

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

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



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and 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. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



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 read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Irene Dixon at idxon@norwalkct.org to provide written public comment prior to the meeting.

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting:

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

Chris Gavrielidis, Zoning Board of Appeals
Angela Wasunna, Housing Authority Board of Commissioners
Carl Dickens, Oak Hills Park Authority
Danielle Sanchick, Zoning Board of Appeals - Alternate
Jacquen Jordan-Byron, Planning and Zoning Commission - Alternate

APPOINTMENTS:

Danielle Sanchick, Zoning Board of Appeals - Regular
Jacquen Jordan-Byron, Planning and Zoning Commission - Regular

**COMMON COUNCIL
NORWALK, CONNECTICUT
REAPPOINTMENTS:**

**AGENDA
7:30 PM EST**

**September 13, 2022
COUNCIL CHAMBERS**

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

RESIGNATION AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Settlement: Sara Hall v. City of Norwalk - Claim No. A18653 – **EXECUTIVE SESSION**
2. Authorization to Settle Claim: Robert B. Zwillich, et al. v. Cintia K. Williams – **EXECUTIVE SESSION**

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC SAFETY & GENERAL GOVERNMENT COMMITTEE

1. Authorize the Mayor, Harry W. Rilling to execute any and all documents necessary to apply for and accept grant funds from the Department of Justice under the FY2022/23 Edward Byrne Memorial Justice Assistance Grant, in the amount of \$32,235.00. Account # TBD
2. Authorize the Chief of Police, Thomas E. Kulhawik to execute any and all agreements, documents and/or amendments that may be necessary to implement programs under the Department of Justice FY 2022/2023 Edward Byrne Memorial Justice Assistance Grant. \$32,235.00. Account TBD.
3. Authorize the Mayor Harry W. Rilling to execute any and all agreements, documents, and instruments with the State of Connecticut, Department of Emergency Services and Public Protection for the for the use and improvement of telecommunications facilities in Wilton, CT.
4. Authorize the Purchasing Agent, Sharon Connors, to issue a purchase order under state contract pricing for ten vehicles per Norwalk purchasing guidelines, not to exceed \$420,000. Account #09223010 5777

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**September 13, 2022
COUNCIL CHAMBERS**

5. Authorize the Department of Public Works to have South Norwalk Electric and Water install two (2) new streetlights on the existing utility poles on Bates Court in accordance with the attached plan at an approximate one-time fixed cost of \$960 and an approximate cost of \$40 per month, to be paid for from Account No. 0140 86-5266.
6. Authorize the Department of Public Works to have Eversource Electric install three (3) new streetlights on the existing utility poles at the north, south and west approaches to the intersection of Dover Street and Prospect Street in accordance with the attached plan at an approximate cost of \$60 per month, to be paid for from Account No. 0140 21-5241.
7. Approval of and vote on the salary adjustment for Ordinance employees retroactive to July 1, 2022.
- 8a. Authorize the Mayor Harry W. Rilling to execute any and all documents necessary to apply for and accept grant funds from the State of Connecticut, Department of Transportation under the FY2023 Distracted Driving High Visibility Enforcement grant, in an amount not to exceed \$50,000. Account: TBD
- 8b. Authorize the Chief of Police, Thomas E. Kulhawik to execute any and all documents, agreements, instruments and amendments thereto as may be necessary to implement all programs under the State of Connecticut, Department of Transportation, FY2023 Distracted Driving High Visibility Enforcement grant pursuant to such funding, in an amount not to exceed \$50,000. Account: TBD

B. FINANCE & CLAIMS COMMITTEE

1. For informational purposes only: Narrative on Tax Collections Dated: August 9, 2022
2. For informational purposes only: Monthly Tax Collector's Report Dated: July 2022
3. For informational purposes only: Report of the Claims Committee Dated: September 2022
4. For informational purposes only: Narrative on Tax Collections Dated: September 6, 2022
5. For informational purposes only: Monthly Tax Collector's Report Dated: August 2022
- 6a. Requesting a Special Capital Appropriation in the amount of \$200,000 to increase the appropriation to fund the Police Cars and Vans Replacement Account #09213010-5777-C0665 to purchase three new vehicles. This capital appropriation shall be funded through a reallocation of \$200,000 of authorized but unissued general obligation bonds or notes of the City from Project #09213610-5777-C0638 (Police Communications Console). The \$200,000 of bonds or notes of the City shall be issued in accordance with the provisions and terms set forth in the original bond resolutions that authorized the issuance of bonds or notes of the City for Project #09213610-5777-C0638 (Police Communications Console).
- 6b. Deauthorize in the amount of \$200,000 of authorized but unissued bonds from the Police Communications Console Account #09213610-5777-C0638 to purchase three vehicles for the Police Department.

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**September 13, 2022
COUNCIL CHAMBERS**

7. Authorize the Mayor Harry W. Rilling to enter into contact with Vision Government Solutions for Revaluation of Residential Properties in an amount not to exceed \$900,000 Account No. 011321-5258 Tax Assessor Revaluation Other Professional Services.
8. Authorize the Mayor Harry W. Rilling to enter into contact with Safeground Analytics Inc. for Revaluation of Commercial Properties in an amount not to exceed \$160,000 Account No. 011321-5258 Tax Assessor Revaluation Other Professional Services.
9. Authorize the Mayor Harry W. Rilling to enter into contract with Quality Data Services, Inc. for a one-year managed cloud service in an amount not to exceed \$22,500 Account No. 09221370-5777-C0375.

C. ECONOMIC & AND COMMUNITY DEVELOPMENT COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to sign all forwarding documentation required by HUD for the submission of the PY47 CAPER.
2. Approve the sole source request for gateway signage with ABC Sign Corporation in an amount not to exceed \$33,000.
Account #: 0922 3720 5777 C0805
0922 3720 5777 C0806
0923 3720 5777 C0806
3. Authorize the Mayor, Harry W. Rilling, to execute an agreement between the City of Norwalk and Fitzgerald & Halliday, Inc. d/b/a FHI Studio for planning services for Norwalk Complete Streets Project in a total amount not to exceed \$250,000.
Account #: 133710 5796 AEC03

D. PUBLIC WORKS COMMITTEE

1. Approve the request for the Honorary naming of Trinity Place to Bishop Joseph D. Clemmons, Sr. Place.
2. Authorize the Mayor, Harry W. Rilling to enter into a Subordination Agreement and such other documents incidental thereto with Metropolitan Realty Associates, LLC with respect to the City's General Utility Easement Recorded in Vol. 8478, Page 249 of The Norwalk Land Records and in connection with Metropolitan Realty Associates, LLC's ELUR Application to DEEP.
3. Authorize the Purchasing Agent to issue a purchase order to Gengras Ford, LLC. for the purchase of two (2) 2022 F-350 Crew Cab Dump Trucks for a sum not to exceed \$111,246.60. Account No. 09 23 4031 5777 C0313
4. Authorize the Interim Chief of Operations & Public Works, to execute an Order on Contract, to the agreement between the City of Norwalk and Tighe & Bond, Inc., for Construction Inspection/Observation Services, for an amount not to exceed \$151,000.00.
Account No. 09 21 4021 5777 C0440
09 22 4021 5777 C0440
09 23 4021 5777 C0440
09 20 4062 5777 C0361
09 22 4062 5777 C0361

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**September 13, 2022
COUNCIL CHAMBERS**

09 23 4062 5777 C0361
09 19 4021 5777 C0021
09 20 4021 5777 C0021
09 21 4021 5777 C0021
09 22 4021 5777 C0021
09 23 4021 5777 C0021
09 14 4021 5799 C0315
09 22 4021 5777 C0315
09 19 4021 5777 C0318
09 21 4021 5777 C0318
09 22 4021 5777 C0318
09 23 4021 5777 C0318
13 40 10 5796 APW01
13 40 10 5796 APW05
13 40 10 5796 A9W06

E. LAND USE & BUILDING MANAGEMENT

- 1a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Tecton Architects to provide Architectural Design Services for the South Norwalk Elementary School project for a total not to exceed \$2,756,981 Acct. #09225010 5777 C0808.
- 1b. Authorize the Office of Building Management to execute Change Orders on Contract for additional design services for a total not to exceed \$100,000 Acct. #09225010 5777 C0808.
2. Authorize to increase the contingency on the contract with G.L. Capasso, Inc. for City Hall Cupola Repair and Painting Project for an additional \$12,927.97. Funds are available in account #'s 0922 7100 5777 C0476 and 0921 7100 5777 C0439.
3. Authorize the Mayor, Harry W. Rilling, or his designee, to execute a Consent Order with DEEP relating to Vapor Recovery testing requirements for the Police Headquarters gasoline pump station.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

APPOINTMENTS

ZONING BOARD OF APPEALS

M/C

Norwalk Code 116

Danielle Sanchick (D)
9 Outer Road
Norwalk, CT 06851

Term Expires –11/1/24
Regular

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**September 13, 2022
COUNCIL CHAMBERS**

PLANNING AND ZONING COMMISSION

M/C

Norwalk Code 79

Jacquen Jordan-Byron (D)
100 San Vincenzo Place
Norwalk, CT 06854

Term Expires – 1/1/25
Regular

DANIELLE SANCHICK, AIA

IV A

Registered Architect in States of NY and CT

9 Outer Road, Norwalk CT 06854 • (914) 263-2437 • dsanchick@gmail.com

EXPERIENCE

2016-2021

MORRIS ADJMI ARCHITECTS, New York, NY

Project Manager

Front and York- DUMBO, Brooklyn, NY - 2016 to present - Construction to be complete Q1 2022

Design Architect and Architect of Record for 1.2 million SF development with 728 apartments in 4 residential buildings, 150 SF of ground floor retail, a large amenity package and a private park

- Led the project team from schematic design through construction completion. In charge of all consultant coordination and construction administration responsibilities.

King & Spadina- Toronto, Canada - 2021 to present

Design Architect for 500,000 SF core and shell office development with preservation of 3 historic buildings

- Led the project team and client presentations for concept design phase

MA Women in Design Committee- Lead organizer- 2020 to present

MA Documentation Advocacy Group- 2020 to present

- Internal specialized position dedicated to technical documentation and construction administration

ACE Mentorship Volunteer- 2020 to present

- National Program for high school students to gain exposure to the Architecture, Construction & Engineering disciplines

2010-2016

PEI COBB FREED & PARTNERS, New York, NY

Associate

Lodha Place - Mumbai, India - 2011 to 2016

Mixed Use 650,000 SM development with 3 Residential Towers and 2 office towers

Wadala Vision Plan - Mumbai, India - 2011

Mixed Use 6.9 Million SM urban development on 115 hectares

- Design and presentation of Master Plan incorporating innovative storm water and transportation strategies.

Bangalore Development Project - Bangalore India - 2012-2015 - Complete

2.5 Million SF of modern office space spread across a 3 building complex for high end financial services firm

- Base building core and shell through design development for three buildings and complex amenity program.

Lower Manhattan Cultural Council Studios & Gallery - Governor's Island, NY - 2015

35,000 SF of studio and exhibit space in historic building - Pro Bono

Volpe Center & Master Plan- Cambridge, MA- 2016

Mixed User Master Plan of 3 Million SF with DOT facility

- In depth zoning analysis and planning study. Balanced maximum development with meaningful open space. Developed concept scheme for GSA government building in accordance with sustainability and phasing requirements.

2009 **SLADE ARCHITECTS, New York, NY- Architectural Intern**

EDUCATION

2005-2010

CORNELL UNIVERSITY Ithaca, NY

Bachelor of Architecture

Jacquen Jordan-Byron
100 San Vincenzo Place #5
Norwalk, CT 06854

Cell: (203) 822-3523
Home: (203) 854-5456
Email: jjbyron1@hotmail.com

Summary: Experienced professional with excellent people skills, focused on strengthening relationships.

Education and Training:

2017-2018	The Graduate Institute, Bethany, CT Certificate in Transformative Coach and Training
2013 - 2011	University of Bridgeport, Bridgeport, CT Cum Laude, Bachelor of Science. Major-Business Studies & Minor-Psychology
2012	University of Oklahoma, Tulsa OK. - National Resource Center for Youth Services Certified Trainer/Consultant in Managing Aggressive Behavior and Trauma Informed Care. Group training on applied behavior modification, for awareness, safety and risk assessment.
2011- 2012	ICCCR at Teachers College, Columbia University, New York NY Continuing Professional Studies in Conflict Resolution and Mediation

Experience:

2000- 2018	<u>Charter Brokerage LLC, 383 Main Avenue, Norwalk CT 06851. Senior Accounting Clerk:</u> Proficient knowledge and practice of Accounting Principles using various accounting software platforms. Excellent communication and resolution skills. Front office customer service, record retention and administrative office support. Included but not limited to: • A/P: Daily on-demand checks processing for over 100 freight forwarders, vendors and U.S. Customs and Border Protections. • A/R: Record and collect revenue from over 20 international energy clients via wire and ACH. Distribute monthly statements; keep weekly status reports for customs audit purposes. • Billing: Generate daily and periodic imports and exports invoices for vessel, rails, and truck entries. Apply knowledge of contracts and billing rates. Respond to client inquiries.
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Software:	Exceptional knowledge and application of Microsoft Office Suite (MS Word, Excel, Power Point, etc.) Accounting software: Peachtree, Cargo Wise, FITS (First-in/First-out) inventory system.
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Community Civic Service:

2020 - Ongoing	Vice Chair of Norwalk Democratic Town Committee – Support candidates with all election events such as: fundraising, recruitment, community outreach, and voting poll support.
2020 - Ongoing	Vice Chair of Norwalk District B – Co-chair monthly meetings with South Norwalk leadership. Bring awareness to the community about changing events. Participate in networking events online.
2002- Ongoing	Connect the Dots Moving Forward: Trainer. Collaborative onsite workshops for Direct Care Providers and Clients in: Conflict Resolution and Trauma Informed Care.

License / Permit:	State of Connecticut Notary Public. Expiration: 2024
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NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: August 30, 2022

(Note - Agenda closes 12:00 Noon on the
Thursday before the Council meeting.)

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST:

M. Jeffry Spahr, Deputy Corporation Counsel

SECTION ON AGENDA WHERE ITEM IS TO APPEAR:

Corporation Counsel – EXECUTIVE SESSION

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES NO XX (WHICH ONE)?

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section 8-24
OF THE STATE STATUTES? YES NO N/A XX

LIST ITEMS AND ACTION TO BE TAKEN: (Attach document to be approved or backup material. If
a contract is to be awarded, please include name of contractor, amount of contract to be awarded and account from
which payment will be made.)

Authorization for discussion:

Settlement: Sara Hall v. City of Norwalk - Claim No. A18653

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

Norwalk Code Section 1-189

EFFECTIVE DATE OF ACTION (if applicable):

Upon passage.

Original with signature hand delivered.

Signature of Person Making Request

M. Jeffry Spahr

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: September 7, 2022

(Note - Agenda closes 12:00 Noon on the
Thursday before the Council meeting.)

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST:

Brian Candela, Assistant Corporation Counsel

SECTION ON AGENDA WHERE ITEM IS TO APPEAR:

Corporation Counsel - Executive Session

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES NO XX WHICH
ONE?

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section
8-24 OF THE STATE STATUTES? YES NO N/A XX

LIST ITEMS AND ACTION TO BE TAKEN: (Attach document to be approved or
backup material. If a contract is to be awarded, please include name of
contractor, amount of contract to be awarded and account from which payment
will be made.)

Authorization to Settle Claim:

Robert B. Zwillich, et al. v. Cintia K. Williams

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

Norwalk Code Section 1-189

EFFECTIVE DATE OF ACTION (if applicable):

Upon passage



Signature of Person Making Request

Brian Candela, Assistant Corporation Counsel

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84

***Norwalk Police Department
Professional Standards Unit***

Memo

To: Common Council

From: Lieutenant Thomas Roncinske

Date: August 10, 2022, 2022

Re: Fiscal Year 2022/23 Edward Byrne Memorial Justice Assistance Grant Authorization

With the 2022/23 Edward Byrne Memorial Justice Assistance Grant the City is allocated \$32,235.00 under this program. There is a no matching funds requirement. The funds will be used for high visibility policing, selective enforcement patrols, portable radar signage and violent crime prevention. The authorizations requested are as follows:

1. Authorize the Mayor, Harry W. Rilling to execute any and all documents necessary to apply for and accept grant funds from the Department of Justice under the FY2022/23 Edward Byrne Memorial Justice Assistance Grant, in the amount of. \$32,235.00
2. Authorize the Chief of Police, Thomas E. Kulhawik to execute any and all agreements, documents and/or amendments that may be necessary to implement programs under the Department of Justice FY 2022/2023 Edward Byrne Memorial Justice Assistance Grant. \$32,235.00. Account TBD.



CITY OF NORWALK
Norwalk Police Department

To: Common Council Public Safety and General Government Committee

From: Deputy Chief Susan Zecca

Re: Licensing Agreement for use of Telecommunications Facility

Date: August 23, 2022

As part of the overall citywide radio system project, the city needs to enter into agreement with the State of Connecticut, Department of Emergency Services and Public Protection for use of and installation of radio equipment on an existing tower in Wilton, CT. For purposes of public safety security the location and full agreement have not been attached to this request. We are requesting the following authorization:

1. Authorize the Mayor Harry W. Rilling to execute any and all agreements, documents, and instruments with the State of Connecticut, Department of Emergency Services and Public Protection for the for the use and improvement of telecommunications facilities in Wilton, CT.



CITY OF NORWALK
Norwalk Police Department

To: Common Council Public Safety and General Government Committee

From: Deputy Chief Susan Zecca

Re: Patrol Vehicle Purchase

Date: August 23, 2022

As with many other items, there are severe supply chain issues in getting police vehicles. The Police Department was authorized for funding ten patrol vehicles in the 2022-2023 capital budget. The current state contract has not been finalized. In order to expedite an order of these vehicles once ordering is open and state contract finalized, we are requesting the below authorization:

1. Authorize the purchasing agent, Sharon Conners, to issue a purchase order under state contract pricing for ten vehicles per Norwalk purchasing guidelines, not to exceed \$420,000. Account # 09223010 5777.



CITY OF NORWALK
Paul L. Sotnik, P.E.
Senior Civil Engineer
psotnik@norwalkct.org
P: 203-854-7891 / F: 203-857-0143
Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

MEMORANDUM

TO: Michelle DeLuca – Deputy Director of Emergency Management

FROM: Paul L. Sotnik, P.E. - Senior Civil Engineer 

CC: Vanessa Valadares, P.E., – Interim Chief of Operations and Public Works

REF: Request For Additional Street Lighting

DATE: August 19, 2022

Per our conversation, the Department of Public Works has received a letter from M.F. DiScala & Company requesting that three (3) additional street lights be installed on the existing utility poles on Bates Court. There are currently no street lights on the poles that they have requested the new ones to be installed on.

I have reviewed the request with the Interim Chief of Operations and Public Works and feel that the additional lights at the requested locations would provide a greater level of safety for both pedestrians and vehicles along this portion of Bates Court. In talking with Mr. Bruce Preston of South Norwalk Electric and Water (SNEW), the electricity service provider in this section of the City, he has indicated that only two (2) lights would be able to be installed. He has indicated that one of the poles where a light has been requested is actually on Dr. Martin Luther King, Jr. Drive and not on Bates Court and it is too close to their building. Therefore if the light were to be mounted on the pole, it would be at an elevation that is too high above Bates Court, and will cause other issues such as distorted light dispersion on Bates Court and the light will be shining directly into some residents windows. In discussions with representatives of M.F. DiScala & Company at the site location, they agreed to have a light wall pack mounted on their building as an alternative to the third street light.

Therefore, the Department is requesting that one (1) new 31 Watt LED street light be installed on each of the two (2) existing utility poles (see attached plan). Mr. Preston from SNEW indicated that the cost of the installation of the LED luminaires and the bracket arms is \$480.00 per pole location for the labor, materials and equipment (bucket truck, etc.). The electricity for a 31 Watt LED light is approximately 7 KWH/Month and is approximately \$20.00 per month per light. This represents a one-time fixed cost of \$960.00 and an increase of \$40.00 per month in total for electricity. I have attached

copies of the letter from M.F. DiScala & Company requesting the additional lights, the Outdoor Photometric Reports for the 31 Watt LED light fixture, as well as a spreadsheet indicating the Requested Street Light Location and Estimated Cost for your reference.

Therefore, I would like to request that the following item be included on the agenda for the August 25, 2022 meeting of the Public Safety & General Government Committee of the Common Council for approval, if the Committee determines that they would like to move forward with this item.

- 1.) Authorize the Department of Public Works to have South Norwalk Electric and Water install two (2) new street lights on the existing utility poles on Bates Court in accordance with the attached plan at an approximate one-time fixed cost of \$960 and an approximate cost of \$40 per month, to be paid for from Account No. 0140 86-5266.

If you have any questions, please do not hesitate to contact me.

 **M.F. DiScala
& Company**
Real Estate Investment Bankers

City of Norwalk
Department of Public Works
Mr. Paul Sotnik
125 East Avenue
Norwalk, CT 06851

Re: Lighting Request

Dear Mr. Sotnik,

As you know, M.F. DiScala developed Sono One, the forty unit apartment complex on Bates Court with the hopes that this development would help revitalize the immediate area.

With that said, one of the immediate concerns of current residents is the lack of lighting. We are writing this letter to request additional lighting be added to the three utility poles as shown on page 2 of this document.

In another attempt to revitalize the Whistleville area, we are also in the process of forming the Whistleville Neighborhood Association, where we are rallying together to clean up and beautify the streets.

Together with the help of Jessica Vonashek (formerly Casey), the City's Chief of Economic and Community Development, as well as David Shockley, the City's Neighborhood Improvement Coordinator, we have hung Whistleville banners, and 11 brackets which are awaiting the installation of 11 new grand flower basket arrangements.

Please let me know if you will require any additional information on our part, as well as what the process and timeline may look like.

Sincerely,



Jennifer Morawski

LIGHTING REQUEST:

- **Two additional lights to branch off of the 2 current poles on Martin Luther King (A + B) which would shine onto Bates Court.**
- **One additional light to branch off of the current pole on Franklin Street (C) (at the intersection of Bates Court) which would shine on the street at the entrance of Sono One.**



A-34

B-042

C-394

EXISTING LIGHT POLE NUMBERS



2019 AERIAL PHOTO DATA

1 inch = 20 feet

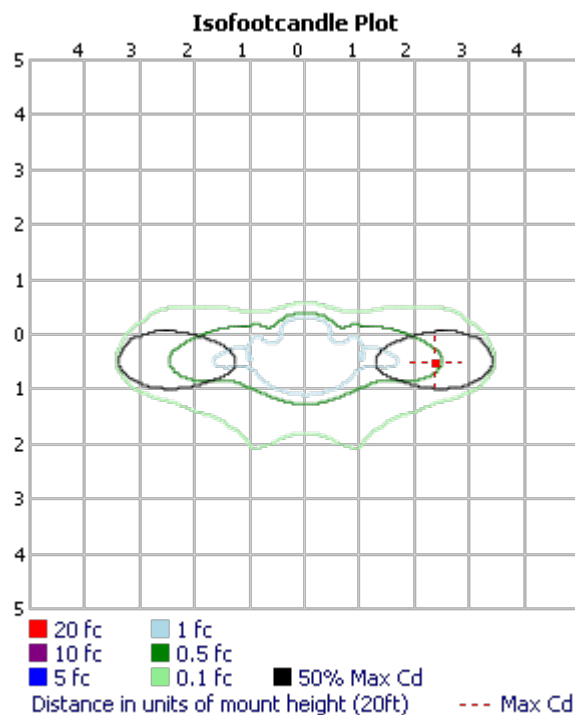
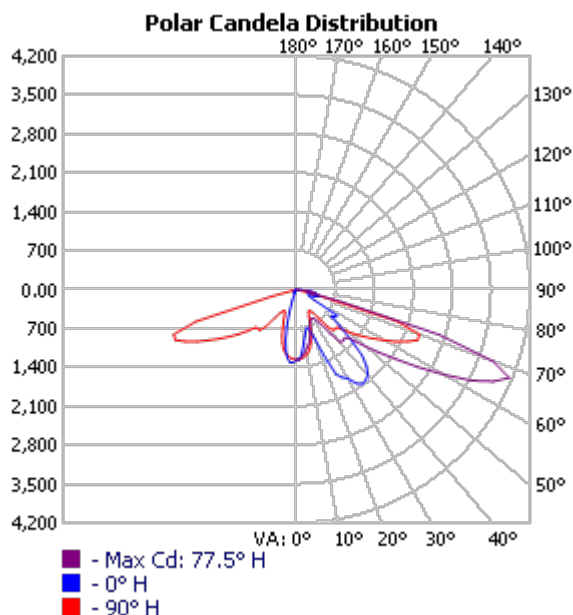


BATES COURT PROPOSED STREET LIGHTING

OUTDOOR PHOTOMETRIC REPORT

CATALOG: ATBS C XXXXX R2 3K

TEST #: 107413P37
 TEST LAB: SCALED PHOTOMETRY
 TEST NOTES: SCALED FROM ABSOLUTE TEST: 107413P0
 TEST DATE: 10/25/2016
 CATALOG: ATBS C XXXXX R2 3K
 DESCRIPTION: ATBS C PERFORMANCE PACKAGE, 3000K COLOR TEMPERATURE, ROADWAY TYPE II DISTRIBUTION
 SERIES: AUTOBAHN ATBS
 LAMP CATALOG: LED
 LAMP: LED
 LAMP OUTPUT: TOTAL LUMINAIRE LUMENS: 3628.1, **ABSOLUTE PHOTOMETRY ***
 BALLAST / DRIVER: LED DRIVER, LED DRIVER
 INPUT WATTAGE: **31**
 LUMINOUS OPENING: CIRCULAR (DIA: 11.04")
 MAX CD: 4,142.9 AT HORIZONTAL: 77.5°, VERTICAL: 67.5°
 ROADWAY CLASS: MEDIUM, TYPE I



*TEST BASED ON ABSOLUTE PHOTOMETRY WHERE LAMP LUMENS=LUMENS TOTAL.

*CUTOFF CLASSIFICATION AND EFFICIENCY CANNOT BE PROPERLY CALCULATED FOR ABSOLUTE PHOTOMETRY.

