

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

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: July 10, 2018
July 24, 2018

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Marc Alan, Arts Commission
Sharon R. Baanante, Arts Commission

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Authorization for discussion: Settlement of Michael Sylvain v. City of Norwalk – CIRMA Claim No. 0143874
EXECUTIVE SESSION

B. BOARD OF ESTIMATE AND TAXATION

1. RESOLVED, that a sum not to exceed \$5,719 be and the same is hereby transferred from Increased Revenues to the Fire Department as a Grant to the Assistant Firefighters for Certification and Education.
2. RESOLVED, that a sum not to exceed \$7,500 be and the same is hereby transferred from Increased Revenues from the First County Bank to the Recreation and Parks Department as a donation towards the 2017 Summer Concert Series.
3. RESOLVED, that a sum not to exceed \$7,500 be and the same is hereby transferred from Increased Revenues from the First County Bank to the Recreation and Parks Department as a donation to the 2018 Summer Concert Series.

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Leukemia and Lymphoma Society for the use of Calf Pasture Beach for the Leukemia and Lymphoma Society's Light the Night Event to be held on Saturday, October 27, 2018 from 5:00 PM – 8:00 PM. Set up to begin on Friday, October 26, 2018 at 9:00 AM and tear down no later than 9:00 PM on Saturday, October 27, 2018. Estimated attendance 1,000.
- 1b. Approve the use of the Show Mobile by Leukemia and Lymphoma for their Leukemia and Lymphoma Society's Light the Night Event to be held Saturday, October 27, 2018 from 5:00 PM – 8:00 PM.
2. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Brien McMahon High School Band Parents Inc. for the use of Brien McMahon High School Football Field for the Celebration of Sound to be held Saturday, September 15, 2018 from 3:00 PM – 10:00 PM. Set up to begin at 9:00 AM with tear down no later than 10:00 PM. Estimated attendance 750.
3. Authorize the Purchasing Agent to issue a purchase order to C.N. Wood of Connecticut, LLC for the purchase of a Trackless Municipal Tractor Model MT7 Four Wheel Drive Articulated Municipal Tractor for a sum not to exceed \$124,630.00. Account # 0919-6030-5777-C0486.
- 4a. Approve the use of Oyster Shell Park by Loretta Ragin for a Memorial Gathering and "Give Back Day" to be held on Saturday, September 22, 2018 from 3:00 PM – 8:00 PM with set up to begin at 12:00 Noon on Saturday,

September 22, 2018 and tear down no later than 9:00 PM on Saturday, September 22, 2018. Rain Date is Sunday, September 23, 2018. Estimated attendance 100-150.

- 4b. Approve the use of the Show Mobile by Loretta Ragin for a Memorial Gathering and "Give Back Day" to be held on Saturday, September 22, 2018 from 3:00 PM – 8:00 PM.

B. FINANCE COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: July 12, 2018
2. For informational purposes only: Narrative on Tax Collections dated July 12, 2018.
3. For informational purposes only: Monthly Tax Collector's Report Dated: June 30, 2018.
4. Resolution: Approve a Special Capital Appropriation in the amount of \$93,000 to increase the available funds for Perry Avenue Bridge Project (09184021-5777-C0392). The funds will be drawn from Capital Fund balance.
5. Resolution: Approve a special capital appropriation in the amount of \$133,915 to increase the available funds for the purchase of SCBA air packs (09183110-5777-C0310). The funds will be drawn from the balance in the Capital Fund.

C. HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE

1. Authorize the Purchasing Agent to issue a purchase order to Shipman's Fire Equipment Co. Inc., 172 Cross Road, Waterford, CT 06835 for the purchase of SCBA (self contained breathing apparatus) for a total not to exceed \$493,915.00 #3809 SCBA Equipment. Account No. 09183110 5777 C0310

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to Guardian Service Industries, Inc.'s contract for building management services to provide additional staffing for a total not to exceed \$173,864.00 for 2018-2019. All remaining terms of the contract to remain unchanged.

2. Technical Correction of Common Council action of May 8, 2018, VII, D, 2a. by replacing "Colliers International" with "Strategic Building Solutions, LLC d/b/a Colliers International". New action to read as follows:

"Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Strategic Building Solutions, LLC d/b/a Colliers International to provide commissioning services for the Ponus Ridge School additions and renovations project for a total not to exceed of \$80,350. Account # 09185010 5777 C0608"

3. Authorize to increase contingency allowance for Turco Golf Inc.'s contract for Oak Hill Park Improvement Project for an additional \$4,350.00 (total \$63,967.74) and authorize Office of Building Management to issue change orders on Contract. Funds are available from DEEP Grant. Account No: 09151340 5799 C0558

4. Authorize the Historical Commission to execute change orders on the Contract with Domus Constructors, LLC for roof repairs on Lockwood Mathews Mansion Museum for the additional amount not to exceed \$30,000 (total contingency \$39,000). Account #09176310 5777 C0092 and 09186310 5777 C0092

E. PLANNING COMMITTEE

1. Adopt attached resolution designating the Planning and Zoning Director as the City contact for the Sustainable CT program.
2. Designate the Mayor's Energy and Environment Task Force to serve as the "Sustainability Team" for purposes of complying with the Sustainable CT program.

F. PUBLIC WORKS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to send letters on behalf of the City of Norwalk to the United States Army Corps of Engineers indicating no objection to the Connecticut Department of Transportation's Section 408 permit applications for temporary (Project #301-0181) and permanent (Project #301-0176) relocation of Metro-North transmission and communication and signal cables under the Norwalk River related to Walk Bridge Replacement.
2. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with P3 Global Management, Inc. to operate and manage a citywide bike share program. No cost to the City.
3. Authorize the Director of Public Works, to issue an advance deposit of \$15,000 to Metro-North Railroad for flagging and other railroad support personnel anticipated for State Project 102-347 Norwalk Traffic Signal Upgrade – Phase 3.

Account No. 09 14 4021 5799 C0539

- 4a. Authorize the Mayor, Harry W. Rilling, to execute an Easement Agreement with Silver Ledge Townhouses Association, Inc. for their ongoing inspection and maintenance of the retention galleries under the City Right-of-Way known as Caryns Way.
- 4b. Accept Caryns Way as a City Street pending successful execution of an Easement Agreement.
5. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Realterm Energy for a GIS Inventory Survey (Audit) of the Cobrahead Street Lights in Eversource Territory, for a sum not to exceed \$30,000.00 (\$5.95 per pole for 4,091 poles plus contingency for additional poles).

Account No. 01 40 21 5241

- 6a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Deering Construction, Inc. for Project No. RD2018-1 Concrete Curbs and Sidewalks at Various Locations, for a sum not to exceed \$594,427.50.

Account No. 09 19 4021 5777 C0318

- 6b. Authorize the Director of Public Works to execute orders on the Contract with Deering Construction, Inc. for Project No. RD2018-1 Concrete Curbs and Sidewalks at Various Locations, for a sum not to exceed \$59,442.75.

Account No. 09 19 4021 5777 C0318

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

APPOINTMENTS

ARTS COMMISSION

M/C

Nwlk. Code 17-A

MARC ALAN (U)

Term Expires 7/11/2021

71 Aiken Street Unit M1
Norwalk, CT 06850

SHARON R. BAANANTE (D)

Term Expires 7/11/2021

64 Comstock Hill Avenue
Norwalk, CT 06850

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Mayor Rilling called the meeting to order at 7:31 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. King City Clerk read the notice stating that the meeting was being audio recorded and videotaped with subtitles for public broadcast. She asked everyone to speak clearly, one at a time, into the microphone and said that assisted listening devices were available.

I. ROLL CALL

Ms. King called the Roll. The following Common Council members were present:

Council at Large:	Mr. Gregory Burnett Ms. Barbara Smyth	Mr. Michael Corsello Mr. Douglas Stern
District A:	Ms. Eloisa Melendez	Mr. Chris Yerinides
District B:	Mr. Ernest Dumas	Mr. Travis Simms
District C:	Mr. John Kydes	
District D:	Mr. George Tsiranides	
District E:	Mr. John Igneri	Mr. Thomas Livingston

At Roll Call there were twelve (12) present and three (3) absent (Mr. Sacchinelli; Ms. Siegelbaum and Mr. Hempstead)

Also present were Mayor Harry Rilling, Corporation Counsel, Mario Coppola and City Clerk, Donna King.

Mayor Rilling welcomed Mr. Dumas to the Common Council.

II. ACCEPTANCE OF MINUTES

Regular Meeting:

June 26, 2018

**** MR. IGNERI MOVED TO ACCEPT THE MINUTES AS PRESENTED**

**** MOTION PASSED WITH TWO ABSTENTIONS (MR. BURNETT AND MR. DUMAS)**

III. PUBLIC PARTICIPATION

Public participation comments are not verbatim and represent a summarization of statements unless otherwise noted.

Mr. Richard Bonenfant congratulated Mr. Dumas. He spoke in support of the appointment of Ms. Straniti to the Zoning Commission as an alternate.

Ms. Diane Lauricella welcomed Mr. Dumas to the Common Council. She said she just learned that item 7B1 under Land Use and Building Management was being tabled. She said she was here to ask the Common Council to consider sending this item back to committee. Ms. Lauricella said it would have been nice to let the public know that this item was being tabled because quite a few people came out with the intention of sharing their ideas.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: David Westmoreland, Historical Commission

Mayor Rilling announced Mr. Westmoreland's resignation from the Historical Commission and said he was recently appointed to the Redevelopment Agency.

APPOINTMENTS:

Tyrone R. McClain, Library Board

**** MR. KYDES MOVED TO APPROVE THE FOLLOWING APPOINTMENT:**

TYRONE R. MCCLAIN, LIBRARY BOARD

Mr. Kydes said Mr. McClain has a very impressive resume and he wished him the best of luck.

**** MOTION PASSED UNANIMOUSLY**

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING APPOINTMENT:**

KELLY L. STRANITI, ZONING COMMISSION (ALTERNATE)

Mr. Burnett said Ms. Straniti was a former member of the Common Council and is committed to Norwalk. He said she would be a good addition to the Zoning Commission.

**** MOTION PASSED UNANIMOUSLY**

**** MR. LIVINGSTON MOVED TO APPROVE THE FOLLOWING APPOINTMENT:**

DEBORAH LEWIS, BIKE WALK COMMISSION

Mr. Livingston said Ms. Lewis will be an excellent addition to the Commission.

**** MOTION PASSED UNANIMOUSLY**

**** MR. YERINIDES MOVED TO APPROVE THE FOLLOWING APPOINTMENT:**

ERICA KIPP, TREE ADVISORY COMMISSION

Mr. Yerinides said Ms. Kipp had a very impressive resume. He wished her the best of luck.

**** MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS:

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING REAPPOINTMENT:**

LISA BIAGIARELLI, TAX COLLECTOR

Mr. Burnett said Ms. Biagiarelli is proactive, prepared and precise. She and her team have a tax collection rate of 99.15%. Mr. Igneri said she is wonderful to work with and is a dedicated employee. Mr. Simms added that she sets the model for the state on how she collects taxes. He said the City is fortunate to have her. Mr. Simms thanked Ms. Biagiarelli for her service and said he hopes she stays for another 20 – 30 years.

**** MOTION PASSED UNANIMOUSLY**

**** MR. LIVINGSTON MOVED TO APPROVE THE FOLLOWING REAPPOINTMENT:**

MICHAEL G. MUSHAK, PLANNING COMMISSION

Mr. Livingston said Mr. Mushak is always involved in everything in the City. He is a tremendous addition to the Planning Commission and to the City. Mr. Simms added that he is probably one of the hardest working citizens in the City. He said he can't thank him enough for his dedication to the City. Mr. Simms said that Mr. Mushak is fair and practical. Mr. Igneri said that Mr. Mushak is great. Ms. Melendez said he cares about the City and is thankful that he wants to continue to serve.

**** MOTION PASSED UNANIMOUSLY**

Due to a potential conflict of interest, Mr. Tsiranides rescued himself and left the Common Council chambers.

**** MR. STERN MOVED TO APPROVE THE FOLLOWING REAPPOINTMENT:**

R. RICHARD ROINA, ZONING COMMISSION

Mr. Stern said that it was a pleasure serving with Mr. Roina on the Zoning Commission. He works well with others, is thoughtful and pays attention to details. Mr. Corsello said the City is fortunate to have him; he is held in high esteem by his colleagues.

**** MOTION PASSED UNANIMOUSLY**

Mr. Tsiranides returned to the Common Council chambers.

**** MR. STERN MOVED TO APPROVE THE FOLLOWING REAPPOINTMENT:**

RODERICK C. JOHNSON, ZONING COMMISSION

Mr. Stern said he served with him on the Zoning Commission. He said he worked well on the Commission.

