/5UXS3DP01N9M10219/2022/BMW/X3 XDRIV	562.98	-281.49	-281.49
322604	PO BOX 1910	LINK # 2024-MV-0049212	-281.49	0.00	-281.49
M016	COCKEYSVILLE MD 21030-7910	Bank - M016/DMV CIVLS: 105942-6672615-Y	562.98	0.00	0.00
2024-03-0322610-00	FINANCIAL SERVICES VEHICLE TRUST	BG96293/5UXS3E008R9079416/2024/BMW/X5 M60I	1,237.72	-516.12	-516.12
322610	PO BOX 1910	LINK # 2024-MV-0049227	-516.12	0.00	-516.12
M016	COCKEYSVILLE MD 21030-7910	Bank - M016/DMV CIVLS: 105942-7258406-Y	1,237.72	0.00	0.00

# Of Acct (s) : 6	4,307.82	-2,329.12	-2,329.12
	-2,329.12	0.00	-2,329.12
	4,307.82	0.00	0.00

SEP 23 2025

Inquiry Report

NORMALK TAX COLLECTOR

Interest Date : 09/23/2025

Page : 1

Bill# Unique_id Dist	Name Address City/State/Zip	Prop Loc/Veh. Info./Plan-Sew MBL/LINK # Flags	TOT Inst TOT Adj TOT Paid	Tax Due Int Due L/F/Bint Due	Balance Due Now Discount
2024-03-0325627-00 325627	GEL UNLIMITED LLC 1636 NE 17TH TER FT LAUDERDALE FL 33305-3422	AP28576/ZFBERFB8H6D75551/2017/RAM/PROMASTE LINK # 2024-MV-0016443 /DMV CIVLS: 6991954-6050115-N	213.84 -142.63 213.84	-142.63 0.00 0.00	-142.63 -142.63 0.00
2024-03-0325628-00 325628	GEL UNLIMITED LLC 1636 NE 17TH TER FT LAUDERDALE FL 33305-3422	BJ82828/2T1BU4EE2DC937615/2013/TOYOT/COROLLA/ LINK # 2024-MV-0016443 /DMV CIVLS: 6991954-6956199-N	87.56 -58.41 87.56	-58.41 0.00 0.00	-58.41 -58.41 0.00
2024-03-0325630-00 325630	GEL UNLIMITED LLC 1636 NE 17TH TER FT LAUDERDALE FL 33305-3422	C312203/3N6CMOKN3GK701674/2016/NISSA/NV 200 2 LINK # 2024-MV-0016443 /DMV CIVLS: 6991954-4227290-N	167.64 -69.92 167.64	-69.92 0.00 0.00	-69.92 -69.92 0.00
# Of Acct (s) : 3			469.04 -270.96 469.04	-270.96 0.00 0.00	-270.96 -270.96 0.00

SEP 23 2025

349543	P O BOX 254648	LINK # 2024-MV-0049522	425.70	-354.62	-354.62
M025	SACRAMENTO CA 95865	Back Taxes/Bank - M025/DMV CIVLS: 139836-6697065-Y	-354.62	0.00	-354.62
2024-03-0349598-00	NISSAN INFINITI LT LLC	BK71103/JN8BT3BB7PW190505/2023/NISSA/ROGUE SV	425.70	0.00	0.00
349598	P O BOX 254648	LINK # 2024-MV-0049532	399.96	-333.17	-333.17
M025	SACRAMENTO CA 95865	Back Taxes/Bank - M025/DMV CIVLS: 139836-6968742-Y	-333.17	0.00	-333.17
2024-03-0349605-00	NISSAN INFINITI LT LLC	BL06957/5N1BT3BB2PC813151/2023/NISSA/ROGUE SV	399.96	0.00	0.00
349605	P O BOX 254648	LINK # 2024-MV-0049536	399.96	-366.76	-366.76
M025	SACRAMENTO CA 95865	Back Taxes/Bank - M025/DMV CIVLS: 139836-7024385-Y	-366.76	0.00	-366.76
2024-03-0349721-00	NISSAN INFINITI LT LLC	CHALES/1N6ED0EB2MN709409/2021/NISSA/FRONTIER	399.96	0.00	0.00
349721	P O BOX 254648	LINK # 2024-MV-0049512	372.90	-248.73	-248.73
M025	SACRAMENTO CA 95865	Back Taxes/Bank - M025/DMV CIVLS: 139836-6393686-Y	-248.73	0.00	-248.73
# Of Acct (s) : 14			372.90	0.00	0.00
			4,904.68	-3,951.02	-3,951.02
			-3,951.02	0.00	-3,951.02
			4,904.68	0.00	0.00

SEP 18 2025

Inquiry Report	NORMALK TAX COLLECTOR	Interest Date : 05/08/2025	Page : 1
Bill#	Name	Prop Loc/Veh. Info./Plan-Sew	TOT Inst
Unique_id	Address	MBL/LINK #	TOT Adj
Dist	City/State/Zip	Flags	TOT Paid
			L/F/Bint Due
			Balance Due Now
			Discount

2023-03-0369169-00	TOYOTA LEASE TRUST	AL32287/5TDBRCH9MS524310/2021/TOYOT/HIGHLAND	800.46	-800.46	-800.46	0.00	-800.46
369169	3200 WEST RAY ROAD	LINK # 2023-MV-0046585	-800.46	0.00	-800.46	0.00	-800.46
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6206131-Y	800.46	0.00	0.00	0.00	0.00
2023-03-0369247-00	TOYOTA LEASE TRUST	AT13747/JTJBARE29K2210302/2019/LEXUS/NX 300	648.88	-270.59	-270.59	0.00	-270.59
369247	3200 WEST RAY ROAD	LINK # 2023-MV-0046593	-270.59	0.00	-270.59	0.00	-270.59
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-5352201-Y	648.88	0.00	0.00	0.00	0.00
2023-03-0369368-00	TOYOTA LEASE TRUST	BA46449/5TDBZRBH4LS10567/2020/TOYOT/HIGHLAND	678.41	-282.88	-282.88	0.00	-282.88
369368	3200 WEST RAY ROAD	LINK # 2023-MV-0046605	-282.88	0.00	-282.88	0.00	-282.88
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6061521-Y	678.41	0.00	0.00	0.00	0.00
2023-03-0369447-00	TOYOTA LEASE TRUST	BB66065/JTHZMDA2M2051350/2021/LEXUS/RX 350	958.22	-399.58	-399.58	0.00	-399.58
369447	3200 WEST RAY ROAD	LINK # 2023-MV-0046613	-399.58	0.00	-399.58	0.00	-399.58
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6155720-Y	958.22	0.00	0.00	0.00	0.00
2023-03-0369463-00	TOYOTA LEASE TRUST	BC04865/JTND4MBE3M3131641/2021/TOYOT/COROLLA	513.52	-299.38	-299.38	0.00	-299.38
369463	3200 WEST RAY ROAD	LINK # 2023-MV-0046615	-299.38	0.00	-299.38	0.00	-299.38
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6242292-Y	513.52	0.00	0.00	0.00	0.00
2023-03-0369635-00	TOYOTA LEASE TRUST	BF20509/JTKGCEZ6N5000962/2022/LEXUS/NX 350	974.77	-650.17	-650.17	0.00	-650.17
369635	3200 WEST RAY ROAD	LINK # 2023-MV-0046632	-650.17	0.00	-650.17	0.00	-650.17
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6550487-Y	974.77	0.00	0.00	0.00	0.00
2023-03-0369719-00	TOYOTA LEASE TRUST	BG79264/JTDEAMDEXNJ055282/2022/TOYOT/COROLLA	587.85	-539.06	-539.06	0.00	-539.06
369719	3200 WEST RAY ROAD	LINK # 2023-MV-0046640	-539.06	0.00	-539.06	0.00	-539.06
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6660192-Y	587.85	0.00	0.00	0.00	0.00
2023-04-0413157-00	TOYOTA LEASE TRUST	BN01892/4TIG11BKORU114730/2024/TOYOT/CAMRY SE	611.68	-333.53	-333.53	0.00	-333.53
413157	3200 WEST RAY ROAD	LINK # 2023-MS-0011009	-333.53	0.00	-333.53	0.00	-333.53
S821	CHANDLER AZ 85226	Bank - S821/DMV CIVLS: 139809-7250102-Y	611.68	0.00	0.00	0.00	0.00
2023-04-0413274-00	TOYOTA LEASE TRUST	A217347/JM3KFBDMXL1851826/2020/MAZDA/CX-5 GRA	591.42	-196.93	-196.93	0.00	-196.93
413274	3200 WEST RAY ROAD	LINK # 2023-MS-0011026	-196.93	0.00	-196.93	0.00	-196.93
S821	CHANDLER AZ 85226	Bank - S821/DMV CIVLS: 139809-5974834-Y	591.42	0.00	0.00	0.00	0.00
# Of Acct (s) : 9			6,365.21	-3,772.58	-3,772.58	0.00	-3,772.58
			-3,772.58	0.00	-3,772.58	0.00	-3,772.58
			6,365.21	0.00	0.00	0.00	0.00