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107413P37
VISUAL PHOTOMETRIC TOOL

PUBLISH
PAGE 1 OF 4

OUTDOOR PHOTOMETRIC REPORT
CATALOG: ATBS C XXXXX R2 3K



ZONAL LUMEN SUMMARY

ZONE	LUMENS	% LUMINAIRE
0-30	691.1	19%
0-40	1,176.3	32.4%
0-60	2,431.1	67%
60-90	1,197.0	33%
70-100	425.6	11.7%
90-120	0.000	0%
0-90	3,628.1	100%
90-180	0.000	0%
0-180	3,628.1	100%

LUMENS PER ZONE

ZONE	LUMENS	% TOTAL	ZONE	LUMENS	% TOTAL
0-10	110.7	3.1%	90-100	0.000	0%
10-20	243.9	6.7%	100-110	0.000	0%
20-30	336.5	9.3%	110-120	0.000	0%
30-40	485.2	13.4%	120-130	0.000	0%
40-50	604.7	16.7%	130-140	0.000	0%
50-60	650.1	17.9%	140-150	0.000	0%
60-70	771.5	21.3%	150-160	0.000	0%
70-80	365.0	10.1%	160-170	0.000	0%
80-90	60.6	1.7%	170-180	0.000	0%

ROADWAY SUMMARY

DISTRIBUTION:	TYPE I, MEDIUM	
MAX CD, 90 DEG VERT:	0.000	
MAX CD, 80 TO <90 DEG:	616.6	
	LUMENS	% LAMP
DOWNWARD STREET SIDE:	2,961.0	81.6%
DOWNWARD HOUSE SIDE:	667.8	18.4%
DOWNWARD TOTAL:	3,628.8	100%
UPWARD STREET SIDE:	0.000	0%
UPWARD HOUSE SIDE:	0.000	0%
UPWARD TOTAL:	0.000	0%
TOTAL LUMENS:	3,628.8	100%

LCS TABLE

BUG RATING	B1 - U0 - G1	
FORWARD LIGHT	LUMENS	LUMENS %
LOW(0-30):	427.5	11.8%
MEDIUM(30-60):	1,520.7	41.9%
HIGH(60-80):	956.3	26.4%
VERY HIGH(80-90):	56.5	1.6%
BACK LIGHT		
LOW(0-30):	263.9	7.3%
MEDIUM(30-60):	219.2	6%
HIGH(60-80):	180.8	5%
VERY HIGH(80-90):	3.9	0.1%
UPLIGHT		
LOW(90-100):	0.000	0%
HIGH(100-180):	0.000	0%
TRAPPED LIGHT:	0.000	0%



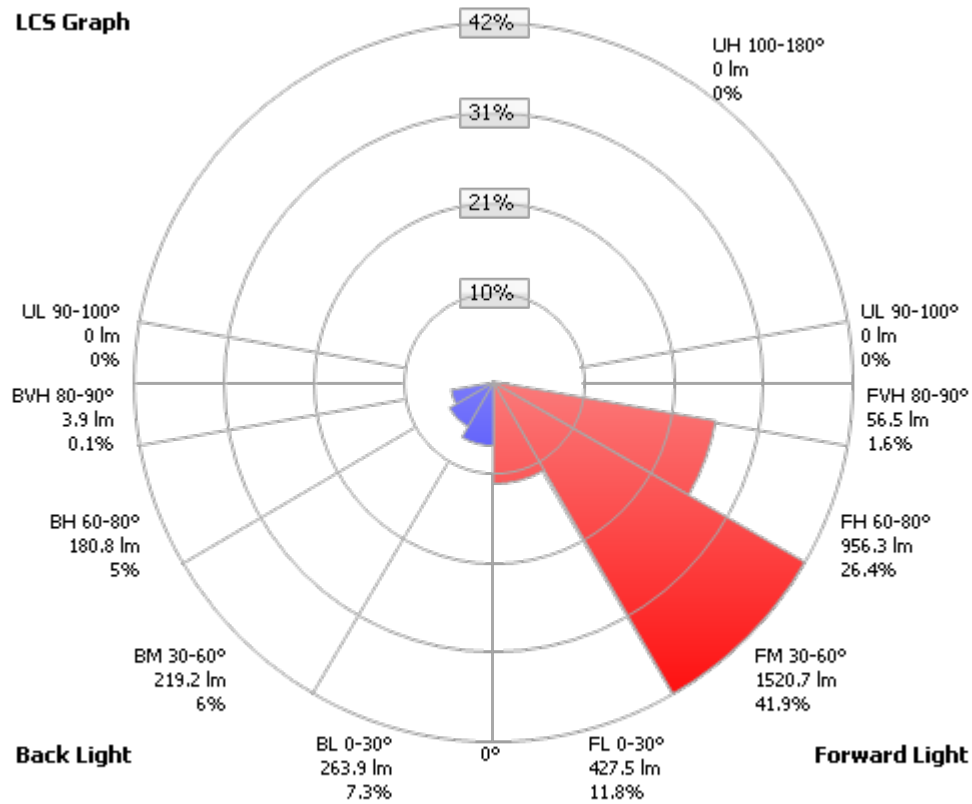
107413P37
VISUAL PHOTOMETRIC TOOL

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OUTDOOR PHOTOMETRIC REPORT
 CATALOG: ATBS C XXXXX R2 3K



LCS Graph



Back Light

Forward Light

Scale = Max LCS %

Trapped Light: 0lm, 0%



107413P37
 VISUAL PHOTOMETRIC TOOL

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 PAGE 3 OF 4

OUTDOOR PHOTOMETRIC REPORT

CATALOG: ATBS C XXXXX R2 3K

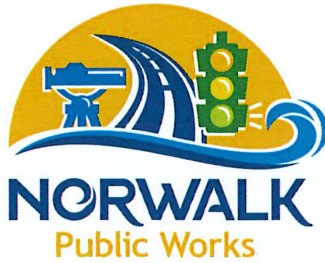
**CANDELA TABLE - TYPE C**

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5	1128	1072	1078	1093	1112	1136	1167	1189	1219	1234	1271	1291	1304	1312	1316	1319	1322	1323	1321
10	845	817	828	854	891	939	992	1052	1124	1164	1240	1247	1251	1229	1211	1189	1170	1164	1112
15	708	737	771	796	813	830	864	900	951	990	1064	1051	1009	952	880	824	783	762	681
20	912	1003	968	932	880	818	770	725	702	721	782	754	690	611	516	440	377	342	289
25	1679	1639	1492	1301	1135	989	824	634	528	522	543	501	422	336	244	176	147	138	99
30	1846	1819	1711	1529	1328	1108	873	637	480	439	372	293	202	132	88	72	65	64	63
35	2065	1960	1795	1542	1343	1271	1110	813	594	504	324	186	107	75	62	59	59	59	57
40	1992	1874	1755	1543	1319	1221	1204	1246	1046	876	391	150	69	53	49	52	57	58	57
45	1657	1598	1608	1544	1406	1298	1235	1230	1094	980	414	112	54	47	48	55	63	61	60
50	1008	974	1074	1204	1308	1418	1538	1551	1349	1154	331	65	48	43	44	57	55	51	49
55	856	707	585	593	869	1288	1996	2275	1793	1472	366	56	41	37	36	40	45	37	36
60	367	472	638	651	565	776	2323	3229	2320	1813	411	52	37	31	29	31	33	33	31
65	226	459	599	512	572	707	2003	3981	2999	2206	442	54	35	27	26	27	28	28	28
70	343	513	568	532	291	651	1140	3396	3363	2356	393	54	29	21	20	20	22	21	19
75	406	450	395	279	149	196	506	648	917	457	68	39	25	16	15	13	13	13	13
80	337	338	274	142	69	77	279	396	68	27	16	16	15	12	11	12	12	11	10
85	219	200	161	53	23	27	41	177	73	15	9	8	7	6	6	5	6	6	5
90	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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VISUAL PHOTOMETRIC TOOLPUBLISH
PAGE 4 OF 4

REQUESTED STREET LIGHTS - LOCATIONS AND ESTIMATED COST

<u>Location</u>	<u>Fixed Cost</u>	<u>Monthly Cost</u>	<u>Notes</u>
Bates Court - SNEW Pole 034	\$ 480.00	\$ 20.00	Cost of 1 New Luminaire and Arm Installation + \$20/Mo./LED Light
Bates Court - SNEW Pole 394	\$ 480.00	\$ 20.00	Cost of 1 New Luminaire and Arm Installation + \$20/Mo./LED Light
TOTAL	\$ 960.00	\$ 40.00	



CITY OF NORWALK
Paul L. Sotnik, P.E.
Senior Civil Engineer
psotnik@norwalkct.org
P: 203-854-7891 / F: 203-857-0143
Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

MEMORANDUM

TO: Michelle DeLuca – Deputy Director of Emergency Management

FROM: Paul L. Sotnik, P.E. - Senior Civil Engineer *P.L.S.*

CC: Vanessa Valadares, P.E., – Interim Chief of Operations and Public Works

REF: Request For Additional Street Lighting

DATE: August 19, 2022

Per our conversation, the Department of Public Works has received a request in the form of a neighborhood petition from some of the residents of Dover Street and Prospect Street requesting that three (3) additional street lights be installed on the existing utility poles north, south and west of the intersection of Dover Street and Prospect Street. There are currently no street lights on the poles that they have requested the new ones to be installed on.

I have reviewed the request with the Interim Chief of Operations and Public Works and feel that the additional lights at the requested locations would provide a greater level of safety for both pedestrians and vehicles as they approach this intersection from the tree (3) directions specified above. The Department is requesting that one (1) new 31 Watt LED street light be installed on each of the three (3) existing utility poles (see attached plan). Mr. Jeffrey Baxter from Eversource has previously indicated that the cost of the electricity for the 31 Watt LED light is approximately \$20.00 per month per light, an increase of \$60.00 per month in total. I have attached copies of the petition to the Interim Chief of Operations and Public Works requesting the additional lights, the Outdoor Photometric Reports for the 31 Watt LED light fixture provided by Eversource Electric, as well as a spreadsheet indicating the Requested Street Light Location and Estimated Cost for your reference.

Therefore, I would like to request that the following item be included on the agenda for the August 25, 2022 meeting of the Public Safety & General Government Committee of the Common Council for approval, if the Committee determines that they would like to move forward with this item.

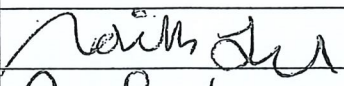
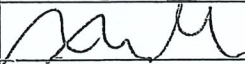
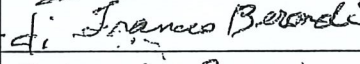
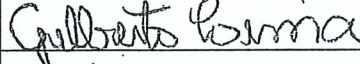
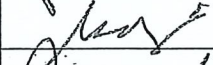
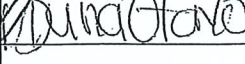
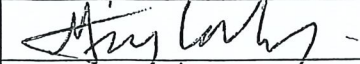
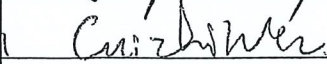
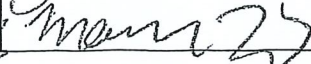
- 1.) Authorize the Department of Public Works to have Eversource Electric install three (3) new street lights on the existing utility poles at the north, south and west approaches to the intersection of Dover Street and Prospect Street in accordance with the attached plan at an approximate cost of \$60 per month, to be paid for from Account No. 0140 21-5241.

If you have any questions, please do not hesitate to contact me.

WE, THE UNDERSIGNED, HEREBY PETITION the TOWN OF NORWALK to add additional lights to the streets on the pole # 5220 and #5218 on PROSPECT STREET and #4780 on DOVER STREET

We believe:

1. There will be more visibility in the vicinity.
2. There will be a decrease in possible crime.
3. Less likelihood of people gathering and drinking on the side of the streets.
4. Less likelihood of parked cars with suspicious activities.

Name	Signature	Date	Address
Edith Tirado		6/17/21	10 Prospect St. Unit 3
Brad Larson		6/17/21	10 Prospect St. Unit 5
Nik Razali		6/17	10 Prospect St. Unit 5
Luisa Rijo		6/17	18 Prospect ST # C14
Enka Winn		6/17/21	2 Dover St. - Unit 1
Keon Kelly		6/17/21	2 Dover ST - unit 3
Frances Berardi		6/17/21	4 Dover St
Gilberto Lino		6/17/21	18 Prospect unit E2
Louise Lourdes		6/17/21	10 Prospect Ave unit 7
Julie Hussey		6/22/21	12 Prospect Ave
Diana Otavo		6/23	10 Prospect Ave Apt #2
Fanny Smashovas	Fanny P. Smashovas	6/23/21	10 Prospect Ave Unit #1
Greg Lally		6/23	10 Prospect Ave #4
Cinzhi Wen		6/23	10 Prospect Ave #1
Luz Vilca	Luz A. Vilca	6/24	14 prospect. ave apt 1
Jonathan		6/25	10 Prospect Ave #9
Maria Velazquez		6/29	18 Prospect Ave unit 8A

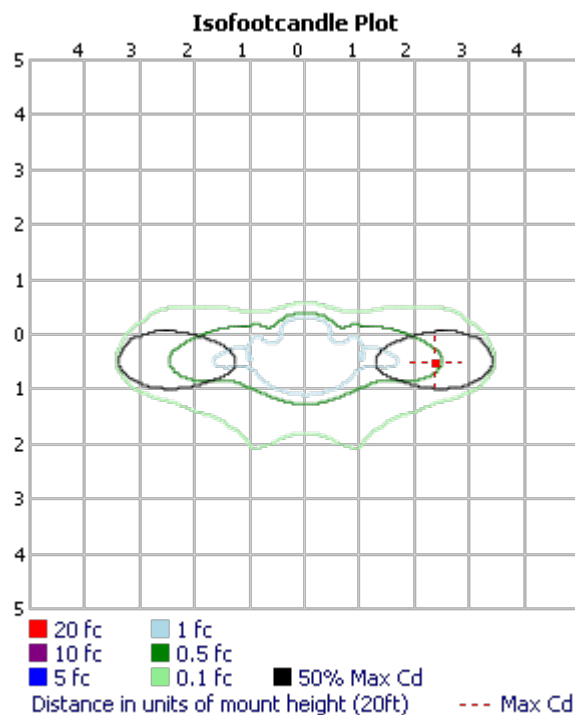
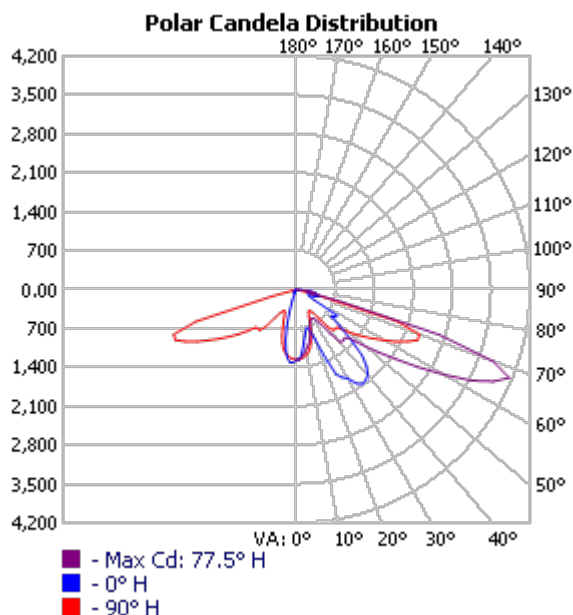


DOVER STREET AND PROSPECT STREET PROPOSED STREET LIGHTING

OUTDOOR PHOTOMETRIC REPORT

CATALOG: ATBS C XXXXX R2 3K

TEST #: 107413P37
 TEST LAB: SCALED PHOTOMETRY
 TEST NOTES: SCALED FROM ABSOLUTE TEST: 107413P0
 TEST DATE: 10/25/2016
 CATALOG: ATBS C XXXXX R2 3K
 DESCRIPTION: ATBS C PERFORMANCE PACKAGE, 3000K COLOR TEMPERATURE, ROADWAY TYPE II DISTRIBUTION
 SERIES: AUTOBAHN ATBS
 LAMP CATALOG: LED
 LAMP: LED
 LAMP OUTPUT: TOTAL LUMINAIRE LUMENS: 3628.1, **ABSOLUTE PHOTOMETRY ***
 BALLAST / DRIVER: LED DRIVER, LED DRIVER
 INPUT WATTAGE: **31**
 LUMINOUS OPENING: CIRCULAR (DIA: 11.04")
 MAX CD: 4,142.9 AT HORIZONTAL: 77.5°, VERTICAL: 67.5°
 ROADWAY CLASS: MEDIUM, TYPE I



*TEST BASED ON ABSOLUTE PHOTOMETRY WHERE LAMP LUMENS=LUMENS TOTAL.

*CUTOFF CLASSIFICATION AND EFFICIENCY CANNOT BE PROPERLY CALCULATED FOR ABSOLUTE PHOTOMETRY.

VISUAL PHOTOMETRIC TOOL 1.2.46 COPYRIGHT 2017, ACUITY BRANDS LIGHTING.

THIS PHOTOMETRIC REPORT HAS BEEN GENERATED USING METHODS RECOMMENDED BY THE IESNA. CALCULATIONS ARE BASED ON PHOTOMETRIC DATA PROVIDED BY THE MANUFACTURER, AND THE ACCURACY OF THIS PHOTOMETRIC REPORT IS DEPENDENT ON THE ACCURACY OF THE DATA PROVIDED. END-USER ENVIRONMENT AND APPLICATION (INCLUDING, BUT NOT LIMITED TO, VOLTAGE VARIATION AND DIRT ACCUMULATION) CAN CAUSE ACTUAL PHOTOMETRIC PERFORMANCE TO DIFFER FROM THE PERFORMANCE CALCULATED USING THE DATA PROVIDED BY THE MANUFACTURER. THIS REPORT IS PROVIDED WITHOUT WARRANTY AS TO ACCURACY, COMPLETENESS, RELIABILITY OR OTHERWISE. IN NO EVENT WILL ACUITY BRANDS LIGHTING BE RESPONSIBLE FOR ANY LOSS RESULTING FROM ANY USE OF THIS REPORT.



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VISUAL PHOTOMETRIC TOOL

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OUTDOOR PHOTOMETRIC REPORT
CATALOG: ATBS C XXXXX R2 3K



ZONAL LUMEN SUMMARY

ZONE	LUMENS	% LUMINAIRE
0-30	691.1	19%
0-40	1,176.3	32.4%
0-60	2,431.1	67%
60-90	1,197.0	33%
70-100	425.6	11.7%
90-120	0.000	0%
0-90	3,628.1	100%
90-180	0.000	0%
0-180	3,628.1	100%

LUMENS PER ZONE

ZONE	LUMENS	% TOTAL	ZONE	LUMENS	% TOTAL
0-10	110.7	3.1%	90-100	0.000	0%
10-20	243.9	6.7%	100-110	0.000	0%
20-30	336.5	9.3%	110-120	0.000	0%
30-40	485.2	13.4%	120-130	0.000	0%
40-50	604.7	16.7%	130-140	0.000	0%
50-60	650.1	17.9%	140-150	0.000	0%
60-70	771.5	21.3%	150-160	0.000	0%
70-80	365.0	10.1%	160-170	0.000	0%
80-90	60.6	1.7%	170-180	0.000	0%

ROADWAY SUMMARY

DISTRIBUTION:	TYPE I, MEDIUM	
MAX CD, 90 DEG VERT:	0.000	
MAX CD, 80 TO <90 DEG:	616.6	
	LUMENS	% LAMP
DOWNWARD STREET SIDE:	2,961.0	81.6%
DOWNWARD HOUSE SIDE:	667.8	18.4%
DOWNWARD TOTAL:	3,628.8	100%
UPWARD STREET SIDE:	0.000	0%
UPWARD HOUSE SIDE:	0.000	0%
UPWARD TOTAL:	0.000	0%
TOTAL LUMENS:	3,628.8	100%

LCS TABLE

BUG RATING	B1 - U0 - G1	
FORWARD LIGHT	LUMENS	LUMENS %
LOW(0-30):	427.5	11.8%
MEDIUM(30-60):	1,520.7	41.9%
HIGH(60-80):	956.3	26.4%
VERY HIGH(80-90):	56.5	1.6%
BACK LIGHT		
LOW(0-30):	263.9	7.3%
MEDIUM(30-60):	219.2	6%
HIGH(60-80):	180.8	5%
VERY HIGH(80-90):	3.9	0.1%
UPLIGHT		
LOW(90-100):	0.000	0%
HIGH(100-180):	0.000	0%
TRAPPED LIGHT:	0.000	0%



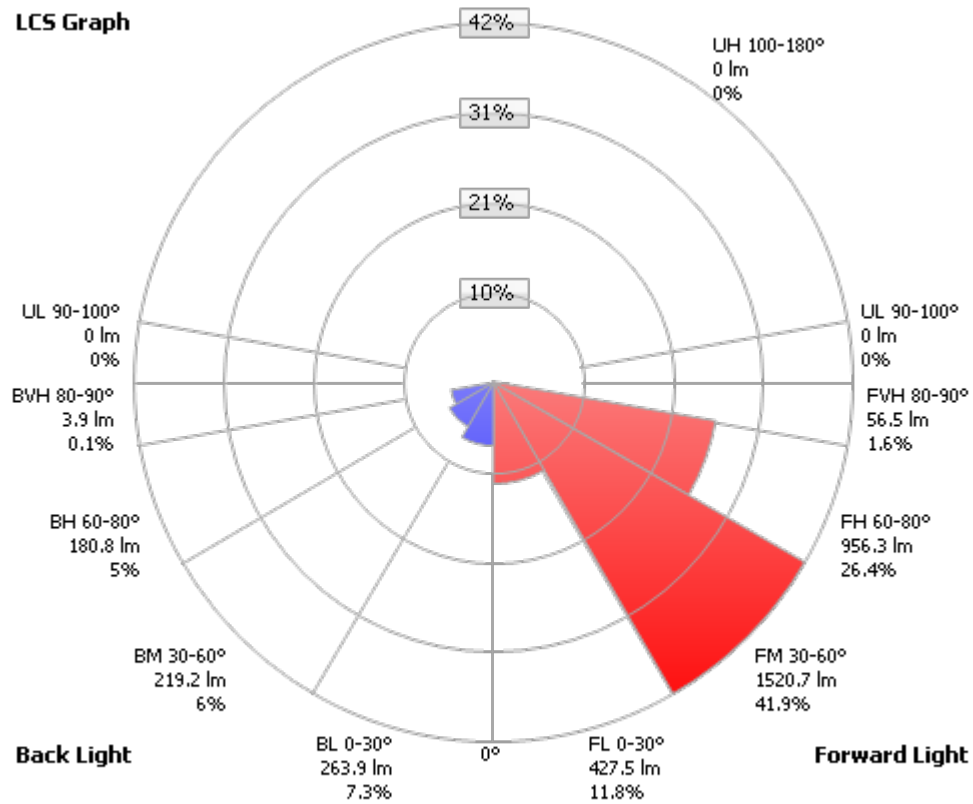
107413P37
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OUTDOOR PHOTOMETRIC REPORT
 CATALOG: ATBS C XXXXX R2 3K



LCS Graph



Back Light

Forward Light

Scale = Max LCS %

Trapped Light: 0lm, 0%



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OUTDOOR PHOTOMETRIC REPORT

CATALOG: ATBS C XXXXX R2 3K

**CANDELA TABLE - TYPE C**

	0	15	25	35	45	55	65	75	85	90	105	115	125	135	145	155	165	175	180
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5	1128	1072	1078	1093	1112	1136	1167	1189	1219	1234	1271	1291	1304	1312	1316	1319	1322	1323	1321
10	845	817	828	854	891	939	992	1052	1124	1164	1240	1247	1251	1229	1211	1189	1170	1164	1112
15	708	737	771	796	813	830	864	900	951	990	1064	1051	1009	952	880	824	783	762	681
20	912	1003	968	932	880	818	770	725	702	721	782	754	690	611	516	440	377	342	289
25	1679	1639	1492	1301	1135	989	824	634	528	522	543	501	422	336	244	176	147	138	99
30	1846	1819	1711	1529	1328	1108	873	637	480	439	372	293	202	132	88	72	65	64	63
35	2065	1960	1795	1542	1343	1271	1110	813	594	504	324	186	107	75	62	59	59	59	57
40	1992	1874	1755	1543	1319	1221	1204	1246	1046	876	391	150	69	53	49	52	57	58	57
45	1657	1598	1608	1544	1406	1298	1235	1230	1094	980	414	112	54	47	48	55	63	61	60
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75	406	450	395	279	149	196	506	648	917	457	68	39	25	16	15	13	13	13	13
80	337	338	274	142	69	77	279	396	68	27	16	16	15	12	11	12	12	11	10
85	219	200	161	53	23	27	41	177	73	15	9	8	7	6	6	5	6	6	5
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VISUAL PHOTOMETRIC TOOLPUBLISH
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REQUESTED STREET LIGHT - LOCATION AND ESTIMATED COST

<u>Location</u>	<u>Fixed Cost</u>	<u>Monthly Cost</u>	<u>Notes</u>
12 Dover Street - SNET Pole 4780	\$ -	\$ 20.00	1 New Light at \$20/Mo./Light
Prospect Street - SNET Pole 5218	\$ -	\$ 20.00	1 New Light at \$20/Mo./Light
Prospect Street - SNET Pole 5220	\$ -	\$ 20.00	1 New Light at \$20/Mo./Light
TOTAL	\$ -	\$ 60.00	

NORWALK COMMON COUNCIL
REQUEST FOR ITEM TO BE PLACED ON AGENDA

DATE OF REQUEST: September 7, 2022

(Note - Agenda closes 12:00 PM on the Thursday before the Council meeting.)

PERSON/DEPARTMENT/COMMITTEE MAKING REQUEST:

Tina Fogell / Personnel / Public Safety and General Government

SECTION ON AGENDA WHERE ITEM IS TO APPEAR: Personnel

HAS ITEM BEEN TO A COUNCIL COMMITTEE? YES x NO WHICH ONE?
8/25/2022

HAS THE ITEM BEEN REVIEWED BY THE P&Z COMMISSION UNDER Section
8-24 OF THE STATE STATUTES? YES NO N/A

LIST ITEMS AND ACTION TO BE TAKEN: (Attach document to be approved or backup material. If a contract is to be awarded, please include name of contractor, amount of contract to be awarded and account from which payment will be made.)

1. Action Item - Approval of and Vote on the salary adjustment for Ordinance employees retroactive to July 1, 2022.

STATUTORY AUTHORITY UNDER WHICH ACTION IS BEING TAKEN:

EFFECTIVE DATE OF ACTION (if applicable):



Signature of Person Making Request

Please fill in all blanks and note if an item is not applicable.

Amended 4/13/84



CITY OF NORWALK
Personnel & Labor Relations
Tina Fogell
Chief Human Resources Officer
tfogell@norwalkct.org
P: 203-854-7724 / F: 203-854-7329
125 East Avenue, PO BOX 5125
Norwalk, CT 06856

To: Common Council Members

From: Tina Fogell, Chief Human Resources Officer

Date: September 8, 2022

Re: **2022 Annual Salary Adjustments for Ordinance Employees**

In accordance with the revised Pay Plan for Non-Union, Appointed and Elected Officials, the City is requesting the Common Council's authorization and approval for the Mayor to adjust the pay schedule of employees covered by this Plan by 2.35% effective July 1, 2022. This adjustment to this pay schedule is consistent with the pay rate adjustments received by the City's Unionized workforce in the settlement of the collective bargaining agreements. There are currently 22 City employees covered by this Pay Plan, and the funding has been allocated in the approved City budget for fiscal year 22-23.

Please see attached document which reflects the salary for each Ordinance position with the adjustment.