**** MOTION PASSED UNANIMOUSLY**

**** MR. IGNERI MOVED TO APPROVE THE FOLLOWING REAPPOINTMENT:**

NANCY ROSETT, BIKE WALK COMMISSION

Mr. Igneri said Ms. Rosett is an excellent choice. She works hard and has been involved in bikes for many years. Ms. Melendez thanked Ms. Rosett for her hard work to make this an official commission and for making Norwalk bike/walk friendly.

**** MOTION PASSED UNANIMOUSLY**

**** MS. SMYTH MOVED TO APPROVE THE FOLLOWING
REAPPOINTMENTS:**

ANDREW STRAUSS, TREE ADVISORY COMMISSION

PETER FRANK VITERETTO, TREE ADVISORY COMMISSION

Ms. Smyth said both Mr. Strauss and Mr. Viteretto care about our trees.

**** MOTION PASSED UNANIMOUSLY**

Ms. King administered the Oath of Office to those present.

MAYOR'S REMARKS:

Mayor Rilling announced that there will be a ribbon cutting and a tree planting ceremony to honor the late Frank Zullo tomorrow at the former Dolce Center.

The Play Ball summer initiative kicked off. This year 650 children will participate

The Maritime Aquarium opened on July 16, 1988 and will celebrate its 30th anniversary on Saturday, July 21st. Admission prices that weekend will reflect 1988 prices.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

Mr. Kydes congratulated Mr. Dumas and expressed his best wishes to Ms. Bowman.

Mr. Kydes announced that the July 24th meeting of the Common Council was cancelled.

RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: There were none this evening.

APPOINTMENTS: There were none this evening.

REAPPOINTMENTS: There were none this evening.

B. CONSENT CALENDAR

**** MR.IGNERI MOVED THE FOLLOWING CONSENT CALENDAR:**

7A1A; 7A1B; 7B1 (CONSENT TO TABLE); 7C1

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC WORKS COMMITTEE

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH NJR CONSTRUCTION LLC., FOR CTDOT PROJECT 102-320 – REHABILITATION OF BRIDGE NO. 04989 – JAMES STREET BRIDGE OVER THE SILVERMINE RIVER, IN THE AMOUNT NOT TO EXCEED \$1,818,366.89.

**ACCOUNT NO. 09 13 4021 5777 C0496
09 18 4021 5777 C0496
09 19 4021 5777 C0496
09 19 4021 5799 C0496**

1B. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS, TO ISSUE ORDERS ON CONTRACT WITH NJR CONSTRUCTION LLC., FOR CTDOT PROJECT 102-320 – REHABILITATION OF BRIDGE NO. 04989 – JAMES STREET BRIDGE OVER THE SILVERMINE RIVER, IN THE AMOUNT NOT TO EXCEED \$182,000.00.

**ACCOUNT NO. 09 13 4021 5777 C0496
09 18 4021 5777 C0496
09 19 4021 5777 C0496
09 19 4021 5799 C0496**

B. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. EXECUTIVE SESSION: AUTHORIZE MAYOR HARRY W. RILLING TO EXECUTE THE PURCHASE AND SALES AGREEMENT WITH SOUTH NORWALK COMMUNITY CENTER, INC. TO PURCHASE A ONE-HALF INTEREST IN THE PROPERTY AT 98 SOUTH MAIN STREET, SOUTH NORWALK, CT
CONSENT TO TABLE

C. HEALTH, WELFARE & PUBLIC SAFETY COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH BADGEQUEST, INC., TO CONDUCT PROMOTIONAL TESTING FOR THE RANKS OF DETECTIVE, SERGEANT AND LIEUTENANT, FOR A SUM NOT TO EXCEED \$33,000 FROM ACCOUNT 013049-5258.

**** MOTION PASSED UNANIMOUSLY**

**** MR. LIVINGSTON MOVED TO GO INTO EXECUTIVE SESSION AT 8:03 P.M.**

A. CORPORATION COUNSEL

EXECUTIVE SESSION:

Discussion regarding litigation titled, City of Norwalk and City of Norwalk Redevelopment Agency vs. ILSR Owners, LLC and Wall St Opportunity Fund, LLC, which is currently pending in the Stamford-Norwalk Judicial District at Stamford.

**** MOTION PASSED UNANIMOUSLY**

The Common Council went into Executive Session at 8:03 p.m. and the public left the Common Council Chambers.

The Common Council members came out of Executive Session at 8:51 p.m. During the Executive Session no motions or votes were taken.

VIII. RESOLUTIONS FROM COMMON COUNCIL

There were none this evening.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none this evening.

X. SUSPENSION OF RULES

There were none this evening.

XI. ADJOURNMENT

**** MR. IGNERI MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:51 p.m.

ATTEST: _____
Donna King, City Clerk

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Mayor Rilling called the meeting to order at 7:43 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. Kovacs read the notice stating that the meeting was being audio recorded and videotaped with subtitles for public broadcast. She asked everyone to speak clearly, one at a time, into the microphone and said that assisted listening devices were available

I. ROLL CALL

Ms. Kovacs called the Roll. The following Common Council members were present:

Council at Large:	Mr. Michael Corsello Ms. Barbara Smyth	Mr. Nicholas Sacchinelli Mr. Douglas Stern
District A:	Ms. Eloisa Melendez	Mr. Chris Yerinides
District B:	Mr. Ernest Dumas	
District C:	Mr. John Kydes	Ms. Beth Siegelbaum
District D:	Mr. Douglas Hempstead	Mr. George Tsiranides
District E:	Mr. John Igneri	Mr. Thomas Livingston

At Roll Call there thirteen (13) members present and two (2) absent (Mr. Burnett and Mr. Simms).

Also present were Mayor Harry Rilling; Corporation Counsel, Mario Coppola and Rebecca Kovacs.

II. ACCEPTANCE OF MINUTES

None.

III. PUBLIC PARTICIPATION

There were no members of the public present who wished to speak this evening.

IV. MAYOR

The Mayor did not have any comments.

V. COUNCIL PRESIDENT

The Council President did not have any remarks.

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

** MR. IGNERI MOVED TO GO INTO EXECUTIVE SESSION AT 7:45 P.M.
** MOTION PASSED UNANIMOUSLY

EXECUTIVE SESSION:

DISCUSSION REGARDING LITIGATION TITLED, CITY OF NORWALK ET AL. V. ISLR OWNERS, LLC ET. AL., DOCKET NO. FST-CV18-5019684-S, WHICH IS BEFORE THE STAMFORD-NORWALK JUDICIAL DISTRICT AT STAMFORD, AS IT PERTAINS TO THE CITY AND CO-PLAINTIFF-REDEVELOPMENT AGENCY AND OTHER LEGAL RIGHTS OF THE CITY AND REDEVELOPMENT AGENCY PERTAINING TO THE POKO PROJECT. IT IS ANTICIPATED THAT THE COMMON COUNCIL WILL REQUEST NON-MEMBER ATTENDANCE OF TIMOTHY SHEEHAN, REDEVELOPMENT AGENCY DIRECTOR, AND FELIX SERRANO, REDEVELOPMENT AGENCY DIRECTOR, IN EXECUTIVE SESSION, FOR THE LIMITED PURPOSE TO PROVIDE TESTIMONY OR OPINION REGARDING THE BASIS UPON WHICH THE COMMON COUNCIL IS GOING INTO EXECUTIVE SESSION, AND THE NON-MEMBERS' ATTENDANCE WILL BE LIMITED TO THE PERIOD FOR WHICH THEIR PRESENCE IS NECESSARY TO PRESENT SUCH TESTIMONY OR OPINION. SEE, C.G.S. § 1-231(A).

Members of the public were excused and left the Common Council Chambers.

The Common Council members came out of Executive Session at 9:28 p.m.

During Executive Session no motions or votes were taken.

IX. ADJOURNMENT

** MR. IGNERI MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY

There was no further business and the meeting was unanimously adjourned at 9:28 p.m.

ATTEST: _____
Rebecca Kovacs



Marc Alan

71 Aiken Street Unit House M1
Norwalk, CT 06850
(203) 275-8672 ext 107 (day)
917-275-6757 mobile

Executive Summary:

Marketer, Public Relations Specialist, and Event Production Manager with 30 years professional experience in music and arts related fields. Community-minded, conceptual, outside-the-box-thinker, problem solver and team player.

Present:

Factory Underground Meda/Studio, Norwalk CT

Director of Marketing, Business-Owner (2012-2018)

Wall Street Theater, Norwalk CT

Front of House Audio Engineer (2018)

Wall Street Neighborhood Association

Voting Member (2018)

Norwalk First Friday

Co-Founder (2018)

Norwalk Arts Commission

Non-Voting, Attending Member (2018)

Carver Foundation of Norwalk

Marketing Board Member; Gala Event Production; Video Production (2017-2018)

Professional Experience:

Bestek/Abott Audio, Hempstead, LI

Front of House Audio Engineer

Technician for Special Events at high profile venues including Ellis Island, Liberty Island, Harvard, Club, etc. (2010 - 2016)

Convene Corporate Conference Centers, New York, NY

Front of house Audio Engineer

Technician for high profile corporate events at locations including Conde Nast Offices, World Trade Center (2009 - 2017)

Armed Forces Entertainment, Department of Defense, Washington DC

Front of House Audio Engineer and Tour Manager (2004 - 2016)

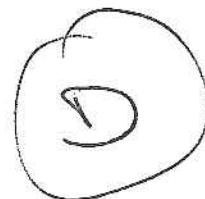
House of Blues, Live Nation, New Orleans, LA

Front of House Audio Engineer (2004)

Studio Instrument Rentals (SIR Studios), New York City

Studio Manager, Front of House Audio Engineer (1993 - 2003)

Personal and Professional References Upon Request



Sharon R. Baanante

64 Comstock Hill Avenue, Norwalk, CT 06850, c(203)247-2355, h(203)847-7828, sharonb@loveallproject.org

EXECUTIVE SUMMARY:

- Seasoned strategic event professional with an extensive portfolio of global and community events and programs, uniquely spanning the corporate, private and not-for-profit sectors
- Experienced with creating philanthropic and artistic programming locally and globally
- Proven success in developing meaningful and productive partnerships and collaborations

EXPERIENCE:

Love ALL Project, Norwalk, CT

02/2017 – present

Founder

- Created a non-partisan volunteer organization whose mission is to stop the cycle of hate by fostering understanding and relationships between different cultures through community collaborations

Grace Farms Foundation, New Canaan, CT

11/2014 – 7/2016

Director of Events

- A member of the Leadership Team selected to open Grace Farms, a cultural and community center focused on five initiatives; the arts, social justice, nature, faith, and community
- Spearheaded strategic development and oversight of over 350 original and site-specific events/programs
- Worked in collaboration with the Director of Arts to create world class programming across various artistic disciplines; visual, literary, and performing arts
- Created and Directed "Artist Relations" team to handle artist and speaker bookings, contracts, travel, and onsite management
- Worked with Paul Taylor Dance, Broadway's Inspirational Voices, Welcome Wagon, and Aloe Blacc among many other talented artists around the country
- Consulted on film curating for programming
- Oversaw box office seating, customer service, and staffing
- Consulted on audio visual and production equipment and staffing throughout property
- Worked in partnership with internal and external production teams
- Collaborated and engaged with global and community organizations including United Nations University, NASA, New Canaan Historical Society, Broadway's Inspirational Voices, Arts for Healing, and Philip Johnson's Glass House
- Played a key role in vision, creation, selection and implementation of new philanthropic initiatives at Grace Farms including space grants for not for profits
- Managed a team of 4 event professionals overseeing their day-to-day projects, events and professional development. Additionally managed up to 200 staff and volunteers during events
- Worked in conjunction with PR firm and Marketing team to create and execute high level press events. Press attendees include: New York Times, Architectural Record, Arch Daily, Town & Country and others

Tuesday's Children, New York, NY

07/2014 – 11/2014

Development Director

- Oversaw fundraising, events, and public relations
- Partnered and cultivated relationships with non-profits, corporations, government and individuals to create funding opportunities and community events that provide support, strengthen communities, foster relationships, and raise awareness about Tuesday's Children
- Responsible for overseeing grant research, development, budgets, and applications
- Designed a comprehensive and robust fourth quarter and 2015 development plan to raise approximately 2 million
- Managed and developed two staff, consultants, seasonal interns, and volunteers
- Directed Tuesday's Children's most successful PR campaign around the anniversary of 9/11

Morgan Stanley, Purchase and New York, NY

07/2005 - 09/2010

Director – Firmwide Marketing and Corporate Events

- Planned and executed ultra-high net worth client, financial advisor, and senior management events globally
- Worked directly for James Gorman, CEO on various events and projects
- Managed budgets ranging from 3K-7 million
- Contracted and handled entertainment and speakers; clients include Sheryl Crow, John Mellencamp, Jose Carreras, Christopher Cox, Coach K, Jeffrey Immelt, and many more
- Created, booked, and oversaw art focused global events including but not limited to Murano Glass jewelry making, floral arrangement classes, glass blowing workshops, museum tours, water color painting, ceramics, photography classes, fashion shows and more!
- Selected, contracted, and managed, accommodations, transportation, activities, menus, entertainment, production, décor, and on-site staff for global events
- Worked with marketing team to create and design high end event marketing materials

Octagon Marketing, Client: Monster, Inc., Norwalk, CT

08/2004 - 05/2005

Account Manager and Hospitality Director

- Planned and directed sponsored NCAA Men's Final Four event for Monster CEO, top Monster clients and prospects
- Increased foot traffic and created buzz for "Monster Fan Zone" and NCAA pre-game events through event marketing strategies including press releases, radio buys, advertising, internet promotions and street teams

Pitney Bowes, World Headquarters, Stamford, CT

06/1999 - 08/2004

Manager, Event Planning

- Worked directly with senior management to design and execute global incentive conferences and philanthropic community events
- Managed all onsite entertainment including Hall & Oates and Penn & Teller
- Selected and contracted all vendors and staff
- Managed budgets up to 1.5 million
- Awarded "Prism Award" for helping design and implement award winning diversity events including: school beautification projects, supplies and book drives, Career Day for the Naples Boys and Girls Club, etc.