MAY 08 2025

Inquiry Report

NORMALK TAX COLLECTOR

Interest Date : 09/19/2025

Bill#

Unique_id

Dist

Name

Address

City/State/zip

Prop Loc/Veh. Info./Plan-Sew

MBL/LINK #

Flags

Page : 1

TOT Inst
TOT Adj
TOT Paid

Tax Due
Int Due
L/F/Bint Due

Balance
Due Nov
Discount

2024-03-0368380-00	TOYOTA LEASE TRUST	BB60514/UTJAM7BX4MS285383/2021/LEXUS/GX 460 P	645.48	-430.54	-430.54
368380	3200 WEST RAY ROAD	LINK # 2024-MV-0049615	-430.54	0.00	-430.54
M032	CHANDLER AZ 85226	Bank - M032/DMV CIVLS: 139809-6167425-Y	645.48	0.00	0.00
2024-03-0368531-00	TOYOTA LEASE TRUST	BG07347/2T2S2MDA3NC336727/2022/LEXUS/RX 350 F	618.42	-360.54	-360.54
368531	3200 WEST RAY ROAD	LINK # 2024-MV-0049632	-360.54	0.00	-360.54
M032	CHANDLER AZ 85226	Bank - M032/DMV CIVLS: 139809-6620504-Y	618.42	0.00	0.00
2024-03-0368606-00	TOYOTA LEASE TRUST	BH67288/5TDL2RBH8NS244574/2022/TOYOT/HIGHLAND	541.42	-270.71	-270.71
368606	3200 WEST RAY ROAD	LINK # 2024-MV-0049646	-270.71	0.00	-270.71
M032	CHANDLER AZ 85226	Bank - M032/DMV CIVLS: 139809-6794676-Y	541.42	0.00	0.00
# Of Acct (s) : 3			1,805.32	-1,061.79	-1,061.79
				0.00	0.00
			1,805.32		0.00

SEP 19 2025

Inquiry Report	NORWALK TAX COLLECTOR	Interest Date : 09/23/2025	Page : 1
Bill#	Name	Prop Loc/Veh. Info./Plan-Sew	TOT Inst
Unique_id	Address	MBL/LINK #	TOT Adj
Dist	City/State/Zip	Flags	TOT Paid
			L/F/Bint Due
			Balance
			Due Now
			Discount

2023-03-0369125-00	TOYOTA LEASE TRUST	AF48563/5TDB2RFH8KS706701/2019/TOYOT/HIGHLAND	621.61	-259.23	-259.23
369125	3200 WEST RAY ROAD	LINK # 2023-MV-0046581	-259.23	0.00	-259.23
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-5698874-Y	621.61	0.00	0.00

2023-03-0369188-00	TOYOTA LEASE TRUST	AN02136/5TDGBRCHOMS519390/2021/TOYOT/HIGHLAND	876.42	-291.85	-291.85
369188	3200 WEST RAY ROAD	LINK # 2023-MV-0046587	-291.85	0.00	-291.85
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6037393-Y	876.42	0.00	0.00

2023-03-0369649-00	TOYOTA LEASE TRUST	BF60963/JTJGCE23N2003793/2022/LEXUS/NX 350	989.06	-82.10	-82.10
369649	3200 WEST RAY ROAD	LINK # 2023-MV-0046633	-82.10	0.00	-82.10
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6603876-Y	989.06	0.00	0.00

2024-03-0368231-00	TOYOTA LEASE TRUST	AN02136/5TDGBRCHOMS519390/2021/TOYOT/HIGHLAND	494.56	-494.56	-494.56
368231	3200 WEST RAY ROAD	LINK # 2024-MV-0049613	-494.56	0.00	-494.56
M032	CHANDLER AZ 85226	Bank - M032/DMV CIVLS: 139809-6037393-Y	494.56	0.00	0.00

# Of Acct (s) : 4	2,981.65	-1,127.74	-1,127.74
	-1,127.74	0.00	-1,127.74
	2,981.65	0.00	0.00

SEP 23 2025

Inquiry Report			NORMALK TAX COLLECTOR			Interest Date : 09/23/2025			Page : 1		
Bill#	Unique_id	Dist	Name	Address	City/State/Zip	Prop Loc/Veh. Info./Plan-Sew	MBL/LINK #	Flags	TOT Inst	Tax Due	Balance
									TOT Adj	Int Due	Due Now
									TOT Paid	L/F/Bint Due	Discount
2023-03-0373681-00			VM CREDIT LEASING LTD			AV42675/MAUDAF4XNM010796/2021/AUDI/A4 PREMI			739.11	-308.20	-308.20
373681			1401 FRANKLIN BLVD			LINK # 2023-MV-0046739			-308.20	0.00	-308.20
M094			LIBERTYVILLE IL 60048-4460			Bank - M094/DWV CIVLS: 139869-6283325-Y			739.11	0.00	0.00
2023-03-0373746-00			VM CREDIT LEASING LTD			BB19112/3VV2B7AX9MM046292/2021/VOLKS/TIGUAN S			570.97	-332.88	-332.88
373746			1401 FRANKLIN BLVD			LINK # 2023-MV-0046745			-332.88	0.00	-332.88
M094			LIBERTYVILLE IL 60048-4460			Bank - M094/DWV CIVLS: 139869-6123913-Y			570.97	0.00	0.00
2024-03-0372624-00			VM CREDIT LEASING LTD			BC60643/3VWC57BU0MM059542/2021/VOLKS/JETTA S			219.34	-219.34	-219.34
372624			1401 FRANKLIN BLVD			LINK # 2024-MV-0049788			-219.34	0.00	-219.34
M036			LIBERTYVILLE IL 60048-4460			Bank - M036/DWV CIVLS: 139869-6302163-Y			219.34	0.00	0.00
# OF Acct (s) : 3									1,529.42	-860.42	-860.42
									-860.42	0.00	-860.42
									1,529.42	0.00	0.00