Title	Department	1	2	3	4	5	6	7	8	9	10	11
Chief Financial Officer	Finance Office	\$141,988	\$146,957	\$151,927	\$156,897	\$161,867	\$166,838	\$171,806	\$176,775	\$181,746	\$186,715	\$191,685
Chief of Staff	Mayor's Office	\$134,890	\$139,859	\$144,829	\$149,798	\$154,769	\$159,737	\$164,706	\$169,676	\$174,645	\$179,615	\$184,585
Chief of Economic and Community Development	Economic and Community Development	\$134,890	\$139,859	\$144,829	\$149,798	\$154,769	\$159,737	\$164,706	\$169,676	\$174,645	\$179,615	\$184,585
Chief of Community Services	Community Services	\$134,890	\$139,859	\$144,829	\$149,798	\$154,769	\$159,737	\$164,706	\$169,676	\$174,645	\$179,615	\$184,585
Chief of Operations and Public Works	Operations and Public Works	\$134,890	\$139,859	\$144,829	\$149,798	\$154,769	\$159,737	\$164,706	\$169,676	\$174,645	\$179,615	\$184,585
Chief Human Resources Officer	Human Resources	\$134,890	\$139,859	\$144,829	\$149,798	\$154,769	\$159,737	\$164,706	\$169,676	\$174,645	\$179,615	\$184,585
Director of Recreation & Parks	Operations and Public Works -- Recreation and Parks	\$134,890	\$139,859	\$144,829	\$149,798	\$154,769	\$159,737	\$164,706	\$169,676	\$174,645	\$179,615	\$184,585
Director of Health	Community Services -- Deaprtment of Health	\$134,890	\$139,859	\$144,829	\$149,798	\$154,769	\$159,737	\$164,706	\$169,676	\$174,645	\$179,615	\$184,585
Chief Information Security Officer		\$134,890	\$139,859	\$144,829	\$149,798	\$154,769	\$159,737	\$164,706	\$169,676	\$174,645	\$179,615	\$184,585
Corporation Counsel (PT)	Corporation Counsel	\$98,874	\$102,518	\$106,160	\$109,802	\$113,445	\$117,088	\$120,731	\$124,373	\$128,014	\$131,658	\$135,301
Deputy Corporation Counsel	Corporation Counsel	\$134,890	\$139,859	\$144,829	\$149,798	\$154,769	\$159,737	\$164,706	\$169,676	\$174,645	\$179,615	\$184,585
Director of Management and Budgets	Finance Office	\$127,789	\$132,759	\$137,729	\$142,699	\$147,671	\$152,639	\$157,609	\$162,579	\$167,548	\$172,519	\$177,488
Risk Manager	Finance Office	\$106,491	\$109,332	\$112,170	\$115,013	\$117,852	\$120,692	\$123,531	\$126,371	\$129,211	\$132,051	\$134,890
Personnel Administrator	Human Resources	\$92,294	\$95,132	\$97,972	\$100,813	\$103,652	\$106,491	\$109,331	\$112,169	\$115,012	\$117,850	\$120,690
Benefits Manager	Human Resources	\$92,294	\$95,132	\$97,972	\$100,813	\$103,652	\$106,491	\$109,331	\$112,169	\$115,012	\$117,850	\$120,690
Director of Business development and Tourism	Economic and Community Development	\$92,294	\$95,132	\$97,972	\$100,813	\$103,652	\$106,491	\$109,331	\$112,169	\$115,012	\$117,850	\$120,690
Human Sevices Director	Community Services -- Human Services	\$92,294	\$95,132	\$97,972	\$100,813	\$103,652	\$106,491	\$109,331	\$112,169	\$115,012	\$117,850	\$120,690
Communications Director	Mayor's Office	\$92,294	\$95,132	\$97,972	\$100,813	\$103,652	\$106,491	\$109,331	\$112,169	\$115,012	\$117,850	\$120,690
Equity and Inclusion Officer	Mayor's Office	\$92,294	\$95,132	\$97,972	\$100,813	\$103,652	\$106,491	\$109,331	\$112,169	\$115,012	\$117,850	\$120,690
Deputy Director of Emergency Planning		\$85,193	\$88,033	\$90,872	\$93,714	\$96,553	\$99,394	\$102,234	\$105,073	\$107,914	\$110,752	\$113,593
Associate Corporation Counsel	Corporation Counsel	\$81,916	\$84,757	\$87,596	\$90,437	\$93,276	\$96,117	\$98,955	\$101,796	\$104,635	\$107,476	\$110,315
City Clerk	City Clerk	\$78,095	\$80,934	\$83,774	\$86,615	\$89,453	\$92,294	\$95,132	\$97,972	\$100,812	\$103,652	\$106,491
Executive Assistant	Human Resources	\$63,895	\$66,735	\$69,574	\$72,415	\$75,254	\$78,095	\$80,934	\$83,774	\$86,615	\$89,454	\$92,294
Executive Secretary	Mayor's Office	\$63,895	\$66,735	\$69,574	\$72,415	\$75,254	\$78,095	\$80,934	\$83,774	\$86,615	\$89,454	\$92,294
Assistant City Clerk	City Clerk	\$63,895	\$66,735	\$69,574	\$72,415	\$75,254	\$78,095	\$80,934	\$83,774	\$86,615	\$89,454	\$92,294

Mayor	Mayor's Office	\$171,806
Town Clerk	Town Clerk's Office	\$106,491
Registrar of Voters	Registrar's Office	\$66,074
Registrar of Voters	Registrar's Office	\$66,074
Deputy Registrar of Voters	Registrar's Office	\$58,970
Deputy Registrar of Voters	Registrar's Office	\$58,970

*Salary based on midpoint of Chief Financial Officer per Ordinance Pay Plan

*Minimum of Grants Coordinator per Ordinance Pay Plan



CITY OF NORWALK
Norwalk Police Department

To: Common Council Members

From: Deputy Chief Susan Zecca

Re: State of Connecticut Distracted Driving High Visibility Enforcement Grant

Date: September 8, 2023

The Police Department was notified today that we are eligible to apply for up to \$50,000 under the State of Connecticut Distracted Driving High Visibility (DDHVE) Grant. The funds would be used for the enforcement of distracted driving violations during the enforcement periods of October 15-31, 2022 and August 1-30, 2023. Since the timeline is very short to apply, I am requesting the authorizations be added to the September 13, 2022 Common Council Meeting. There is no cost share for this grant. I am requesting the following authorizations:

1a. Authorize the Mayor Harry W. Rilling to execute any and all documents necessary to apply for and accept grant funds from the State of Connecticut, Department of Transportation under the FY2023 Distracted Driving High Visibility Enforcement grant, in an amount not to exceed \$50,000. Account: TBD

1b. Authorize the Chief of Police, Thomas E. Kulhawik to execute any and all documents, agreements, instruments and amendments thereto as may be necessary to implement all programs under the State of Connecticut, Department of Transportation, FY2023 Distracted Driving High Visibility Enforcement grant pursuant to such funding, in an amount not to exceed \$50,000. Account: TBD



CITY OF NORWALK, DEPARTMENT OF FINANCE
Tax Collector's Office

P: 203-854-7731 / F: 203-854-7770

125 East Avenue Room 105
Norwalk, Connecticut 06851
www.norwalkct.org

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: August 9, 2022
Re: Narrative for July, 2022 Tax Collector's Reports (plural)

There are two spreadsheets for the month of July 2022, reporting collections on the immediately prior fiscal year (FYE June 30, 2022) as well as for the current, new fiscal year (ending June 2023). We track July and August collections against the prior grand list year for purposes of the annual external audit; collections against the immediately prior levy that are received within the sixty days following the close of the fiscal year can be used to pay liabilities of the prior period under modified accrual accounting rules. It basically means we track our collections for 14 months, rather than 12.

Relative to the immediately prior fiscal year (ending June 30, 2022): through the end of July 2022, we collected nearly \$350 million, or **99.3%** of the \$352 million adjusted tax levy on the 2020 grand list (due July 1, 2021 and January 1, 2022). We also collected more than \$16 million of our sewer use levy, or **99.08%**, and **94.16%** of that year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. These numbers are slightly ahead of the prior year for taxes (.21%) , sewer use (.41%) and the IPP fee (5.11%).

Relative to the new fiscal year, as of the end of July, 2022, having concluded the first month, we collected nearly \$160 million against our \$363.8 million adjusted levy, or **43.95%**. We collected **42.07%** of our sewer use levy, more than \$7.4 million, and **54.78%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended the month of July 2022 slightly ahead of last year for collection of taxes (0.44%) and sewer use (0.59%), and behind for the IPP fee (-5.51%). These figures reflect payments processed through July 31 only, and do not reflect the actual end of the collection period, as the last day to pay was August 1. We posted a significant amount of work the first week of August, and our end of month report for August 2022 will be a more reliable indicator of where we stand compared with last year. For prior years' collections, year to date through the end of July 2022, we show a **net** collection of more than \$465,161, more than \$400,000 less than had been collected in the prior fiscal year at this time.

As with last year's levy, please again note the change in the collectible levy this year. For this fiscal year, the net decrease in our tax levy stands now at nearly \$5.4 million, and the net decrease in the prior years' levy now stands at nearly \$5.3 million. These very significant decreases in our collectible levies are primarily due to court settlements and stipulated judgments in court cases involving property tax appeals. On these reports, please note that all the figures we report as current collections are net of refunds and credits.

The new tax and sewer use billing was issued in late June 2022, and bills went in the mail to Norwalk taxpayers on June 24. The last day on which to pay these taxes without penalty was Monday, August 1, 2022. Our office was significantly understaffed due to two vacancies at our front end. As a result, the line of customers waiting to make in person payments at City Hall was longer than usual and longer than we would have liked. However, in spite of the vacancies, there have been no major delays in our payment processing, posting, or other work.

In order to attempt to mitigate our staff shortage we did encourage taxpayers who wanted an in person transaction to pay in person at one of 10 participating Norwalk bank branches, or at City Hall. There were other options as well and taxpayers were able to pay online, over the telephone, or by mail, as in the past.

With regard to collection enforcement, our budgeted collection goals are, as always, predicated on the infusion of revenue generated by tax sales and other aggressive tax collection enforcement measures. We anticipate sending delinquent notices, called “demand for payment” notices, later this month. The term, “demand” is a statutory term and is not meant to imply rudeness to the taxpayer. The tax collector is required to “make demand” for payment prior to initiating collection enforcement measures.

Since February 2022, we have been issuing alias tax warrants for selected accounts owing past due business personal property taxes. These are served by a state marshal. We continue issuing approximately 25 warrants per month. We also continue to pursue our health permit initiative for business establishments owing back taxes that have been delinquent for at least one year. We also expect to begin working with the collection agency approved by the Common Council last month; that endeavor will likely take place this fall.

The tax sale site at [City of Norwalk Tax Sale 2021 \(arcgis.com\)](https://arcgis.com) remains active online. Our next tax sale will be held next year, in July 2023. We will begin work on that sale this fall.

Maintaining high current and back tax collection rates promotes budgetary stability, and allows the Board of Estimate and Taxation to set lower mill rates for all taxpayers. A higher current collection rate enables less of an allowance for “uncollectible” taxes, and correspondingly lower mill rates.

The fact that we achieved a collection rate of 99.3% on our adjusted levy for the prior fiscal year is usually shared with bond rating agencies by our CFO and his team when they present our bonding packages. A high tax collection rate can also contribute positively to our bond ratings, thus allowing the city to save money long term by borrowing at a lower rate.

I am prepared to respond to any questions, and will continue to keep all stakeholders informed of our progress.

**TAX COLLECTOR'S REPORT
JULY 2022**

FISCAL YEAR 2022-2023 (2021 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 22 - JUL 22	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$27,605,498.25	\$17,326,134.38	62.76%	\$27,423,157.56	(\$182,340.69)	63.18%
PERSONAL PROPERTY	\$26,217,238.98	\$5,395,388.17	20.58%	\$22,240,844.32	(\$3,976,394.66)	24.26%
REAL ESTATE	<u>\$315,360,461.09</u>	<u>\$137,175,869.49</u>	<u>43.50%</u>	<u>\$314,130,491.72</u>	<u>(\$1,229,969.37)</u>	<u>43.67%</u>
TOTAL TAX	\$369,183,198.32	\$159,897,392.04	43.31%	\$363,794,493.60	(\$5,388,704.72)	43.95%
SEWER USE	\$17,981,973.00	\$7,410,577.30	41.21%	\$17,614,008.56	(\$367,964.44)	42.07%
IPP FEE	\$190,750.00	\$106,000.00	55.57%	\$193,500.00	\$2,750.00	54.78%
FISCAL YEAR 2021-2022 (2020 GRAND LIST)	ORIGINAL LEVY	JUN 21 - JUL 21				
AUTOMOBILE-REGULAR	\$21,672,160.18	\$14,025,347.52	64.72%	\$21,551,565.79	(\$120,594.39)	65.08%
PERSONAL PROPERTY	\$22,966,731.64	\$4,289,748.04	18.68%	\$22,942,684.84	(\$24,046.80)	18.70%
REAL ESTATE	<u>\$308,716,745.40</u>	<u>\$134,198,295.28</u>	<u>43.47%</u>	<u>\$305,973,624.04</u>	<u>(\$2,743,121.36)</u>	<u>43.86%</u>
TOTAL TAX	\$353,355,637.22	\$152,513,390.84	43.16%	\$350,467,874.67	(\$2,887,762.55)	43.52%
SEWER USE	\$16,488,685.00	\$6,796,204.75	41.22%	\$16,384,524.00	(\$104,161.00)	41.48%
IPP FEE	\$187,000.00	\$114,548.84	61.26%	\$190,000.00	\$3,000.00	60.29%
TAX DIFFERENCE 2021 G.L. vs. 2020 G.L. INCREASE/(DECREASE)	\$15,827,561.10	\$7,384,001.20	0.15%	\$13,326,618.93	(\$2,500,942.17)	0.44%
SEWER DIFFERENCE 2021 G.L. vs. 2020 G.L. INCREASE/(DECREASE)	\$1,493,288.00	\$614,372.55	-0.01%	\$1,229,484.56	(\$263,803.44)	0.59%
IPP DIFFERENCE 2021 G.L. vs. 2020 G.L. INCREASE/(DECREASE)	\$3,750.00	(\$8,548.84)	-5.69%	\$3,500.00	(\$250.00)	-5.51%

BACK TAXES COLLECTED	FISCAL YR 2022-2023 (JUL 22 - JUL 22)	FISCAL YR 2021-2022 (JUL 21 - JUL 21)	CUR YR vs. PRIOR YR INC/(DEC)
PRIOR TAXES	\$349,182.19	\$587,026.77	(\$237,844.58)
PRIOR SEWER USE FEE	\$19,646.41	\$43,254.73	(\$23,608.32)
PRIOR IPP FEE	<u>\$500.00</u>	<u>\$1,398.12</u>	<u>(\$898.12)</u>
TOTAL PRIOR TAX, SEWER & IPP	\$369,328.60	\$631,679.62	(\$262,351.02)
CURRENT INTEREST	\$0.00	\$0.00	\$0.00
PRIOR INTEREST	\$86,505.89	\$209,872.80	(\$123,366.91)
SEWER USE FEE INTEREST	\$3,537.78	\$10,572.33	(\$7,034.55)
IPP FEE INTEREST	<u>\$15.00</u>	<u>\$267.64</u>	<u>(\$252.64)</u>
TOTAL INTEREST COLLECTED	\$90,058.67	\$220,712.77	(\$130,654.10)
PRIOR LIEN FEE	\$2,088.00	\$3,093.21	(\$1,005.21)
CURRENT LIEN FEE	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL LIEN FEE COLLECTED	\$2,088.00	\$3,093.21	(\$1,005.21)
MISC FEES COLLECTED	\$3,686.01	\$12,737.99	(\$9,051.98)
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$465,161.28	\$868,223.59	(\$403,062.31)

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

ADT'L 60-DAY COLLECTION

TAX COLLECTOR'S REPORT
JULY 2022

FISCAL YEAR 2021-2022 (2020 GRAND LIST)		ADJ. TAX COLLECTIONS JUN 21 - JUL 22		COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
	ORIGINAL LEVY						
AUTOMOBILE-REGULAR	\$21,672,160.18	\$20,331,185.51		93.81%	\$21,317,506.28	(\$354,653.90)	95.37%
AUTOMOBILE-SUPPLEMENTAL	\$4,219,965.63	\$3,734,316.44		88.49%	\$4,194,250.20	(\$25,715.43)	89.03%
PERSONAL PROPERTY	\$22,966,731.64	\$22,241,681.12		96.84%	\$22,695,410.69	(\$271,320.95)	98.00%
REAL ESTATE	<u>\$308,716,745.40</u>	<u>\$303,547,058.99</u>		<u>98.33%</u>	<u>\$304,099,749.80</u>	<u>(\$4,616,995.60)</u>	<u>99.82%</u>
TOTAL TAX	<u>\$357,575,602.85</u>	<u>\$349,854,242.06</u>		<u>97.84%</u>	<u>\$352,306,916.97</u>	<u>(\$5,268,685.88)</u>	<u>99.30%</u>
SEWER USE	\$16,488,685.00	\$16,167,075.56		98.05%	\$16,317,457.54	(\$171,227.46)	99.08%
IPP FEE	\$187,000.00	\$177,728.83		95.04%	\$188,750.00	\$1,750.00	94.16%
FISCAL YEAR 2020-2021 (2019 GRAND LIST)		JUN 20 - JUL 21		COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
	ORIGINAL LEVY						
AUTOMOBILE-REGULAR	\$20,760,190.24	\$19,614,199.77		94.48%	\$20,416,557.84	(\$343,632.40)	96.07%
AUTOMOBILE-SUPPLEMENTAL	\$2,974,458.75	\$2,639,426.61		88.74%	\$2,923,008.38	(\$51,450.37)	90.30%
PERSONAL PROPERTY	\$20,000,411.00	\$19,473,593.66		97.37%	\$19,954,883.15	(\$45,527.85)	97.59%
REAL ESTATE	<u>\$310,928,205.46</u>	<u>\$305,629,138.76</u>		<u>98.30%</u>	<u>\$307,240,100.98</u>	<u>(\$3,688,104.48)</u>	<u>99.48%</u>
TOTAL TAX	<u>\$354,663,265.45</u>	<u>\$347,356,358.80</u>		<u>97.94%</u>	<u>\$350,534,550.35</u>	<u>(\$4,128,715.10)</u>	<u>99.09%</u>
SEWER USE	\$16,883,967.00	\$16,656,704.52		98.65%	\$16,881,885.34	(\$2,081.66)	98.67%
IPP FEE	\$200,500.00	\$178,102.81		88.83%	\$199,999.78	(\$500.22)	89.05%
TAX DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	<u>\$2,912,337.40</u>	<u>\$2,497,883.26</u>		<u>-0.10%</u>	<u>\$1,772,366.62</u>	<u>(\$1,139,970.78)</u>	<u>0.21%</u>
SEWER DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	<u>(\$395,282.00)</u>	<u>(\$489,628.96)</u>		<u>-0.60%</u>	<u>(\$564,427.80)</u>	<u>(\$169,145.80)</u>	<u>0.41%</u>
IPP DIFFERENCE 2020 G.L. vs. 2019 G.L. INCREASE/(DECREASE)	<u>(\$13,500.00)</u>	<u>(\$373.98)</u>		<u>6.21%</u>	<u>(\$11,249.78)</u>	<u>\$2,250.22</u>	<u>5.11%</u>

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

AGENDA

SEPTEMBER 8TH 2022

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:**BILL No & AMOUNT REFUNDED**

REASON

MOTOR VEHICLE

ACAR LEASING LTD	20-MV-300249	\$220.21	PRORATION
ADAMS PARKS G 3 RD	19-MV-301041	\$105.28	PRORATION
	20-MV-300977	\$102.92	PRORATION
ADVANTAGE LEASING ASSOCIATES LLC	20-MV-400266	\$91.28	PRORATION
ALVARENGA-OLIVA JESSICA PAOLA	20-MV-302006	\$15.45	PRORATION
ARCTIC CONSTRUCTION LLC	20-MV-400745	\$12.59	PRORATION
BASKIN JOSEPH L JR	21-MV-304802	\$11.21	PRORATION
BECHAR CHANDNI V	21-MV-305068	\$553.43	PRORATION
	21-MV-305067	\$358.84	PRORATION
BIFANO THOMAS R	21-MV-305948	\$73.06	PRORATION
BONIGALA SAM P	20-MV-306525	\$813.32	PRORATION
CAB EAST LLC	20-MV-308332	\$159.43	PRORATION
CASE CHLOE CHRISTIANA	20-MV-310349	\$97.63	PRORATION
CASOLINO NICOLA	20-MV-310480	\$239.04	PRORATION
CCAP AUTO LEASE LTD	20-MV-311118	\$283.65	PRORATION
CCAP AUTO LEASE	19-MV-311624	\$308.39	PRORATION
	20-MV-402533	\$126.62	PRORATION
	20-MV-402554	\$54.96	PRORATION
COCHRAN DAPHNE MONTGELAS	20-MV-313043	\$142.40	PRORATION
COONEY JUDITH MIDDLETON	21-MV-313956	\$58.92	PRORATION
	21-MV-313955	\$166.23	PRORATION
COURVILLE SERVICES LLC	21-MV-314548	\$118.43	PRORATION
	21-MV-314550	\$117.64	PRORATION
CUMMING ANDREW FRANCIS	20-MV-800143	\$472.85	PRORATION

AGENDA**SEPTEMBER 8TH 2022****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>		<u>REASON</u>
DAIMLER TRUST	20-MV-315269	\$554.23	PRORATION
DEL CID BLANCA M	21-MV-316681	\$467.67	PRORATION
DIXON SUSAN	21-MV-318225	\$93.44	PRORATION
FLON SARAH MAE	20-MV-356506	\$126.68	PRORATION
FREEDMAN ALAN MARC	21-MV-323626	\$26.81	PRORATION
	21-MV-323629	\$40.67	PRORATION
GARCES JEFFREY ALAN	21-MV-324391	\$321.70	PRORATION
GEDNEY REX B	21-MV-325116	\$108.55	PRORATION
GEMAJLI XHEVAT	20-MV-324720	\$78.39	PRORATION
GRANT ALISTAIR W	21-MV-327112	\$129.12	PRORATION
HONDA LEASE TRUST	20-MV-329911	\$182.80	PRORATION
J. K. INTERNATIONAL INC	20-MV-332999	\$191.66	PRORATION
JP MORGAN CHASE BANK NA	20-MV-334298	\$214.55	PRORATION
JP MORGAN CHASE BANK NA	20-MV-333501	\$90.37	PRORATION
JP MORGAN CHASE BANK NA	20-MV-333615	\$385.60	PRORATION
	20-MV-333932	\$421.93	PRORATION
JP MORGAN CHASE BANK NA	20-MV-333873	\$154.10	PRORATION
LABATTE DAVID STEVEN	20-MV-337517	\$143.01	PRORATION
LIALIOS BARBARA	21-MV-339166	\$59.47	PRORATION
LOJA YENESY	20-MV-338674	\$90.85	PRORATION
MARADIAGA-GARCIA NELSON LEONEL	21-MV-341691	\$19.87	PRORATION
MUNIZ-RAMOS MARCO ANTONIO	21-MV-346827	\$46.25	PRORATION
	21-MV-346826	\$27.52	PRORATION
	21-MV-346825	\$33.57	PRORATION
NISSAN INFINITI LT LLC	20-MV-347127	\$194.89	PRORATION

AGENDA**SEPTEMBER 8TH 2022****CLAIMS COMMITTEE MEETING****REFUNDS PROCESSED CLAIMS COMMITTEE****APPROVED BY TAX COLLECTOR**

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
NISSAN INFINITI LT LLC	20-MV-347511 \$157.67	PRORATION
NISSAN INFINITI LT LLC	20-MV-347583 \$76.74	PRORATION
	20-MV-411459 \$76.99	PRORATION
NISSAN INFINITI LT LLC	20-MV-347094 \$191.02	PRORATION
	20-MV-347237 \$97.43	PRORATION
	20-MV-347535 \$333.50	PRORATION
NISSAN INFINITI LT LLC	20-MV-SEE ATTACHED \$1,133.97	PRORATION
OCHOA LINA M	18-MV-349914 \$224.49	PRORATION
RAGUESO JOANN	21-MV-354543 \$53.35	PRORATION
RAMDHANIE SHEILA	21-MV-354629 \$49.99	PRORATION
REYES-RUANO MARIO DE JESUS	20-MV-354355 \$32.33	PRORATION
SANTORELLA VINCENT P JR	21-MV-359290 \$74.62	PRORATION
SEGALLA KEVIN M	20-MV-358785 \$420.35	PRORATION
SULLIVAN TIMOTHY J	21-MV-363507 \$106.64	PRORATION
SWIFT JOAN	20-MV-362268 \$43.39	PRORATION
TOYOTA LEASE TRUST	20-MV-362268 \$735.26	PRORATION
TOYOTA LEASE TRUST	21-MV-366213 \$135.15	PRORATION
	21-MV-366390 \$773.47	PRORATION
TOYOTA LEASE TRUST	20-MV-364583 \$362.04	PRORATION
USB LEASING LT	20-MV-367877 \$226.86	PRORATION
VAHORA MEMUNA	20-MV-310200 \$319.90	PAID IN ERROR
VASQUEZ HECTOR	20-MV-368696 \$46.52	PRORATION
VENTO ANA L	20-MV-367891 \$408.59	PRORATION
VW CREDIT LEASING LTD	21-MV-370046 \$347.63	PRORATION
	21-MV-370522 \$148.49	PRORATION

AGENDA

SEPTEMBER 8TH 2022

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:

BILL No & AMOUNT REFUNDED

REASON

VW CREDIT LEASING LTD

20-MV-SEE ATTACHED \$2,454.50

PRORATION

PERSONAL PROPERTY

AETNA LIFE INSURANCE COMPANY

20-PP-200115 \$79.68

CLOSE ACCT/ABATE PER BFORD

REAL ESTATE

BANK OF AMERICA

C/O CORELOGIC

25 STONY BROOK RD

5-20-54-0

19-RE-114857 \$4,025.76

OVER/DUP PYMT

CAMP HILL LLC

14 ½ CAMP ST

1-78-29-0

21-RE-104266 \$764.00

CORRECT SEWER

CELICOURT MICHAUD &

CELICOURT MICOULDIE

7 ARCH ST UNIT 17

19-RE-104422 \$1,550.30

1-20-35-17

20-RE-104797 \$1,550.80

PAID IN ERROR

CORELOGIC

18 LUBRANO PL

2-65-33-0

21-RE-106906 \$2,412.40

PAID IN ERROR

AGENDA

SEPTEMBER 8TH 2022

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
CORELOGIC 5 HOLLOW SPRING RD 5-78-43-0	21-RE-102961 \$5,104.79	PAID IN ERROR
CORELOGIC 8 CARRIAGE DR 5-56-656-0	21-RE-107969 \$6,518.00	PAID IN ERROR
CORELOGIC 17 ROME ST 5-6-54-0	21-RE-101912 \$3,259.65	PAID IN ERROR
CORELOGIC 8 SADDLE RD 5-16-163-0	21-RE-124989 \$3,717.20	PAID IN ERROR
CORELOGIC 5 FINCH CT 5-79-23-0	19-RE-106359 \$4,695.36	DUP PYMT
CORELOGIC 44 LOWE ST 2-53-3-0	18-RE-122050 \$3,776.58 20-RE-122046 \$3,879.27	DUP PYMT DUP PYMT

AGENDA

SEPTEMBER 8TH 2022

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
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FLETT TRACY

301 WEST CEDAR ST

5-67-70-0	20-RE-106880 \$6,692.03	DUP PYMT
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MUTUAL SECURITY CREDIT UNION

35 FRANCE ST

1-78-7-0	20-RE-117512 \$4,584.29	PAID IN ERROR
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RENZULLI CARMINE

130 MAIN ST D1

1-7-1-D1	21-RE-126681 \$2330.10	PAID IN ERROR
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<u>YR/BILL#</u>	<u>VEHICLE</u>	<u>PLATE#</u>	<u>VIN #</u>	<u>REFUND AMT</u>
20-368617	2017 VW	7ALFG3	3VWL17AJ6HM300108	\$255.52 \$99,340.23
20-368763	2017AUDI	AL69032	WAUENAF46HN006601	\$481.90 \$96,423.43
20-368776	2018 VW	9ARJW9	3VWDB7AJ2JM216956	\$292.70 \$96,423.43
20-368789	2018 VW	AL94978	3VV2B7AX8JM052287	\$286.61 \$96,423.43
20-368858	2018 VW	AP20071	3VV2B7AX0JM164193	\$368.69 \$96,423.43
20-368931	2018 AUDI	AM02948	WA1LHAF7XJD005002	\$769.08 \$87,919.22
TOTAL REFUND -				\$2,454.50

20-346956	2018 Nissan	AP55858	KNMAT2MV7JP515471	\$97.43
20-346985	2018 Nissan	AS10322	KNMAT2MV3JP579538	\$129.79
20-347033	2018 Nissan	AP09902	3N1AB7AP1JY253051	\$174.69
20-347377	2017 Infiniti	AL25097	5N1DL0MM7HC547875	\$293.25
20-347404	2017 Infiniti	AL92820	JN8AZ2NE9H9157967	<u>\$438.81</u>
Refund Total -				\$1,133.97

81- 76106 - 97.43 - ws

82- 74432 - 129.79 E07

81- 45077 - 174.69 - E01

99- 96657 - 293.25 - SL

0101- 05089 - 438.81 - ws



CITY OF NORWALK, DEPARTMENT OF FINANCE
Tax Collector's Office

P: 203-854-7731 / F: 203-854-7770

125 East Avenue Room 105
Norwalk, Connecticut 06851
www.norwalkct.org

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: September 6, 2022
Re: **Preliminary** Narrative for August, 2022 Tax Collector's Reports (plural)

At this writing, we have not yet finalized our figures for the end of August, but I am preparing a preliminary narrative report for inclusion in the Finance and Claims Committee meeting packet today. As soon as they are completed, we will send the two spreadsheets for the month of August, 2022, reporting collections on the immediately prior fiscal year (FYE June 30, 2022) as well as for the current, new fiscal year (ending June 2023).

Relative to the new fiscal year, as of the end of August, 2022, having concluded the first two months of the fiscal year, we collected in excess of \$192 million against our \$363.8 million adjusted levy, or **52.78%**, up from 43.95% as of July 31, 2022. We also collected **49.18%** of our sewer use levy, more than \$8.6 million, and approximately **68%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year (August 2021) we are slightly ahead relative to taxes: 52.78% vs 52.51%. We are slightly behind with sewer use (49.67% last year and 49.18% this year); and behind with the IPP fee (72.95% last year and 68% this year). However, all these variances are minor.