News America Marketing, Norwalk, CT

03/1998 - 05/1999

Assistant Manager, Event Planning

- Planned national Procter & Gamble product sampling and launching events
- Created marketing strategies to increase sales, customer base and consumer awareness

Nautica Retail USA, Corporate Headquarters, New York, NY

07/1996 - 11/1997

Operations Assistant to VP

- Assisted with grand opening of outlet stores in the United States

Sabarsky Foundation/Neue Galerie New York, New York, NY

05/1996 - 06/1996

Project Assistant (Temporary Job. Offered Full-Time Upon Completion.)

- Assisted with grand opening

EDUCATION AND CERTIFICATION

Harvard Extension School (Graduate Level), Boston, MA (current)

01/2017-tbd

– Sustainability (economic, social, and environmental)

Rutgers University, Newark, NJ

2016

– Corporate Social Responsibility Certification

University of Connecticut, Storrs, CT

1996

– Bachelor of Arts, Political Science (Concentration: American Law and International Relations)

MEMBER: Friends of CONECT Action Caucus (current), Columbus Magnet New Building Committee (current), Moms Demand Action (current)

VOLUNTEER: Love ALL Project (2016-current), Resiliency Center of Newtown (2015), Habitat for Humanity (1999-2004), National Democratic Committee (2000), Morgan Stanley Global Volunteer Month (2009-2010), Mentoring Program at Pitney Bowes (2002), Open Door Shelter (Thanksgiving Day, 1998-2000)

SECTION A

VI. B

RESOLVED

SPECIAL APPROPRIATIONS -- JULY, 2018
BOARD OF ESTIMATE AND TAXATION

ADVERTISED ITEM:

FISCAL YEAR 2017-18:

- Approve*
1. RESOLVED, that a sum not to exceed \$5,719 be and the same is hereby transferred from Increased Revenues to the Fire Department as a Grant to the Assistant Firefighters for Certification and Education. The funds will be allocated to the revenue account #01-3130-4807 and expenditure account #01-3130-5120.
 2. RESOLVED, that a sum not to exceed \$7,500 be and the same is hereby transferred from Increased Revenues from the First County Bank to the Recreation and Parks Department as a donation towards the 2017 Summer Concert Series. The funds will be allocated to the revenue account #01-6021-4505 and expenditure account #01-6021-5258
 3. RESOLVED, that a sum not to exceed \$7,500 be and the same is hereby transferred from Increased Revenues from the First County Bank to the Recreation and Parks Department as a donation towards the 2018 Summer Concert Series. The funds will be allocated to the revenue account #06-6021-4505 and expenditure account #01-6021-5258
- Approve*
- Approve*



CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director

P: 203-854-7870 / F: 203-854-7848

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

MEMORANDUM

DATE: June 27, 2018

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation

FROM: Robert Barron, Director of Finance 

RE: Special Appropriation – Fire Department AFG Grant Reimbursement

Attached is a request from the Fire Department for a special appropriation for a reimbursement of an AFG (Assist to Firefighters Grant) grant in the amount of \$5,718.73.

The AFG grant is for Fire Officer Education for Certification and it runs by FEMA by the West Haven Fire Department. The funds will be allocated to revenue account 013130-4807 and expenditure account 013130-5120,

Finance recommends approval.

ACTION REQUESTED:

RESOLUTION: Approve a special appropriation in the amount of \$5,718.73 to increase the budget for the revenue account 013130-4807 and the expenditure account 013130-5120.

CITY OF NORWALK
FIRE DEPARTMENT

121 CONNECTICUT AVENUE
NORWALK, CONNECTICUT 06851



Tel: (203) 854-0230

Fax: (203) 854-0234

Date : June 18, 2018

To : Management & Budgets
Lunda Asmani/ Management & Budget Director

Fr : Chief Gino Gatto/Norwalk Fire Department Fire Chief

Re : AFG GRANT

Dear Mr. Asmani,

The Fire Department recently received the reimbursement of the AFG GRANT in the amount of \$5,718.73

The AFG Grant (Assist to Firefighters Grant) is for Fire Officer Education for Certification and it runs by FEMA by the West Haven Fire Department.

We would like the revenue to be deposited into account 013130-4807 and the corresponding expenditure into account 013130-5120.

Thank you very much for all your help.

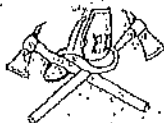
If you have any questions please do not hesitate to call me.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Gino Gatto", is written over a horizontal line.

Gino Gatto
Fire Chief

ggatto@norwalkct.org
203-854-0230 (w)
475-747-4501 (c)



FIRST FIRE TAXATION DISTRICT
CT OF WEST HAVEN
PO. BOX 207, 300 ELM ST.
WEST HAVEN, CT 06810-4200



61-389/111

011472

5/10/2018

PAY TO THE ORDER OF THE CITY OF NORWALK/COMPTROLLER'S OFFICE

\$ **5,718.73

Five Thousand Seven Hundred Eighteen and 73/100 ***** DOLLARS

THE CITY OF NORWALK/COMPTROLLER'S OFFICE
LINDA SHIELDS
121 CONNECTICUT AVE
NORWALK, CT 06854



[Handwritten signature]
[Handwritten signature]

MEMO

⑈011472⑈ ⑈011403093⑈ 0001910830⑈

FIRST FIRE TAXATION DISTRICT • CT OF WEST HAVEN

THE CITY OF NORWALK/COMPTROLLER'S OFFICE
24200 • Accrued Expenses NORWALK PAYMENT-AGI GRANT

5/10/2018

011472

5,718.73

1-TDBANKNORTH-0

5,718.73



CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director

P: 203-854-7870 / F: 203-854-7848

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

MEMORANDUM

DATE: June 27, 2018
TO: The Members of the Board of Estimate & Taxation
FROM: Robert Barron, Director of Finance 
RE: Special Appropriation – Norwalk Recreation & Parks Donation

The Recreation & Parks (R&P) Department is requesting a Special Appropriation to increase revenues and expenditures by \$7,500. The R&P Department received in August 2017 the amount of \$7,500 from First County Bank for the concert series.

The funds will be allocated to revenue account 016021-4505 and expenditure account 016021-5258.

Finance recommends approval.

ACTION REQUESTED:

RESOLUTION: Approve a special appropriation in the amount of \$7,500 to increase the budget for the revenue account 013130-4807 and the expenditure account 013130-5120.



Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

June 22, 2018

Dear Lunda,

We received a donation check from First County Bank that was deposited into account #016021-4505 in August, 2017 for \$7,500.00 for our 2017 Summer Concert Series that unfortunately was never appropriated into the concert series payment account #016021-5258. Could you please appropriate \$7,500.00 into account #016021-5258.

In addition we have also received a donation check from First County Bank that was deposited into account #016021-4505 in April, 2018 for \$7,500.00 for our 2018 Summer Concert Series that needs to be appropriated into the concert series payment account #016021-5258 for concert payments.

Please let me know if you have any questions.

Ken Hughes
Acting Director Recreation and Parks

Maddox, Simona

From: Potrykus, Patty
Sent: Wednesday, May 16, 2018 10:37 AM
To: Maddox, Simona
Cc: Hughes, Ken
Subject: Donation for July 2018 Concert Series

Simona,

Not sure if your department needs to handle this but I was told it does, we received a check from First County Bank for concert sponsorship in the amount of \$7,500.00 that was deposited into account #016021-4505.

The money needs to be moved into our budget for account #016021-5258 so we can pay the concert groups for their performances.

Thanks in advance for your help.

Patty

Patrice Potrykus



City of Norwalk
Recreation and Parks Department
125 East Avenue, Room 129
Norwalk, CT 06851
203-854-7813

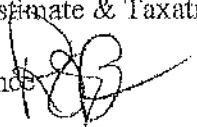


CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director

P: 203-854-7870 / F: 203-854-7848

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

MEMORANDUM

DATE: June 27, 2018
TO: The Members of the Board of Estimate & Taxation
FROM: Robert Barron, Director of Finance 
RE: Special Appropriation – Norwalk Recreation & Parks Donation

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Finance recommends approval.

ACTION REQUESTED:

RESOLUTION: Approve a special appropriation in the amount of \$7,500 to increase the budget for the revenue account 013130-4807 and the expenditure account 013130-5120.



Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

June 22, 2018

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Please let me know if you have any questions.

A handwritten signature in black ink, appearing to read "Ken Hughes", is written over a horizontal line.

Ken Hughes
Acting, Director Recreation and Parks

**CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019**

VII. A

EASE PRINT PERSONAL/FAMILY
COMPANY/BUSINESS
NON-PROFIT (501 C3) Yes ☒ No ☐

ORGANIZATION NAME: Leukemia and Lymphoma Society NAME OF BENEFICIARY: _____

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____

YOUR NAME: Gina DeStaffany TITLE: Operations and Logistics Manager

ADDRESS: 336 S Congress Ave #512 E-MAIL ADDRESS: gina@bounceaustin.com

CITY: Austin STATE: TX ZIP CODE: 78704

HOME PHONE: _____ BUSINESS PHONE: 512-524-2953x104 CELL: 512-940-3994

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Calf Pastures # OF PARTICIPANTS: 1000

EVENT: Leukemia and Lymphoma Society's Light the Night Event DATE REQUESTED: 10/26 and 10/27

SET UP TIME: 10/26 at 9am STARTING TIME: 10/27 at 5pm ENDTIME: 10/27 at 8pm RAIN DATE: _____
(RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES _____ NO ☒

ARE YOU SERVING FOOD? YES ☒ NO _____

ARE YOU REQUESTING A TENT? YES ☒ NO _____ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT

WATER DUNKING MACHINES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. **BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY**

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT?	☒	NO - just event signage
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT?	☒	NO - participants may make donations
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES?	☒	NO - giving away, not selling

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED DEPOSIT/FEE'S ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES _____ NO ☒

WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES _____ NO ☒

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES _____ NO ☒

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: Gina DeStaffany DATE: 2/28/18 OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES _____ NO _____ N/A _____ DATE TO COMMITTEE: 4/11/18

COMMON COUNCIL APPROVAL: YES _____ NO _____ N/A _____ DATE TO COMMITTEE: _____

DIRECTOR'S SIGNATURE: _____ DATE: _____

5.7

RECREATION AND PARKS SHOWMOBILE RENTAL APPLICATION FORM

APPLICATION

NAME OF ORGANIZATION: Leukemia and Lymphoma Society

REPRESENTATIVE NAME: Gina DeStaffany

ADDRESS: 3 Landmark Square #330 EMAIL gina@bounceaustin.com

CITY: Stamford, CT 06901

BUSINESS PHONE: _____ REPRESENTATIVE PHONE: 512-524-2953 x 104

RENTAL DATES: ~~10/28-10/29~~ 10/27 of 2018 TIME: ~~10/28~~ at 9am to 10/27 ~~4pm~~

LOCATION OF RENTAL: Calf Pastures

PURPOSE OF RENTAL: LLS Light the Night event

INSURANCE COVERAGE: _____

FEE: _____ DEPOSIT: _____ BOND: _____

APPLICANT SIGNATURE: *Gina DeStaffany* DATE: 2/28/18

APPROVED BY: _____ DATE: _____

COMMITTEE APPROVAL: _____ DATE: _____

POLICY

A. USE OF SHOWMOBILE

1. The Director of Recreation and Parks will allocate the use of the Showmobile to Norwalk based non-profit organizations subject to availability. The Recreation and Parks Committee and the Norwalk Common Council will decide which non-Norwalk organizations and for profit organizations are allowed to rent the Showmobile
2. Organizations using the Showmobile will not be allowed to mask any logo or any other portion on or in the Showmobile, nor can tap of any kind be used on any of its surfaces
3. Only authorized Personnel of the Recreation and Parks Department will be allowed to move and operate the Showmobile. Personnel must be hired to deliver, set up, close up and return it to the Norwalk Parks Department