SEP 23 2025

GENERAL DATA REAL ESTATE NORMALK TAX COLLECTOR



AS OF 10/29/2025

BILL NO: 2024-01-0124616
UNIQUE ID: 1-2-33-0
LINK#
FILE#
BANK: 200
ESCROW:
VOL/PAGE: 4402-98
LIEN VOL/PAGE:
DISTRICT: 1 -

ORIGINAL OWNER: SIXTY FOUR CONNECTICUT AVENUE-
C/O: ASSOCIATES LLC
ADDRESS: 8 PEABODY LN
CITY ST ZIP: WESTPORT CT 06880
COUNTRY:
PROP LOC.: 64 CONNECTICUT AVE
EXR PROP LOC:

M/B/L: 1 2 33 0

PLAN CODE: FLO
PROP ASSESSED: 1,269,780
EXEMPTIONS: 65,300
COC CHANGE:
NET VALUE: 1,204,480
MIL RATE: 23.9001

DESCRIPTION:
ELD CODE: 0
EXMPT CHANGE:

*** BILLED ***

	TOWN	SEWER	TOTALS
INST1	14,393.60	15,958.50	30,352.10
INST2	14,393.60	15,958.50	30,352.10
INST3	0.00	0.00	0.00
INST4	0.00	0.00	0.00
ADJS	0.00	0.00	0.00
TOT TAX	28,787.20	31,917.00	60,704.20
TOTAL PAID:	28,787.20	31,917.00	60,704.20

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pmt	1	07/28/2025		20/881/122	T	30,352.10	0.00	0.00	0.00	30,352.10
Pmt	1	07/28/2025		11/167/4019	T	30,352.10	0.00	0.00	0.00	30,352.10
TOTAL PAYMENTS						60,704.20	0.00	0.00	0.00	60,704.20
TOTAL BALANCE DUE AS OF 10/29/2025										

	TOWN	SEWER	TOTAL
INT DUE	0.00	0.00	0.00
LIEN DUE	0.00	0.00	0.00
FEES DUE	0.00	0.00	0.00
TAX DUE NOW	0.00	0.00	0.00
TOT DUE NOW	0.00	0.00	0.00
BALANCE DUE	0.00	0.00	0.00

*** FLAGS ***

Circuit Breaker Amount 0
Invalid Address Flag No

Benefit Year 0

GENERAL DATA REAL ESTATE NORMALK TAX COLLECTOR



2024010109689

AS OF 10/29/2025

BILL NO: 2024-01-0109689
 UNIQUE ID: 5-8-115-0
 LINK#
 FILE#
 BANK: 200
 ESCROW:
 VOL/PAGE: 3379-285
 LIEN VOL/PAGE:
 DISTRICT: 4 -

ORIGINAL OWNER: FOUR HUNDRED NINETY-EIGHT -
 C/O: - WESTPORT AVENUE LLC
 ADDRESS: 8 HUNTINGTON ST STE # 301
 ADDRESS2:
 CITY ST ZIP: HUNTINGTON CT 06484
 COUNTRY:
 PROP LOC.:
 EXR PROP LOC: 498 WESTPORT AVE

M/B/L: 5 8 115 0

PLAN CODE: FLO
 PROP ASSESSED: 1,287,440
 EXEMPTIONS:
 COC CHANGE:
 NET VALUE: 1,287,440
 MILL RATE: 23.9459

DESCRIPTION:
 ELD CODE: 0
 EXMPT CHANGE:

*** BILLED ***

INST1	TOWN	SEWER	TOTALS
15,414.46	15,581.00	30,995.46	
INST2	15,414.46	15,581.00	30,995.46
INST3	0.00	0.00	0.00
INST4	0.00	0.00	0.00
ADUS	0.00	0.00	0.00
TOT TAX	30,828.92	31,162.00	61,990.92
TOTAL PAID:	30,828.92	31,162.00	61,990.92

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEO	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pmt	1	07/28/2025		20/881/115	T	30,995.46	0.00	0.00	0.00	30,995.46
Pmt	1	07/28/2025		11/167/4114	T	30,995.46	0.00	0.00	0.00	30,995.46
TOTAL PAYMENTS						61,990.92	0.00	0.00	0.00	61,990.92
TOTAL BALANCE DUE AS OF 10/29/2025										

INT DUE	TOWN	SEWER	TOTAL
0.00	0.00	0.00	0.00
LIEN DUE	0.00	0.00	0.00
FEES DUE	0.00	0.00	0.00
TAX DUE NOW	0.00	0.00	0.00
TOT DUE NOW	0.00	0.00	0.00
BALANCE DUE	0.00	0.00	0.00

*** FLAGS ***

Circuit Breaker Amount 0
 Invalid Address Flag No
 Benefit Year 0

GENERAL DATA MOTOR VEHICLE NORMALK TAX COLLECTOR

AS OF 11/04/2025



BILL NO: 2022-03-037576
UNIQUE ID: MVF00141

FILE#
BANK:
ESCROW:

NAME: TOYOTA LEASE TRUST
C/O:
ADDRESS: 1650 S PRICE RD UNIT 200
CITY ST ZIP: CHANDLER AZ 85286
COUNTRY:

DISTRICT:
PROP ASSESSED:
EXEMPTIONS:
COC CHANGE:
COC #:
EXEMPT Change:
NET VALUE:

YR/MAKE/MDL
REG/CL/ID
ASSMNT CHANGE:
TOWN BENEFIT
REG# EXPR:

MILL RATE: 30.4670

*** BILLED ***

	TOWN	SEWER	TOTALS
INST1	0.00	0.00	0.00
INST2	0.00	0.00	0.00
INST3	0.00	0.00	0.00
INST4	0.00	0.00	0.00
ADJ5	0.00	0.00	0.00
TOT TAX	0.00	0.00	0.00
TOTAL PAID:	36.87	0.00	36.87

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	4	10/02/2025	31-2256754M	99/9999/1	T	-437.75	0.00	0.00	0.00	0.00
Pmt	3	09/15/2025 P		1/380/32	T	36.87	13.13	0.00	0.00	50.00
Pmt	3	09/15/2025 D		1/380/29	T	0.00	0.00	0.00	50.00	50.00
Void	3	09/15/2025		1/380/28	T	-437.75	-13.13	0.00	-50.00	-500.88
Pmt	3	09/15/2025		1/380/27	T	437.75	13.13	0.00	50.00	500.88
Adj	1	07/30/2025 D	2254469M	99/9999/1	T	437.75	0.00	0.00	0.00	0.00

TOTAL PAYMENTS

TOTAL BALANCE DUE AS OF 11/04/2025

	TOWN	SEWER	TOTAL
INT DUE	0.00	0.00	0.00
LIEN DUE	0.00	0.00	0.00
FEES DUE	0.00	0.00	0.00
TAX DUE NOW	-36.87	0.00	-36.87
TOT DUE NOW	-36.87	0.00	-36.87
BALANCE AMT	-36.87	0.00	-36.87

*** FLAGS ***

Circuit Breaker Amt 0
Invalid Address Flag No
Last Adjustment Reason LESSEE NEW OWNER 3/9/22 CIVILS PW



CITY OF NORWALK

Lisa Biagiarelli, CCMC, Esq.