Last month we reported that relative to the immediately prior fiscal year (ending June 30, 2022): through the end of *July 2022*, we collected nearly \$350 million, or **99.3%** of the \$352 million adjusted tax levy on the 2020 grand list (due July 1, 2021 and January 1, 2022). We also collected more than \$16 million of our sewer use levy, or **99.08%**, and **94.16%** of that year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. (August updates for the prior fiscal year will follow.)

Bills for the tax and sewer use billing on the 2021 grand list were mailed to Norwalk taxpayers on June 24. The last day on which to pay these taxes without penalty was Monday, August 1. Our office was significantly understaffed due to two vacancies at our front end. As a result, the line of customers waiting to make in person payments at City Hall was longer than usual and longer than we would have liked. However, in spite of the vacancies, there were no major delays in our payment processing, posting, or other work.

We have encountered an increasing number of situations where taxpayers mailed a check in payment of their taxes, only to discover those checks to have been intercepted by fraudsters, and negotiated by a payee other than the City, usually for a significantly higher amount. In these situations, our office refers the taxpayer to law enforcement and to their own bank. This is occurring in other municipalities as well. It appears to be happening at least in part due to increasing automation and "remote" processing / deposit by banks and financial institutions. Our recommendation is if taxpayers choose to mail a check in payment of their taxes, they should put it in the mail well before the deadline, and follow up with their own bank to ensure their check is properly negotiated by the City, as they intended. We use a lockbox service during the collection period and the bulk of our mailed payments are processed the same day they are received. There is usually no processing delay, and having an extended delay in payment posting may be a cause for concern. Taxpayers may also choose to pay using an electronic check, and thereby avoid the uncertainty of mailing their payment. The cost of the E Check (\$1.25) is only nominally higher than the cost of postage.

Delinquent notices, called “demand for payment” notices, are at the printer now, and will be sent later this month. The term, “demand” is a statutory term, and is not meant to imply rudeness to the taxpayer. The tax collector is required to “make demand” for payment prior to initiating collection enforcement measures.

We are continuing to issue alias tax warrants for selected accounts owing past due business personal property taxes. These are served by a state marshal. We issue approximately 25 warrants per month during non-collection months. In conjunction with this, we will be publishing a tax collector’s levy notice in the local newspaper within the next two to three weeks. The levy notice will list those business personal property accounts that have been turned over to the state marshals for collection. All of these accounts either owe in excess of \$1,000; or are past due for two or more years. This is being done to notify not only the taxpayers, but also other creditors that the property is subject to levy and seizure for back taxes.

We also continue to pursue our health permit initiative for business establishments owing back taxes that have been delinquent for at least one year. We will begin working with the collection agency approved by the Common Council earlier this summer; that endeavor will likely take place this fall after the delinquent billing.

The tax sale site at [City of Norwalk Tax Sale 2021 \(arcgis.com\)](https://arcgis.com) remains active online. Our next tax sale will be held in July 2023. We expect to begin work on that sale later this fall. Maintaining high current and back tax collection rates promotes budgetary stability, and allows the Board of Estimate and Taxation to set lower mill rates for all taxpayers. A higher current collection rate enables less of an allowance for “uncollectible” taxes, and correspondingly lower mill rates.

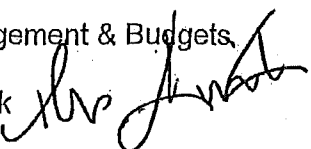
We are still short staffed and have two vacancies out of our eight person staff. We hope to fill those vacancies within the next few months.

I am prepared to respond to any questions, and continue to keep all stakeholders informed of our progress.

Memo

2022-23

To: Tom Ellis, Director Management & Budgets

From: Chief Thomas E. Kulhawik 

Date: July 19, 2022

Subject: Funding Reallocation Request

We are respectfully requesting a capital project funding reallocation. In the initial capital process for FY 2022-2023 the budget for vehicles was reduced, which did not initially allow for the planned purchase. After a review of our current funded capital projects, it was determined that \$200,000 is available in the Communications account #09213610-5777-C0638 to be repurposed for this purchase.

We are respectfully requesting \$200,000 be placed in account #09213010-5777-C0665. In order to execute this appropriation; account #09213610-5777-C0638 ✓ may be reduced by \$200,000. Current quotes and projections indicate that the funds are available in this account.

The Mayor and CFO are in agreement with this reallocation.

CC: Deputy Chief James Walsh
Deputy Chief Susan Zecca
Michael Docimo

TEK: jlb





CITY OF NORWALK
Office of the Mayor

P: 203-854-7701/ F: 203-854-7939

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

To: Members of the Board of Estimate & Taxation
Members of the Planning Commission
Members of the Common Council

From: Harry Rilling, Mayor *HR*

Re: Special Capital Appropriation Request from the Police Department to Purchase Vehicles

Attached is a request from the Police Department for a special capital appropriation in the amount of \$200,000 to purchase vehicles. There will be a reduction of \$200,000 in the Communication Console Account #0921-3610-5777-C0638 and an increase of \$200,000 in the Cars and Vans Account #0923-3010-5777-C0665. Both accounts are in the Police Department.

The total appropriation for the Communication Console account #0921-3610-5777-C0638 is \$13,500,000. As of July 25, 2022, there is \$8,179,883 available in this account.

ACTION REQUESTED:

1. REQUESTING, A reduction in the amount of \$200,000 from the Police Communications Console Account #0921-3610-5777-C0638 for FY 2022-23 to purchase three vehicles for the Police Department.
2. REQUESTING, an increase in the amount of \$200,000 in the Police Cars and Vans Replacement Account #0923-3610-5777-C0665 to purchase three new vehicles.



CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-728-4991
Office: 203-854-7870

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

Date: August 1, 2022

To: Harry W. Rilling, Mayor
Members of the Board of Estimate & Taxation
Members of the Planning Commission
Members of the Common Council

From: Henry Dachowitz, Chief Financial Officer

Re: Special Capital Appropriation Request from the Police Department to Purchase Vehicles

Attached is a request from the Police Department for a special capital appropriation in the amount of \$200,000 to purchase vehicles. There will be a reduction of \$200,000 in the Communication Console Account #0921-3610-5777-C0638 and an increase of \$200,000 in the Cars and Vans Account #0923-3010-5777-C0665. Both accounts are in the Police Department.

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ACTION REQUESTED:

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2. REQUESTING, an increase in the amount of \$200,000 in the Police Cars and Vans Replacement Account #0923-3610-5777-C0665 to purchase three new vehicles.

Finance recommends approval.

SECTION C
OTHER BUSINESS

City of Norwalk, Board of Estimate & Taxation
August 1, 2022

Approved

1. RESOLUTION, Authorizing a Special Capital Appropriation in the amount of \$200,000 for the Police Department to purchase vehicles.



NORWALK PLANNING & ZONING COMMISSION

125 East Avenue
Norwalk, Connecticut

MEMORANDUM

August 24, 2022

TO: Common Council
FROM: Bryan Baker, Principal Planner
SUBJECT: #2022-40 Special Appropriation – Norwalk Police Department – Purchase of vehicles

At their August 17, 2022 meeting, the Planning & Zoning Commission made the following recommendation:

BE IT RESOLVED by the Norwalk Planning & Zoning Commission that application #2022-40 Special Appropriation – Norwalk Police Department – Purchase of vehicles be **APPROVED**.

BE IT FURTHER RESOLVED that the reasons for this action are to implement the following Plan of Conservation and Development goals, policies and actions:

1. To achieve Plan of Conservation and Development Goal #1 listed in Chapter 11: Public Facilities, Infrastructure & Services: *“Norwalk’s infrastructure and public facilities are resource-efficient, well-maintained, cost-effective, sustainable and resilient”* through Strategy B. *“Continue to update, modernize and maintain Norwalk’s infrastructure and city facilities”* by implementing action vi. *“Ensure Norwalk’s emergency services departments are provided with appropriate funding for equipment and facilities to provide superior service and maintain a high level of public safety;”* and

BE IT FURTHER RESOLVED that notice of this action be forwarded to the Common Council.

**CITY OF NORWALK
PLANNING & ZONING COMMISSION
August 17, 2022**

PRESENT: Louis Schulman, Chair; Mike Mushak; Tammy Langalis; Jacquen Jordan-Byron; Darius Williams; Galen Wells; Nick Kantor; Hector Pachas; Steve Ferguson; Richard Roina (arrived at 6:20 pm)

STAFF: Steve Kleppin; Michelle Andrzejewski

OTHERS: Nichelle Waddell; Chief Thomas Kulhawik; Michael Petrin; Dennis Rioux; Atty Bob Maslan; Christopher Russo

I. CALL TO ORDER

Mr. Schulman called the meeting to order at 6:02 p.m. It should be noted that this meeting was held on Zoom.com with all participants calling in, separately.

II. ROLL CALL

Mr. Kleppin called the roll.

Mr. Schulman asked that anyone not speaking on behalf of the first two public hearings turn off their cameras.

III. PUBLIC HEARINGS

a. #2022-19 R/SP/SPR - Wegmans Food Markets, Inc. – 47 Richards Avenue and 677, 667 and 651 Connecticut Avenue – Zoning text amendment, special permit and site plan review applications for a Wegmans grocery store, parking structure and two additional retail buildings – NO ADDITIONAL PRESENTATION/PUBLIC COMMENT AT THIS MEETING, HEARING TO BE CONTINUED TO WEDNESDAY, AUGUST 24, 2022 AT 6:00PM VIA ZOOM

Mr. Schulman noted that this public hearing was closed to comment.

Atty Jason Klein said he understood that the application would be continued at the next meeting on August 24, 2022.

b. #2022-36 SP – Watch Me Grow Daycare – 60 East Avenue – Proposed nursery school/child daycare center within existing building at St. Paul's on the Green i. Action on III. b. #2022-36 SP

Mr. Schulman opened the public hearing and explained the rules. Nichelle Waddell began the presentation by explaining that she would like to start a daycare at St. Paul's on the Green at 60 East Avenue. She would rent two small rooms from the church. The rooms would be for infants and young children. The curriculum is nature based and the children would learn about the flowers and trees. A playground would be installed as well. She said that she has families ready to begin. The majority of them are from Norwalk. There was a discussion about receiving approvals from the Fire Department and Health Department. She needed the approval from the Planning and Zoning Department and Building Department.

Mr. Mushak said he was a member of the church and wished Ms. Waddell the best of luck. There was a discussion about the number of employees. The ratio would be 1:3 staff to children while the allowable ratio was 1:4. There was also a discussion about the hours of operation, playground, security measures and CPR training.

No members of the public spoke for or against the application. Mr. Pachas appreciated the amount of staff that the daycare would have. Ms. Waddell thanked the commissioners. Mr. Schulman closed the public hearing.

**** MR. MUSHAK MOVED: THEREFORE BE IT RESOLVED** by the Norwalk Planning & Zoning Commission that application #2022-36 SP – Watch Me Grow Daycare – 60 East Avenue – Proposed nursery school/child daycare center within existing building at St. Paul's on the Green be **APPROVED** subject to the following conditions:

1. That all CEAC sign-offs be submitted prior to the issuance of a zoning permit; and
2. That any changes to the approved plans be submitted to the Planning & Zoning Commission for their review and approval; and
3. That any and all conditions required by Norwalk DPW shall be applicable to this approval; and
4. That any and all conditions required by Norwalk WPCA shall be applicable to this approval; and
5. That this approval is subject to Section 118-1460 C. of the Norwalk Building Zone Regulations; and

BE IT FURTHER RESOLVED that this application complies with Section 118-500 and all other applicable sections of the Norwalk Building Zone Regulations; and

BE IT FURTHER RESOLVED that the effective date of this action is August 26, 2022.

Mr. Pachas seconded.

Planning & Zoning Commission

August 17, 2022

Page 2 of 9

Louis Schulman; Mike Mushak; Tammy Langalis; Jacquen Jordan-Byron; Galen Wells; Nick Kantor; Hector Pachas; Steve Ferguson approved.

No one opposed.

No one abstained.

Motion was approved.

IV. REVIEW & ACTION ON APPLICATIONS

a. #2022-40 Special Appropriation – Norwalk Police Department – Purchase of vehicles – Report & recommended action

Chief Thomas Kulhawik began the presentation with a brief history of the replacement plan of the police vehicles. He noted that administrative vehicles had been cut from the capital budget a few years ago as well as the previous budget. He also explained that the radio project would be under budget since they would be using state infrastructure. The department was asking for a transfer of funding from the radio budget to the funding of the police vehicles. There was also a discussion about using the additional funds for another project. Chief Kulhawik said the fund would be returned to the city. There was a discussion about using electric vehicles. He said that they had attended some meetings about the type of infrastructure the city would need in order to purchase electric vehicles. He noted that the fleet does have some hybrid police vehicles. Mr. Schulman noted that the city should have a citywide plan for these types of vehicles. There was also discussion about why the city was only purchasing Ford vehicles. Chief Kulhawik noted that there were several reasons they used Fords.

**** MR. FERGUSON MOVED: BE IT RESOLVED by the Norwalk Planning & Zoning Commission that application #2022-40 Special Appropriation – Norwalk Police Department – Purchase of vehicles be APPROVED.**

BE IT FURTHER RESOLVED that the reasons for this action are to implement the following Plan of Conservation and Development goals, policies and actions:

1. To achieve Plan of Conservation and Development Goal #1 listed in Chapter 11: Public Facilities, Infrastructure & Services: "Norwalk's infrastructure and public facilities are resource-efficient, well-maintained, cost-effective, sustainable and resilient" through Strategy B. "Continue to update, modernize and maintain Norwalk's infrastructure and city facilities" by implementing action vi. "Ensure Norwalk's emergency services departments are provided with appropriate funding for equipment and facilities to provide superior service and maintain a high level of public safety;" and

BE IT FURTHER RESOLVED that notice of this action be forwarded to the Common Council.

Ms. Langalis seconded.

Louis Schulman; Mike Mushak; Tammy Langalis; Darius Williams; Galen Wells; Hector Pachas; Steve Ferguson; Richard Roina approved.

Planning & Zoning Commission

August 17, 2022

Page 3 of 9

No one opposed.

Nick Kantor abstained.

Motion was approved.

b. #2022 – 32 CAM – Norwalk Transit District – 275 Wilson Avenue – 11,700sf rear addition - Report & recommended action

Michael Petrin introduced Dennis Rioux. Mr. Rioux oriented the commissioners as to the location of the site on an aerial map. He explained how the bus traffic flows on the site. He explained what construction would be done at the site. There was a discussion about the new covered space and how it would be used. Mr. Petrin said there would be stormwater drainage improvements. There was a discussion about the look of the building. It was noted that the HVAC system had not worked well since it was built in 2000. There was a discussion about whether the addition had been considered in the original plans. Mr. Schulman said it had not, since he had built the original. There was a discussion about bonding for the project. It was noted that it would have to be a bond from the city to the city or a memorandum of understanding.

**** MS. WELLS MOVED: THEREFOR BE IT RESOLVED** that application #2022 – 32 CAM – Norwalk Transit District – 275 Wilson Avenue – 11,700sf rear addition - Report & recommended action be **APPROVED** subject to the following conditions:

1. That the building and site will be developed in accordance with the following plans:
 - a. Per engineer and architectural plans dated 5/17/2022 revised to 10/9/2021 prepared by Wendel, Williamsville, NY
2. That all department sign-offs are obtained prior to issuance of any Zoning Permit; and
3. That all City storm-water management requirements are met; and
4. That any and all conditions required by Norwalk DPW shall be applicable to this approval; and
5. That any and all conditions required by Norwalk WPCA shall be applicable to this approval; and
6. That any and all conditions required by Norwalk TMP shall be applicable to this approval; and
7. That all erosion and sediment controls be installed and maintained prior to the start of any construction or site work and that additional controls be installed at the direction of the Commission's Staff, as needed; and



CITY OF NORWALK
OFFICE OF THE ASSESSOR
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

P: 203-854-7888 / F: 203-854-7986
norwalkct.org

MEMORANDUM

Date: September 2, 2022
TO: Greg Burnett, Chairman,
Finance/Claims Committee
FROM: William J. Ford, Assessor
RE: 2023 Reval Residential Revaluation

Connecticut General Statutes Sec. 12-62. Revaluation of real property requires municipalities in the State of Connecticut to perform revaluations every five years. The goal of the City of Norwalk is to perform revaluation to ensure fair and equitable values and taxation.

In addition, every ten years municipalities must perform a Full inspection which means to measure or verify the exterior dimensions of a building or structure and to enter and examine the interior of such building or structure. The 2023 Grand List is a Full Inspection revaluation.

To determine acceptable companies, the City of Norwalk issues an RFP (4175-Appraisal Services – Property Revaluations). The RFP requested qualifications and costs for inspections, valuations and breaking the properties into Residential and Income Producing. A committee was established of the City Assessor, Assistant City Assessor, CFO, and Purchasing Director. After review of the Responses to RFP, interviews were conducted. The Committee decided to split the Residential and Income Producing revaluations.

We are seeking approval to enter a contract with Vision Government Solutions, to perform the Residential Revaluation of the City of Norwalk for a sum not to exceed \$900,000.



CITY OF NORWALK
OFFICE OF THE ASSESSOR
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

P: 203-854-7888 / F: 203-854-7986
norwalkct.org

MEMORANDUM

Date: September 2, 2022
TO: Greg Burnett, Chairman,
Finance/Claims Committee
FROM: William J. Ford, Assessor
RE: 2023 Reval Commercial Revaluation

Connecticut General Statutes Sec. 12-62. Revaluation of real property requires municipalities in the State of Connecticut to perform revaluations every five years. The goal of the City of Norwalk is to perform revaluation to ensure fair and equitable values and taxation.

In addition, every ten years municipalities must perform a Full inspection which means to measure or verify the exterior dimensions of a building or structure and to enter and examine the interior of such building or structure. The 2023 Grand List is a Full Inspection revaluation.

To determine acceptable companies, the City of Norwalk issues an RFP (4175-Appraisal Services – Property Revaluations). The RFP requested qualifications and costs for inspections, presentations, and valuations. The RFP separated the properties into Residential and Income Producing. A committee was established of the City Assessor, Assistant City Assessor, CFO, and Purchasing Director. After review of the Responses to RFP, interviews were conducted. The Committee decided to split the Residential and Income Producing revaluations.

We are seeking approval to enter a contract with Safeground Analytics Inc to perform the Commercial Revaluation of the City of Norwalk for a sum not to exceed \$160,000.

QUALITY DATA SERVICE INC. MEMO

TO: Norwalk CT IT Department
FROM: Leonello DiNicola, CFO, QDS Inc.
CC: Vincent Crudele, CEO, Bryan Reilly, IT Manager, David Crudele, CIO – QDS Inc.
SUBJECT: MANAGED HOSTED SERVER SPECIFICATIONS FOR THE CITY OF NORWALK
DATE: 9/6/2022

- A dedicated Virtual Server will be built by Novus Insight Inc. for the exclusive use of the City of Norwalk with the following specifications.
 - o 32 GB of RAM server with Microsoft Windows Server (licensing included, no extra Microsoft licensing required by the town).
 - o 4vCPUs with 300 GB Storage
 - o Domain Controller – ability to use the Virtual Server in the event of a complete disaster/failure of the City of Norwalk network – allows users to continue to work remotely via VPN (VPN software to be provided by Novus)
 - o Microsoft SQL Server (20 user license) will be provided as a service (licensing included, no extra Microsoft licensing required by the town).
- Novus Insight Datacenters are equipped with redundant power supplies, battery backups and backup generators
- Novus Production Datacenters are located in Springfield, MA and East Hartford, CT with backups to the Connecticut Hospital Association in Wallingford, CT - Novus Insight has a presence in Jacksonville FL for IT services and disaster recovery
- Novus Insight Datacenters have experienced zero downtime over the past 2 years that has not been caused by an ISP. Latency and network speeds to CT towns consistently outperform Azure and AWS.
- Novus Insight is part of the CRCOG IT services Cooperative for private cloud hosting - <https://crocog.org/municipal-services/it-services-cooperative/>
- Hosted servers will be served from a high-speed hybrid storage infrastructure on multicore redundant compute infrastructure, with 1 gbps connectivity to CEN and other redundant Internet Service Providers.
- Full server backups taken nightly will be retained for a rolling 28-day window.
- Weekly full backups are kept for 1 month in an offsite datacenter for disaster recovery.
- QDS will be responsible for managing the application and database within the Novus Insight environment relieving administrative burden on in-house IT staff
- With the Domain Controller and VPN this solution provides a disaster recovery plan to keep Assessor and Tax Collectors functional and operational

- Data stored on City of Norwalk Virtual Server is property of the City of Norwalk
- For more information on Novus Insight Inc. please visit them at www.novusinsight.com

**Novus Insight emerged in 2010 from the IT department at the Connecticut Center for Advanced Technology, a nonprofit headquartered in East Hartford, CT. We started business operations as a managed IT service provider for the types of organizations that we know best – K-12 Education, nonprofits, and local government. Our philosophy was – and still is — to always do the right thing for clients, whatever it takes. Then, through strong relationships, business will flourish. Our employees are thrilled when they solve problems and help their clients. We don't let anything get between our consultants and our clients and it is why client's stay with us year after year and refer Novus to others.*

Our approach has worked. Today, we have grown to over 50 employees, with offices in Connecticut and Florida and clients across the country. We have expanded our services to include cybersecurity, application development, and technology consulting. Our strategic relationships continue to provide value for our clients. Our clients continue to provide us with new opportunities including work in insurance, legal, crisis communications, and councils of government.

**Sept. 6, 2022 Statement taken directly from Novus Insight Inc. website*
www.novusinsight.com



Leonello DiNicola, CFO

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL**

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

VII C

TO: MEMBERS OF THE NORWALK COMMON COUNCIL
FROM: STEPHEN IVAN, HOUSING DEVELOPMENT PROJECT MANAGER
RE: PY47 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
DATE: SEPTEMBER 13, 2021

Norwalk's Consolidated Annual Performance and Evaluation Report (CAPER) is a review of the CDBG program for Program Year 47 (July 1, 2021 - June 30, 2022). In keeping with the City's *Citizen Participation Plan*, the CAPER has been made available for public comment between September 1, 2022 and September 16, 2022. On September 9, 2022 the Redevelopment Agency will host a public hearing for the CAPER meeting for public participation. Comments received after the September 1st meeting will be documented and presented at the September 13, 2022 Common Council meeting. If comments are submitted received after the September 13 Common Council meeting and prior to the end of the public comment period, they will be documented and presented at the September 27, 2022 Common Council meeting. A draft of the PY47 CAPER is provided as an attachment and also available for viewing at the following linking. <https://www.norwalkct.org/1412/Community-Development-Block-Grant>

Resource Narrative

In PY47, the total resources made available to the City was \$1,174,474 which included the 2021 HUD CDBG allocation of \$884,474, prior year resources of \$61,000 and program income of \$229,000. The City expended \$1,781,287.17 during the program year and funds were used to increase quality and decent affordable housing through housing rehab, expand economic opportunities with job training, modernize public facilities and infrastructure, and increase available public services to LMI and special needs residents in Norwalk.

Achieving ConPlan Objectives and Strategies

PY47 is the second year of the five-year period of the 2020-2024 Consolidated Plan. A summary of achievements for goals listed in the PY47 Annual Action Plan, as well as cumulative achievements for goals listed in the Consolidated Plan are provided as an attachment.

ATTACHMENTS:

[DRAFT PY47 CAPER](#)

[Summary of Achievements](#)

ACTION REQUESTED: Authorize the Mayor to sign all forwarding documentation required by HUD for the submission of the PY47 CAPER and approve the advancement of the PY47 CAPER to HUD.



2021 Consolidated Annual Performance and Evaluation Report (PY47 CAPER)

DRAFT

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Norwalk is an entitlement jurisdiction that receives an annual allocation of Community Development Block Grant (CDBG) program funds through the U.S. Department of Housing and Urban Development (HUD). These funds help the City address the housing and community development objectives outlined by HUD, which include, but are not limited to: affordable housing preservation, affirmatively furthering fair housing, public improvements, economic development and vital public services for special needs and low- to moderate-income (LMI) populations. PY 2021, July 1, 2021 - June 30, 2022, is the second year of the City's 2020-2024 Consolidated Plan (ConPlan), and accomplishments are summarized below:

Affordable Housing: The City assisted a total of 16 households through the Residential Housing Rehabilitation program. These activities included housing rehab for 12 households at the Open Door Shelter supportive housing site, and minor housing repair activities for 4 LMI households.

Public Facilities and Infrastructure Improvements: The City made improvements to neighborhood facilities that had a low/mod citywide benefit to 86,935 persons. These improvements were for the roof replacement at the Carver Foundation facility and park improvements at Ryan Park and Washington Park. There were also 14 LMI persons who benefitted from improvements to the new Malta House location which serves pregnant and parenting mothers and their children. Sidewalk improvements throughout Norwalk also had a low/mod citywide benefit to 86,935 persons.

Public Services: The City supported public services that improved the quality of life of residents. Basic services benefitted 2,110 LMI persons throughout the City. These activities included homeless prevention programs, senior services, youth services, substance abuse services and child care services. Among the total assisted, mental health services benefitted 131 LMI persons through Keystone House and the Triangle Community Center. The City also funded the Person to Person Eviction and Utility Shutoff Prevention program which helped 44 LMI persons. Finally, not included in the basic services total was employment services at Open Door, which had a citywide benefit to 86,935 persons.

Economic Development: The City's Technical Assistance Program helps local small businesses with job retention. Training and consultation is provided through 1-on-1 and group sessions. At this time, the program is ongoing and no accomplishments are reported in PY 2021.

CDBG-CV funded activities are provided in more detail below in this section.

Data note for the goal accomplishment table: For public improvements and public services, some of the 5-Year SP goal outcomes are shown below to measure accomplishments by households, however these activities are reported by “persons” and should be counted as individuals. Please note that while some 1-Yr Actual goal outcomes are reported correctly as persons, they may not align correctly with the 5-Year SP goal outcomes. Housing goals below are measured by “households” assisted and align correctly for 1-Yr Actual goal outcomes and 5-Year SP goal outcomes.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Basic services	Affordable Housing Public Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7600	90082	1185.29%	33385	88958	266.46%
Basic services	Affordable Housing Public Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1520	0	0.00%	1520	0	0.00%
Basic services	Affordable Housing Public Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG	Other	Other	166925	86935	52.08%			

Economic development: technical assistance	Non-Housing Community Development	CDBG	Businesses assisted	Businesses Assisted	25	20	80.00%			
Employment training	Non-Housing Community Development	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2700	154	5.70%			
Employment training	Non-Housing Community Development	CDBG	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	30	0	0.00%	30	0	0.00%
Health & mental health services	Non-Homeless Special Needs	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	700	428	61.14%			
Health & mental health services	Non-Homeless Special Needs	CDBG	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	140	131	93.57%	140	131	93.57%
Housing services	Affordable Housing Public Housing	CDBG	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	20	44	220.00%	20	44	220.00%
Housing services	Affordable Housing Public Housing	CDBG	Rental units rehabilitated	Household Housing Unit	0	0				
Housing services	Affordable Housing Public Housing	CDBG	Other	Other	175	35	20.00%			

Improve public infrastructure: modern & safe	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	27500	173870	632.25%	5500	86935	1580.64%
Public facility rehabilitation	Homeless Non-Homeless Special Needs	CDBG	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	200	13	6.50%	40	0	0.00%
Public facility rehabilitation	Homeless Non-Homeless Special Needs	CDBG	Homelessness Prevention	Persons Assisted	1000	79	7.90%	200	14	7.00%
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	60	5	8.33%			
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Rental units rehabilitated	Household Housing Unit	75	38	50.67%	15	14	93.33%
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Homeowner Housing Rehabilitated	Household Housing Unit	15	5	33.33%	5	2	40.00%
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Housing for Homeless added	Household Housing Unit	0	0		0	0	
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

PY 2021 is the second year of the City's 2020-2024 Consolidated Plan period, and the City has identified the following priority needs for the community: Increase high quality and affordable housing; Modernize public facilities and infrastructure; Increase in available social services; and Expand economic opportunities. CDBG funded activities must address one of these needs as well as primarily benefit low- and moderate-income persons or special needs populations.