B. RENTAL FEES: DEPOSITS AND BONDS

1. The Director shall establish all rental fees based on all Department costs of providing the Showmobile to the renting organization. The minimum fee for the use of the Showmobile is \$400.00 for Norwalk based non-profit organizations and \$600.00 for all other organizations. The Norwalk Exchange Club is exempt from the rental fee
2. A deposit of \$100.00 must accompany all applications. The deposit will only be refunded if the application is denied. In all cases where applications are approved the deposit will be used toward the final rental fee. All rental fees and operating costs exceeding the deposit must be paid in full 45 days prior to the organizations rental date
3. The Director may require a bond of up to \$1,000.00 on any rental, as well as specified insurance coverage
4. All organizations must name the City of Norwalk as additionally insured on a standard \$1,000,000.00 liability policy
5. All organizations must pay the operating costs for transportation, set up and removal of the Showmobile (NO EXCEPTIONS)

CITY OF NORWALK RECREATION & PARKS DEPARTMENT FACILITIES RENTAL APPLICATION FORM

NAME: Brian McMahon H.S. Band Parents Inc. PERSONAL/FAMILY
 ASSOCIATION/CLUB
 COMPANY/BUSINESS
 CORPORATE OFFICER AUTHORIZED
 BY THE LICENSE AGREEMENT: Jan Forcellina TITLE: President
Joe Buellrsbach TITLE: Treasurer
 NAME: 3 Yorkshire Rd E-MAIL ADDRESS: jbuellrsbach@optonline.net
 CITY: Norwalk STATE: CT ZIP CODE: 06854
 HOME PHONE: 203.838.6685 BUSINESS PHONE: _____ CELL: 203.247.5831

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: BMHS Football Field # OF PARTICIPANTS: 750
 EVENT: Celebration of Sound DATE REQUESTED: 9/15/18
 SET UP TIME: 9 am STARTING TIME: 3 pm END TIME: 10 pm RAIN DATE: None
 (RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES _____ NO ☒

ARE YOU SERVING FOOD? YES ☒ NO _____

ARE YOU REQUESTING A TENT? YES _____ NO ☒ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT

WATER DUNKING MACHINES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. **BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY**

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☒ NO _____
 ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☒ NO _____
 ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☒ NO _____

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED DEPOSIT/FEES ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES _____ NO ☒
 WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES _____ NO ☒

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES _____ NO ☒

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: [Signature] DATE: _____ OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES _____ NO _____ N/A _____ DATE: _____
 COMMON COUNCIL APPROVAL: YES _____ NO _____ N/A _____ DATE: _____

DIRECTOR'S SIGNATURE: _____ DATE: _____
 (Signature required)



C.N. WOOD of CONNECTICUT, LLC

ENVIRONMENTAL MAINTENANCE EQUIPMENT

April 6, 2018

City of Norwalk
DPW
Parks Department
Norwalk, CT

Reference: TRACKLESS MUNICIPAL TRACTOR – Comm. Of Massachusetts FAC88 State Bid

We are pleased to quote you on the following as per the above referenced state bid:

ONE – New TRACKLESS Model MT7 Four Wheel Drive Articulated Municipal Tractor complete with a John Deere 4045T Tier 4F engine, hydrostatic drive, Dana 60 axles, enclosed ROPS cab, radial tires, hydraulics front and rear, front PTO with quick hitch, and balance complete including the following and as per standard specifications:
-air ride seat with seatbelt-air conditioning-reversing fan-extra pump/valve-joystick with FNR switch-AM/FM/CD radio
-front intermittent wiper & washer / rear wiper & washer-license plate bracket-FMVSS108 DOT lighting with stop /turn / tail / reverse lights-battery disconnect switch-back up alarm-12V power outlet-outside mirrors R/L-lockable cab door with sliding window-two stage air cleaner-residential muffler-full dash with instrumentation-five way hinged plow

FAC88 STATE BID PRICE:.....\$ 124,630.00

Please contact us if there are any questions regarding this quote.

Sincerely,

Ron Cookish

Ron Cookish
Sales

Mailing Address:

25 Bernhard Road • North Haven, CT 06473

Office: (203) 848 – 6735 • Fax: (203) 848 – 6734

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM

LEASE PRINT

PERSONAL/FAMILY
ASSOCIATION/CLUB
COMPANY/BUSINESS

ORGANIZATION NAME: _____

NAME OF CORPORATE OFFICER AUTHORIZED
TO EXECUTE THE LICENSE AGREEMENT: _____

TITLE: _____

YOUR NAME: Loretta Bagin EMAIL: lorretta071@gmail.com

ADDRESS: 133 Monterey Place E-MAIL ADDRESS: lorretta071@gmail.com

CITY: Norwalk STATE: CT ZIP CODE: 06854

HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 23-515-7238

~~Mathews Park~~ FACILITY & EVENT INFORMATION
FACILITY REQUESTED: Oyster Shells Park

OF PARTICIPANTS: 100-150
EVENT: Memorial gathering DATE REQUESTED: 9-15-2018 22nd

SET UP TIME: 12 noon STARTING TIME: 3:4 ENDTIME: 8 pm RAIN DATE: 9-16-18
(RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES _____ NO X
ARE YOU SERVING FOOD? YES X NO _____

ARE YOU REQUESTING A TENT? YES X NO _____ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT

WATER DUNKING MACHINES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES (NO) - memorial Banners/pic
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES (NO)
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES (NO)

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED DEPOSIT/FEES ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES _____ NO X
WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER at the Beach YES _____ NO X

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES _____ NO X

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: _____ DATE: _____ OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES _____ NO _____ N/A _____ DATE: _____
COMMON COUNCIL APPROVAL: YES _____ NO _____ N/A _____ DATE: _____

DIRECTOR'S SIGNATURE: _____ DATE: _____
(Signature required)

{00022405.DOCX 1}

Operator
Dario D. 10-25

RECREATION AND PARKS SHOWMOBILE RENTAL APPLICATION FORM

APPLICATION

NAME OF ORGANIZATION: _____
REPRESENTATIVE NAME: Loretta or Melody Rafin
ADDRESS: 133 Monterey Place EMAIL: loretta071@gmail.com
CITY: Norwalk, CT 06854
BUSINESS PHONE: _____ REPRESENTATIVE PHONE: 203-515-7238
RENTAL DATES: 9/22/18 TIME: 12:PM - 8:00PM
LOCATION OF RENTAL: ~~Matthews Park (7)~~ Oyster Shell Park
PURPOSE OF RENTAL: Memorial Service
INSURANCE COVERAGE: _____
FEE: \$600 DEPOSIT: \$100 BOND: _____
APPLICANT SIGNATURE: _____ DATE: _____
APPROVED BY: _____ DATE: _____
COMMITTEE APPROVAL: _____ DATE: _____

POLICY

A. USE OF SHOWMOBILE

1. The Director of Recreation and Parks will allocate the use of the Showmobile to Norwalk based non-profit organizations subject to availability. The Recreation and Parks Committee and the Norwalk Common Council will decide which non-Norwalk organizations and for profit organizations are allowed to rent the Showmobile
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4. All organizations must name the City of Norwalk as additionally insured on a standard \$1,000,000.00 liability policy
5. All organizations must pay the operating costs for transportation, set up and removal of the Showmobile (NO EXCEPTIONS)

AGENDA

JULY 12, 2018

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE
COMMITTEE

APPROVED BY TAX COLLECTOR

REPORTED TO CLAIMS

PAY TO:

BILL No & AMOUNT TO REFUND

REASON

JP MORGAN CHASE BANK

16-MV-3334510 (4348.65)

ABATEMENT

LELLE, HOLLI J

16-MV-338779 (\$96.90)

ABATEMENT

MCINERNEY, DENISE F

16-MV-343294 (\$60.40)

PRORATION & ABATEMENT

(\$73.45)

16-MV-343295 (\$13.05)

PRORATION & ABATEMENT

NISSAN INFINITI LT

16-MV-347712 (\$225.19)

PRORATION

NISSAN INFINITI LT

16-MV-348051 (\$520.93)

PRORATION

SCOTT, PATRICIA A

16-MV-359670 (\$14.70)

ABATEMENT

SOSKE, TRINA LEE

16-MV-361996 (\$1,131.06)

PRORATION

TOYOTA LEASE TRUST

16-MV- SEE BACK UP

PRORATIONS & ABATEMENTS

USB LEASING LT

16-MV-413977 (\$489.63)

PRORATION

VW CREDIT LEASING LTD

16-MV-369949 (\$252.35)

PRORATION

WEHNOFF, DALE

14-MV-414291 (\$433.69)

DMV CONVERSION ERROR

15-MV-369159 (\$568.93)

DMV CONVERSION ERROR

(\$1,489.81)

16-MV-371332 (\$487.19)

DMV CONVERSION ERROR

VIII. B

AGENDA

JULY 12, 2018

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE
COMMITTEE

PAY TO:

CORELOGIC

ADD: 259 WEST ROCKS RD

5-22C-18-0

BILL No & AMOUNT TO REFUND

16-RE-121616 (\$5,617.80)

REASON

OVERPAYMENT / DUP.PYMT

CORELOGIC TAX SERVICE

ADD: 21 MOREHOUSE LANE

5-6-3-158-0

16-RE-115375 (\$5,060.98)

OVERPAYMENT / DUP.PYMT

CORELOGIC TAX SERVICE

ADD: 33 WALTER AVENUE

5-6-23-0

16-RE-114370 (\$6,120.62)

OVERPAYMENT / DUP.PYMT

DITECH

ADD: 26 CHANNEL AVE

5-85C-99-0

16-RE-111553 (\$4,663.93)

OVERPAYMENT / DUP PYMT

LI WEI

ADD: 8 PLEASANT ST

3-5-4-0

16-RE-101818 (\$6,063.18)

OVERPAYMENT

AGENDA

JULY 12, 2018

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE
COMMITTEE

PAY TO:

LINK RICHARD E & KIMBERLY
ADD: 104 WEST NORWALK RD
5-70-8-0

(\$980.00)

BILL No & AMOUNT TO REFUND

14-RE-115527 (\$315.00)
15-RE-115608 (\$330.00)
16-RE-115620 (\$335.00)

ABATE SEWER USE PER WPCA

APPROVED BY TAX COLLECTOR

REPORTED TO CLAIMS

REASON

WELLS FARGO REAL ESTATE TAX SERVICES
ADD: 58 PONUS AVENUE
5-52-9A-0

16-RE-119857 (\$2,462.88)

OVERPAYMENT / DUP.PYMT

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
16-365542	3AR8V6	JTHCF1D24F5020856	\$ 437.67
16-365611	224XLM	2T3RFREV3FW308945	\$ 157.47
16-365637	5AATV2	4T4BF1FK7DR309146	\$ 182.21
16-365673	6AULW4	4T1BK1FK9FU563000	\$ 275.10
16-365684	7AHMU7	5TDDK3DC9ES083319	\$ 484.49
16-365689	814ZBS	2T2BK1BA9FC253102	\$ 191.76
16-365724	9ARTR9	JTHCF1D2XF5015709	\$ 546.61
16-365730	252YLG	JTNJJB0XDJ022476	\$ 178.18
16-365734	771YMV	JTEBU5JR0E5186541	\$ 358.91
16-365752	AD27562	JTEBU5JR7G5320867	\$ 316.46
16-365816	9AFLW0	5TDYK3DC9ES448289	\$ 245.43
16-365924	939ZZN	2T2BK1BA5DC211927	\$ 150.08
16-365964	4ADREF2	5TDBK3EH3DS251438	\$ 486.25
16-366020	993ZNM	JTHCE1BL9D5013560	\$ 590.47
16-366063	2ALEW7	JTEBU5JR0E5187592	\$ 153.92
16-366116	0AEVT2	5TDKK3DC3DS399868	\$ 358.77
16-366170	319ZLP	2T1BURHE3FC360153	\$ 89.61
16-366236	3AKGF4	2T3DFREV0EW175618	\$ 158.85
16-366285	4AMXX0	5TDDKRFH6ES042741	\$ 406.51
16-366351	0AGAR1	5TDDK3DC8ES077964	\$ 352.40
16-366369	282LEM	JTJHY7AX2D4100130	\$ 500.90
16-366451	9AUKF4	JTHSE5BC4F5002360	\$ 202.03
16-366509	9ALGL4	4T1BK1EB7EU123549	\$ 81.12
16-366523	3ALNW2	JTHCF1D23E5015176	\$ 524.51
16-366574	0AHMU5	4T4BF1FK2ER379820	\$ 122.06
TOTAL			\$7,551.77



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: July 9, 2018
Re: Narrative for June, 2018 Tax Collector's Report

As of the end of June, 2018, the official end of our 12 month fiscal year, we had collected in excess of \$308 million, or **99.15%** of our \$311+ million adjusted tax levy. In addition, as of the end of June, 2018, we collected in excess of \$15 million of our sewer use levy, or **99.16%**. We also collected 88.47% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are ahead with regard to both current taxes (.22%) and sewer use (.39%) collections.