Tax Collector

125 East Avenue Room 105

Norwalk, CT 06851

Phone: 203- 854-7731 (main line)

Fax: 203-854-7770

Norwalkct.gov

lbiagiar@norwalkct.gov

To: Finance and Claims Committee Members

From: Lisa Biagiarelli, Tax Collector

Date: November 10, 2025

Re: Project 4446: Payment Processing Services:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with FAPS Holdings Inc. DBA as Govolution, LLC for Project 4446 Payment Processing Services for a total per fiscal year \$3500.00 ; Account #: 0113300- 5259

The Norwalk Tax Collector's Office provides taxpayers the ability to pay property taxes, sewer use charges, and other fees by credit, debit, or ATM card, either online or in person, as well as the ability to pay online via electronic check (E Check or ACH payment), or by telephone (IVR) through an automated system. There are service fees charged by the vendor / provider for using these services, and those charges have been borne by the taxpayers who choose to use them. The current provider charges 2.99% for credit card payments, and \$1.25 for E-check payments.

The Purchasing Department issued an RFP earlier this year seeking a potentially new payment provider. We sought potentially lower service fees for taxpayers using the system, as well as improved customer service. We received 16 responses to the RFP, and interviewed three vendors who have successfully implemented their systems in other Connecticut tax collectors' offices that use our existing tax and assessment software. Interviews included the Purchasing Agent, Sharon Conners, and three staff members from the Tax Collector's Office: me, Assistant Tax Collector Al Palumbo and Delinquent Tax Collector Cynthia Haith. We are recommending Govolution, LLC, as they scored the highest of the three based on the evaluation criteria.

The service fee for credit, debit and ATM cards will be 2.4% (down from 2.99%) and the cost of an E Check / ACH payment would be \$1 if paid by the taxpayer, or \$0.25 if paid by the city. We feel the city should absorb the cost of the service fee for the E check. Based on the number of E Check transactions we had in the prior fiscal year, we estimate the cost to the city at about \$3,500 per year. This is a relatively modest expenditure that provides a potentially meaningful incentive for the taxpayers to use E Check. We wanted to get the E Check cost to \$1 or lower but had not considered the option of having the city absorb it until it was suggested by this vendor.

Encouraging the use of the E check benefits the city by allowing us to collect our funds sooner (not waiting for the check to arrive in the mail) and eliminates the cost of lockbox processing for that item. It also eliminates the potential for the check to be either lost in the mail, or subject to tampering or mail fraud. Further, reducing the use of the paper checks and paper envelopes aligns with the "green" initiatives of the Administration, and can be promoted as such.



SPECIAL MEETING – BOARD OF ESTIMATE & TAXATION AGENDA

**NOVEMBER 3, 2025, 6:15 PM
BY ZOOM VIRTUAL MEETING**

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 Tom Ellis at tellis@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. NEW BUSINESS

A. Special Appropriation Request for Norwalk Public Schools

IV. ADJOURNMENT

MEMORANDUM

November 3rd, 2025

To: Members of the Board of Estimate & Taxation
Members of the Finance & Claims Committee
Members of the Common Council

From: Tom Ellis, Director of Management & Budgets

Re: Special Appropriation Request from Norwalk Public Schools for \$200,000 for Meals Program funding

Below is a request from Norwalk Public Schools for a special appropriation in the amount of \$200,000 for the City's contribution to the free meals program for students for the balance of FYE 2026. The City will provide this with a transfer from the General Fund Balance. Additional contributions for the program will also be coming from the McChord Foundation and Norwalk Public Schools themselves.

ACTION REQUESTED:

1. RESOLUTION: Approve a special appropriation totaling \$200,000 for the City's contribution to the free meals program for Norwalk Public Schools. Funds to be transferred from the General Fund Balance account 011310-4701 to the Norwalk Public School Lunch Fund account 410000-4836-67.

Finance recommends approval.

City of Norwalk
FYE 2026 Operating Budget Transfer Request

To process a budget transfer request please complete this form and email to:	tellis@norwalkct.gov
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Note: Any accounts that have cumulative transfers exceeding \$5,000 during the fiscal year must be approved by the BET.

Authorizing signature:

Requesting manager: Jared Schmitt

Date: November 3, 2025

Fiscal year 2025-26

Division / Department: City General Fund

	"From" Account	"From" Account Name	"From" Account Available	"To" Account	"To" Account Name	Transfer Amount
1	011310-4701	General Fund Balance transfer	\$ 200,000.00	410000-4836-67	Norwalk PS Lunch Fund	\$ 200,000.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total			\$ 200,000.00			\$ 200,000.00

Explanations

Transfer 1: City portion to fund NPS free meals program for the balance of fiscal year 2026

Transfer 2:

Transfer 3:

Management & Budgets Approval:

Date:

Authorize the Appropriation of \$3 million from the Municipal Grant in Aid (Fund 58) for the fiscal year ending Jun 30, 2026 in the following amounts and for the following purposes:

Transit District grant	\$	610,885.00
DPW Snow & Ice Removal -- Chemicals	\$	450,000.00
DPW Centralized Fleet Maintenance	\$	230,000.00
DPW Operations full time salaries	\$	1,709,115.00
Total use of Municipal Grant in Aid	\$	3,000,000.00

City of Norwalk
FYE 2026 Operating Budget Transfer Request

To process a budget transfer request please complete this form and email to:	tellis@norwalkct.gov	
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Note: Any accounts that have cumulative transfers exceeding \$5,000 during the fiscal year must be approved by the BET.