CDBG funds were used to assist with affordable housing rehab, public facilities and infrastructure improvements, vital public services, and economic development opportunities. Affordable housing rehab activities included minor rehab of existing affordable housing of both rental and homeowner housing, and improvements to the the multi-family Open Door location. Improvements to public facilities and infrastructure were targeted to low/mod areas in the City as well as facilities that specifically targeted low/mod clientele. CDBG funds also helped to fund public services to alleviate poverty, prevent and end homelessness, and improve the quality of life for Norwalk residents. Activities included basic services for LMI persons, mental health services, and employment training. Economic development was also a major focus of CDBG funds. The following is a distribution of CDBG funds by priority in PY 2021:

Public Facilities and Infrastructure: \$469,438.23 (39.6%)

Public Services (basic, mental health, job services): \$126,434.00 (10.7%)

Affordable Housing (residential rehab): \$275,424.91 (23.2%)

Expand Economic Opportunities: \$42,582.72 (3.6%)

Administration of the CDBG Program: \$272,045.67 (22.9% - includes spending down 2020 admin funds)

CDBG-CV Activities in PY 2021

The City of Norwalk received CDBG-CV funding as a result of the Coronavirus Aid, Relief, and Economic Stability Act (CARES Act) signed into law during March of 2020. CARES Act CDBG-CV funds were allocated to the City in the amount of \$1,329,485. In PY 2021, the City expended \$595,363 of these funds on activities that prevent, prepare for and respond (PPR) to the Coronavirus. The accomplishments of CDBG-CV funded activities include public services such as PPR health and safety precautions at the Malta House Residential Program, Family & Childrens Agency, the Higher Education Literacy Professionals program and the Domestic Violence Crisis Center. Together these PPR health and safety precautions assisted 495 LMI persons. There were 81 LMI elderly persons assisted with the Norwalk Senior Center Meals on Wheels program for persons sheltering from

the pandemic. Mental health services at Keystone House and the Triangle Community Center assisted 131 LMI persons during the pandemic. Finally, 1,172 LMI persons were assisted with emergency response services such as food, financial assistance, residential services, and other health and safety operations in relation to COVID-19. CDBG-CV funds expended in the program year are also detailed in the CR-15.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)

	CDBG
White	1,202
Black or African American	738
Asian	28
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	11
Total	1,981
Hispanic	857
Not Hispanic	1,283

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Data Note: The Table above does not include a category for people of “other” or “multiple races” or people who “refused to answer either racial or ethnic information,” therefore the reported numbers above do not necessarily match the number of people actually served through City programs. Additionally, the total number of families assisted in the above table do not include the beneficiaries of projects determined to have an “area benefit” to the community, such as the rehab of a neighborhood/community center, park and/or street improvements. The table above only reports a total of 1,981 by race, however the actual number reported was 2,140 persons (there were 159 other multi-racial persons not counted in the table above).

According to the most recent 2016-2020 American Community Survey 5-Yr Estimates, White persons made up 69.0% of the total population, followed by Black or African American persons with 13.4% and Asian persons with 5.4%. Hispanic households also made up 27.9% of the population. Based on the table above, the CDBG beneficiaries for the program year were 56.2% White, 34.5% Black or African American, and 1.3% Asian. Forty percent of beneficiaries identified as Hispanic households. In comparing the beneficiary outcomes to the City demographic profile, the City has sufficiently assisted Black and Hispanic households, however there is a need to identify Asian households who may be in need of assistance.

Housing Needs Assessment

The Needs Assessment in the 2020-2024 Consolidated Plan assesses if any racial/ethnic group by income category has a disproportionate need in the area with regards to housing problems, severe housing problems and cost burden. Households with housing problems are those that reside in units lacking complete kitchen and plumbing facilities as well as overcrowding (more than one person per room) and cost burden (spending 30% or more of income on housing per month). Households with severe housing

problems are those that reside in units lacking complete kitchen and plumbing facilities as well as severely overcrowded homes (more than 1.5 person per room) and severe cost burden (spending 50% or more of income on housing per month).

NA-15 Housing Problems: According to the Needs Assessment, there are no minority race groups with a disproportionate need with “regular” housing problems in the City.

NA-20 Severe Housing Problems: For severe housing problems, the needs assessment shows American Indian, Alaska Native households at 0-30% AMI have a disproportionate need; however, this race group has a very small sample size.

NA-25 Cost Burden: For racial/ethnic group experiencing cost burden at various levels, there are no racial/ethnic groups that disproportionately face housing cost burden. However, Hispanic households are nearly disproportionately affected by cost burden at 27.2% as compared to 19.8% of households in the aggregate.

In PY 2021, the City assisted 16 LMI households with affordable housing activities, with seven households reporting as white and nine reporting as black. As there are very few minority race groups with disproportionate housing needs in Norwalk, the City will continue to serve all minority groups based on individual need and income eligibility.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,187,508	1,185,926

Table 3 - Resources Made Available

Narrative

In PY 2021, the total resources made available to the City were \$1,187,508, which included the 2021 HUD CDBG allocation of \$897,508, program income of \$229,000 and prior year resources of \$61,000. The City expended \$1,185,926 during the program year. Funds were used to increase quality of affordable housing through housing rehab, expand economic opportunities with job training, modernize public facilities and infrastructure, and increase available public services to LMI and special needs residents in Norwalk. Detailed expenditures by priority is listed in the CR-05.

CARES Act Funds:

The City of Norwalk received Round 1 CDBG-CV1 funds in the amount of \$521,436 and Round 3 CDBG-CV3 funds in the amount of \$808,049 with provisions that waived the 15% public services grant cap and related provisions to citizen participation requirements. The total amount received for both rounds of CDBG-CV funds was \$1,329,485. In PY 2021, the City expended \$595,361.64 in CDBG-CV funds towards activities that worked to prevent, prepare for and respond to the COVID-19 pandemic.

CV Public Services: \$541,267.09 (90.9%)

CV Administration: \$54,094.55 (9.1%)

Total expenditures as reported by the PR-26 CDBG-CV Financial Summary Report for CDBG-CV across all years is now \$1,210,594 which leaves an amount remaining of \$118,891.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
N/A	N/A	N/A	N/A

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City does not allocate funding based solely on geographic requirements. When projects or planned activities are intended to serve individuals or households directly, those individuals or households must meet income qualifications, as well as residency requirements, in order to receive assistance from the program. In these instances, City staff and/or one of its partner agencies complete an in-take and review

eligibility of the individual or household before the project/activity is initiated.

The City has identified infrastructure and public facility improvement activities that are intended to serve a community, neighborhood or “area”. These activities are said to have a low/mod income “area-wide” benefit. Per HUD requirements, these areas must be within an eligible Census Tract, as defined by HUD-CDBG regulations, whereby the majority of the residents are low to moderate-income.

To determine these Tracts the City utilizes HUD CDBG Low Mod Income Summary Data (LMISD) from the HUD Exchange website, which has defined the eligible tracts within the jurisdiction. The identified census block group tracts within the jurisdiction that are considered low-moderate income can be found on the HUD Exchange website at: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City awarded a portion of its annual CDBG allocation as grants to local organizations through a competitive process and recommended applicants provide matching funds, \$2/\$1 match for public service programs and a \$1/\$1 match for all other programs. Organizations in receipt of these grants received support from an array of public and private sources to provide high quality and innovative programming in service of the community. The Norwalk Redevelopment Agency (Agency) worked strategically so that federal funds attract additional funding and spur private development to meet the needs of the community.

HUD awarded a \$30 million Choice Neighborhood (CN) Implementation grant to the Norwalk Housing Authority and the Agency in 2014, and those initiatives continue to benefit the City. This transformational project has leveraged approximately \$120 million dollars from private, federal and state resources, which consists of approximately \$95 million in housing resources, over \$8 million for Critical Community Investments and about \$16.4 million for the delivery of social services. Funding sources for Critical Community Investments include CDBG, private developers, the City of Norwalk's Capital Budget, the State of Connecticut Departments of Transportation and Housing and the Connecticut Housing Finance Authority. The City's prior CAPERs report on other various initiatives that were completed through the CN grant and leveraged funds.

The Norwalk Redevelopment Agency also received a \$2,000,000 DECD Brownfields grant in 2017 to assist in the remediation of Ryan Park. Ryan Park, a community park adjacent to the Washington Village CNI project, is being redesigned to be more responsive to community needs and underwent environmental remediation. This project was completed in August 2019.

Publicly owned land or property that were used to address the needs identified in the plan

The City will select public infrastructure sites for improvement through the Choice Neighborhood Initiative project. It will position the neighborhood to build a better future for current residents and welcome new households and businesses interested in bringing new vitality to the area.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	15	12
Number of Non-Homeless households to be provided affordable housing units	5	4
Number of Special-Needs households to be provided affordable housing units	0	0
Total	20	16

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	20	16
Number of households supported through Acquisition of Existing Units	0	0
Total	20	16

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

For affordable housing goals accomplished by household type, the City had a goal for a total of 20 households to be assisted. Fifteen of these households would be for homeless households and the City actually assisted 12 through the rehab at the Open Door housing rehab activity. There were 5 non-homeless households to be provided affordable housing assistance and 4 LMI homeowner households were actually assisted with rehab activities.

For affordable housing goals accomplished by activity type, all the households benefitted through housing rehabilitation activities. In PY 2021 the City had a goal for 20 households to be assisted, however only 16 LMI households assisted. This was due to several projects being open and not yet completed. However, the City anticipates there will be no issues completing these activities in the upcoming program year.

Discuss how these outcomes will impact future annual action plans.

While the City did not reach its established goals for the 2021 program year, affordable housing preservation and housing rehab remain a high priority for the City and its residents. The City will work with housing services providers such as Open Door Shelter and the Norwalk Housing Authority to identify new LMI households that may be in need of housing assistance, in particular for housing rehab activities. The City will continue to fund affordable housing preservation and rehabilitation and this is not expected to change for future Annual Action Plans.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual
Extremely Low-income	4
Low-income	11
Moderate-income	1
Total	16

Table 7 – Number of Households Served

Narrative Information

Of the 16 LMI households assisted, 14 were renters and two were homeowners. Of the renter-occupied households three were extremely low-income and 11 were low-income. Of the owner-occupied households 1 was extremely low-income and 1 was moderate income. All the households were assisted with housing rehab.

Worst Case Needs

Worst case needs are extremely low-income households that are at imminent risk of homelessness and are in need of affordable housing or emergency assistance. In PY 2021, the City of Norwalk, through its housing rehab programs, assisted 4 extremely low-income households with various housing rehab activities. The City will continue to work towards helping those with worst case needs, because households with extremely low-incomes lack the funds to properly upkeep their homes which may promote unsafe conditions and contribute to situations that lead to homelessness.

Worse case needs are also extremely low-income renter households who are severely housing cost burdened (households that pay more than 50% of income towards housing costs). According to the CHAS data in the NA-10 of the 2020-2024 Consolidated Plan, there were approximately 2,515 extremely low-income renter households that fit this description in Norwalk. To address this, the City will also focus on rent relief for LMI renters, in particular extremely low-income renters, as this has become a high need in Norwalk. The City has started programming for this activity, and will report these in future CAPERs. Other

assistance offered will be job placement services to improve their economic situation and eviction prevention assistance. Extremely low-income renters who are severely cost burdened are at imminent risk of becoming homeless.

The City also makes efforts to assist households with a disability. The City has funded these activities in the past, however in PY 2021 there were no households with a disability identified. If a household with a disability is identified for assistance in one of the housing programs, the City will make all necessary accommodations within reason to meet the needs of the household.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In Norwalk and the surrounding communities, Opening Doors Fairfield County (ODFC) facilitates a Food, Fuel and Shelter community. This group consists of staff from governmental agencies and nonprofits involved in providing food, fuel, and shelter services to households impacted by poverty, food insecurity, and homelessness. The primary function of this group is to collaboratively identify service gaps and discuss strategies for solutions addressing homelessness.

Additionally, ODFC hosts Project Homeless Connect, a one-day event providing homeless or near homeless individual's free access to health and human services in one location. Services including residential services, social services, and mental health and recovery services. Follow-up appointments are also provided after the event, which circumvents the normally lengthy wait to schedule appointments.

Finally, ODFC operates the Fairfield County Coordinated Access Network (CAN), providing one point of entry for anyone experiencing a housing crisis by calling 2-1-1. A housing specialist provides referrals to service providers to prevent people from entering the homeless system. In conjunction with a continuously updated list of homeless individuals, CAN uses the Vulnerability Index - Service Prioritization Decision Assistant Tool when providing referrals. More commonly referred to as the VI-SPDAT, the tool is an evidenced-based common assessment tool that informs the type of housing intervention needed to end homelessness. The tool assesses the health and service needs of homeless individuals and families, and guides placements on the Housing Registry.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Open Door provides an emergency shelter with over 95 beds. In the same building, Open Door operates a kitchen and pantry, providing food for the community. Additionally, counseling, case management, educational opportunities, job training and certification, employment assistance, and supportive housing services are offered at the nearby Smilow Life Center.

ODFC also conducts a diversion strategy to prevent households from entering a shelter by providing immediate alternate housing arrangements. Diversion assistance includes security deposits, hotel stays, car repair, and transportation costs. These services can be reach through 2-1-1.

In 2021, CDBG funds were provided to two homeless providers for facility improvements. The Domestic Violence Center received funding to increase living space in its safe house to increase capacity for women and families fleeing domestic violence. Open Doors used CDBG funding to replace exterior doors on five

supportive housing properties to increase security of residents and staff.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

In addition to the services described previously, ODFC provides a number of intervention services to ensure that individuals experiencing homelessness receive stable housing. This includes Rapid Rehousing, Housing First Collaborative (HFC), and Permanent Supportive Housing (PSH). Rapid Rehousing provides just enough financial assistance and services to help people experiencing homelessness find appropriate housing. HFC immediately moves homeless individuals from the streets or shelters into their own housing units, and provides time-limited case management support. PSH provides affordable housing and holistic case management services to clients who are at repeated risk of homelessness.

Family & Children's Agency offers a range of programs for clients experiencing homelessness. The agency offers a supportive housing program to help formerly homeless adults learn the skills to maintain housing and independent living. There is no time limit for length of stay in supportive housing. Additionally, Family & Children's agency hosts the Community Connections Center, providing one-on-one case management and services to help clients transition from homelessness to independent living. Services include gaining access to medical and behavioral health services, classes and skill building activities, and referrals and linkages to other community-based services.

In 2021, CDBG funds were provided to the Open Door Shelter job training program that provides job skills training, coaching and job placement for homeless individuals and youth living in poverty.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Norwalk Housing Authority (NHA) hosts a family self-sufficient program for their clients to achieve financial stability after leaving public housing. Services include job training, job referrals, resume development, financial literacy and management, credit counselling and repair, homeownership programs, mortgage assistance, higher education, and parenting skills. Participants who see increases in income will be able to save a portion of their rent into an escrow savings account, only to be received after graduating from the program. Participants are also eligible to participate in NHA's Section 8

Homeownership program if they meet eligibility requirements, allow HCV holders to purchase a home with Section 8 assistance. NHA can provide mortgage assistance for up to 15 years.

In addition to the services described previously, Family & Children's Agency participates in the State's Empowering People for Success Program (EPS). The program assists current and past recipients of Temporary Assistance for Needy Families (TANF) achieve self-reliance and independence. The program consists of three components: prevention services, safety net, and employment success. Prevention services provides program participants who are in jeopardy of losing TANF benefits a second chance based on Individual Performance Contracts (IPC). Safety net provides financial assistance for up to twelve months participants who have exhausted TANF time limits and cannot receive an extension. Finally, the Employment Success Program assists clients who are receiving benefits for the first time, providing intensive support to eliminate barriers to sustained employment and identify and achieve personal goals.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Norwalk Housing Authority (NHA) is the principal provider of assisted housing in Norwalk. NHA operates 18 public housing properties with a total of 1,034 units. All units serve low- and moderate-opportunity households, with 698 units targeting families and 336 units targeting elderly. Additionally, NHA manages 896 Section 8 Housing Choice Vouchers.

Using the Choice Neighborhoods Initiative grant, NHA added 21 project-based vouchers for the Washington Village Development (Soundview Landing is the name of the CNI development) under Phase II, which has now been completed. Soundview Landing has begun development of Phase III, 30 Day Street Buildings D & E. In this phase, NHA will add 26 more project-based vouchers. There will be picnic and playground areas with built-in grills. Also, to be developed is a Community Room, Fitness Center, Club Room, EnVision Center, a Rooftop Deck and onsite parking that will be available in a garage under the buildings and in a surface lot adjacent to the buildings. Once completed, Soundview Landing will be a 273-unit mixed-income development with 136 units of replacement public housing units, and includes 24 handicap units.

In 2021, NHA continued planning the renovation of Colonial Village, a 200 affordable multifamily unit housing development which was originally built in 1952. The development is situated on 25.7 acres of which 7.6 acres are vacant. The redevelopment plan calls for a multiphase effort that when completed will have available 269 affordable units.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The NHA has a Resident Advisory Board (RAB) to give residents a voice in making recommendations for the development of NHA's Five-Year Plan. Educating residents on the purpose of the RAB and how their feedback will be used to inform planning efforts can help encourage participation. The RAB meetings allow for members to provide comments during a 45-day period for potential revisions to the Five-Year Plan. Comments from RAB members and responses from NHA are publicized for transparency.

Family Self-Sufficiency (FSS) activities continued to increase the opportunities of NHA tenants to achieve independent living. Services through the FSS program include job and employment training, financial workshops, credit counseling, homeownership counseling, and health and wellness workshops. All these services work together to help to create opportunities for public housing residents to move closer to homeownership.

The NHA's Section 8 Homeownership program provides eligible Norwalk Section 8 Housing Choice Voucher and Public Housing residents with the opportunity to purchase a home with Section 8 assistance. For first time homebuyers who meet minimum employment, income and financial requirements, and with a mortgage of 20 years or longer, NHA can assist with a portion of the monthly mortgage for 15 years.

In 2021, Norwalk Housing Foundation, the official public charity of the Norwalk Housing Authority, partnered with Bankwell, a community bank servicing all of Connecticut, to provide college scholarships to public housing residents. Individual scholarships ranged from \$1,000 - \$10,000 and the total amount of money awarded was \$251,000. Scholarship recipients represented all of the family housing developments owned and managed by the Norwalk Housing Authority.

Actions taken to provide assistance to troubled PHAs

N/A. The Norwalk Housing Authority is not designated as troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In 2021, the City's Norwalk Redevelopment Agency (Agency) began implementing its Norwalk Transit Oriented District (TOD) Redevelopment Plan. The purpose of the Plan is to improve the conditions of the South Norwalk area by encouraging the development of complete, compact neighborhoods that draw new residents and businesses within a socially and economically diverse district centered on the South Norwalk Metro-North Railroad Station. The Agency completed a two phased study to build upon transit-ready initiatives that were included in the Norwalk Citywide Plan: 2019-2029 Plan of Conservation & Development (POCD) as well as the South Norwalk TOD Redevelopment Plan. The study provided recommendations for the Norwalk Redevelopment Agency and City of Norwalk to undertake to encourage neighborhood investment and economic growth around the South Norwalk Train Station.

The Agency also recently updated the Wall Street/West Avenue redevelopment plan. The Agency retained the Regional Plan Association that developed a new plan that encourages mixes of uses in these areas, high density, and affordability. Accompanying zoning is also being amended to allow more flexibility in size, parking requirements, and uses which can encourage additional affordability within these communities. Additionally, the Agency worked closely with the Department of Planning and Zoning in updating the Plan of Conservation and Development for Norwalk. The plan looks at Norwalk as a whole and address topics such as zoning, land use, affordability, density, and circulation. The plan and the redevelopment plans will be compatible with one another to promote the same goals and objectives.

The City continued to enforce and expand the workforce housing regulation requirement that developments with 20 units or more shall provide a minimum of 10% of the total number of housing units as affordable workforce housing unit. The housing units are deed restricted to remain affordable in perpetuity. Payment in-lieu of affordable housing is offered as an alternative for developers to continue increasing the supply of affordable housing options in Norwalk. Rehabilitation and preservation of existing housing stock is the primary method of increasing affordable housing supply and choices in Norwalk. NHA will continue to recruit landlords to participate in the Section 8 program, especially in higher opportunity areas, and convert public housing to other forms of affordable housing as necessary to maintain quality homes in the housing inventory.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Norwalk continued to implement and annually assess its Language Access Plan to assist individuals with limited English proficiency. Census reports and ACS data will help to determine these needs and if there are needs identified the City will update the Citizen Participation Plan accordingly.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The Norwalk Redevelopment Agency continued to refer lead-based paint hazards to the Norwalk Health Department. The Norwalk Health Department conducts lead poisoning prevention and control efforts through its Housing Section. The Housing Section uses trained and certified staff to conduct epidemiological investigations and lead inspections. As part of routine housing code inspections or as a result of a complaint investigation, the Health Department also conducts lead inspections in homes where children younger than 6 years old reside and provide educational material about lead upon request. The Norwalk Housing Authority and Norwalk Redevelopment Agency actively address lead-based paint hazards when carrying out housing rehabilitation and renovation activities, such as in South Norwalk and Wall Street.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Norwalk's poverty reducing goals, programs and policies aim to increase the incomes of City residents and reduce the number of people who are living in poverty by moving them toward self-sufficiency. In PY 2021, the City funded a job training program provides job skills training, coaching and job placement for homeless individuals and youth living in poverty. Increased income makes housing more affordable by reducing housing cost burden and by increasing the number of people who can afford to purchase or rent units produced by the Choice Neighborhoods Initiative and Agency's housing rehabilitation and new construction programs.

The Norwalk Housing Authority helps residents receiving housing assistance transition to independently maintaining their homes through their family self-sufficiency and educational programs. Services through the family self-sufficiency program include job and employment training, financial workshops, credit counseling, homeownership counseling, and health and wellness workshops.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Norwalk continued to collaborate with human and social service agencies and the Continuum of Care to identify potential resources for meeting the needs of LMI City residents and those at-risk of homelessness. The City's Norwalk Redevelopment Agency supports the efforts of service agencies to obtain any available resources that will help in furthering the objectives of the City's community and housing development goals identified in the Consolidated Plan. The City also continued to support and encourage the development of new and/or preservation of affordable housing units with the help of the Norwalk Housing Authority, Open Door Shelter and other local nonprofits.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

As part of the Choice Neighborhoods Initiative (CNI), a supportive services plan is being implemented to help residents attain greater self-sufficiency, maintain housing as the area undergoes changes, and bridge

opportunities. Collaboration between service providers from a wide variety of sectors is necessary to successfully execute this plan. Supportive services include:

- Education services to support early childhood development through adult career advancement
- Employment services to provide individual assessments, training opportunities, and workforce readiness preparation
- Affordable health and wellness services through routine checkups, specialty service referrals, and assistance with everyday necessities (food, housewares, clothing, utilities, etc.)
- Relocation services accommodating displaced residents while their new housing is being developed

Additionally, many public service activities expanding economic opportunities and increasing access to social services through CDBG funds work to improve opportunities for vulnerable populations by providing necessary housing, education, and job opportunities to obtain and maintain future permanent housing.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In January 2015, the Mayor of the City of Norwalk recognized the receipt of the document, “Analysis of Impediments to Fair Housing, An Update to the 2010 Analysis of Impediments.” The document is available on the City’s website and posted on the Norwalk Redevelopment Agency’s website (www.norwalkct.org/1412/Community-Development-Block-Grant) in both English and Spanish.

The new impediments to fair housing choice identified in the update were:

Housing Marketing: Recent outreach and the 2010 AI founds that there is housing discrimination among persons in the protected classes.

Accessibility for Persons with Disabilities: A total of 14.6% of Norwalk's population is comprised of persons with disabilities. A review of complaint data shows that discrimination against people with disabilities is one of the highest categories. A focus group with people who had disabilities revealed detailed issue.: Specifically, the following suggestions were made for housing: better exterior access, more multi-bedroom one-story units and more units with accessible design. Also, attendees requested accessible improvements for sidewalks.

Home Mortgage Lending: Home foreclosures continue in Norwalk at about a third of the volume at the height of the recession. For instance, there were 128 filings for foreclosure in the first! half of 2014. While data does not record minority status, typically minorities are often at a high risk of foreclosure. Certainly, data available through the Home Mortgage Disclosure Act (HMDA) filings indicate issues for minorities to qualify for mortgages, with credit record problems and collateral as major barriers.

Providing Access to Communities of Opportunity: Studies by the Connecticut Fair Housing Center and Kirwin Institute have shown that a high percentage of minorities live in low opportunity neighborhoods, particularly African-Americans and Latinos.

Language: Language can be an impediment to fair housing choice in two ways. Language can be a barrier to access to actual projects and programs, such as housing rehabilitation. Also, when public input is solicited in planning stages, people who have “limited English proficiency” (LEP) encounter barriers.

Actions Taken:

During the PY the City took these actions to address the impediments identified in the AI:

To address the impediments to fair housing choice in the areas of housing marketing, home mortgage lending and providing access to communities of opportunity, the Agency continues to educate, advocate, assist and advise its residents regarding fair housing and housing discrimination with the goal of eliminating it. This is done through the Fair Housing Officer and the Norwalk Fair Housing Advisory Commission. The Fair Housing Officer also educates and provides information on fair housing laws, provides assistance when there is housing discrimination, investigates complaints and works with tenants, property managers and landlords and real estate professionals.

A web page on the City website has been dedicated to fair housing. This webpage provides information on fair housing, helpful information on discrimination and contacts to the Fair Housing Officer and the Commission. The website link is: <https://www.norwalkct.org/1134/Fair-Housing>

With limited funds to address housing issues, the City has focused funds on housing rehab for LMI households. The City assisted a total of 16 households through the Residential Housing Rehabilitation program. See the CR-05 for more details.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Norwalk Redevelopment Agency (Agency) ensures compliance with federal CDBG regulations through a comprehensive monitoring process. The Agency monitors sub-recipients and completed CDBG funded projects for compliance with related Federal requirements.

An executed written agreement outlining the scope of activities, performance criteria and length of funding period is required. Contracts for construction projects include all necessary information for Davis Bacon. Additionally, information is provided regarding compliance with HUD's Section 3 requirements and competitive contractor selection.

Attendance at a "Pre-Award Conference" is required for all new sub-recipients. The Agency reviews program and record keeping requirements with the entity receiving Federal funding.

Payment requests must be submitted with supporting documentation which may include time sheets, certified payroll records, affordable housing restrictions, income documentation, corresponding bills and/or cash receipts. Payment requests must include beneficiary information collected through household information sheets.

Quarterly reports are required to be submitted for each funding allocation. Such reports include information on the number of beneficiaries served, the status of the project, challenges and successes in the quarter and expectations for the upcoming quarter. Although a site-visit may be requested at any time, sub-recipients may request one when submitting their report.

The Agency conducts on-site monitoring by request and as needed during the program year. Organizations considered high risk are prioritized. Sub-recipient's files are reviewed for compliance with all regulations governing its administrative, financial, procurement and programmatic operations and that it is achieving its performance objectives.

Any construction work has periodic and final inspections. Proper documentation of expenditures, appropriate wages and satisfactory completion of work must be submitted prior to the expenditure of CDBG funds for facility improvements.

Recipients of HUD funds in excess of \$200,000 and individual contracts or subcontracts in excess of \$100,000 are subject to Section 3. Any contract in excess of \$100,000 requires a Section 3 plan from the contractor and the Agency monitors that plan to ensure that businesses used and individuals hired are used to the greatest extent possible as delineated in that plan. The Agency furthers this effort by requiring all construction contracts using CDBG funds to have at minimum 25% of the contract award go to Section 3 based businesses, Small Business Enterprises, Minority Based Enterprises and Woman-Owned

Enterprises.

Norwalk has also adopted a Conflict of Interest Policy for the CDBG Program that is in compliance with the U.S. Code of Federal Regulations Title 24, Part 570.11.

The City also understands its obligation to Affirmatively Further Fair Housing. The Norwalk Analysis of Impediments was updated in 2015. The Norwalk Fair Housing Officer is charged with ensuring education about fair housing is conducted and with managing complaints which might be received. In their applications for CDBG funding, all sub-recipients must submit their organization's Language Access Plan which ensures organizations supported by federal funding offer meaningful access to all persons, regardless of their ability to speak English.

Comprehensive Planning Requirements

The comprehensive planning requirements include the community planning and development process of the 5-Year ConPlan, subsequent AAPs, and CAPERs as per 24 CFR 91 Subpart A, C & F. Citizen participation is a vital part of the consolidated plan process, and the County will make sure to follow its HUD approved Citizen Participation Plan (CPP) which helps guide staff to gather community input which is an essential component in identifying the priority housing and community development needs in the County.