Also, through the month of June 2018, we showed a net collection of \$3.7 million in back taxes, interest, lien fees and other fees. At the end of the year, we were finally able to surpass what we collected in the prior fiscal year. In spite of it being a tax sale year with robust delinquent collections, as a result of tax credits and refunds, we were behind last year in past due collections all year. Please note that our figures are *net of refunds and credits* that had to be given due to court cases where taxpayers successfully appealed their assessment and were due money back. During this fiscal year we also dealt with a higher than usual number of overpayments, in some cases intentional, that were made in December 2017 and January 2018 due to changes in the federal tax laws (referred to as "SALT" limitations). These collection figures are net of all those funds that have been returned.

The Board of Estimate and Taxation set our 2017 grand list mill rates on May 7. On June 4, I sent our billing files to our printer. Bills for 2017 grand list real estate, motor vehicle, and business personal property taxes, as well as sewer use and IPP charges, are being mailed to Norwalk taxpayers beginning on June 14. The last day on which to pay these bills without interest will be Wednesday, August 1. The collection has been going well and there are no major issues. Our website provides information about payment options, such as on line payments, paying by "E Check" (ACH payment), paying via telephone, or paying in person at one of 13 local bank branches that serve as 'satellite' payment locations during our collection period.

We have also provided a supplementary June 2018 tax collector's report on what we call 'advance collections,' or collections on the 2017 grand list that were achieved in June 2018 in advance of the beginning of the fiscal year on July 1. Because we were able to mail the bills out as early as we did, we collected in excess of \$19 million in combined tax and sewer use collections in the last weeks of June. It was a good way to begin the fiscal year – with about 6% of our collectible levy already in the bank. (Please note that these 'advance collections' were taken once we had established mill rates, and a tax warrant – different from the 'advance collections' that some taxpayers were asking us to take in December 2017 prior to the changes to federal income tax laws noted above.)

With regard to delinquent tax collection enforcement, our tax sale is now only two weeks away. To date, we have collected just under \$4 million on the sale. There are 37 properties and 11 boat slips still left in the sale. (In last month's report there were still 69 properties remaining). We still expect this number will drop sharply in the weeks leading up to the sale. All four of the legal notices leading up to the sale have been published and the last

of the mailings prior to the sale was sent today, June 9. There is still a substantial amount of work to be done leading up to the sale, as well as ancillary work when properties pay off and payments need to be processed, liens released, and so forth.

Looking forward to the day of the sale, our office will close at 2:00 pm on Monday July 23 in order to allow us to move our operations from our office to the Concert Hall. The I.T. Department assists us in setting up the room with computers and other equipment including sound equipment. At 3 pm we will allow people into the concert hall and begin registering bidders. The sale should begin at about 4 pm. We expect to continue until we are done. The sale is open to the public and anybody can attend to observe.

I reviewed our sale results from 2016 in response to a question at a prior meeting. At that time, we started with 169 properties. On the day of the sale, we were left with only 16, plus 52 boat slips. We sold 12 properties, and four were taken by the city, as there were no bids. We also sold 41 of the 52 boat slips, but at a reduced price because that was our third attempt to sell them. The city did not take the remaining 11 boat slips and we will attempt again to sell them on July 23 (fourth attempt). At the end of the process, we collected more than \$4.2 million through the 2016 tax sale. Our 2018 tax sale is significantly bigger than our 2016 sale, in that we started with 220 properties instead of 169. We had a similar goal of achieving approximately \$4 - \$4.5 million in collections.

Maintaining a high current collection rate by efficiently enforcing collection of past due taxes allows budget making authorities to set lower mill rates, because there can be less of an 'allowance' for anticipated uncollectibles in the coming fiscal year. When taxpayers fail to pay on time, the city is nonetheless committed to spending to bring to fruition all of the programs planned for that fiscal year. Because not everybody will pay on time, mill rates are set slightly higher, to allow for 'uncollected taxes'. However, if we keep the current tax collection rate high, that 'uncollectible' amount can be less. This is tax relief for every taxpayer, and arguably the best form of tax relief, because it affects everybody. This is the primary driver for aggressive collection enforcement.

We continue to depend on, and are grateful for, the support of policymakers. Without this support we would not be able to implement and follow through with initiatives such as the tax sale.

TAX COLLECTOR'S REPORT
JUNE 2018

FISCAL YEAR 2017-2018

	ADJ. TAX COLLECTIONS		COLLECTION %	CORRECTED LEV*	CHANGE IN LEV	COLLECTION %
	ORIGINAL LEV	JUN 17 - JUN 18				
(2016 GRAND LIST)						
AUTOMOBILE-REGULAR	\$18,742,512.33	\$17,586,560.77	93.88%	\$18,391,804.40	(\$350,607.93)	96.63%
AUTOMOBILE-SUPPLEMENTAL	\$3,260,045.73	\$2,955,354.93	90.65%	\$3,244,551.80	(\$15,493.93)	91.09%
PERSONAL PROPERTY	\$20,774,746.28	\$20,400,831.28	98.20%	\$20,396,392.44	\$233,646.16	97.15%
REAL ESTATE	\$269,517,650.26	\$267,792,617.08	99.35%	\$268,768,274.18	(\$759,376.08)	99.64%
TOTAL TAX	\$312,294,954.60	\$308,745,394.05	98.85%	\$311,393,122.82	(\$901,831.78)	99.15%
SEWER USE	\$15,371,652.00	\$15,370,683.83	99.99%	\$15,501,311.00	\$129,659.00	99.16%
IPP FEE	\$204,250.00	\$189,316.57	92.69%	\$214,000.00	\$9,750.00	88.47%

FISCAL YEAR 2016-2017

	JUN 16 - JUN 17		COLLECTION %	CORRECTED LEV*	CHANGE IN LEV	COLLECTION %
	ORIGINAL LEV	JUN 16 - JUN 17				
(2015 GRAND LIST)						
AUTOMOBILE-REGULAR	\$17,749,640.53	\$16,761,846.17	94.43%	\$17,556,528.56	(\$193,111.97)	96.47%
AUTOMOBILE-SUPPLEMENTAL	\$3,315,742.19	\$2,927,650.63	88.30%	\$3,243,298.78	(\$72,443.41)	90.27%
PERSONAL PROPERTY	\$19,959,243.96	\$19,527,869.63	97.84%	\$19,755,709.50	(\$203,534.46)	98.85%
REAL ESTATE	\$255,387,336.38	\$262,210,880.23	98.80%	\$264,138,365.03	(\$1,248,971.35)	99.27%
TOTAL TAX	\$306,411,963.06	\$301,428,246.66	98.37%	\$304,693,901.87	(\$1,718,061.19)	98.93%
SEWER USE	\$15,359,855.00	\$15,148,356.47	98.62%	\$15,337,135.14	(\$22,719.86)	98.77%
IPP FEE	\$212,250.00	\$190,863.63	89.92%	\$211,750.00	(\$500.00)	90.14%

TAX DIFFERENCE 2016 G.L. vs. 2015 G.L.
INCREASE/(DECREASE)

	\$5,882,991.54	\$7,317,147.40	0.49%	\$8,699,220.95	\$816,229.41	0.22%
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SEWER DIFFERENCE 2016 G.L. vs. 2015 G.L.
INCREASE/(DECREASE)

	\$11,797.00	\$222,327.36	1.37%	\$164,175.86	\$132,378.86	0.39%
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IPP DIFFERENCE 2016 G.L. vs. 2015 G.L.
INCREASE/(DECREASE)

	(\$8,000.00)	(\$1,547.06)	2.76%	\$2,250.00	\$10,250.00	-1.67%
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BACK TAXES COLLECTED

	FISCAL YR 2017-2018 (JUL 17 - JUN 18)	FISCAL YR 2016-2017 (JUL 16 - JUN 17)	CUR. YR vs. PRIOR YR INC/(DEC)
PRIOR TAXES			
PRIOR SEWER USE FEE	\$1,573,940.92	\$1,516,646.71	\$57,295.21
PRIOR IPP FEE	\$56,729.21	\$61,446.67	(\$5,717.46)
TOTAL PRIOR TAX, SEWER & IPP	\$1,630,670.13	\$1,578,093.38	\$52,576.75
CURRENT INTEREST	\$823,052.38	\$812,723.68	\$10,328.70
PRIOR INTEREST	\$894,405.43	\$796,953.01	\$97,452.42
SEWER USE FEE INTEREST	\$88,327.67	\$66,810.28	\$21,517.39
IPP FEE INTEREST	\$6,383.12	\$7,606.04	(\$1,222.92)
TOTAL INTEREST COLLECTED	\$1,812,168.60	\$1,683,853.01	\$128,315.59
PRIOR LIEN FEE	\$15,044.08	\$20,867.56	(\$5,823.88)
CURRENT LIEN FEE	\$9,953.79	\$8,451.92	\$1,501.87
TOTAL LIEN FEE COLLECTED	\$24,997.87	\$29,319.88	(\$4,322.01)
MISC FEES COLLECTED**	\$251,710.13	\$191,043.23	\$60,666.85
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$3,728,933.10	\$3,499,360.55	\$229,572.55

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION

** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS

TAX COLLECTOR'S REPORT
JUNE 30, 2018
ADVANCE COLLECTIONS

FISCAL YEAR 2017-2018 (2017 GRAND LIST)		ADJ. TAX COLLECTIONS JUN 2018		CORRECTED LEVY*		COLLECTION %	
	ORIGINAL LEVY						
AUTOMOBILE-REGULAR	\$19,785,892.64		\$2,607,701.28	\$19,718,614.25		13.18%	13.22%
PERSONAL PROPERTY	\$21,248,718.54		\$1,287,110.59	\$21,248,718.54		5.06%	5.06%
REAL ESTATE	\$280,979,420.26		\$14,678,099.33	\$280,974,269.96		5.22%	5.23%
TOTAL	\$322,014,031.44		\$18,572,911.20	\$321,881,602.75		5.77%	5.77%
SEWER USE FEE	\$15,844,431.00		\$591,436.25	\$16,209,685.00		3.73%	3.65%
IPP FEE	\$207,250.00		\$26,050.50	\$207,250.00		12.57%	12.57%
FISCAL YEAR 2016-2017 (2016 GRAND LIST)		JUN 2017					
	ORIGINAL LEVY						
AUTOMOBILE-REGULAR	\$18,742,512.33		\$1,532,747.47	\$18,701,212.71		8.18%	8.20%
PERSONAL PROPERTY	\$20,774,746.28		\$391,201.93	\$21,009,416.60		1.88%	1.86%
REAL ESTATE	\$268,517,650.28		\$10,820,439.47	\$269,110,048.24		4.01%	4.02%
TOTAL	\$308,034,908.87		\$12,744,378.87	\$308,820,677.55		4.12%	4.13%
SEWER USE FEE	\$15,371,652.00		\$482,068.60	\$15,851,632.00		3.14%	3.08%
IPP FEE	\$204,250.00		\$11,250.00	\$214,750.00		5.51%	5.24%
DIFFERENCE 2017 G.L. vs. 2016 G.L. TAX ONLY - INC/(DEC)	\$12,979,122.57		\$5,828,532.33	\$13,060,925.20		1.84%	1.84%
DIFFERENCE 2017 G.L. vs. 2016 G.L. SEWER USE FEE ONLY - INC/(DEC)	\$472,779.00		\$109,367.65	\$358,053.00		0.60%	0.57%
DIFFERENCE 2017 G.L. vs. 2016 G.L. IPP FEE ONLY - INC/(DEC)	\$3,000.00		\$14,800.50	(\$7,500.00)		7.06%	7.33%

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION



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

DATE: November 2, 2017

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Robert Barron, Director of Finance 

RE: Special Capital Appropriation - Perry Avenue Bridge

Attached is a request from the Department of Public Works for a Special Capital Appropriation in the amount of \$93,000 to pay for unforeseen change orders due to among other things the proximity of the roadway and limited road area next to the railroad. The total change orders so far, already approved by the state, amount to \$687,100. The state will pay \$549,680 (80%) and the city will be responsible for \$137,420 (20%). With the change orders, the revised total estimated project cost is \$4,109,269.

Of the \$137,420 city share of the change orders, \$40,000 has already been appropriated for project contingencies, leaving a shortfall of \$97,420. The Department of Public Works recently closed out two projects returning \$93,000 to the Capital Fund balance.

The Finance Department recommends approval of the Special Capital Appropriation request of \$93,000 for the Perry Avenue Bridge Project. The funds will be drawn from the Capital Fund balance and will not need an associated bond authorization.

ACTION REQUESTED:

1. RESOLUTION: Approve a Special Capital Appropriation in the amount of \$93,000 to increase the available funds for Perry Avenue Bridge Project (0918 4021 5777 C0392). The funds will be drawn from the Capital Fund balance.