<u>Authorizing signature:</u>	<u>Requesting manager: Jared Schmitt / Vanessa Valadares</u>
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Date: November 3, 2025

Fiscal year 2025-26

Division / Department: Operations / Public Works -- Norwalk Public Schools

	"From" Account	"From" Account Name	"From" Account Available Budget	"To" Account	"To" Account Name	Transfer Amount
1	017002-5B0620	Transit District grant	\$ 610,885.00	015050-5050	Norwalk Public Schools	\$ 610,885.00
2						
3	014025-5322	Snow & Ice Removal -- Chemicals	\$ 450,000.00	015050-5050	Norwalk Public Schools	\$ 450,000.00
4						
5	014045-5462	Centralized Fleet Maintenance	\$ 236,288.72	015050-5050	Norwalk Public Schools	\$ 230,000.00
6						
7	014021-5110	Operations full time salaries	\$ 2,966,551.94	015050-5050	Norwalk Public Schools	\$ 1,709,115.00
8						
9						
10						
11						
12						
13						
14						
15						
Total			\$ 4,263,725.66			\$ 3,000,000.00

Explanations

Transfers all: To allocate \$3MM portion of Municipal Grant in Aid to Norwalk Public Schools through approved City operating accounts

Management & Budgets Approval:

Date:



Recreation & Sports Activities Account

City of Norwalk

Department of Recreation and Parks

October 30, 2025

ESTABLISHING THE RECREATION & SPORTS ACTIVITIES ACCOUNT

EXECUTIVE SUMMARY

The Department of Recreation and Parks is requesting the finance director for the City of Norwalk approve a proposal to establish a an Account for depositing and sourcing special recreation revenue generating programs and activities.

Purpose

The purpose of this proposal is to convert the current 4000 “Play and Learn” account; the Sports and Aquatics program Revenue accounts into the new Recreation & Sports Activities Account. The Play and Learn Account has existed since 2010 and has functioned as a revolving account. It has never run a deficit and has demonstrated an average annual growth rate of 14% over the past three years. The other two program revenue accounts; The Sports and Aquatics have also never been in a deficit in terms of costs to revenue. The new fund will result in greater accountability; continued flexibility, taking advantage of developing and financing trending sports and new recreation activities and programs; therefore, generating increased revenues for the revenue account and general fund.

40000 Account History

The 4000 “Play and Learn” account is not a general fund account, nor is it in the annual operating budget. This account has historically been the depository for revenues generated by summer and seasonal youth camps. Camp revenues are then used to fund camp program staff, program activities, and other expenses to operate and manage the program. Over the years, the fund has expanded. It is now generating additional dollars through special events, child, adult and family programs and life enrichment programs. It is a flexible, non-lapsing account which shows revenues and expenditures (debits and credits) in its general ledger. Although within the Recreation and Parks division exists the staff budget for ongoing and planned General fund program expenses, Recreation and Parks has had the flexibility to use this account to spend for unanticipated expenses as well as funding new pilot recreation programs that are trending. However, the City’s procurement guidelines are followed. But, because of the ongoing need to make unanticipated expenditures out of this account, there has not been the City-wide oversight that is needed in terms of the city’s fiscal management responsibilities. It does not have direct fiscal oversight from the Finance Department or the Board of Estimation and Taxation (BET).

The Sports Revenue Account

The Sports revenue account is a general fund revenue account. Revenues generated by adult and youth sports are deposited in this account. Also, its funds are generated from various seasonal sports clinics, youth and adult tennis and pickleball clinics. Sports revenues more than cover its program expenses. The Sports unit is led by the Department’s Recreation Sports Supervisor and staffed by a Part-time Recreation Specialist, and a part-time Ballfield Scheduler. The bulk of account expenses cover intermittent and seasonal sports staff, supplies, uniforms and equipment for the sports programs. Over the years, the fund has expanded. Between FY23 to FY25 revenues have increased an average of 34% per year. It is projected to level off to around 5% increase in FY 26. It is our goal and vision to raise the level of adult and youth Sports in Norwalk to a level once enjoyed in past years. The continued expansion of this Fund and the flexibility we are requesting will allow this department to reach its goals.

The Aquatics Revenue Account

The Aquatics revenue account is also a general fund revenue account in which revenues are deposited from adult, family, and youth swim programs. Additionally, its funds are also generated from various seasonal swimming events, and swimming meets. Also, revenues are generated for “Learn to Swim” grants and swimming clinics. Revenues more than cover expenses in this program account. The bulk of expenses cover intermittent and seasonal aquatics staff, supplies, uniforms and pool equipment. Lifeguards and full-time Aquatic staff are paid for out of the general fund and these positions will continue to be funded out of the general fund. Between FY22 and FY24 swimming revenue declined because of the lack of access to

the High School swimming pool. (the only pool in Norwalk is available for this program). The School increased its demand for the use of the pool for its swim teams. And, because of an inability to have access to the pool our program and sessions were nearly cut in half. However, Fy 25 and FY 26 are expected to rebound and continue to grow. And, with the new Norwalk High swimming pool opening in 2027, we will have more access to the pool in weekdays and evenings ,with increase access for swim instruction. Swimming program activities are expected to grow beyond 2022 heights.

PROPOSED RECREATION AND SPORTS ACTIVITIES ACCOUNT

The new proposed Recreation and Sports Activities Account will come under the requirements of a municipal revenue fund and will have to meet all the requirements of a city revenue fund. The fund must be used to account for revenues that are restricted to specific purposes, like a particular project or program—in this case, the recreation program. This fund will ensure accountability and transparency and demonstrate how tax dollars are being used for their intended use. There will be increased fiscal oversight from the Finance Department and possibly BET. Recreation program revenue sources will remain separate from the general fund revenues for the particular purpose of dedicating these funds to sustain our existing sports and swimming programs; youth camps; youth and family; adult recreation programs; and the development of new recreation programs.

Funding Sources (Play and Learn Account)

This account receives funding from multiple fee-based recreational programs and activities, as well as grants and sponsorships.

4000 Account-Play and Learn Revenue Sources:

- Youth-Fee Based Programs
- Fee Based Adult and Family Programs:
- Cash sponsorships
- Recreation grants

Financial Growth History (see Appendix I)

The account has shown consistent growth over recent years:

Available Annual Funds:

- FY22: \$692,811
- FY23: \$906,321
- FY24: \$1,116,041
- FY25: \$1,109,243
- FY26 Projection: \$1,246,825

Year-End Fund Balances:

- FY22: \$425,006
- FY23: \$509,424
- FY24: \$589,424
- FY25 Projected: \$622,462

Historical Spending Patterns (Fund Balance Reality)

The balance at the end of the fiscal year is not a realistic picture of the availability of funds for the 4000 account at that juncture because the Summer Youth Camp is just ramping up in June, and the majority of the expenses for staffing, instructional activities, and field trips are not fully expended. The youth camps end in August. Additional startup costs for fall and winter child and family programs are sourced by this fund, and the following calendar year (1/26 to 6/26) youth camp expenses start-up come out of the fund balance. So, approximately 85% of the balance will be spent in the remainder of the FY. However, because summer camp registration begins in March, from March through June it is estimated that

\$624,363 will be collected in fees. By FY end in 2026, the fund balance should end at an estimated \$643,466. (See Appendix I , Table #1 and #2.)

However, during the New FY year the Program regenerates revenue to meet its Revenue Projections

Future Projections (2026-2028)

FY26 Changes:

Additional requested expenses will reduce the projected Revenues in excess of program budget to 3–5%

Estimated available projected Fund Balance: **\$37,04.75 to \$62,341.25** for FY26 period

FY26 Outlook:

- Planned adjustments to summer camp hours and classes
- Adding additional seasonal camps throughout the year
- Opening of the new Recreation Center Summer Camps
- New implementation program
- Projected total available fund: **\$1,246,825**(See Appendix I , Table #1 and #2.)