The ConPlan is developed every 5 years, with identified priority needs and goals to address these needs. Each year of the 5-Year plan, the County develops an AAP which identifies the projects and activities that will address and further the goals of the plan. This plan is required to be submitted to and approved by HUD each year to receive CDBG funding annually. At the end of each AAP program year, the County will report on the accomplishments and performance of the program through the CAPER (performance report). Citizen participation is required in the development of each of these stages as per 24 CFR 91.105.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The Consolidated Annual Performance and Evaluation Report (CAPER) was made available for public comment for 15 days and was also the subject of a public hearing at Common Council.

The public comment period was held from September 1, 2022 to September 16, 2022 to give the public an opportunity to review and make comments on the draft CAPER. The draft CAPER was available to view on Norwalk's website at <https://www.norwalkct.org/Community-Development-Block-Grant>.

Hard copies were available via request only. For information on how to obtain a hard copy, citizens could call Stephen Ivan at (203) 854-7810 ext. 46784. Public comments were to be received by the Agency no

later than 4:00pm on Friday, September 16, 2022 and could be emailed to Sivan@Norwalkct.org or by mail.

A public hearing to receive comments on the draft CAPER was held on Friday, September 9, 2022 at 4:30 PM virtually via Zoom. Members of the public were invited to attend and encouraged to speak. Persons unable to attend could submit written comments for the record no later than 4:00pm on Friday, September 16, 2022 to Stephen Ivan at the below address. Members of the public could access the meeting through the below information. Citizens could email sivan@norwalkct.org for questions or assistance regarding access to the meeting, or for telephone access information.

<https://us06web.zoom.us/j/89542387973?pwd=ZnZxeVhjcWYvNEhVM0FkU1lxYXM1QT09>

Meeting ID: 895 4238 7973

Passcode: zNp7Xh

Disability & Translation Assistance: The City of Norwalk will make efforts to provide reasonable accommodations to disabled members of the public in accessing City programs and public meetings. The City of Norwalk will also make efforts to provide translation assistance for public meetings and program participation. Please contact the Redevelopment Agency office with the above provided contact information at least 48 hours in advance if you have special needs or require translation services.

Comments from the public will be added here after the citizen participation process. A copy of the public notice advertisement and a summary of comments letter will be uploaded as an attachment to the CR-00.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

This PY 2021 CAPER reports on the second planning year of the 5-Year 2020-2024 Consolidated Plan and there are no changes to the overall strategies of the Strategic Plan. The priority needs and goals continue to serve as the basis of the 5-Year Strategic Plan. In future Annual Action Plans the City may make adjustments to the goal outcome indicators as necessary to properly account for any new identified planned activities and funding priorities during the development of each AAP in the 5-Year planning period.

While there were no changes to the original priorities and goals of the 2020-2024 Consolidated plan, the City did substantially amend its PY 2019 Annual Action Plan to add assistance to residents affected by the COVID-19 pandemic and these activities are still ongoing. In response to the pandemic, the federal CARES act was signed into law to assist communities in their efforts to prevent, prepare for and respond to the coronavirus. Federal funds were awarded in three rounds, of which the City as a CDBG-CV recipient was awarded funds in Round 1 and Round 3 of the grant allocation. CDBG-CV funds were provided for activities that went to prevent, prepare for and respond to the pandemic among LMI individuals and families. In PY 2021 the City continues to monitor the needs of citizens as it relates to the pandemic. Programs and activities that have been set up to address these needs will continue, and at this time the City doesn't expect any changes to the CDBG-CV program goals or outcomes.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG
Total Number of Activities	0
Total Labor Hours	
Total Section 3 Worker Hours	
Total Targeted Section 3 Worker Hours	

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	
Direct, on-the job training (including apprenticeships).	
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	
Outreach efforts to identify and secure bids from Section 3 business concerns.	
Technical assistance to help Section 3 business concerns understand and bid on contracts.	
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	
Held one or more job fairs.	
Provided or connected residents with supportive services that can provide direct services or referrals.	
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	
Assisted residents with finding child care.	
Assisted residents to apply for, or attend community college or a four year educational institution.	
Assisted residents to apply for, or attend vocational/technical training.	
Assisted residents to obtain financial literacy training and/or coaching.	
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	
Provided or connected residents with training on computer use or online technologies.	
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	

Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	
Other.	

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

On October 29, 2020 HUD made effective the Final Rule, which set new benchmarks for Section 3 under 24 CFR 75. Section 3 helps to establish more economically sustainable communities by ensuring that employment and other economic opportunities generated by Federal assistance for development programs are directed towards very low- and low-income persons to the greatest extent possible, and in particular to those who are recipients of the Federal assistance. The Final Rule changes tracking the number of qualified new hires in Section 3 projects, to tracking the total labor hours worked.

As applicable to the City, the benchmark for Section 3 workers was set at 25 percent or more of the total number of labor hours worked by all workers on a Section 3 project. The benchmark for Targeted Section 3 workers was set at 5 percent or more of the total number of labor hours worked by all workers on a Section 3 project.

Section 3 Projects cover housing rehab/construction and public improvement construction activities assisted under HUD grant programs that provide housing and community development financial assistance that exceeds a threshold of \$200,000. A \$100,000 project threshold applies to grants under HUD's Lead Hazard Control and Healthy Homes programs. In PY 2021, the City had no activities that met the threshold as defined as a Section 3 project.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Basic services	Affordable Housing Public Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7600	90082	1185.29%	33385	88958	266.46%
Basic services	Affordable Housing Public Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1520	0	0.00%	1520	0	0.00%
Basic services	Affordable Housing Public Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG	Other	Other	166925	86935	52.08%			

Economic development: technical assistance	Non-Housing Community Development	CDBG	Businesses assisted	Businesses Assisted	25	20	80.00%			
Employment training	Non-Housing Community Development	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2700	154	5.70%			
Employment training	Non-Housing Community Development	CDBG	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	30	0	0.00%	30	0	0.00%
Health & mental health services	Non-Homeless Special Needs	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	700	428	61.14%			
Health & mental health services	Non-Homeless Special Needs	CDBG	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	140	131	93.57%	140	131	93.57%
Housing services	Affordable Housing Public Housing	CDBG	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	20	44	220.00%	20	44	220.00%
Housing services	Affordable Housing Public Housing	CDBG	Rental units rehabilitated	Household Housing Unit	0	0				
Housing services	Affordable Housing Public Housing	CDBG	Other	Other	175	35	20.00%			

Improve public infrastructure: modern & safe	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	27500	173870	632.25%	5500	86935	1580.64%
Public facility rehabilitation	Homeless Non-Homeless Special Needs	CDBG	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	200	13	6.50%	40	0	0.00%
Public facility rehabilitation	Homeless Non-Homeless Special Needs	CDBG	Homelessness Prevention	Persons Assisted	1000	79	7.90%	200	14	7.00%
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	60	5	8.33%			
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Rental units rehabilitated	Household Housing Unit	75	38	50.67%	15	14	93.33%
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Homeowner Housing Rehabilitated	Household Housing Unit	15	5	33.33%	5	2	40.00%
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Housing for Homeless added	Household Housing Unit	0	0		0	0	
Residential rehabilitation	Affordable Housing Public Housing	CDBG	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

PY 2021 is the second year of the City's 2020-2024 Consolidated Plan period, and the City has identified the following priority needs for the community: Increase high quality and affordable housing; Modernize public facilities and infrastructure; Increase in available social services; and Expand economic opportunities. CDBG funded activities must address one of these needs as well as primarily benefit low- and moderate-income persons or special needs populations.

CDBG funds were used to assist with affordable housing rehab, public facilities and infrastructure improvements, vital public services, and economic development opportunities. Affordable housing rehab activities included minor rehab of existing affordable housing of both rental and homeowner housing, and improvements to the the multi-family Open Door location. Improvements to public facilities and infrastructure were targeted to low/mod areas in the City as well as facilities that specifically targeted low/mod clientele. CDBG funds also helped to fund public services to alleviate poverty, prevent and end homelessness, and improve the quality of life for Norwalk residents. Activities included basic services for LMI persons, mental health services, and employment training. Economic development was also a major focus of CDBG funds. The following is a distribution of CDBG funds by priority in PY 2021:

Public Facilities and Infrastructure: \$469,438.23 (39.6%)

Public Services (basic, mental health, job services): \$126,434.00 (10.7%)

Affordable Housing (residential rehab): \$275,424.91 (23.2%)

Expand Economic Opportunities: \$42,582.72 (3.6%)

Administration of the CDBG Program: \$272,045.67 (22.9% - includes spending down 2020 admin funds)

CDBG-CV Activities in PY 2021

The City of Norwalk received CDBG-CV funding as a result of the Coronavirus Aid, Relief, and Economic Stability Act (CARES Act) signed into law during March of 2020. CARES Act CDBG-CV funds were allocated to the City in the amount of \$1,329,485. In PY 2021, the City expended \$595,363 of these funds on activities that prevent, prepare for and respond (PPR) to the Coronavirus. The accomplishments of CDBG-CV funded activities include public services such as PPR health and safety precautions at the Malta House Residential Program, Family & Childrens Agency, the Higher Education Literacy Professionals program and the Domestic Violence Crisis Center. Together these PPR health and safety precautions assisted 495 LMI persons. There were 81 LMI elderly persons assisted with the Norwalk Senior Center Meals on Wheels program for persons sheltering from



MEMORANDUM

TO: Sabrina, BS, MPL, AICP – Director of Business Development & Tourism

FROM: James Travers – Director of Transportation, Mobility and Parking
Garrett Bolella, P.E., PTOE, RSP1 – Assistant Director, TMP

CC: Jessica Vonashek – Chief, Economic and Community Development

REF: Economic and Community Development Committee Agenda Item –
Solicitation 4201 TMP Norwalk Complete Street Plan

DATE: August 24, 2022

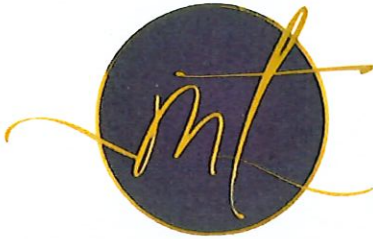
On May 17, 2022 Transportation, Mobility and Parking's solicitation for Norwalk's Complete Streets Project (4201 TMP) closed. A total of two (2) proposals were received. Based on the quality of the proposals and qualifications of the respondents, the solicitation review committee chose to interview both firms on August 10th, 2022.

Based on the firms proposals, interviews and overall qualifications the committee recommends the City award the project to adopt a comprehensive Complete Streets Policy, Ordinance, and Design and Implementation Guide to Fitzgerald & Halliday, Inc. d/b/a FHI Studio for the amounts specified below. The project also includes a comprehensive review of existing City policies, guidelines and plans to help facilitate this process as well as robust public engagement.

By way of this memo, TMP is recommending that the following item be added to the September 1, 2022 Economic and Community Development Committee Agenda.

1. Authorize the Mayor, Harry W. Rilling, to execute an Agreement between the City of Norwalk and Fitzgerald & Halliday, Inc. d/b/a FHI Studio for Planning Services for Norwalk Complete Streets Project in a total amount not to exceed \$250,000.

Account No. 133710 5796 AEC03



MIRACLE TEMPLE CHURCH OF GOD IN CHRIST

2 TRINITY PLACE • NORWALK, CONNECTICUT 06854
Rev. Devale A. Hodge, Senior Pastor

June 16, 2022

City of Norwalk, Connecticut
Attn: Public Works Committee/Common Council
125 East Avenue
Norwalk, CT 06851

RECEIVED

JUN 17 2022

PUBLIC WORKS

RE: Honorary Street Naming Request

To Whom It May Concern:

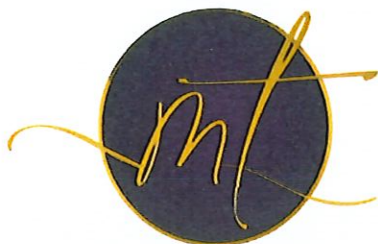
I am writing to submit an official request for the honorary naming of Trinity Place in recognition of **Bishop Joseph D. Clemmons, Sr.** (b. June 9, 1929). Bishop Clemmons has made significant contributions to the community through public service and deeds and is respected for his accomplishments and good conduct.

Bishop Joseph D. Clemmons, Sr., ordained in 1952, completed his Bachelor of Arts in Spanish at Long Island University (1952) and Master of Arts at Yale Divinity School (1969). He later earned the Doctor of Ministry degree at the now Colgate Rochester Crozer Divinity School (1973) in Rochester, NY.

Bishop Clemmons established the Miracle Temple Church of God in Christ of Norwalk, Inc. in 1973. Rev. Clemmons and his congregation rented from the then Trinity Episcopal Church, which was destroyed by a devastating fire, whose remains were subsequently purchased by Rev. Clemmons and his growing congregation in 1974. Rev. Clemmons led his parishioners to raise funds and secure a loan to rebuild the facility, providing a spiritual home and place of refuge to people across the city of Norwalk. Bishop Clemmons established the South Norwalk Social Service Center to reach the larger community, which focused on senior citizen support, education and after-school programs, youth activities, and much more. In 1975, he was a Martin Luther King fellow, and in that capacity, he traveled to West Africa, Nigeria, and Ghana.

For decades, Bishop Clemmons shared the facilities of Miracle Temple Church of God in Christ with community organizations and new start-up churches in Norwalk that needed a place to conduct the mission of their organizations and ministries. As a result of Bishop Clemmons' community engagement and pioneering spirit, the Southern New England Conference of the United Church of Christ named several programs and initiatives in his honor.

2



MIRACLE TEMPLE CHURCH OF GOD IN CHRIST

2 TRINITY PLACE • NORWALK, CONNECTICUT 06854
Rev. Devale A. Hodge, Senior Pastor

Rev. Clemmons served for seven years as a member of the Judiciary Board of the Church of God in Christ, the largest Black Holiness-Pentecostal Denomination in America, and is the former president of the Hampton Ministers' Conference, which is the primary locality for African American preaching and pastoral development in the world. In 1988, Dr. Clemmons was inducted into the Morehouse College of Preachers. In 1999, Bishop Clemmons was appointed to serve as the pastor of the Historic First Church of God in Christ, founded by his father, the late Bishop Frank Clemmons.

Rev. Clemmons' resume is just as impressive as his dedication to the congregations he has served as pastor for more than forty years. He worked as a Spanish teacher at Harding High school in Bridgeport, CT, and an Elementary School teacher in Baltimore, MD; Norwalk Common Council member beginning in 1995; three-term Connecticut State Representative for the 140th district (D); Co-Founder of Pivot Ministries, a non-profit that helps drug addicts with a comprehensive, faith-based recovery process; an original board member at Norwalk Economic Opportunity Now (NEON); Co-Founder of the Interdenominational Ministers' Fellowship of Norwalk & Vicinity; and a Norwalk Fire Department Chaplain.

In 2013, after more than forty years of pastoral and community service, Rev. Clemmons was consecrated as an Auxiliary Bishop in the Church of God in Christ by Presiding Bishop Charles E. Blake. He retired from active pastoral ministry and was given the honorary title of Pastor Emeritus of Miracle Temple Church of God in Christ of Norwalk and the Historic First Church of God in Christ in Brooklyn, NY. Bishop Clemmons continues to be a herald of hope, equity, and African American uplift at *ninety-three years of age*.

Bishop Clemmons is the loving father of five and grandfather of sixteen. For twenty-eight years, Rev. Clemmons has been happily married to Mrs. Fran Collier-Clemmons, commissioner of the Norwalk Police Department. Rev. Clemmons is yet among us (and we pray for continued longevity); I hope the public works committee and common council of our great city will deeply consider this request to honor one of the last living and longtime faith leaders of Norwalk, CT, by naming Trinity Place in his honor.

I look forward to hearing back from you all regarding this request. Thank you very much.

Humbly Submitted,

Dr. Devale A. Hodge, Senior Pastor

PH: (763) 438-3121 | Email: dhodge0127@gmail.com

Tel. (203) 853-2744 | Fax (203) 853-0131

hello@mtcogicnorwalk.org

www.mtcogicnorwalk.org

Love God
Love People

SUBORDINATION AGREEMENT

The CITY OF NORWALK, a municipal corporation located in the County of Fairfield, State of Connecticut, having a principal office in Norwalk, Connecticut (“The City”), is a holder of a General Utility Easement (the “Easement”) reserved by deed dated January 25, 2017 and recorded in Volume 8478, Page 249 of the Norwalk Land Records (the “Deed”). As referred to in this Agreement, the term “General Utility Easement” shall have the meaning ascribed in the Deed, but only to the extent that said easement was reserved in the Deed for the benefit of the City, and in no event to the extent that it was reserved for the benefit of any public utility company or other utility service provider.

METROPOLITAN REALY ASSOCIATES, LLC, a Connecticut limited liability company with a principal place of business located at 10 Wall Street, Norwalk, Connecticut 06850 (“Land Owner”) is the owner of the real property and improvements known as 1 Bates Court, Norwalk, Connecticut, more particularly described in Exhibit A attached hereto and made a part hereof (the “Property”), which Property is subject to, and burdened by, the Easement.

The City has been advised that the Land Owner will be recording a Declaration of Environmental Land Use Restriction and Grant of Easement granted by the Land Owner to the Commissioner of the Energy and Environmental Protection of the State of Connecticut (“DEEP”) in the Norwalk Land Records (“Grant”) and The City agrees for itself, its successors and assigns, in consideration of the Land Owner’s agreements in this Subordination Agreement, that subject to the other terms and conditions in this Subordination Agreement, the Easements are hereby modified to make the Easements subject and irrevocably subordinate to said Grant and to the rights, covenants, restrictions and easements created by and under said Grant (collectively, the “Grant Interest”), but only with respect to that portion, if any, of the area of the Easement which is actually located within the Subject Area A (as defined and described in the Grant) so that The City agrees to be bound by and to comply with the provisions of the Grant subject to the terms and conditions set forth herein, notwithstanding that the Easement was recorded prior to the Grant or this Subordination Agreement. After recording the Grant and this Agreement, Land Owner agrees to provide copies of the recorded documents to The City and note the volume and page numbers in the spaces below and return same to The City.

Notwithstanding anything to the contrary contained in this Subordination Agreement, the Land Owner, on its behalf and on behalf of its successors and assigns, acknowledges and agrees, as a covenant on and against the Property running with the Property, that this agreement by The City to subordinate its Easement to the Grant is further conditioned upon the following: (1) that any expense incurred by The City as a result of compliance with the Grant, the Grant Interests or with this Subordination Agreement or otherwise in connection with this Subordination Agreement (including but not limited to any expenses incurred by The City in the enforcement of, or interpretation of, this Subordination Agreement) or as a consequence of the Easement being subordinate to the Grant and the Grant Interests, shall be borne entirely by the Land Owner, its successors and assigns, and shall be due and payable from same to The City immediately upon demand by The City; and (2) that the Land Owner, its successors and assigns, each agrees to defend, indemnify, reimburse and hold harmless The City from and against any and all costs, expenses, fees (including but not limited to attorneys’, consultant and expert fees), liabilities,

penalties, fines, claims, losses, obligations, orders, suits or damages (collectively, “Costs”) arising out of, or in connection, with (i) the Grant, (ii) the Grant Interests, (iii) this Subordination Agreement, and (iv) any and all environmental conditions present in, on or under the Property unless such Costs are solely caused by The City’s intentional misconduct or gross negligence.

Prior to the execution of this Subordination Agreement, Land Owner shall provide to The City a copy of the ELUR Application submitted to DEEP including copies of environmental reports regarding the nature and extent of contamination of soils at the Property. In the event of an unforeseen combination of circumstances or the resulting state that calls for immediate action to prevent a significant risk to human health or the environment, the destruction of property or the disruption of public utility service which would require disturbing the soil at the Property, The City shall notify Land Owner of such emergency and that such risk cannot be abated without suspending the Grant and Land Owner shall immediately notify DEEP of the emergency, advise of the suspension of the Grant due to such emergency and follow the requirements of DEEP including, without limitation, the following: Land Owner shall take all action necessary to limit both the extent and duration of the suspension of the Grant to the minimum reasonably necessary to adequately respond to the emergency; implement all measures necessary to limit actual and potential present and future risk to human health and the environment resulting from such suspension; and after the emergency is abated, implement a plan approved in writing by DEEP on a schedule approved by DEEP, to ensure that the Subject Area A of the Grant is remediated in accordance with Sections 22a-133k-1 to 22a-133k-3, inclusive, of the Regulations of Connecticut State Agencies and restored to the condition described in the Grant. In the event of such emergency Land Owner shall provide The City with access to other property of Land Owner outside the Easement reasonably close to the Easement to permit The City to perform such emergency activities without disturbing soil within the Grant or limiting the extent and duration of such disturbance of soil causing the emergency suspension of the Grant.

Land Owner, on its behalf and that of its successors and assigns, further acknowledges and agrees that nothing contained in this Subordination Agreement shall affect any other easement or easement right that The City may hold including any that involve Land Owner property.

Notwithstanding anything to the contrary contained in this Subordination Agreement, if the Land Owner fails to timely perform any obligation imposed on the Land Owner under this Subordination Agreement within thirty (30) days of Land Owner’s receipt of a written notice of default from DEEP or The City (including but not limited to the Land Owner’s obligation hereunder to timely reimburse and indemnify The City from any Costs) and if Land Owner has not cured such default or has no valid defense to the alleged default which Land Owner has asserted and is pursuing, within said 30-day period, then Land Owner agrees that any time after the expiration of said 30-day cure period The City has the right to seek whatever remedy may be available to The City either in law or equity, as well as to recover from Land Owner The City’s reasonable costs and expenses of enforcing Land Owner’s obligations under this Subordination Agreement (including but not limited to attorneys’, consultants, and expert fees incurred by The City).

All notices required or permitted hereunder shall be sent via certified mail return receipt requested or nationally recognized overnight courier service as follows, provided that if Land

Owner is no longer the owner of the Property then The City shall be entitled to send such notice to the then current owner of the Property using the address for said current owner provided by the tax assessor of the municipality in which the Land is located:

To City of Norwalk:

City of Norwalk, Law Department
125 East Avenue, Norwalk, CT 06851
Attn: Corporation Counsel

To Land Owner:

Metropolitan Realty Associates, LLC
10 Wall Street, Norwalk, CT 06850
Attn: Alan Webber

With Copy to:

City of Norwalk, Dept. of Public Works
125 East Avenue, Norwalk, CT 06851
Attn: Chief of Operations and Public Works

With Copy to:

Updike, Kelly & Spellacy
225 Asylum Street, Hartford, CT 06103
Attn: Mark J. Zimmermann

City of Norwalk, Mayor's Office
125 East Avenue, Norwalk, CT 06851
Attn: Harry W. Rilling

Land Owner understands, acknowledges and agrees that this Subordination Agreement is being provided by The City without any representations, covenants or warranties of any kind.

The covenants and obligations imposed on the Land Owner in this instrument shall be covenants and obligations that run with the land and are binding on the Land Owner, its successors and assigns, and inure to the benefit of The City, its successors and assigns.

This Subordination Agreement is governed by the laws of the State of Connecticut without resort to any conflict of law principals that would result in the application of the law of any state other than the State of Connecticut.

WITNESS the execution hereof under seal this day _____, 2022.

Signed and delivered in the presence of:

LLC
Witness

METROPOLITAN REALTY ASSOCIATIES,

Printed Name:

By: _____
Name: Alan Weber
Title: Duly Authorized
Date:

Witness

Printed Name:

STATE OF _____)
) ss. _____
COUNTY OF _____)

On this _____ day of _____, 2022, before me, the undersigned officer, personally appeared _____, who acknowledged himself/herself/themself to be the _____ of Norwalk Land Development, LLC, a Delaware limited liability company, and that as such _____, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the limited liability company as his/her/their free act and deed and the free act and deed of said limited liability company.

In Witness Whereof, I hereunto set my hand and official seal.

Notary Public
My Commission Expires:

Signed and delivered in the presence of:

Witness

CITY OF NORWALK

Printed Name:

By: _____
Harry W. Rilling
Its Mayor
Duly Authorized

Witness

Printed Name:

STATE OF CONNECTICUT)
)
COUNTY OF FAIRFIELD) ss. Norwalk

On this ____ day of _____, 2022, before me, the undersigned officer, personally appeared, Harry W. Rilling, who acknowledged himself to be the Mayor of the City of Norwalk, and that as such Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the municipal corporation as his free act and deed and the free act and deed of said municipal corporation.

In Witness Whereof, I hereunto set my hand and official seal.

Notary Public
My Commission Expires:

ELUR recorded in the Norwalk Land Records at Volume ____ Page ____ on _____, 2022

Subordination Agreement recorded in the Norwalk Land Records at Volume ____ Page ____ on _____, 2022.

Metropolitan Realty Associates, LLC
Attn:

10 Wall Street
Norwalk, CT 06850

Re: Environmental Land Use Restriction
1 Bates Court
Norwalk, CT

**Certification of Agreement to Subordinate an Interest to an
Environmental Land Use Restriction**

The City of Norwalk, is the owner of the interest recorded at 8478/249 of the municipal land records of Norwalk, Connecticut in a parcel of real property known as 1 Bates Court, Norwalk, Connecticut which is currently owned by Metropolitan Realty Associates, LLC. I Harry W. Rilling, am authorized to enter into agreements on behalf of the City of Norwalk and have reviewed the draft subordination agreement, attached hereto, to the proposed Environmental Land Use Restriction (ELUR) also attached hereto, dated 8/8/2022.

In accordance with section 22a-133q-2(b)(6) of the Connecticut General Statutes, the City of Norwalk agrees, for the benefit of Metropolitan Realty Associates, LLC and the Commissioner of the Department of Energy and Environmental Protection, to execute the draft subordination agreement, for recordation on the Norwalk Land Records simultaneously with the ELUR, except that, if any substantive change is made to the restrictions or obligations set out in the proposed ELUR after the date of this agreement, the City of Norwalk shall not be required to execute the draft agreement and subordinate to such modified ELUR.

Printed: Harry W. Rilling
Title: Mayor

Date



ALL THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND TOGETHER WITH THE BUILDINGS AND IMPROVEMENTS THEREON SITUATED IN THE CITY OF NORWALK, COUNTY OF FAIRFIELD AND STATE OF CONNECTICUT BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE EASTERLY LINE OF DR. MARTIN LUTHER KING, JR. DRIVE, SAID POINT BEING THE INTERSECTION OF THE DIVISION LINE BETWEEN THE HEREIN DESCRIBED PARCEL AND LAND NOW OR FORMERLY OF METROPOLITAN II REALTY ASSOCIATES, LLC WITH SAID EASTERLY LINE OF DR. MARTIN LUTHER KING, JR. DRIVE;

THENCE, RUNNING IN A NORTHERLY DIRECTION ALONG SAID EASTERLY LINE OF DR. MARTIN LUTHER KING, JR. DRIVE 209.24 FEET ALONG AN ARC CURVING TO THE LEFT THE RADIUS OF WHICH IS 1,634.00 FEET AND HAVING A CHORD BEARING NORTH 20°33'22" EAST A DISTANCE OF 209.09 TO A POINT BEING THE NORTHWESTERLY CORNER OF THE HEREIN DESCRIBED PARCEL;

THENCE, RUNNING IN AN EASTERLY DIRECTION ALONG THE SOUTHERLY TERMINUS OF BATES COURT AND LAND NOW OR FORMERLY OF 85 MARTIN LUTHER KING BOULEVARD, LLC, EACH IN PART, SOUTH 80°27'00" EAST A DISTANCE OF 154.48 FEET TO A POINT BEING THE NORTHEASTERLY CORNER OF THE HEREIN DESCRIBED PARCEL;

THENCE, RUNNING SOUTHWESTERLY AND SOUTHEASTERLY ALONG LAND IDENTIFIED AS "EXCEPTED PARCEL" AS DESCRIBED IN BOOK 133, PAGE 627 OF THE NORWALK LAND RECORDS SOUTH 34°24'00" WEST A DISTANCE OF 11.19 FEET AND SOUTH 55°36'00" EAST A DISTANCE OF 10.49 FEET TO A POINT ALONG THE NORTHERLY LINE OF THE RIGHT OF WAY OF METRO-NORTH RAILROAD (NEW HAVEN LINE);

THENCE, RUNNING SOUTHWESTERLY ALONG SAID NORTHERLY LINE OF THE RIGHT OF WAY OF METRO-NORTH RAILROAD (NEW HAVEN LINE) SOUTH 34°49'30" WEST A DISTANCE OF 261.85 FEET AND SOUTH 41°57'00" WEST A DISTANCE OF 40.44 TO THE AFORESAID LAND NOW OR FORMERLY OF METROPOLITAN II REALTY ASSOCIATES, LLC;

THENCE, RUNNING NORTHWESTERLY ALONG SAID LAND NOW OR FORMERLY OF METROPOLITAN II REALTY ASSOCIATES, LLC; NORTH 29°47'00" WEST A DISTANCE OF 103.74 FEET TO THE AFORESAID EASTERLY LINE OF DR. MARTIN LUTHER KING, JR. DRIVE AND THE POINT OF BEGINNING.