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

DATE: November 2, 2017

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

FROM: Harry Rilling, Mayor *HRP*

RE: Special Capital Appropriation - Perry Avenue Bridge

Attached is a request from the Department of Public Works for a Special Capital Appropriation in the amount of \$93,000 to pay for unforeseen change orders due to among other things the proximity of the roadway and limited road area next to the railroad. The total change orders so far, already approved by the state, amount to \$687,100. The state will pay \$549,680 (80%) and the city will be responsible for \$137,420 (20%). With the change orders, the revised total estimated project cost is \$4,109,269.

The Directors of Finance and Public Works have provided additional information regarding funding for this project in the attached documents.

ACTION REQUESTED:

1. RESOLUTION: Approve a Special Capital Appropriation in the amount of \$93,000 to increase the available funds for Perry Avenue Bridge Project (0918 4021 5777 C0392). The funds will be drawn from the Capital Fund balance.



DEPARTMENT OF PUBLIC WORKS

TO: Robert Barron, Finance Director
FROM: Vanessa Valadares, PE – Senior Engineer
CC: Lunda Asmani, Budget Director
Fred Gliden – Comptroller
Frank Strauch, Planning & Zoning
Lisa Burns, PE – Principal Engineer
Bruce Chimento, PE - Director of Public Works
DATE: October 30, 2017
SUBJECT: Special Capital Appropriation

Local Bridge Project (#102-319), Rehabilitation of Perry Avenue Bridge over Norwalk River is currently under construction and scheduled to be completed by April 2018. This project's construction is 80% State funds and 20% City funds. Because of several reasons including the proximity of the roadway and the limited work area next to the railroad, unforeseen conditions occurred generating change orders time delays.

The extra work and time delays were approved by the State and the City will receive 80% reimbursement for these overages. The Department of Public Works capital budget requests for this project did not include the additional costs and the City will need to cover its 20% local share and non-participating items (Construction Cost Summary attached).

The Department of Public Works has identified the closeout of the following capital budget accounts to cover a portion of the Perry Avenue Bridge project additional costs:

09-12-040-40210-577-C0479 - Rowayton Avenue Road	\$42,722.57
09-13-040-40210-577-C0479 - Rowayton Avenue Road	<u>\$49,855.00</u>
Total:	\$92,577.57

The Department of Public Works is using all available fund balances in capital accounts for the Perry Avenue Bridge over Norwalk River project (C0392). Based on discussions with the Finance Department, the Department has requested closing out the above projects (C0479). The balances of these accounts will be added to the Capital Fund Balance; therefore, no new bonding would be required to add \$92,577.57 to Capital Account No. 09-18-4021-5777-C0392.

Please contact me if you have any questions or needed additional information. Thank you.

Project 102-319 - Rehabilitation of Perry Ave Bridge over Norwalk River - Construction Cost

Original Contract	\$	3,422,165.71	*Change Orders:	
Sum Change Orders*	\$	687,103.04	Temporary pavement	\$ 9,300.00
Total	\$	4,109,268.75	Flagmen	\$ 133,680.00
Payments to Date	\$	3,229,446.91	Temp Earth Retaining System	\$ 440,547.00
Balance	\$	879,821.84	Commercial Driveway	\$ 19,220.04
			New Rail System	\$ 84,348.00
Total Non Participating Items	\$	350,701.22		\$ 607,103.04
Payment NP to date	\$	179,342.02		
Balance Non Participating Items	\$	171,359.20		
20% City Share				
Total City Share Participating Items	\$	751,713.51		
Payments to date	\$	610,020.98		
Balance	\$	141,692.53		
Contingency:				
Estimate Future COs	\$	200,000.00		
20% City Share	\$	40,000.00		
Total City Balance:				
Balance Non Participating Items	\$	171,359.20		
Balance Participating - 20% Share	\$	141,692.53		
Estimate City Share Future COs	\$	40,000.00		
	\$	353,051.73		
Accounts:				
Remaining Balance PO 6824	\$	13,281.94		
09-09-4021-5777 - C0392	\$	10,000.00		
09-17-4021-5777 - C0392	\$	11,644.05		
09-18-4021-5777 - C0392	\$	233,000.00		
Special Capital Appropriation to A# 09-18-4021-5777 - C0392	\$	92,577.57		
Total	\$	860,453.56		



DEPARTMENT OF PUBLIC WORKS

TO: Robert Barron, Finance Director
FROM: Vanessa Valadares, PE – Senior Engineer
CC: Lunda Asmani, Budget Director
Fred Gilden – Comptroller
Frank Strauch, Planning & Zoning
Lisa Burns, PE – Principal Engineer
Bruce Chimento, PE – Director of Public Works
DATE: October 30, 2017
SUBJECT: Special Capital Appropriation

Local Bridge Project (#102-319), Rehabilitation of Perry Avenue Bridge over Norwalk River is currently under construction and scheduled to be completed by April 2018. This project's construction is 80% State funds and 20% City funds. Because of several reasons including the proximity of the roadway and the limited work area next to the railroad, unforeseen conditions occurred generating change orders time delays.

The extra work and time delays were approved by the State and the City will receive 80% reimbursement for these overages. The Department of Public Work's capital budget requests for this project did not include the additional costs and the City will need to cover its 20% local share and non-participating items (Construction Cost Summary attached).

The Department of Public Works has identified the closeout of the following capital budget accounts to cover a portion of the Perry Avenue Bridge project additional costs:

09-12-040-40210-577-C0479 - Rowayton Avenue Road	\$42,722.57
09-13-040-40210-577-C0479 - Rowayton Avenue Road	<u>\$49,855.00</u>
Total:	\$92,577.57

The Department of Public Works is using all available fund balances in capital accounts for the Perry Avenue Bridge over Norwalk River project (C0392). Based on discussions with the Finance Department, the Department has requested closing out the above projects (C0479). The balances of these accounts will be added to the Capital Fund Balance; therefore, no new bonding would be required to add \$92,577.57 to Capital Account No. 09-18-4021-5777-C0392.

Please contact me if you have any questions or needed additional information. Thank you.

Burns, Lisa

From: Burns, Lisa
Sent: Tuesday, November 07, 2017 12:23 PM
To: Valadares, Vanessa; Chimento, Bruce J.; Strauch, Frank
Subject: RE: Special Capital Appropriation - Perry Avenue Bridge

It was approved by BET last night. Finance is cancelled this week and they are forwarding it directly to CC. The only copies of the memo we saw are in the BET package:

<http://norwalkct.org/ArchiveCenter/ViewFile/Item/12670>

Thanks!

From: Valadares, Vanessa
Sent: Tuesday, November 07, 2017 11:06 AM
To: Burns, Lisa <LBurns@Norwalkct.org>
Subject: FW: Special Capital Appropriation - Perry Avenue Bridge
Importance: High

?

Vanessa Valadares, P.E.
Senior Engineer
Department of Public Works



City of Norwalk, Connecticut
125 East Avenue
Norwalk, CT 06851
203-854-7902 office
203-722-1742 cell
203-857-0143 fax

From: Strauch, Frank
Sent: Tuesday, November 7, 2017 10:31 AM
To: Valadares, Vanessa <VValadares@norwalkct.org>
Subject: RE: Special Capital Appropriation - Perry Avenue Bridge
Importance: High

Vanessa,

Am I waiting for other attachments to this? (Such as something from Bob Barron?)

I need to send this out to the Planning Commission tomorrow with their packets.

Frank

Frank J. Strauch, RLA
Site Planner

Planning & Zoning Department
City of Norwalk, Connecticut
125 East Avenue
PO BOX 5125
Norwalk, CT 06856-5125
203-854-7955 office
203-854-7958 fax
fstrauch@norwalkct.org email

Planning & Zoning Office Hours:
Mon. - Thurs. 8:30 AM to 3:00PM (Closed 12:30 to 1:30 PM)
Friday 8:30 AM to 3:00 PM (Closed 11 AM to 1:30 PM)

Afternoons are by apponintment only.

From: Valadares, Vanessa
Sent: Tuesday, October 31, 2017 4:13 PM
To: Strauch, Frank
Subject: FW: Special Capital Appropriation - Perry Avenue Bridge

Frank,

Is this enough for you to put in the agenda for the next Planning & Commission Mtg?
Thanks,

Vanessa Valadares, P.E.
Senior Engineer
Department of Public Works



City of Norwalk, Connecticut
125 East Avenue
Norwalk, CT 06851
203-854-7902 office
203-722-1742 cell
203-857-0143 fax

From: Burns, Lisa
Sent: Monday, October 30, 2017 3:48 PM
To: Asmani, Lunda <lasmani@norwalkct.org>

Cc: Barron, Robert <RBarron@norwalkct.org>; Valadares, Vanessa <VValadares@norwalkct.org>; Chimento, Bruce J. <bchimento@norwalkct.org>; Gilden, Frederic <fgilden@norwalkct.org>; Strauch, Frank <FStrauch@norwalkct.org>
Subject: Special Capital Appropriation - Perry Avenue Bridge

Lunda:

I've attached the revised memo and project budget backup, as requested. I've also copied Fred Gilden on this e-mail to get the Rowayton Avenue capital projects closed out.

Thanks –
Lisa

From: Asmani, Lunda
Sent: Monday, October 30, 2017 9:45 AM
To: Burns, Lisa <LBurns@Norwalkct.org>
Cc: Barron, Robert <RBarron@norwalkct.org>; Valadares, Vanessa <VValadares@norwalkct.org>; Chimento, Bruce J. <bchimento@norwalkct.org>
Subject: RE: Capital Budget Transfer / Special Capital Appropriation - Perry Avenue Bridge

Hi Lisa,

Thanks for the memo. We tweaked the process slightly. Since these two Rowayton Ave. widening projects are completed and have balances, please write a brief memo requesting those projects be closed. The available balance from the two is then returned to the Capital Fund balance. The special appropriation request would then be requesting the use of fund balance rather than bonding. Alan had a similar request last month for the roofing project and we handled it this way. I've attached the memo Alan drafted to close out his projects. If you get this to Fred sometime today, we will close out the projects.

Your special capital appropriation memo will need a slight revision in that you will not be asking for a resolution to close out the projects (as this will already be done). The Finance memo will reference the fact that you did close out two projects adding to the capital fund balance. You may also state this in your revised special capital appropriation memo. Vanessa's Perry Avenue budget breakdown will be good backup material for the request.

Lunda

From: Burns, Lisa
Sent: Friday, October 27, 2017 10:56 AM
To: Asmani, Lunda <lasmani@norwalkct.org>
Cc: Barron, Robert <RBarron@norwalkct.org>; Valadares, Vanessa <VValadares@norwalkct.org>; Chimento, Bruce J. <bchimento@norwalkct.org>
Subject: Capital Budget Transfer / Special Capital Appropriation - Perry Avenue Bridge

Hi Lunda:

As discussed yesterday, attached is a memo for the Special Capital Appropriation to complete the Perry Avenue Bridge under construction.

Vanessa is working on a separate Perry Avenue budget breakdown that can be presented at the meeting, if needed. We are trying to make the 11/6 agenda.

Thank you -

Lisa Burns, PE

Principal Engineer

City of Norwalk – Department of Public Works

125 East Avenue

Norwalk, CT 06851

203.854.7797



CITY OF NORWALK, DEPARTMENT OF FINANCE
Office of the Director

P: 203-854-7870 / F: 203-854-7848

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

MEMORANDUM

DATE: June 27, 2018

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Robert Barron, Director of Finance

RE: Fire Department Special Capital Appropriation-SCBA Air Packs

Attached is a request from the Fire Department for a special capital appropriation in the amount of \$133,915 to cover a shortfall for the purchase of SCBA air packs. The additional funds will be drawn down from the balance in the Capital Fund. In the 2017-18 Capital Budget, the Fire Department was approved \$360,000 for the purchase of the SCBA air packs. There are several reasons for the additional money needed:

1. NFPA 1981 was revised in 2013. This revision has several operational changes. *NEW REGULATORS*
2. New SCBA Masks and Regulators for each member are required with the new air packs. *REQUIRED*

The bid package has options and clarifications

\$ 485,240.00 reduced to \$ 467,000.00 with a five-year maintenance agreement

Add: \$ 26,915.00 for 25 air cylinders

Total \$ 493,915.00

Less: \$ 360,000.00 already in account 0918-3110-5777-C0310. ✓

\$ 133,915.00 Special Capital Appropriation needed

The new estimated project cost of \$493,915 is \$133,915 more than the approved amount of \$360,000 in project 0918-3110-5777-C0310.

The Finance Department recommends approval of the Special Capital Appropriation request of \$133,915 to cover the shortfall for the purchase of SCBA air packs. The source of funding will be the balance in the Capital Fund.

ACTION REQUESTED

1. RESOLUTION: Approve a special capital appropriation in the amount of \$133,915 to increase the available funds for the purchase of SCBA air packs (0918-3110-5777-C0310). The funds will be drawn from the balance in the Capital Fund.