Sports Revenue Fund

The Second Account that we are proposing to be a part of the Recreation and Parks Fund is the Sports Revenue Account.

Fund Activity Sources

Adult Softball
Adult and Youth Volleyball
Basketball
Adult Bocce Ball
Adult Pickleball
Adult/Youth Tennis
Men's Flag football
Kickball
Sports Clinic Camps
Cornhole

Financial Growth History (See Appendix II)

The account has shown consistent growth over recent years: However, in Fy 2023 there was a decline in revenue generation because there was a decrease in program offerings. A Department already short on staff saw the loss of the Sports Manager. And it took time to fill the position and to get programs back on track. Once the position was filled the program is back on a growth trend.

Available Annual Funds:

- FY22: \$149,035
- FY23: \$116,001 (Not having a Sports Coordinator)
- FY24: \$196,024
- FY25: \$272,616
- FY26 Projection: \$406,218

Year-End Net Revenues

- \$55,458

- FY23: \$23,525
- FY24: \$61,998
- FY25 Projected: \$119,971

Historical Spending Patterns

The Sports Revenue Account has had a history of revenues exceeding expenses. There was a dip from FY22 to FY23. However, net revenue more than doubled from FY23 to FY24 (23,525 to 61,998) and doubled again in FY25 to 119,971, nearly 100%. Currently unlike the Play and Learn account the year end balances are not carried over. However, we are requesting in this request, that we carry over the net revenue (Revenue less Expenses) to be used in FY26 (See Appendix II Tables #3 and #4)

Future Projections (2026-2028)

FY26 Changes:

- The request to add the Sports Revenue account to the new Recreation and Parks Fund will require that year end funds above expenses be carried over to the next FY to be added to the balance of the account and revenues generated in FY26. That will increase the available funds by 49%
- The estimated available revenues in excess of program budget: from \$119,971 in FY 25 to \$248,994 in FY26 (See Appendix II Tables #3 and #4)

FY26 Outlook:

- Plan is to increase the Availability and the size of part time staff to deal with the increasing demand for more sections of basketball; Volleyball , and pickleball and Tennis Instruction
- New implementation program

Aquatics Revenue Fund

The third Account that we are proposing to be a part of the Recreation and Parks Fund is the Aquatics(Swimming) Revenue Account.

Funding Sources (Activities)

Seasonal General Swimming Lessons
 Adult Swimming Lessons
 Private Swimming Lessons
 Swim Teams
 Learn to Swim

Financial Growth History (see appendix III)

The account has shown consistent growth over recent years:

Available Annual Funds:

- FY22: \$226,818
- FY23: \$196,578 (Not having a Sports Coordinator)
- FY24: \$114,746
- FY25: \$113,914
- FY26 Projection: \$154,555

Year-End Net Revenues

- FY22: \$146,466
- FY23: \$138,015

- FY24: \$46,629
- FY25 Projected: \$34,945

Historical Spending Patterns

The Aquatics Revenue Account has had a history of revenues exceeding expenses. There was a dip in generated revenues from FY22 to FY23. And another huge dip from FY23 to FY24 and a smaller dip in FY25. Revenues still exceed expenses. Revenues are expected to begin to increase over the next three years. Currently, unlike the Play and Learn account the year end balances are not carried over. However, we are requesting in this request, that we carry over the net revenue (Revenue less Expenses) to be used in FY26 and beyond. The reason for the negative slide in Aquatics revenues is because of a cut in available swimming session opportunities, due to the disposition of the High School swimming Pool. The High School swim teams needed to take most of the Weekday sessions, so the instructional Classes are held on the weekend. There is no Open Swimming classes, which have also led to a decrease in the number of swimming sessions.

Future Projections (2026-2028)

FY26 Changes:

- The request to add the Swim Revenue account to the new Recreation and Parks Fund will require that year end funds above expenses be carried over to the next FY to be added to the balance of the account and revenues generated in FY26. That will increase the available funds by 109%
- Estimated available revenues in excess of program budget: from \$34,945 in FY25 to 73,216 in 2026 in FY26; and by 2028, the growth is going to net a Revenues in excess of program budget balance of 153,237 (see Appendix III Tables #5 and #6)
- Plan is to increase the availability and the size of part time staff to deal with expanding offerings to more weekdays. The increasing demand for more instructional levels of swimming; including; group and family Instruction swims and Open Swim.

Recreation and Sports Activities Account Proposal

Programs that generate revenues for the proposed Revenue Account:

- Summer and Seasonal Youth Camps
- Youth-Fee Based Programs
- Fee Based Adult and Family Programs:
- Cash sponsorships
- Recreation grants
- Recreation Community and Multi- purpose room Rentals
- Recreation Community Center Instructional Programs and Events
- Recreation Youth and Adult Field Sports programs
- Recreation Youth and Adult Raquet Sports programs
- Adult Boccee Ball
- Kickball
- Sports Clinics
- Seasonal General Swimming Lessons
- Adult Youth Swimming Lessons
- Private Swimming Lessons
- Swim Teams
- Learn to Swim

Program Expenses

The programs listed above generate the following types of expenses:

- Seasonal personnel
- Intermittent personnel
- Supplies and equipment
- Consultant services
- Professional services
- Food and beverage
- Medical (EMS) services
- Education and Training (plus expenses)

Fund Management Structure

The Fund will be managed under the following structure:

Supervision: Department Director

- **Ongoing Monitoring:** Recreation Superintendent
- **Daily Maintenance:** Program Systems Analyst
- **Signature Authority:** Limited to Department Director and/or Recreation or Park Superintendents

The 4000 Account Relationship to General Fund

Between 95-97% of the available Fund for FY26 is allocated to cover 4000 account expenses. The estimated available revenues in excess of program budget is projected to be 3% to 5% or (\$39,119 to \$65,200) available for transfer to the General Fund.

4000 Account expense Categories.

- Personnel and expense payments for fall and winter family and youth programs
- Startup costs for youth camps Fall Winter and Summer
- Deposits for summer concerts

The Sports Account Relationship to General Fund

First, in order to fulfill the request of including the Sports Revenue Account in the New Rec/Account we would have to carry approximately \$119,971 over in excess revenue from 2025YR end balances. At the same time transfer an estimated \$157,224 of expenditure authority out of the general fund into the new Rec and parks Revenue account. It is estimated that revenues generated in FY2026 (\$286,247) will cover an estimated \$157,224. Leaving \$129,023 in excess revenue. Which is 31% of the total available funds, which include carryover and revenue generated that year. The estimated available revenue Revenues in excess of program budget will be available to transfer to the General Fund on June 30 End of each Fiscal Year. (See Appendix II Tables #3 and #4)

The Aquatics Account Relationship to General Fund

Similar to the Sports account fulfilling the request of including the Aquatics Revenue Account in the New Rec/Account we would have to carry approximately \$34,945 in excess revenue from 2025YR end balances. At the same time transfer an estimated \$81,338 over in expenditure authority out of the general fund into the new Rec and parks Revenue account. It is estimated that revenues generated in FY2026 (\$119,610) will cover an estimated \$81,338. Leaving \$38,272 in excess revenue. Which is 25% of the total available funds which include carryover and revenue generated that year. The estimated available revenue in excess of program budget will be available to transfer to the General Fund on June 30 End of each Fiscal Year (see Appendix III Tables #5 and #6)