THIS SURVEY AND MAP HAVE BEEN PREPARED IN ACCORDANCE WITH SECTIONS 20-300B-1 THROUGH 20-300B-20 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES - "MINIMUM STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS AMENDED OCTOBER 26, 2018.

IT IS AN EASEMENT MAP BASED ON A RESURVEY OF THE PERIMETER BOUNDARY AND AN ORIGINAL SURVEY OF HEREBY CREATED EASEMENT LINES EACH CONFORMING TO HORIZONTAL ACCURACY CLASS 'A - 2'.

THIS SURVEY WAS PREPARED FOR A SPECIFIC PURPOSE. ANY USE OTHER THAN FOR THAT WHICH WAS INTENDED IS A MISUSE OF THIS INFORMATION AND RENDERS THE PREPARER'S DECLARATION NULL AND VOID.

UNAUTHORIZED ALTERATIONS OR ADDITIONS TO THIS MAP RENDERS THE PREPARER'S
DECLARATION NULL AND VOID.

DISTANCES NOTED +/- FROM BUILDINGS TO PROPERTY LINES ARE FOR REFERENCE PURPOSES ONLY AND ARE NOT TO BE USED TO ESTABLISH PROPERTY BOUNDARIES.

UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS, IF ANY, ARE NOT DEPICTED HEREON.

PROPERTY LIES IN THE "DD" ZONE PER "BUILDING ZONE MAP – ZONING COMMISSION CITY OF NORWALK" AMENDED TO OCTOBER 30, 2020. THE SOWO STATION DESIGN DISTRICT (SSDD) ZONING SEEKS TO ENHANCE TRANSIT UTILIZATION BY ESTABLISHING A HIGHER DENSITY OF USES, WHICH INCLUDE BUT ARE NOT LIMITED TO RESIDENTIAL, OFFICE, RETAIL, PERSONAL AND BUSINESS SERVICES AND PUBLIC USES, IN THE AREA ZONES IMMEDIATELY SURROUNDING THE SOUTH NORWALK TRAIN STATION. INCREASED DEVELOPMENT POTENTIAL IS ALLOWED IN THE SSDD TO (1) INDUCE ECONOMIC INVESTMENT; (2) ENHANCE PEDESTRIAN ACTIVITY, INCLUDING IMPROVED STREETSCAPE AND TRANSIT ACCESS; (3) IMPROVE URBAN FORM AND DESIGN; AND (4) REDUCE VEHICLE MILES TRAVELED.

REFER TO MAP 1768, 13853, 13980 AND OTHERS AS NOTED HEREON OF THE NORWALK LAND RECORDS.

REFER TO WARRANTY DEED RECORDED IN BK. 861, PG. 58 NORWALK LAND RECORDS.

REFER TO DECLARATION OF RESTRICTIONS RECORDED IN BK. 8714, PG. 282 OF THE NORWALK
LAND RECORDS. NOT A PLOTTABLE/MAPPABLE OR SURVEYING RELATED RESTRICTION.

REFER TO COVENANTS RECORDED IN BK. 8746 AT PGS. 237 & 245 OF THE NORWALK LAND RECORDS. NOT PLOTTABLE/MAPPABLE OR SURVEYING RELATED COVENANT.

REFER TO AN EASEMENT RESERVED BY THE CITY OF NORWALK RECORDED IN BK. 8478 AT PG. 249 OF THE NORWALK LAND RECORDS.

REFER TO SPECIAL PERMIT #10-16SP RECORDED IN BK. 8807 AT PG. 301 OF THE NORWALK LAND RECORDS.

UNDERGROUND UTILITIES SHOWN HEREON HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

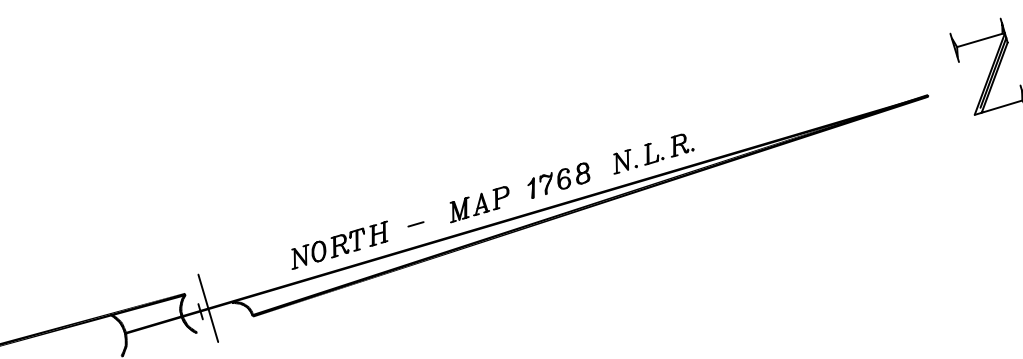
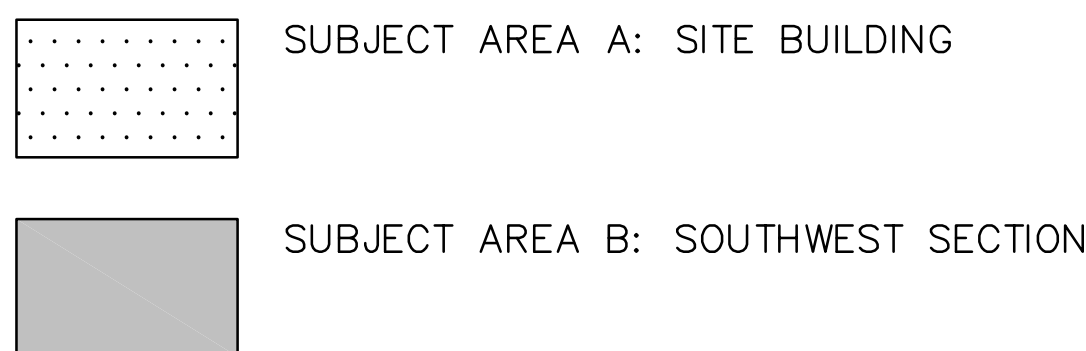
PRIOR TO EXCAVATION THE EXACT LOCATION OF THE UTILITIES SHOULD BE CONFIRMED WITH 'CALL BEFORE YOU DIG' @ 1-800-922-4455 AND/OR THE RESPECTIVE UTILITY COMPANIES.

INLAND WETLANDS, IF ANY, ARE NOT DEPICTED HEREON. CITY OF NORWALK INLAND WETLAND AND WATERCOURSE MAP, EFFECTIVE FEBRUARY 1, 2010 INDICATES NO INLAND WETLANDS OR WATERCOURSES ON THE SUBJECT PROPERTY.

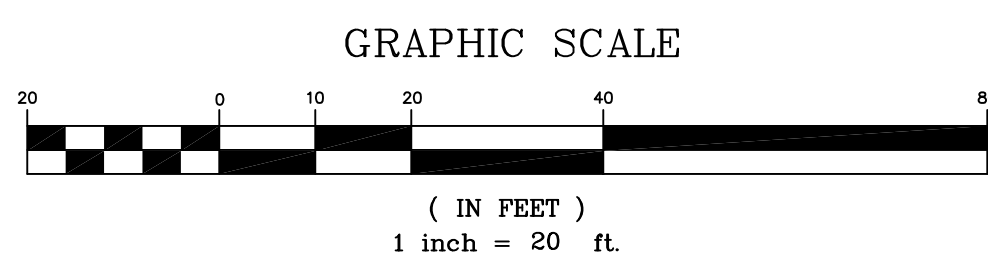
PROPERTY IS DEPICTED LYING OUTSIDE OF THE 1% ANNUAL CHANCE FLOOD ZONE BOUNDARY PER THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP 09001C0531G & 09001C0533G REVISED ON JULY 8, 2013.

REPRESENTATION IS PROVIDED FOR REFERENCE PURPOSES ONLY AND DOES NOT NECESSARILY REPRESENT THE ACTUAL POTENTIAL FOR FLOOD DAMAGE TO ANY EXISTING OR PROPOSED STRUCTURES OR IMPROVEMENTS LOCATED ON THIS PROPERTY.

PROPERTY LIES OUTSIDE THE COASTAL AREA MANAGEMENT BOUNDARY AND ANY LEVEL 'A' MAPPING AQUIFER PROTECTION AREA.

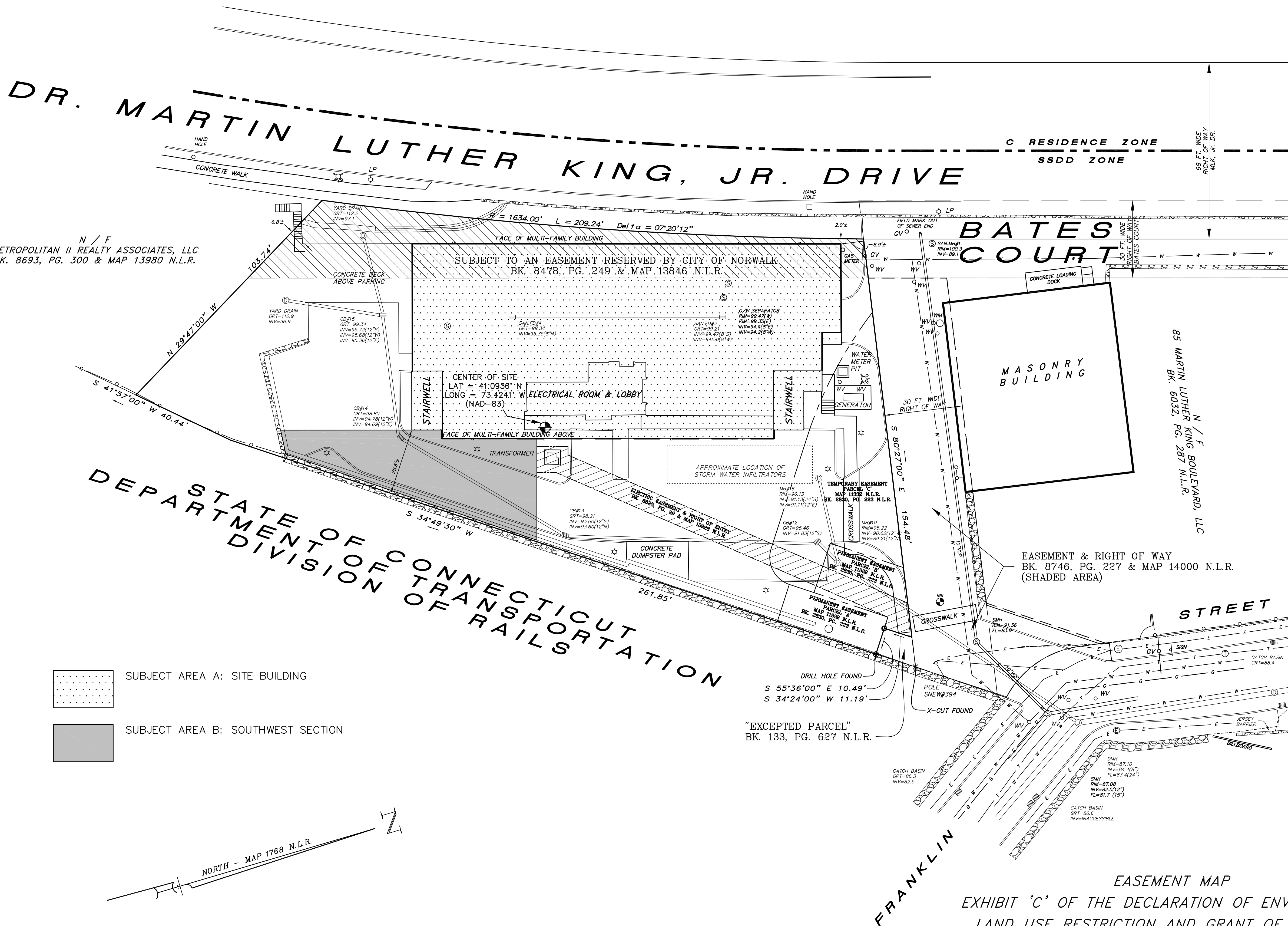


LOT AREA = 32,156± Sq. Ft.
OR 0.7382± ACRE



VERTICAL DATUM: ASSUMED

THIS SURVEY/MAP IS NEITHER A SUBDIVISION NOR A RESUBDIVISION UNDER THE TERMS
OF CHAPTER 8-18 OF THE CONNECTICUT GENERAL STATUTES AS AMENDED.



APPROVED FOR FILING PURPOSES ONLY

DIRECTOR OF PLANNING AND ZONING

THIS PLAN IS NEITHER A SUBDIVISION NOR A RESUBDIVISION UNDER THE TERMS OF SECTION 8-18 OF THE CONNECTICUT GENERAL STATUTES AS AMENDED.

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS
SUBSTANTIALLY CORRECT AS NOTED HEREON.

DRAFT

Mark S. Lebow

CT PLS #15564

*EASEMENT MAP
EXHIBIT 'C' OF THE DECLARATION OF ENVIRONMENTAL
LAND USE RESTRICTION AND GRANT OF EASEMENT
1 BATES COURT
NORWALK, CONNECTICUT
PREPARED FOR
METROPOLITAN REALTY
ASSOCIATES, LLC*

SCALE: 1" = 20 FT.

FEBRUARY DD, 2021

WILLIAM W. SEYMOUR & ASSOCIATES, P.C.
LAND SURVEYORS ~ ZONING & LAND USE CONSULTANTS
170 NOROTON AVENUE ~ 203-655-3331 ~ DARIEN, CONN. ©

Gengras Ford, LLC

225 New Britain Avenue
 Plainville, CT 06062
 Phone: 860.727.6302
 www.gengras.com

Quote Number: **220803001****STATE CONTRACT NO: 19PSX0161**

Make	MY	Model	Contract Price
Ford	2022	F-350 DRW Crew Cab CC 4x2 (W3G) - 179" wheelbase, 60" CA	\$ 29,224.00

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code	Description	List Price
1	W6	Green Gem	\$ 660.00
2	AS	Vinyl 40/20/40 Med Earth Gray	\$ -
3	99N	7.3L V-8 Engine	\$ 1,705.00
4	44G	Ten speed Automatic Trans	\$ -
5	WB	179" WB, 60" CA	\$ -
6	STD	One (1) Spare Key	\$ -
7	TBM	AT Tires	\$ 165.00
8	X4L	4.30:1 Limited Slip Rear Axle	\$ 385.00
9	90L	Power Equipment Group (90L) • Accessory delay • Integrated Key • Manual telescoping trailer tow mirrors with power • Perimeter Anti-Theft Alarm • Power front side windows with one-touch-up/-down • Power locks • Remote Keyless Entry System • Upgraded door trim panel	\$ 1,350.00
10	18B	Molded Cab Steps	\$ 445.00
11	19Z	WIFI Hotspot delete	\$ (20.00)
12	67B	Alternators - 397 amp	\$ 115.00
13	512	Spare Tire & Wheel	\$ 350.00
14	86M	Dual Batteries	\$ -
15	76C	Back up Alarm	\$ 150.00
16	43C	110 v / 400w Inverter	\$ 175.00
17	61L	Front Wheel Liner	\$ 180.00
18	63A	Utility Light System	\$ 160.00
19	96V	XL Value Package	\$ 395.00
20	PRI	Retail to fleet	\$ 2,500.00
21			\$ -
22			\$ -
23			\$ -
24			\$ -
25			\$ -
Total Options per Contract Price (list price)			\$ 8,715.00
Total Factory Options Discount (6%)			\$ (522.90)
Total Options per Contract Price (net price)			\$ 8,192.10

Gengras Ford, LLC

225 New Britain Avenue
 Plainville, CT 06062
 Phone: 860.727.6302
 www.gengras.com



Page 2

Quote Number: **220803001****Aftermarket Accessories**

	Vendor / Manufacturer	Hours	Description	List Price
1	Reading Body	2.0	9' Dump Body per the specifications on the following page	\$ 21,210.00
2	Other	2.0	Ziebart undercoating	\$ 899.00
3		0.0		\$ -
4		0.0		\$ -
5		0.0		\$ -
6		0.0		\$ -
	Total Hours	4.0		
Total Aftermarket Options (list price)				\$ 22,109.00
Total Aftermarket Options Discount (20%)				\$ (4,421.80)
Total Hours x \$130 / hour rate				\$ 520.00
Total Net Aftermarket Options plus Total Labor				\$ 18,207.20

Trade Allowance

Year	Make	VIN	Description / Mileage	Allowance
				\$ -
				\$ -
				\$ -
Total Trade in Allowance				\$ -

Comments:

Bailment pool pick up truck stock order placed by Gengras Ford. Chassis upfit is required before pool release to dealer.

Additional fees / Charges

State of CT Trade in Assessment (Note: Fee is payable to State of CT):			\$ -
Dealer Conveyance Fee (\$799.00)			\$ -
Registration Fee (estimated)			\$ -
DMV Inspection Fee (as required)			\$ -
Total Additional Fees			\$ -
Customer:	City of Norwalk		
FIN Code:	QQ243		
VIN:			
Total (per unit)			\$ 55,623.30
Quantity	1		
Grand Total (all)			\$ 55,623.30

TRUCK BODIES 9FT 2/3 YARD - DUMP BODY

STANDARD FEATURES – REQUIRED 60" C/A DRW

CS615T-EMDA 10.3 TON CAPACITY SCISSOR HOIST, ELECTRIC DOUBLE ACTING
12" HIGH SIDES WITH (2) VERTICAL BRACES
18" HIGH TAILGATE, FULLY BOXED WITH (2) VERTICAL BRACES
18 CAB PROTECTOR, W/ SCREEN WINDOW
QUICK RELEASE SCREW PIN STYLE UPPER TAILGATE RELEASE SYSTEM
10 GAUGE STEEL FLOOR WITH FORMED INNER SIDE WALLS
12 GAUGE STEEL OUTER SIDE WALLS WITH FULLY BOXED TOP RAILS
DIRT SHEDDING OUTER RAILS
6" HIGH SIDE BOARD POCKETS FRONT & REAR
6" STRUCTURAL CHANNEL LONGSILLS
3" STRUCTURAL CHANNEL CROSSMEMBERS 12" ON CENTER
FULL DEPTH REAR CORNER POSTS
LED MARKER LIGHTS, BACK UP ALARMS-STD.
150 AMP RESETABLE CIRCUIT BREAKER
REAR MUD FLAPS, SPREADER CHAINS WITH CHAIN COVERS,
BODY FACTORY PRIMED & PAINTED BLACK URETHANE
COMPLETE, INSTALLED
FOB SALEM, MA
FORD INTERIM PDI

\$17,024.00

OPTIONS

☒ AMBER LED WARNING LIGHTS, WIRED TO UPFITTER SWITCH	\$1,900.00
(2) MOUNTED TO REAR OF BODY, FACING REAR	
(2) MOUNTED TO CAB SHIELD, FACING FORWARD	
(2) MOUNTED TO CAB SHIELD, FACING SIDES	
☒ MANUAL LOAD COVER, WITH POLY MESH TARP	\$726.00
☒ HD TOW PLATE, D RINGS, 7 POLE RV, 2" RECEIVER TUBE	\$1,193.00
☒ INSTALL FORD OEM CAMERA (ORDER CODE 872)	\$200.00
☐ BACK UP ALARM	\$114.00
☒ BODY UP ALARM	\$167.00

TOTAL MSRP WITH SELECTED OPTIONS = \$21,210.00

23-0814-0-P029
August 25, 2022

Ms. Vanessa Valadares, PE
Principal Engineer
City of Norwalk
Department of Public Works
125 East Avenue
Norwalk, Connecticut 06856

**Re: 2022 Construction Observation
Amendment No. 2 - Additional Construction Observation Services**

Dear Vanessa:

It is our understanding that the City of Norwalk has requested that Tighe & Bond provide an additional construction observer through the end of our current agreement term on March 10, 2023. The second construction observer will primarily provide observation services for the Dreamy Hollow Drainage Project. Our existing Amendment 1 for the 2022 Construction Season included a Maximum Amount of \$200,000, which is not sufficient to cover the requested construction observation services through the remainder of our contract term.

We have assumed that the additional construction observer will be provided on a full-time basis from August 22, 2022, through March 10, 2023. We have assumed a total of 1,160 hours of additional Construction Observation services will be provided by the Construction Inspector 2. In addition, the current pace of operations for the 2022 Paving Program will require additional field time for our current Construction Inspector 1. We have estimated that an additional 8 hours per week for the remainder of the year will be required to provide construction observation for the 2022 Paving Program, for a total of 160 hours. This proposal assumes that the City of Norwalk DPW will continue to provide Construction Administration services for the projects and coordinate operations with the Contractor. Office Construction Administration services are not included.

Scope of Work – Construction Observation Services

We propose the following scope of services in support of the Norwalk DPW's 2022 Construction projects:

1. Provide full time on-site observation during periods of active construction. Observe the construction to verify conformance with the plans approved by the City of Norwalk. Notify the City of Norwalk regarding observed deficiencies in the work.
2. Prepare daily observation reports covering the work in progress, and documenting delays to construction, unusual events, visitors to the work site, etc. Provide coordination of the construction activity with the City and advise the primary contact at the Norwalk DPW of the status of construction activity.
3. Provide measurement, computation, or checking of quantities of work performed and quantities of materials in place for partial and final payments to the Contractor(s).
4. Office Construction Administration services are not included. We have assumed that Construction Administration tasks, including review of shop drawings and other submittals, responses to Requests for Information (RFI's) and processing of



requisitions and change orders will be performed by the City of Norwalk (or others) and are not included. Tighe & Bond will coordinate with the primary contact at the City to provide clarification and field support of the contract documents when required.

5. Provide coordination of outside testing and laboratory services, if required. We have assumed that the City of Norwalk will contract directly with a materials testing laboratory for these services. Tighe & Bond will arrange for and witness material testing to verify conformance with the approved plans and specifications.
6. Participate in a final review of the completed construction with Norwalk DPW staff and prepare a punchlist of corrective actions required (if required).

Assumptions and Exclusions

1. We have assumed that the additional construction observer will be provided for a maximum of 1,160 hours (approximately 145 work days). Should additional construction observation services be required, an amendment can be provided for additional services.
2. Field survey services, including preparation of an as-built survey, are not included.
3. We have assumed the materials testing laboratory will be contracted and scheduled directly by the Norwalk DPW for Capital Projects, if required. Field and laboratory material testing costs are not included.
4. Review or processing of requisitions and change orders is excluded.
5. All services not specifically identified in the scope of work are excluded.
6. Tighe & Bond's on-site observers will observe/view the Contractor's services for noticeable deficiencies from the contract documents, assist in design interpretation, and confirm the construction is in general conformity with the contract documents. We are on-site for the City of Norwalk's benefit and will notify the City of Norwalk of deficiencies in order for the City of Norwalk to determine if stopping the Contractor's services are appropriate and in the best interest of the Project performance. The means and methods the Contractor should use to accomplish the design element/component of the specifications will be determined by the Contractor, who will also be responsible for compliance with laws, rules, and regulations, as well as, the overall supervision of the site health and safety.

Fee

Tighe & Bond will perform the scope of work noted above for a not to exceed fee of \$150,380, as detailed below. We will undertake this work on an hourly plus expense basis under the terms and conditions of our existing Agreement with the City of Norwalk.

In the event that the scope of work is increased for any reason, the limiting fee to complete the work shall be mutually revised by written amendment.

For information purposes, the below summary provides the anticipated break out of the project. The summary is presented to give the City of Norwalk a better understanding of how the project

budget was developed. Invoices will be submitted based on the total project fee and not individual line item budgets.

Description	Estimate of Professional Hours	Hourly Rate	Estimated Fee
Construction Inspector 1	160	\$118.45	\$18,952
Construction Inspector 2	1,160	\$113.30	\$131,428
Total			\$150,380

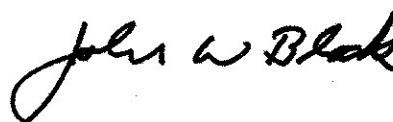
If you have any questions or comments, please contact John Block at (203) 712-1111 or Jon Richer at (203) 712-1117.

Sincerely,

TIGHE & BOND, INC.



Jonathan A. Richer, PE
Senior Project Manager



John W. Block, PE, LS
Senior Vice President

Acceptance:

On behalf of the City of Norwalk, the scope, fee, and terms of this proposal are hereby accepted.

Authorized Representative

Date

J:\N\N0814 Norwalk LPP\029 2022 Construction Observation\Proposal\Final\2022 Construction Observation Amendment 2 2022_08-24.Docx



CITY OF NORWALK
 Alan Lo, Buildings and Facilities Manager
 alo@norwalkct.org 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, BUILDINGS AND FACILITIES MANAGER *ll*
 RE: **SOUTH NORWALK ELEMENTARY SCHOOL – ARCHITECTURAL
 DESIGN SERVICES**
 DATE: AUGUST 31, 2022

For a number of years, the Board of Education and the City have been working closely to develop a new Columbus School and to construct a new South Norwalk School in meeting the education needs of the South Norwalk Community. Through an evolution of ideas, a new concept was developed during the summer of 2021 which incorporated a significant number of the educational, community and financial objectives. This plan consists of the following elements:

1. Move Columbus Magnet School from its existing location at 46 Concord Street to the newly constructed “lower” school building on the Ponus Campus.
2. Close out two existing capital projects:
 - Project #C0607, New Columbus at Ely, with an unspent project balance of \$41,605,985
 - Project #C0618, Norwalk Global Academy, with unspent project balance of \$34,392,500
3. Authorize a Special Appropriation in the amount of \$76 million to construct a new 682 student South Norwalk Pre-K to 5 neighborhood school on a new parcel of land to be acquired by the City.

With the acquisition of the property, the Board of Education submitted a reimbursement grant application to the State Office of School Construction Grants & Review meeting their June 30, 2022 deadline.

Following the submission of the grant application, the City proceeded with the issuance of a Request for Qualifications (RFQ) for Architectural Design Services for South Norwalk Elementary School on July 12, 2022. The City received nine responses to the RFQ, from the following firms: Antinozzi Associates, Friar Architecture, Fuller and D'Angelo, GWWO Inc., Perkins Eastman Architects, Russell and Dawson, Silver, Petrucelli & Associates, Inc., SLAM and Tecton Architects.

The selection committee, consisting of Sharon Conners (Norwalk Purchasing Agent), Councilman Tom Livingston, Councilwoman Darlene Young, Board of Education members Diana Carpio and Sherelle Harris, Assistant Superintendent Sandra Faioes and myself, reviewed the responses and short listed the following firms for interviews: Antinozzi Associates, Friar Architecture, SLAM and Tecton Architects. Of the four firms interviewed, a Request for Proposal (RFP) was issued to three of the firms.

The following is a summary showing interview rank and total fee:

Firm	Interview Rank	Total Fee
Antinozzi Associates	3	\$2,750,000
Tecton Architects	1	\$2,756,981
SLAM	2	\$3,090,000
Friar Architecture	4	Not Requested

Attached is excerpt from Tecton Architects' proposal and summary of the fee proposals from the three shortlisted firms. The selection committee evaluated each firm's qualifications, quality of their interviews and fee proposals in detail to reach a final decision. Based on all available information, the selection committee recommends Tecton Architects as the most responsible, responsive respondent.