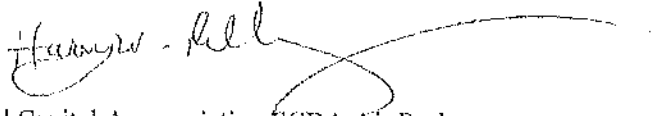
CITY OF NORWALK
Office of the Mayor

P: 203-854-7701 / F: 203-854-7939
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: June 27, 2018

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

FROM: Harry Rilling, Mayor 

RE: Fire Department Special Capital Appropriation-SCBA Air Packs

Attached is a request from the Fire Department for a special capital appropriation in the amount of \$133,915 to cover a shortfall for the purchase of SCBA air packs. The additional funds will be drawn down from the balance in the Capital Fund. In the 2017-18 Capital Budget, the Fire Department was approved \$360,000 for the purchase of the SCBA air packs. There are several reasons for the additional money needed:

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2. New SCBA Masks and Regulators for each member are required with the new air packs.

The bid package has options and clarifications

\$ 485,240.00 reduced to \$ 467,000.00 with a five-year maintenance agreement

Add: \$ 26,915.00 for 25 air cylinders

Total \$ 493,915.00

Less: \$ 360,000.00 already in account 0918-3110-5777-C0310.

\$ 133,915.00 Special Capital Appropriation needed

The new estimated project cost of \$493,915 is \$133,915 more than the approved amount of \$360,000 in project 0918-3110-5777-C0310.

The Finance Department recommends approval of the Special Capital Appropriation request of \$133,915 to cover the shortfall for the purchase of SCBA air packs. The source of funding will be the balance in the Capital Fund.

ACTION REQUESTED

1. **RESOLUTION:** Approve a special capital appropriation in the amount of \$133,915 to increase the available funds for the purchase of SCBA air packs (0918-3110-5777-C0310). The funds will be drawn from the balance in the Capital Fund.

CITY OF NORWALK

FIRE DEPARTMENT

Fire Chief
Gino Gatto

121 CONNECTICUT AVENUE
NORWALK, CONNECTICUT 06854



Tel: (203) 854-0232

June 26, 2018

Dear Board of Estimate and Taxation,

In the 2017/2018 Capital budget year the fire dept. was granted \$ 360,000.00 for SCBA air packs. Account No. 09183110 5777 C0310

I would like to move forward and purchase them. I have received 2 bids, the vendor we have chosen is Shipman's Fire Equipment, Waterford CT.

I would need a special capital appropriation of \$ 133,915.00.

There are several reasons for the additional money needed.

1. NFPA 1981 was revised in 2013. This revision has several operational changes.
2. New SCBA Masks and Regulators for each member are required with the new air packs.

The bid package has options and clarifications (see attached)

\$ 485,240.00 reduced to \$ 467,000.00 with 5 year maintenance agreement.

+ \$ 26,915.00 for 25 air cylinders

\$ 493,915.00 Total

-\$ 360,000.00 already in account 5777C0310

\$ 133,915.00 Special Capital Appropriation needed

Thank you for your consideration and please let me know if you need anything else,

A handwritten signature in dark ink, appearing to read "Gino Gatto". The signature is fluid and cursive, with the first name "Gino" and last name "Gatto" clearly distinguishable.

Gino Gatto



B72

1.1 PRICING RESPONSE INFORMATION: #3809 SCBA Equipment (self-contained breathing apparatus)

Vendor Name - Shipman's Fire Equipment Co., Inc.		
Address - 172 Cross Road, Waterford, CT 06385		
Phone - 860-442-0678	Fax - 860-444-7395	Email ssuper@shipmans.com
Manager Stephen Super	Fed ID# 06-0851636	

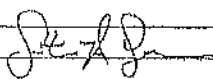
The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

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

	Description	Qty	Cost/Per Unit	Total Cost
1.	Scott 4.5 WF75, SC QD, SEMS II, Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar	56	\$ 5,790.00	\$ 324,240.00
2.	Scott NFPA 2013 CBRN Q.D. Regulators	100	\$ 1,355.00	\$ 135,500.00
3.	Scott AV-3000 HT 4PT Kevlar Harness Mask	100	\$ 256.00	\$ 25,600.00
4.	Scott Pak-Tracker Locating Wand w/ chargers	3	\$ N/C	\$ N/C
5.	1 st year Flow Testing included	156	\$ N/C	\$ N/C
TOTAL COST OF LINES 1-5				\$ 485,240.00
TOTAL COST OF LINES 1-5 IN WRITING		Four hundred eighty five thousand two hundred forty dollars		

SEE ATTACHED OPTIONS & CLARIFICATIONS PAGE FOR FURTHER INFORMATION

Submitted by:

Authorized Agent of Company -- Printed Name	Stephen A. Super
Authorized Agent of Company - Signature	
Date	February 9, 2018

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

Addendum #1, Dated -	01/25/2018	Addendum #2, Dated -	
Addendum #3, Dated -		Addendum #4, Dated -	

CITY OF NORWALK
PROJECT #3809 SCBA EQUIPMENT
(self-contained breathing apparatus)

OPTION:
REDUCED PURCHASE PRICE PACKAGE

OPTION #1

Shipman's will offer a reduced price for the purchase of the complete SCBA package in the amount of \$467,000.00 if City of Norwalk/Norwalk FD enters into a 5-year service agreement. This agreement will lock in pricing for flow testing at \$45.00 per pak and \$20.00 per regulator. This price will apply for all new and existing paks. At the end of this 5-year period, pricing will be reviewed for possible extensions by both parties.



Stephen A. Super, Supplied Air Manager

2-9-18

Date

CITY OF NORWALK
PROJECT #3809 SCBA EQUIPMENT
(self-contained breathing apparatus)

CLARIFICATIONS:

CLARIFICATION #1:

Scott 4.5 WF 75, SC QD/SEM/DEB will require the following units for proper operation:

Qty. 1: Scott, SEMS II, USB Gateway (\$2,100.00)

Qty. 1: Scott SC MON BASE UNL (\$100.00)

SHIPMAN'S WILL PROVIDE THE ABOVE (2) UNITS AT NO CHARGE TO THE CITY OF NORWALK/NORWALK FIRE DEPT. TO ENSURE PROPER OPERATION OF AIR PAK SPECIFIED

CLARIFICATION #2:

Qty. 3: Scott Pak-Tracker Hand Held Receiver (\$5,100.00)

Qty. 3: Scott Pak-Tracker Hand-Held Truck Charging System 12V DC (\$1,800.00)

SHIPMAN'S WILL PROVIDE THE HAND-HELD RECEIVER AND TRUCK CHARGING SYSTEM AT NO ADDITIONAL COST TO THE CITY OF NORWALK/NORWALK FIRE DEPARTMENT



CT DMV LICENSE # UB329

Quote No	Quote Date	Page
22977	4/23/2018	1
Purchase Order No		

Norwalk Fire Maintenance (E -
121 Connecticut Ave
Norwalk, CT 06854
US

Norwalk Fire Department
121 Connecticut Avenue
Norwalk, CT 06854
US

UOH Item No

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 104

5,790.00	324,240.00
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1,355.00	135,500.00
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255.00	25,500.00
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0,00 0,00

0.00 0.00

0.00 0.00

0.00 0.50

Extra Items Offered W/ Bid Proposal N/C:

0.00 0.00

0.00 0.00

$$\frac{1}{n} \left(\frac{1}{n} + \frac{1}{n-1} + \dots + \frac{1}{2} + \frac{1}{1} \right) = \frac{1}{n} H_n$$



SHIPMAN'S
FIRE EQUIPMENT CO., INC.
172 CROSS ROAD, WATERFORD, CT 06385
(860) 442-0678 • 1-800-775-7332
FAX (860) 444-7395

WWW.SHIPMANS.COM

CT DMV LICENSE # U8329

Bill To

Norwalk Fire Maintenance (E -
121 Connecticut Ave
Norwalk, CT 06854
US

Customer No

N14081

Payment terms

Net 30

Loc PPD/COL

CT

Ship via

OUR TRUCK

Qty Ordered

UOM Item No

Note: Per Bid If (5) Year Maintenance
Agreement put into Effect @ \$45.00 ea.
Per pak and \$20.00 ea. per Regulator
Total Purchase Cost will be Reduced
To \$ 467,000.00 Dollars.
A Savings of \$18,240.00 + NYC Equipment
& Testing = \$13,620.00 for a Total
Savings of \$31,860.00...

Slipsn

107

Ship Date

A.S.A.P.

Ship to

Norwalk Fire Department
121 Connecticut Avenue
Norwalk, CT 06854
US

Slipsn

John Plofkin

Phone: 860-625-6370

email: jplofkin@shipmans.com

Unit price Disc

Extended price

TERMS AND CONDITIONS:

TERMS: NET 30 DAYS.

QUOTE VALID FOR 30 DAYS.

WE RESERVE THE RIGHT TO CORRECT CLERICAL ERRORS AT ANY TIME.
THE QUOTE TOTAL MAY NOT REFLECT MISCELLANEOUS CHARGES, FREIGHT OR SALES TAX

Quote Total

485,240.00

CITY OF NORWALK
FIRE DEPARTMENT
Fire Chief
Gino Gatto

VII. C

121 CONNECTICUT AVENUE
NORWALK, CONNECTICUT 06854



Tel: (203) 854-0232

July 19, 2018

Dear Health, Welfare, and Public Safety Committee members,

In the 2017/2018 Capital budget year the fire dept. was granted \$ 360,000.00 for SCBA air packs. Account No. 09183110 5777 C0310

I would like to move forward and purchase them. I have received 2 bids, the vendor we have chosen is Shipman's Fire Equipment, Waterford CT.

I would need a special capital appropriation of \$ 133,915.00.

There are several reasons for the additional money needed.

1. NFPA 1981 was revised in 2013. This revision has several operational changes.
2. New SCBA Masks and Regulators for each member are required with the new air packs.

The bid package has options and clarifications (see attached)

\$ 485,240.00 reduced to \$ 467,000.00 with 5 year maintenance agreement.
+ \$ 26,915.00 for 25 air cylinders
\$ 493,915.00 Total
-\$ 360,000.00 already in account 5777C0310
\$ 133,915.00 Special Capital Appropriation needed

Also I would like to add the language to "Authorize the Purchasing Agent to issue a purchase order to Shipman's Fire Equipment Co. Inc., 172 Cross Road, Waterford, CT. 06835 for the purchase of SCBA (self contained breathing apparatus) for a total not to exceed \$ 493,915.00 # 3809 SCBA Equipmnt"

Thank you for your consideration and please let me know if you need anything else,

A handwritten signature in cursive script, appearing to read "Gino Gatto".

Gino Gatto

February 14, 2018

**NORWALK PURCHASING DEPARTMENT
RESPONSE SUMMARY - PROJECT # 3809
SCBA Equipment (self-contained breathing apparatus)**

Thank you for your response to our Request for bid submissions. The following is a summary of the firms that responded to this project.

Vendor Name		AAA Emergency Supply Co. Inc.		
	Description	Qty	Cost Per Unit	Total Cost
1.	Scott 4.5 WF75, SC QD , SEMS II , Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar	56	\$5,895.00	\$330,120.00
2.	Scott NFPA 2013 CBRN Q.D. Regulators	100	\$1,275.00	\$127,500.00
3.	Scott AV-3000 HT 4PT Kevlar Harness Mask	100	\$272.00	\$27,200.00
4.	Scott Pak-Tracker Locating Wand w/ chargers	3	No	Charge
5.	1st year Flow Testing included	156	No	Charge
TOTAL COST OF LINES 1-5				\$484,820.00

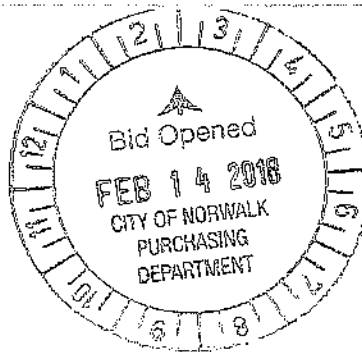
Vendor Name		Shipman's Fire Equipment Co., Inc.		
	Description	Qty	Cost Per Unit	Total Cost
1.	Scott 4.5 WF75, SC QD , SEMS II , Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar	56	\$5,790.00	\$324,240.00
2.	Scott NFPA 2013 CBRN Q.D. Regulators	100	\$1,355.00	\$135,500.00
3.	Scott AV-3000 HT 4PT Kevlar Harness Mask	100	\$255.00	\$25,500.00
4.	Scott Pak-Tracker Locating Wand w/ chargers	3	N/C	N/C
5.	1st year Flow Testing included	156	N/C	N/C
TOTAL COST OF LINES 1-5				\$485,240.00

Extended lowest price item from each vendor :