Total available for General Fund or other Recreation programs expenses

Play and Learn Account - \$39,119

Sports Account -\$129,023

Aquatics Account - \$38,272

Total available for \$206,414 (11.4%) of FY 2026 Projected Available Funds (\$1,807,598) could be Transferred to the General Fund at the end of the FYR (Appendix IV Table#7)

Department Recommendations - The department recommends using the 11.3% as follows

1. **New Recreation Center Support:** Supplies and part-time staff for the recreation center opening in Spring 2026
2. **Transfer \$206,414** additional expenses in general fund expenses to the New Recreation and Parks Revenue Account Instead of transferring Revenue funds
3. **Program Development:** Use the **\$206,414 (11.4%)** for New startup programs trending in the recreation industry to generate additional revenue
4. **General Fund Transfer:** Cover annual inflation of 3 to 3.5 for General Fund allocation; roughly \$190,000 based on a 3.5 % inflation of approx. \$5,400,000 general fund Budget

Personnel Request: Recreation Program Systems Analyst

We are requesting an upgrade of the part-time Recreation Program Systems Analyst position to full-time status. This will be funded by transferring \$107,070 of existing general fund line-item expenses in other professional services and supplies (detailed in Table #3) to full-time salaries. Recreation general fund allocations traditionally paid out of those categories for program professional services and recreation supplies will now be paid out of the 40000 account or new recreation and park revenue account. This would be the key position managing the recreation revenue fund day-to-day. This position would also manage our facilities and sports field permitting, reservation, and scheduling system.

Key Responsibilities - Responsibilities of the Recreation Program Systems Analyst:

- Acts as our master program reservationist/scheduler account manager overseeing our facility rental, recreation program, and sports fields staff in managing the scheduling of facility uses, permits, and reservations of programs, and scheduling of our indoor facilities and sports fields, and tennis and racquet court permits.
- Serves as a liaison to the Active Net platform software company on ongoing improvements to the system. Serves as the troubleshooter supervising and overseeing registrations Recreation staff.
- Acts as the department's accounts receivable lead. The backend of the platform has a detailed financial reporting system that maintains accounts of revenues collected and owed through the reservation/scheduling system.
- Serves as trainer on the Active Net system for our full- and part-time Recreation staff.
- Publishes Recreation program brochures every quarter using the system's built-in templates.
- Under the joint use agreement between Recreation/Parks and the School District, coordinates with the Norwalk School District's system scheduler, serving as a liaison between the department and School District monitoring school and third-party recreation and sports School/Parks facility use. And tracking the schedules and tracking and collecting fees from Third party users of School facilities, where Recreation and Parks has the primary responsibility for the facility
- Supports the opening of the new Community Recreation Center at 98 South Main, by training, and monitoring new staff on the Reservation and scheduling system and managing the system
- Gathers information from all the Department units and edits and publishes the Department's Weekly report to the Mayor.

Budget Transfer Details for permanent Position

"FROM" ACCOUNT	"FROM" ACCOUNT NAME	"FROM" ACCOUNT AVAILABLE BUDGET	"TO" ACCOUNT	"TO" ACCOUNT NAME	TRANSFER AMOUNT
014103 5258	Other professional services	\$67,440	014100 5110	Wages and Salary	\$67,400
014103 5325	Recreation Supplies	\$5,004	014100 5110	Wages and Salary	\$5,004
014106 5325	Recreation supplies	\$3,996	014100 5110	Wages and Salary	\$3,996
014109 5325	Recreation Supplies	\$20,000	014100 5110	Wages and Salary	\$20,000
014153 5325	Recreation Supplies	\$ 13,616.00	014100 5110	Wages and Salary	\$ 4,054.00
014109 5258	Other professional services	\$ 3,576.00	014100 5110	Wages and Salary	\$ 6,616.00
TOTAL		\$ 113,632.00			\$ 107,070.00

Transfers from general fund Sports and Aquatics Account to the 4000 Account (New Fund)

Transfer of \$34,945 revenue projections for swimming program and \$119,971 from the Sports Account. And \$238,562 in expenses in total from both these general fund accounts

"From"	"From"	"From" Account	"To"	"To"
Account	Account Name	Available Budget	Account	Account Name
014109 4546	Sports Programs (revenue)	\$ 34,945.00	400000 2652	Misc
014112 4544	Swim Program (revenue)	\$ 119,971.00	400000 2652	Misc
014165 5130	Wages-Temp	\$ 26,600.00	400000 2652	Operating supplies
014109 5325	Recreation supplies	\$ 25,000.00	400000 2652	Supplies
014109 5130	Wages-Temp	\$ 12,000.00	400000 2652	Wages-PT
014109 5140	Wages-PT	\$ 35,000.00	400000 2652	Wages-PT
014109 5325	Recreation Supplies	\$ 27,466.00	400000 2652	Instructors
014100 5325	Recreation supplies	\$ 8,493.00	400000 2652	Office supplies
014100 5258	Other professional services	\$ 28,682.00	400000 2652	Professional services
014112 5140	Wages-PT	\$ 18,320.00	400000 2652	Wages-PT
014162 5130	Wages-Temp	\$ 35,004.00	400000 2652	Wages-PT
014112 5451	Pool rental	\$ 12,000.00	400000 2652	Pool rental
104115 5298	Other contractual	\$ 9,996.00	400000 2652	Pool rental
Total		\$ 393,477.00		

Appendix I

Table 1. below shows a three-year history and a three-year projection of Revenues and Expenses in the 4000 Account. Averages on the Chart below are taken from 2023-2025

Recreation and Park Fund Account 40000 - Fiscal Year 2026 Budget							
	FY2022 Actual	FY2023 Actual	FY 2024 Actual	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
Ending Balance	\$188,252	\$425,380	\$509,424	\$589,424	\$622,462	\$643,466	\$670,760
Revenue	\$504,559	\$480,941	\$606,617	\$519,819	\$624,363	\$642,720	\$662,002
Total Available	\$692,811	\$906,321	\$1,166,041	\$1,109,243	\$1,246,825	\$1,286,186	\$1,332,762
Expenses (Increasing)	\$267,805	\$396,897	\$526,617	\$486,781	\$603,359	\$615,426	\$627,735
Balance	\$425,006	\$509,424	\$589,424	\$622,462	\$643,466	\$670,760	\$705,027
Percent	53%	83%	87%	94%	97%	96%	95%

Table 2 below shows the program category revenues and the expense types for FY2026.