ACTION REQUESTED:

- 1. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Tecton Architects to provide Architectural Design Services for the South Norwalk Elementary School project for a total not to exceed \$2,756,981 Acct. #09225010 5777 C0808.**
- 2. Authorize the Office of Building Management to execute Change Orders on Contract for additional design services for a total not to exceed \$100,000 Acct. #09225010 5777 C0808.**

July 29, 2022

Sharon Conners
Purchasing Agent
Purchasing Department
125 East Avenue, Room 211
Norwalk, CT 06865-5125

RE: Architectural Design Services – South Norwalk Elementary School

Dear Ms. Conners,

Thank you for considering Tecton Architects as your design partner for the South Norwalk Elementary School project. Since 1979, we have been helping our clients use the built environment to bring their communities together. From offices in Hartford, CT and Westerly, RI, our staff of 50 supports public K-12, magnet, charter and independent school projects throughout the Northeast. We understand the challenges that the City is facing in enrollment growth and school crowding, and we look forward to helping create a long-anticipated elementary school for the South Norwalk neighborhood.

Think Big!

Tecton truly offers a different working experience – a design process that is inclusionary, inviting and uniquely creative. We believe our team delivers the best solutions when we have a genuine understanding of the project challenges and needs from those this school will serve. Our process holds space open for important dialogue with stakeholders, listening carefully and adapting the design throughout the process. This approach has served us well for 40+ years, with a successful history of creating dynamic learning environments, including new school construction projects in Madison, Brookfield, Oxford and Providence. Our success in each of these projects can be attributed to a collaborative team approach that balances creativity and practicality, to create spaces of uncommon potential.

In reviewing your project and getting a glimpse into its inherent possibilities, we want to think big, and invite the community to co-create bold goals for this project:

- What if the site could be both school and park?
- What if the building gave back more than it used?
- What if we could foster holistic health and experiential learning through architecture?
- When every student thrives, what is possible for our community?

We see this project as an opportunity to help realize these ideals and be a part of the solution for the SoNo community.

Possibilities for Your Site

"...the area around the school will be made safe with proper streetscapes, people being able to use the sidewalks, people being able to drive into the area feeling it's safe..." - Mayor Harry Rilling

- Knit the site into the adjacent residential fabric through connection points and enhancements that elevate safe routes to school.
- Design the site to serve as a public amenity and greenspace after school hours.
- Create learning opportunities through the landscape design that not only establish safe buffer zones for elementary students, but also encourage stewardship, sustainability and hands-on learning.
- Leverage the topography to optimize building form and orientation and maximize sustainable design potential.
- Reduce the urban heat island effect with green roofs, school gardens, active green spaces and optimized hardscape.
- Manage water on site with native plantings, rainwater collection and bioswales in partnership with engineering strategies.

Possibilities for Education

"Students living in the South Norwalk community have not attended their own neighborhood school since the late 1970s..." (Hearst Media Article)

- Educate the whole student: mind, body, heart.
- Recognize that everything contributes to student success – from interior finishes and mechanical systems, to classroom layouts and educational pedagogy.
- Create opportunities within the plan for dynamic and interdisciplinary exchanges between student peers and educators.
- Design a school that is a home away from home – foster a sense of belonging and create dining experiences that resemble a family meal.
- Encourage learning opportunities that allow students to fully seek out and explore what motivates them.
- Give students the tools to creatively problem solve real-world challenges, and be active participants in finding solutions.

Possibilities for Your Community

"There's a commitment here among city leaders to ensure that not only do we have a great new school here, but we also have opportunities, and facilities, and programs that make sure all kids across the school district are treated in the same manner." – State Senator Bob Duff

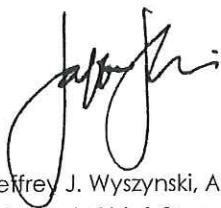
- Reconnect young learners with their neighborhood peers under one roof, close to home.
- Partner with community organizations like the public library to further develop programs and access to resources.
- Strengthen connections with parents and guardians, inviting them to be partners in their young learner's educational journey.
- Provide resources that address a broad spectrum of needs, from large public functions (polling locations, emergency shelters, after hours events), to facilitating smaller, personal interactions (family resource rooms, health facilities, technology access).
- Create a place of community pride that is both innovative and impactful.
- Honor the diverse urban population as a core strength to building a culturally rich and equitable community destination.

Connecting with our Team

To support you in this effort, we have assembled a customized team whose collective experience totals over 100+ public education projects, including team leaders who have dedicated their careers to developing and delivering successful school designs. This experience is supported by extensive design and technical resources, plus in-house LEED and WELL Accredited Professionals, Licensed Building Officials and Public Safety experts, for a comprehensive approach to design. We have also included the expertise of engineering partners like Consulting Engineering Services and Langan, with whom we share a strong history.

Every project brings with it a blend of exciting possibilities, inevitable challenges, and necessary constraints. Our team will help you find the solution that gives your community, staff, and most importantly your students, the space to excel. Thank you for your consideration, and please reach out if you require any clarification regarding our submission.

Sincerely,



Jeffrey J. Wyszynski, AIA
Principal, Chief Operating Officer
jeffw@tectonpc.com | 860.548.0802

EXECUTIVE SUMMARY

*Founded in 1979,
Tecton Architects, PC
is a professional corporation
employing 50 employees.*

SERVICES

- Full Architectural Services
- Interior Design & Space Planning
- Master Planning
- Feasibility Studies & Conditions Assessments
- BIM Documentation
- Construction Administration
- High Performance Buildings & Sustainable Design
- Well Building Design
- Wayfinding & Space Branding



CONNECTICUT

34 Sequassen Street, Suite 200
Hartford, CT 06106

RHODE ISLAND

17 Railroad Avenue
Westerly, RI 02891



Hartford Office 860.548.0802
Westerly Office 401.596.7555



tectonarchitects.com

Tecton ARCHITECTS

FIRM HISTORY

Tecton Architects is a Hartford-based architecture, interior design and master planning firm with a 40+ year history of serving communities throughout New England. With a total staff of 50 employees, 17 registered architects and 8 interior designers, Tecton is one of the largest design firms in Connecticut.

A HOLISTIC APPROACH TO DESIGN

Tecton's approach to the design of K-12 environments is grounded in the interrelationship between the built environment and the user experience, uniting strategies for:

- *21st Century Learning Environments*, with built-in flexibility to support changes in teaching methodology and enrollment.
- *Sustainability & Resiliency*, weighing environmental impact, initial investment and operating costs, while providing long-term value to the community that the school will serve.
- *WELL Buildings*, to advance the physical, mental, social and emotional health and wellness of children and educators.

Our approach to educational environments draws on our diverse market experience to shape a stronger design and project outcome, including:

- *Public Safety*, to create safe, welcoming environments.
- *Healthcare*, to support the physical, behavioral and mental health needs of today's students.
- *Corporate*, to craft administrative workspaces that maximize efficiency and use.
- *Advanced Technology*, to integrate new technologies and help prepare students for careers.
- *Mixed-Use Development*, to explore new ways of integrating spaces and functions for broader use.
- *Historic Preservation*, to make the best use of existing buildings and preserve community culture.

K-12 DESIGN EXPERIENCE

Tecton's depth and breadth of team is balanced by a small-team, hands on approach to projects. Jeff Wyszynski, AIA, Principal, has personally led each of Tecton's academic projects over the last decade, with a portfolio that includes public K-12, magnet, charter and independent school projects. This includes extensive experience working with the State's Office of School Construction Grants & Review, with close to 15 projects and more than \$300M in construction coordinated over the last 5 years. This includes the following Elementary School projects:

- *Candlewood Lake Elementary School** - Brookfield, CT - \$78M
- *Madison Elementary School** - Madison, CT - \$61M
- *Spaziano Annex Elementary School** - Providence, RI - \$44M
- *Ocean Avenue Learning Academy* - New London, CT - \$15M
- *Pumpkin Delight Elementary School* - Milford, CT - \$14M
- *Brown K-5 School* - Madison, CT - \$7M

**New Construction*

PROJECT TEAM



Architectural Design Services -
SOUTH NORWALK ELEMENTARY SCHOOL
CITY OF NORWALK, CONNECTICUT

Tecton

ARCHITECTS

ARCHITECTURE, INTERIOR DESIGN, FF&E, BUILDING CODE

PROJECT LEADERSHIP

Jeff Wyszynski, AIA, MCPPO
Principal in Charge

Edward J. Widofsky, AIA, LEED AP BD+C
Senior Project Manager

DESIGN

Ernest Nepomuceno,
LEED AP
Senior Designer

Kathryn Mease
NCIDQ, LEED AP BD+C, EDAC
Senior Interior Designer

TECHNICAL RESOURCES

Laurel Boroughf, AIA
Project Architect

Tim Mailloux,
LEED AP, Licensed Building Official
Building Code Specialist

COMMUNITY ENGAGEMENT

Antonia Ciaverella,
EDAC, WELL AP, LEED AP BD+C, Fitwel
Architectural Designer, Sustainability & Wellness

Eduardo Franco
*Architectural Designer,
Community Engagement*

SPECIALTY CONSULTANTS

LANGAN

*CIVIL ENGINEERING, LANDSCAPE ARCHITECTURE, SURVEY,
GEOTECHNICAL,*

CONSULTING ENGINEERING SERVICES (CES)

*MEP/FP ENGINEERING, TECHNOLOGY, TELECOMMUNICATIONS,
SECURITY*

MICHAEL HORTON ASSOCIATES

STRUCTURAL ENGINEERING, SPECIAL INSPECTIONS COORDINATOR

CRABTREE MCGRATH ASSOCIATES

KITCHEN DESIGN

FEE PROPOSAL COMPARISON

DATED: 9/1/2022

Project 4128A - Architectural Design Services-South Norwalk Elementary School

	Antinozzi Associates, PC	Tecton Architects	The S/L/A/M Collaborative, Inc.
Contact	F. Michael Ayles	Jeff Wyszynski, Principal, COO	Kemp A. Morgardt, Principal and Officer
Phone	203-377-1300 x2422	860-548-0802 x219	860-368-4221
Email	mayles@antinozzi.com	ieffw@tectonpc.com	kmorhardt@slamcoll.com
Address	Bridgeport, CT	Hartford, CT	Glastonbury, CT
Total Fee	\$ 2,750,000	\$ 2,756,981	\$ 3,090,000
Proposed Fees (G through N are provided allowance values)			
A. Programming and Schematic Design Services	\$ 334,000	\$ 282,748	\$ 414,000
B. Design Development Phase	\$ 556,000	\$ 565,495	\$ 690,000
C. Construction Documents Phase	\$ 668,000	\$ 791,693	\$ 772,000
D. Bidding/Negotiation Phase	\$ 78,000	\$ 56,550	\$ 70,000
E. Contract Administration Phase	\$ 589,000	\$ 565,495	\$ 676,000
F. Fixtures Furniture & Equipment	\$ 195,000	\$ 165,000	\$ 138,000
G. Surveying Services	\$ 25,000	\$ 25,000	\$ 25,000
H. Environmental Consultant Services	\$ 55,000	\$ 55,000	\$ 55,000
I. Soil Management Plan	\$ 30,000	\$ 30,000	\$ 30,000
J. Geo-Technical Contract Administration Services	\$ 55,000	\$ 55,000	\$ 55,000
K. Additional Design Services for Energy Enhancements	\$ 30,000	\$ 30,000	\$ 30,000
L. Traffic Consultant (Study & Evaluation)	\$ 45,000	\$ 45,000	\$ 45,000
M. Traffic Consultant (Design)	\$ 70,000	\$ 70,000	\$ 70,000
N. Reimbursable Expenses	\$ 20,000	\$ 20,000	\$ 20,000
CALCULATED TOTAL FEE	\$ 2,750,000	\$ 2,756,981	\$ 3,090,000
Estimated Hours by Phase			
A. Schematic Design Phase	1,320	1,305	2,170
B. Design Development Phase	2,200	2,610	3,250
C. Construction Documents Phase	2,640	3,654	3,375
D. Bidding/Negotiation Phase	320	261	300
E. Contract Administration Phase	2,360	2,610	2,950
TOTAL HOURS	8,840	10,440	12,045
Hourly Rates			
Principal-In-Charge	\$ 175	\$ 200	\$ 295
Project Manager	\$ 140	\$ 190	\$ 195
Project Architect	\$ 125	\$ 160	\$ 190
*See proposals for additional rates			
Addenda			
Acknowledge Addendum No. 1 - 8/18/2022	Yes	Yes	Yes



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

TO : MEMBERS OF LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDING AND FACILITIES MANAGER *AL*

RE : NORWALK CITY HALL – CUPOLA REPAIR AND PAINTING PROJECT

DATE : AUGUST 31, 2022

The cupola on top of Norwalk Concert Hall/Norwalk City Hall is original to the building. It has various architectural features and fenestration that establish the cupola as a significant structure in Norwalk architectural landscape. Typical with wooden structure, continued repair and periodic painting are unavoidable. The last repair and painting work completed in 2010 included the complete removal of old lead based paint.

Last year, the City advertised and awarded a new cupola repair and painting project to G.L. Capasso, Inc. The project included greater wood replacement and new windows. The contract amount was \$408,300.00 with an approved contingency of \$40,830.00.

As we proceeded with the work, we discovered greater deterioration and directed the contractor to proceed with additional repair work. We also authorized painting of additional areas that were not included in the original scope. Attached are some photos depicting the conditions. In order to complete this project, an increase to the contingency is required at this time.

ACTION REQUESTED:

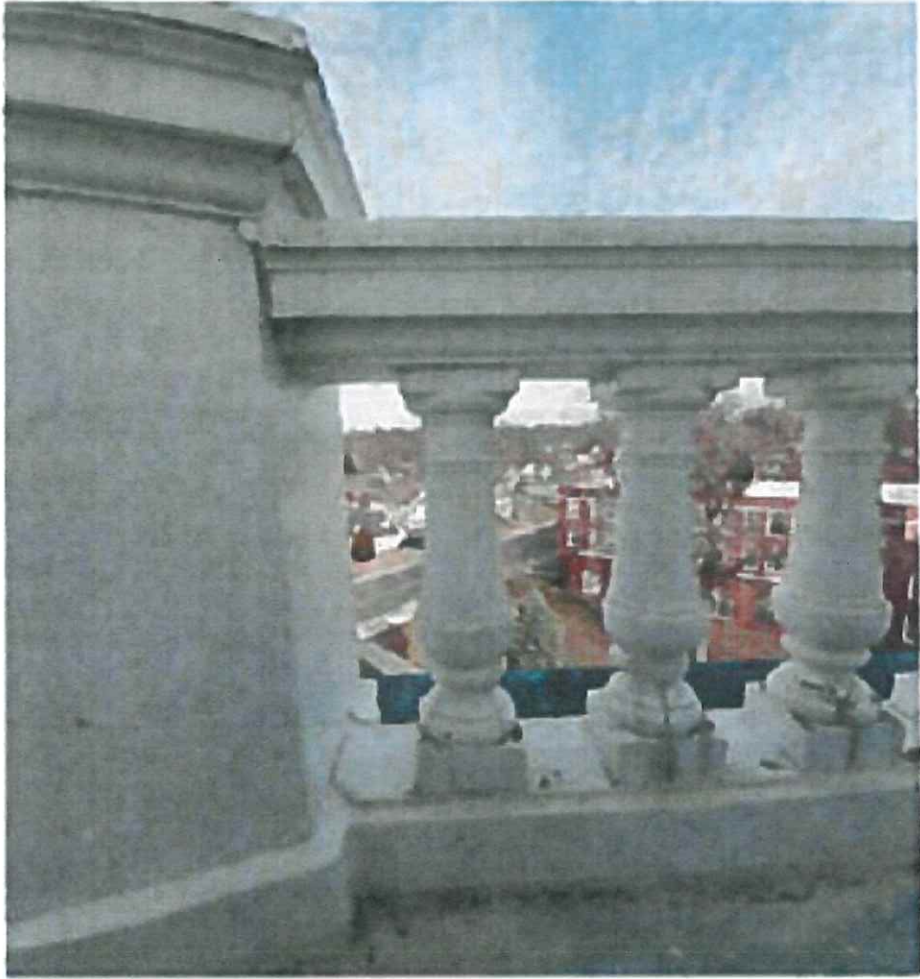
Authorize to increase the contingency on the contract with G.L. Capasso, Inc. for City Hall Cupola Repair and Painting Project for an additional \$12,927.97. Funds are available in account #'s 0922 7100 5777 C0476 and 0921 7100 5777 C0439.

SOUTHWEST ARCH



WEST CORNER









TO: MAYOR HARRY W. RILLING
DARIN CALLAHAN, ASSISTANT CORPORATION COUNSEL

FROM: NEIL RENNIE, PROPERTY MANAGER

DATE: AUGUST 18, 2022

RE: NORWALK POLICE DEPARTMENT GAS DISPENSING STATION VAPOR
RECOVERY TESTING

.....
In 2015, we were informed by the State of Connecticut - Department of Energy & Environmental Protection (DEEP) that Stage 2 testing was no longer required for the Police Department Fueling Station, and Stage 1 testing would remain in place. See definition of the two stages below:

Stage I works in much the same way. Fumes captured and stored by stage II systems during individual vehicle refueling are directed back to the tank truck during refilling of the storage tanks. From there, the vapors captured in the tank truck are returned to the bulk-dispensing terminal where they are either recycled or destroyed.

Stage II systems include installation of special fuel dispensing nozzles at the pump. Some nozzles have a rubber boot that forms an airtight seal against the vehicle's gasoline filler opening. Other systems use a more convenient "bellow-less" (or "bootless") nozzle. During refueling, vapors are pushed out of the vehicle's gas tank by the incoming fuel. The vapors are then captured by the special nozzle and directed into the underground storage tanks, where they are stored until a bulk delivery is made.

We continued to perform stage 1 testing up until 2017, however there was a misunderstanding on the part of the City of Norwalk, that Stage 1 testing was no longer required, since we were well under the threshold of 10,000 gallons on an annual basis. However, during 2018 – 2020 we went over the threshold (10,879 gallons average usage) and therefore we were in violation

In early March of 2022, we received notice from the Department of Energy & Environmental Protection that we were required to implement Stage 1 testing and we performed testing on March 22nd of 2022 and submitted all required reporting to the DEEP. However, this violation triggered a penalty. Through discussion with DEEP staff and their understanding of our unique situation, they have recommended a reduction of the fine per attached Consent Order which would require the Mayor' signature.

Going forward, we will perform annual testing as part of our standard operating procedures.

Please let me know if you have any questions or concerns.

Regards,


Neil Rennie

55 Water Street
New York, NY 10041

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STATE OF CONNECTICUT

VS.

CITY OF NORWALK

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Order No. 2577

CONSENT ORDER

- A. With the agreement of the City of Norwalk (“Respondent”), the Commissioner of Energy and Environmental Protection (“Commissioner”) finds the following:
1. Respondent owns, leases, operates, or controls a gasoline dispensing facility (“GDF”) at 1 Monroe Street in Norwalk, Connecticut.
 2. The Respondent has a monthly gasoline throughput of 10,000 gallons or more at the GDF and is subject to the requirements of Section 22a-174-30a of the Regulations of Connecticut State Agencies (“RCSA”).
 3. As required by RCSA Section 22a-174-30a(c), the GDF is equipped with a Stage I vapor recovery system.
 4. Pursuant to RCSA Section 22a-174-30a(d)(1), the owner or operator of any GDF shall conduct each of the following tests at least once per calendar year: a pressure/vacuum vent valve test for every pressure/vacuum vent valve, a pressure decay test, and a vapor-space tie-in test.
 5. Whereas Department of Energy and Environmental Protection records indicated that the Respondent failed to conduct Stage I vapor recovery testing in 2017, 2018, 2019, 2020, and 2021, the Commissioner determined that the Respondent violated RCSA Section 22a-174-30a(d)(1). As a result, the Commissioner issued Notice of Violation No. 18232 on April 6, 2022.
 6. The Respondent did not submit Stage I vapor recovery test reports for the years of noncompliance alleged in the notice of violation.
 7. By virtue of the above, the Respondent is in violation of RCSA Section 22a-174-30a(d)(1) for calendar years 2017, 2018, 2019, 2020, and 2021.
- B. With the agreement of the Respondent, the Commissioner, acting under §22a-6, §22a-171, §22a-174, §22a-177, and §22a-178 of the Connecticut General Statutes, orders the Respondent as follows:

Issued date: _____

1. The Respondent shall comply with RCSA Section 22a-174-30a(d).
2. Civil penalty. The Respondent shall pay a penalty of \$3,000 as the total civil penalty to be sought by the Commissioner for those, and only those, violations described in paragraphs A.4 through A.7 of this order. This penalty is payable as follows: on or before thirty (30) days after issuance of this order the Respondent shall pay \$3,000 in accordance with paragraph B.3 of this order, or the Respondent shall pay \$3,000 to the Statewide SEP account in accordance with paragraph B.4 of this order.
3. Payment of penalties. On or before thirty (30) days after the issuance of this order, the Respondent shall pay \$3,000 by mail or personally delivered to the Department of Energy and Environmental Protection, Bureau of Financial and Support Services--Accounts Receivable Office, 79 Elm Street, Hartford, CT 06106-5127. Such payment shall be by certified or bank check payable to the "Connecticut Department of Energy and Environmental Protection." The check shall state on its face, "Air Consent Order #2577."
4. Statewide Supplemental Environmental Project (SEP) Account Payment.
 - a. In lieu of payment of the civil penalty referenced in Paragraph B.2, the Respondent may elect to pay \$3,000 to the Statewide SEP account.
 - b. If the Respondent elects to make a payment to the Statewide SEP account, the Respondent shall make such payment within thirty (30) days after issuance of this consent order. The payment shall be mailed or personally delivered to the Department of Energy and Environmental Protection, Bureau of Financial and Support Services--Accounts Receivable Office, 79 Elm Street, Hartford, CT 06106-5127. The payment shall be by certified or bank check payable to the "Connecticut Department of Energy and Environmental Protection." The check shall state on its face, "Statewide SEP Account" and "Consent Order #2577."
 - c. The Respondent shall not claim or represent any SEP payment made pursuant to this consent order constitutes an ordinary business expense or charitable contribution or any other type of tax deductible expense. The Respondent shall not seek or obtain any other tax benefit, such as a tax credit, as a result of the payment under this paragraph.
 - d. If the Respondent disseminates any publicity, including but not limited to any press releases regarding funding a SEP, the Respondent shall include a statement that such funding was made in settlement of an enforcement action brought by the Commissioner.
5. Full compliance. The Respondent shall not be considered in full compliance with this consent order until all actions required by this consent order have been completed as approved and to the Commissioner's satisfaction.
6. Approvals. The Respondent shall use best efforts to submit to the Commissioner all documents required by this order in a complete and approvable form. If the Commissioner notifies the Respondent that any document or other action is deficient, and does not approve it with conditions or modifications, it is deemed disapproved, and the Respondent shall correct the deficiencies and resubmit it within the time specified by the Commissioner or, if no time is specified by the Commissioner, within 30 days of the Commissioner's notice of deficiencies. In approving any

document or other action under this consent order, the Commissioner may approve the document or other action as submitted or performed or with such conditions or modifications as the Commissioner deems necessary to carry out the purposes of this consent order. Nothing in this paragraph shall excuse noncompliance or delay.

7. Definitions. As used in this consent order, "Commissioner" means the Commissioner or a representative of the Commissioner.
8. Dates. The date of "issuance" of this consent order is the date the consent order is deposited in the U.S. mail or personally delivered, whichever is earlier. The date of submission to the Commissioner of any document required by this consent order shall be the date such document is received by the Commissioner. The date of any notice by the Commissioner under this consent order, including but not limited to notice of approval or disapproval of any document or other action, shall be the date such notice is deposited in the U.S. mail or is personally delivered, whichever is earlier. Except as otherwise specified in this consent order, the word "day" as used in this consent order means calendar day. Any document or action which is required by this consent order to be submitted or performed by a date which falls on a Saturday, Sunday or a Connecticut or federal holiday shall be submitted or performed by the next day which is not a Saturday, Sunday or Connecticut or federal holiday.
9. Certification of documents. Any document, including but not limited to any notice, which is required to be submitted to the Commissioner under this consent order shall be signed by the Respondent or, if the Respondent is not an individual, by the Respondent's chief executive officer or a duly authorized representative of such officer, as those terms are defined in §22a-174-2a(a) of the Regulations of Connecticut State Agencies, and by the individual(s) responsible for actually preparing such document, and the Respondent or the Respondent's chief executive officer and each such individual shall certify in writing as follows: "I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, that the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that any false statement made in the submitted information is punishable as a criminal offense under Section §53a-157b of the Connecticut General Statutes and any other applicable law."
10. Noncompliance. This consent order is a final order of the Commissioner with respect to the matters addressed herein, and is nonappealable and immediately enforceable. Failure to comply with this consent order may subject the Respondent to an injunction and penalties.
11. False statements. Any false statement in any information submitted pursuant to this consent order may be punishable as a criminal offense under §53a-157b of the Connecticut General Statutes and any other applicable law.
12. Notice of transfer; liability of Respondent. Until the Respondent has fully complied with this consent order, Respondent shall notify the Commissioner in writing no later than 15 days after transferring all or any portion of the facility, the operations, the site or the business which is the subject of this consent order or after obtaining a new mailing or location address. The Respondent's

obligations under this consent order shall not be affected by the passage of title to any property to any other person or municipality.

13. Commissioner's powers. Except as provided hereinabove with respect to payment of civil penalties, nothing in this consent order shall affect the Commissioner's authority to institute any proceeding or take any other action to prevent or abate violations of law, prevent or abate pollution, recover costs and natural resource damages, and to impose penalties for past, present, or future violations of law. If at any time the Commissioner determines that the actions taken by Respondent pursuant to this consent order have not successfully corrected all violations, fully characterized the extent or degree of any pollution, or successfully abated or prevented pollution, the Commissioner may institute any proceeding to require the Respondent to undertake further investigation or further action to prevent or abate violations or pollution.
14. Respondent's obligations under law. Nothing in this consent order shall relieve the Respondent of other obligations under applicable federal, state and local law.
15. No assurance by Commissioner. No provision of this consent order and no action or inaction by the Commissioner shall be construed to constitute an assurance by the Commissioner that the actions taken by the Respondent pursuant to this consent order will result in compliance.
16. Access to site. Any representative of the Department of Energy and Environmental Protection may enter the facility without prior notice for the purposes of monitoring and enforcing the actions required or allowed by this consent order.
17. No effect on rights of other persons. This consent order neither creates nor affects any rights of persons or municipalities that are not parties to this consent order.
18. Notice to Commissioner of changes. Within 15 days of the date the Respondent become aware of a change in any information submitted to the Commissioner under this consent order, or that any such information was inaccurate or misleading or that any relevant information was omitted, the Respondent shall submit the correct or omitted information to the Commissioner.
19. Notification of noncompliance. In the event that the Respondent becomes aware that it did not or may not comply, or did not or may not comply on time, with any requirement of this consent order or of any document required hereunder, the Respondent shall immediately notify by telephone the individual identified in the next paragraph and shall take all reasonable steps to ensure that any noncompliance or delay is avoided or, if unavoidable, is minimized to the greatest extent possible. Within five (5) days of the initial notice, the Respondent shall submit in writing the date, time and duration of the noncompliance and the reasons for the noncompliance or delay and propose, for the review and written approval of the Commissioner, dates by which compliance will be achieved, and the Respondent shall comply with any dates which may be approved in writing by the Commissioner. Notification by the Respondent shall not excuse noncompliance or delay, and the Commissioner's approval of any compliance dates proposed shall not excuse noncompliance or delay unless specifically so stated by the Commissioner in writing.

20. Submission of documents. Any document required to be submitted to the Commissioner under this consent order, unless otherwise specified in this consent order or in writing by the Commissioner, shall be directed to:

Deanna Rackie
Department of Energy and Environmental Protection
Bureau of Air Management
Air Enforcement Division
79 Elm Street
Hartford, Connecticut 06106-5127
(860) 424-3438

Respondent consents to the issuance of this consent order without further notice. The undersigned certifies that he/she is fully authorized to enter into this consent order and to legally bind Respondent to the terms and conditions of the consent order.

City of Norwalk

Signature: _____

Type Name: _____

Type Title: _____

Date: _____

Issued as a final order of the Commissioner of Energy and Environmental Protection.

Tracy Babbidge, Chief
Bureau of Air Management
Department of Energy and Environmental Protection

Date