Revenues	FY 2026 Projected Revenues	FY 2026 Projected Expenses
Camp Funds	\$561,913.00	\$473,494.00
Sponsorships	\$4,500.00	\$4,545.00
Learn to Swim Grant	\$12,500.00	\$6,262.00
Youth and Family Programs	\$18,000.00	\$5,050.00
Events	\$12,450.00	\$4,438.00
Planned New Programs	\$15,000.00	\$2,500.00
Transfers from general Fund	\$0.00	\$107,070.00
Total Revenues	\$624,363.00	\$603,359.00
FY25 Year End Projected Balance	\$622,462.00	
Total	\$1,246,825.00	

Appendix II Table # 3

Table #3 shows a three-year history of revenues and expenses generated by the Recreation Sports Programs. And a four-year projection

Sports Revenue Account	FY 22	FY23	FY24	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected
Ending balance carryover	N/A	N/A	N/A	N/R	\$119,971	\$284,994	\$417,888
Revenue	\$149,035	\$116,001	\$196,024	\$272,616	\$286,247	\$294,834	\$303,680
Total Available Funds	\$149,035	\$116,001	\$196,024	\$272,616	\$406,218	\$579,828	\$721,567
Expenses	\$93,577	\$92,476	\$134,025	\$152,645	\$157,224	\$161,941	\$166,799
<u>Balance</u>	<u>\$55,458</u>	<u>\$23,525</u>	<u>\$61,998</u>	<u>\$119,971</u>	<u>\$248,994</u>	<u>\$417,888</u>	<u>\$554,768</u>
	63%	79%	68%	56%	55%	55%	55%

Table#4 – is a projected Sports program budget of Revenues and expenses for 2026

2026 Sports Revenue and Expense Projection	Program	2026 Revenue Projection	Expenses
	Adult Softball Leagues	\$29,000	\$13,334
	Adult Volleyball Leagues	\$36,000	\$4,000
	Bocce League	\$8,460	\$1,000
	Men's Basketball League	\$14,000	\$9,000
	Youth Basketball Programs	\$46,500	\$38,700
	Select Basketball	\$5,000	\$4,000
	Adult Pickleball Program	\$10,000	\$5,000
	Adult Tennis	\$36,000	\$28,800
	Kickball	\$8,000	\$4,000
	Cornhole	\$4,000	\$2,000
	Girls Youth Volleyball	\$42,000	\$11,000
	Junior Tennis	\$25,000	\$20,000
	Fall Baseball	\$10,000	\$7,000
	TBD	\$2,000	\$1,000
	Sports Clinics	\$10,287	\$8,400
	Totals	\$286,247	\$157,224

Appendix III

Table#5 - shows a three-year history of revenues and expenses generated by the Recreation Swimming Programs. And a four-year projection

Swimming (Aquatics) Program Revenue Account	FY 22	FY23	FY24	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected
Ending balance carryover	N/A	N/A	N/A	N/R	\$34,945	\$73,216	\$112,635
Revenue	\$226,818	\$196,578	\$114,746	\$113,914	\$119,610	\$123,198	\$126,894
Total Available Funds	\$226,818	\$196,578	\$114,746	\$113,914	\$154,555	\$196,414	\$239,526
Expenses	\$80,352	\$58,563	\$68,117	\$78,969	\$81,338	\$83,779	\$86,292
<u>Net</u>	\$146,466	<u>\$138,015</u>	<u>\$46,629</u>	<u>\$34,945</u>	<u>\$73,216</u>	<u>\$112,635</u>	<u>\$153,237</u>
	35%	30%	59%	69%	68%	68%	68%

Table #6 - is a projected Aquatics (swim) program budget of Revenues/expenses 2026

2026 Aquatics Revenue and Expense Projection	Program	2026 Revenue Projection	Expenses
	Seasonal general Swimming	\$95,065	\$64,647
	Adult Lessons	\$16,681	\$11,343.53
	Private Swim Lessons	\$3,095	\$2,104.68
	Swim Teams	\$2,745	\$1,866.79
	Learn to Swim	\$2,024	\$1,376
	Totals	\$119,610	\$81,338

Appendix IV

Table #7. Below is a combined three-year history of revenues and expenses from the 4000 account; sports account, aquatics account and percentage of average costs to revenue.

Proposed Recreation and Parks Revenue Fund Account							
Play and Learn Account	FY 2022	FY 2023	FY 2024	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Ending Balance CO	\$188,252	\$425,380	\$509,424	\$589,424	\$622,462	\$643,466	\$670,760
Actuals Revenue	\$504,559	\$480,941	\$606,617	519,819	\$624,363	\$642,720	\$662,002
Total Available Funds	\$692,811	\$906,321	\$1,116,041	\$1,109,243	\$1,246,825	\$1,286,186	\$1,332,762
Expenses (Increasing)	\$267,805	\$396,897	\$526,617	\$486,781	\$603,359	\$615,426	\$627,735
Play & Learn Account Balance	\$ 425,006	\$ 509,424	\$ 589,424	\$ 622,462	\$ 643,466	\$ 670,760	\$ 705,027
Costs to Revenue	53%	83%	87%	84%	97%	96%	95%
Sports Revenue Account	FY 2022	FY 2023	FY 2024	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Ending Balance CO	\$0	\$0	\$0	\$0	\$119,971	\$284,994	\$381,888
Revenue	\$149,035	\$116,001	\$196,024	\$272,616	\$286,247	\$294,834	\$303,680
Total Available Funds	\$149,035	\$116,001	\$196,024	\$272,616	\$406,218	\$543,828	\$685,568
Expenses	\$93,577	\$92,476	\$134,025	\$152,645	\$157,224	\$161,941	\$166,799
Sports Account Balance	\$ 55,458	\$ 23,525	\$ 61,999	\$ 119,971	\$ 248,994	\$ 381,888	\$ 518,769
Cost to Revenue	63%	79%	68%	56%	55%	55%	55%
Swimming (Aquatics) Revenue Account	FY 2022	FY 2023	FY 2024	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected
Ending Balance CO	\$0	\$0	\$0	\$0	\$34,945	\$73,216	\$112,635
Revenue	\$226,818	\$196,578	\$114,746	\$113,914	\$119,610	\$123,198	\$126,894
Total Available Funds	\$226,818	\$196,578	\$114,746	\$113,914	\$154,555	\$196,414	\$239,529
Expenses	\$80,352	\$58,563	\$68,117	\$78,696	\$81,338	\$83,779	\$86,292
Swim Account Balance	\$ 146,466	\$ 138,015	\$ 46,629	\$ 34,945	\$ 73,216	\$ 112,635	\$ 153,237
Cost to Revenue	35%	30%	59%	69%	68%	68%	68%
Total Proposed NRP Revenue Fund Account							
Ending Balance	\$188,2552	\$425,380	\$509,424	\$589,424	\$777,378	\$965,676	\$1,165,283
Total Revenue Funds	\$880,412	\$793,520	\$917,387	\$906,349	\$1,030,220	\$1,060,752	\$1,092,575
Total Available Funds	\$1,068,664	\$1,218,900	\$1,426,811	\$1,495,773	\$1,807,598	\$2,026,428	\$2,257,858
Total Expenses	\$441,734	\$547,936	\$728,759	\$718,395	\$841,921	\$861,145	\$880,826
Total Account Fund Balance	\$626,930	\$670,964	\$698,052	\$777,378	\$965,676	\$1,165,283	\$1,377,033
Cost to Revenue Total	50%	69%	79%	79%	82%	81%	81%