Vendor	Description	Qty	Total Cost
Shipman's Fire Equipment Co., Inc.	Scott 4.5 WF75, SC QD , SEMS II , Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar	56	\$324,240.00
AAA Emergency Supply Co., Inc.	Scott NFPA 2013 CBRN Q.D. Regulators	100	\$127,500.00
Shipman's Fire Equipment	Scott AV-3000 HT 4PT Kevlar Harness Mask	100	\$25,500.00
Shipman's Fire Equipment Co., Inc./AAA Emergency Supply Co. Inc.	Scott Pak-Tracker Locating Wand w/ chargers	3	No Charge
Shipman's Fire Equipment Co., Inc. /AAA Emergency Supply Co. Inc.	1st year Flow Testing Included	156	No Charge
Total Cost			\$477,240.00

Or

Shipman's Fire Equipment can offer a reduced price for the purchase of the complete SCBA package in the amount \$467,000.00 if City of Norwalk /Norwalk FD enters into a 5 – year service agreement. (see bid response)



BFL

1.1 PRICING RESPONSE INFORMATION: #3809 SCBA Equipment (self-contained breathing apparatus)

Vendor Name - Shipman's Fire Equipment Co., Inc.			
Address - 172 Cross Road, Waterford, CT 06385			
Phone - 860-442-0678	Fax - 860-444-7395	Email	ssuper@shipmans.com
Manager Stephen Super	Fed ID#	06-0851636	

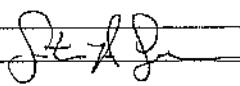
The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

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

	Description	Qty	Cost/Per Unit	Total Cost
1.	Scott 4.5 WF75, SC QD, SEMS II, Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar	56	\$ 5,790.00	\$ 324,240.00
2	Scott NFPA 2013 CBRN Q.D. Regulators	100	\$ 1,355.00	\$ 135,500.00
3.	Scott AV-3000 HT 4PT Kevlar Harness Mask	100	\$ 255.00	\$ 25,500.00
4.	Scott Pak-Tracker Locating Wand w/ chargers	3	\$ N/C	\$ N/C
5.	1 st year Flow Testing included	156	\$ N/C	\$ N/C
TOTAL COST OF LINES 1-5				\$ 485,240.00
TOTAL COST OF LINES 1-5 IN WRITING		Four hundred eighty five thousand two hundred forty dollars		

SEE ATTACHED OPTIONS & CLARIFICATIONS PAGE FOR FURTHER INFORMATION

Submitted by:

Authorized Agent of Company - Printed Name	Stephen A. Super
Authorized Agent of Company - Signature	
Date	February 9, 2018

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

Addendum #1, Dated -	01/25/2018	Addendum #2, Dated -	
Addendum #3, Dated -		Addendum #4, Dated -	

CITY OF NORWALK
PROJECT #3809 SCBA EQUIPMENT
(self-contained breathing apparatus)

CLARIFICATIONS:

CLARIFICATION #1:

Scott 4.5 WF 75, SC QD/SEM/DEB will require the following units for proper operation:

Qty. 1: Scott, SEMS II, USB Gateway (\$2,100.00)

Qty. 1: Scott SC MON BASE UNL (\$100.00)

SHIPMAN'S WILL PROVIDE THE ABOVE (2) UNITS AT NO CHARGE TO THE CITY OF NORWALK/NORWALK FIRE DEPT. TO ENSURE PROPER OPERATION OF AIR PAK SPECIFIED

CLARIFICATION #2:

Qty. 3: Scott Pak-Tracker Hand Held Receiver (\$5,100.00)

Qty. 3: Scott Pak-Tracker Hand-Held Truck Charging System 12V DC (\$1,800.00)

SHIPMAN'S WILL PROVIDE THE HAND-HELD RECEIVER AND TRUCK CHARGING SYSTEM AT NO ADDITIONAL COST TO THE CITY OF NORWALK/NORWALK FIRE DEPARTMENT

CITY OF NORWALK
PROJECT #3809 SCBA EQUIPMENT
(self-contained breathing apparatus)

OPTION:
REDUCED PURCHASE PRICE PACKAGE

OPTION #1

Shipman's will offer a reduced price for the purchase of the complete SCBA package in the amount of \$467,000.00 if City of Norwalk/Norwalk FD enters into a 5-year service agreement. This agreement will lock in pricing for flow testing at \$45.00 per pak and \$20.00 per regulator. This price will apply for all new and existing paks. At the end of this 5-year period, pricing will be reviewed for possible extensions by both parties.



Stephen A. Super, Supplied Air Manager

2-9-18

Date

1.2 BIDDER'S QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business - 60
2. Number of personnel employed Part-time - 4, Full - time 42
3. List projects of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.
City of Stamford	09/2017	Chief Trevor Roach	203-424-7021
Town of Windsor	07/2017	Chief Bill Lewis	860-982-8143
Town of North Stonington	02/2018	Chief Charlie Steinhart	860-367-4898
Town of West Hartford	02/2018	Chief Gary Allen	860-883-7953
Simsbury Fire District	11/2015	Chief Jim Baldis	860-658-1976
Northville Fire Dept.	11/2017	Chief Allen Harris	203-417-3821

SHIPMAN'S FIRE EQUIPMENT CO., INC.

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

Years Ended December 31, 2016 and 2015

BAUDE & ROLFE, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
35 Huntington Street
New London, Connecticut 06320

SHIPMAN'S FIRE EQUIPMENT CO., INC.

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BAUDE & ROLFE, P.C.
Certified Public Accountants & Business Advisors

35 Huntington Street, New London, Connecticut 06320

(860) 442-1040

(860) 437-1599 Fax

www.banderolfecpas.com

Ronald J. Baude, CPA

Brian D. Rolfe, CPA / PFS

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors
Shipman's Fire Equipment Co., Inc.
Waterford, Connecticut

Management is responsible for the accompanying financial statements of Shipman's Fire Equipment Co., Inc. (an S Corporation), which comprise the statement of assets, liabilities, and equity—tax basis as of December 31, 2016 and 2015, and the related statements of revenues, expenses, and retained earnings—tax basis for the years then ended in accordance with the tax basis of accounting, and for determining that the tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures ordinarily included in the financial statements prepared in accordance with the tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's assets, liabilities, equity, revenues and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Supplementary Information

The supplementary information contained on page 5 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. The information was subject to our compilation engagement, however, we have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

Baude & Rolfe, P.C.

Baude & Rolfe, P.C.
Certified Public Accountants

New London, Connecticut
March 15, 2017

SHIPMAN'S FIRE EQUIPMENT CO., INC.
STATEMENTS OF ASSETS, LIABILITIES AND EQUITY - TAX BASIS
December 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 501,688	\$ 455,564
Accounts Receivable	1,387,017	1,079,548
Inventory	666,134	580,594
Stockholder Loan	17,981	17,981
TOTAL CURRENT ASSETS	<u>2,572,820</u>	<u>2,133,687</u>
PROPERTY AND EQUIPMENT		
Office Equipment	96,629	88,492
Furniture and Fixtures	67,064	47,491
Equipment	183,521	155,649
Vehicles	969,592	882,595
Leasehold Improvements	186,531	163,745
	1,503,337	1,337,972
Less: Accumulated Depreciation	<u>(1,359,013)</u>	<u>(1,190,246)</u>
TOTAL PROPERTY AND EQUIPMENT	<u>144,324</u>	<u>147,726</u>
OTHER ASSETS		
Goodwill	103,749	103,749
Covenant Not to Compete	35,000	35,000
Lease Deposits	50,000	15,500
Accumulated Amortization	<u>(128,638)</u>	<u>(117,322)</u>
TOTAL OTHER ASSETS	<u>60,111</u>	<u>36,927</u>
TOTAL ASSETS	<u>\$ 2,777,255</u>	<u>\$ 2,318,340</u>

See independent accountant's compilation report.

SHIPMAN'S FIRE EQUIPMENT CO., INC.
STATEMENTS OF ASSETS, LIABILITIES AND EQUITY – TAX BASIS (CONTINUED)
December 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>
LIABILITIES AND STOCKHOLDER'S EQUITY		
CURRENT LIABILITIES		
Line of Credit	\$ -	\$ 300,000
Current Portion of Long-Term Debt	18,155	19,126
Accounts Payable	564,441	314,552
Sales Tax Payable	949	3,265
Payroll and Payroll Liabilities Payable	73,524	23,732
Accrued Retirement Plan Expense	65,000	50,000
Customer Deposits	30,285	-
Stockholder Loan	-	27,500
TOTAL CURRENT LIABILITIES	<u>752,354</u>	<u>738,175</u>
LONG-TERM LIABILITIES		
Long-Term Debt, Net of Current Portion	<u>13,305</u>	<u>30,975</u>
TOTAL LIABILITIES	<u>765,659</u>	<u>769,150</u>
STOCKHOLDER'S EQUITY		
Common Stock, \$100 par value, 1,000 shares authorized 600 shares issued, and outstanding	60,000	60,000
Additional Paid - In Capital	145,141	145,141
Retained Earnings	<u>1,806,455</u>	<u>1,344,049</u>
TOTAL STOCKHOLDER'S EQUITY	<u>2,011,596</u>	<u>1,549,190</u>
TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	<u>\$ 2,777,255</u>	<u>\$ 2,318,340</u>

See independent accountant's compilation report.

SHIPMAN'S FIRE EQUIPMENT CO., INC.
STATEMENTS OF REVENUE, EXPENSES AND RETAINED EARNINGS - TAX BASIS
Years Ended December 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>
SALES	\$ 19,172,483	\$ 19,695,055
COST OF SALES		
Beginning Inventory	580,594	796,682
Purchases	13,190,600	13,894,256
Freight	112,477	109,523
Shop Supplies and Tools	184,939	-
Cost of Labor	123,539	55,031
	<u>14,192,149</u>	<u>14,855,492</u>
Ending Inventory	(666,134)	(580,594)
COST OF GOODS SOLD	<u>13,526,015</u>	<u>14,274,898</u>
GROSS PROFIT	5,646,468	5,420,157
OPERATING EXPENSES	<u>4,971,842</u>	<u>5,079,250</u>
INCOME BEFORE OTHER INCOME AND EXPENSES	674,626	340,907
OTHER INCOME (EXPENSES)		
Interest Income	4	734
Warranty Revenue	100,281	17,593
Commission Revenue	19,792	23,996
Other Income	1,343	13,611
Interest Expense	(9,717)	(6,027)
TOTAL OTHER INCOME (EXPENSES)	<u>111,703</u>	<u>49,907</u>
INCOME BEFORE PROVISION FOR INCOME TAXES	786,329	390,814
INCOME TAXES	<u>956</u>	<u>35,993</u>
NET INCOME	785,373	354,821
BEGINNING RETAINED EARNINGS	1,344,049	1,960,057
SHAREHOLDER DISTRIBUTIONS	<u>(322,967)</u>	<u>(970,829)</u>
ENDING RETAINED EARNINGS	<u>\$ 1,806,455</u>	<u>\$ 1,344,049</u>

See independent accountant's compilation report.

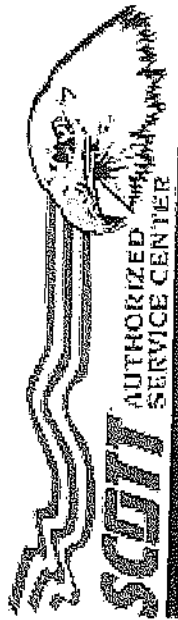
**SUPPLEMENTARY
INFORMATION**

SHIPMAN'S FIRE EQUIPMENT CO., INC.
SCHEDULE OF OPERATING EXPENSES – TAX BASIS
Years Ended December 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Salaries and Wages	\$ 3,171,049	\$ 3,140,813
Payroll Taxes	225,913	231,106
Employee Benefits	187,933	183,142
Retirement Plan Expense	65,000	50,000
Auto and Truck Expense	153,419	177,071
Travel and Lodging	16,196	29,138
Cleaning	10,713	4,150
State and Local Taxes	17,072	28,668
Advertising	46,168	29,112
Amortization	21,816	6,722
Business Promotions	14,551	28,357
Conventions, Courses and Seminars	58,013	18,760
Computer Repairs and Training	60,884	69,880
Donations	24,710	34,092
Depreciation	168,767	256,743
Dues and Subscriptions	16,307	3,974
Insurance	200,604	216,191
Professional Fees	35,635	37,897
Bank and Credit Card Fees	17,499	28,803
Licenses and Fees	3,900	9,048
Meals and Entertainment	18,096	14,593
Miscellaneous Expense	7,206	3,433
Office and Other Supplies	15,032	68,482
Postage and Shipping	6,462	17,324
Rent	138,495	121,000
Repairs and Maintenance	41,684	68,516
Refuse Removal	4,114	3,895
Shop Expense	135,126	89,032
Outside Services	6,598	27,931
Telephone	33,119	30,844
Uniforms	9,654	6,278
Utilities	40,107	44,255
TOTAL OPERATING EXPENSES	<u><u>\$ 4,971,842</u></u>	<u><u>\$ 5,079,250</u></u>

See independent accountant's compilation report.

This Certificate is Issued Jointly To



Certification ID : C008832

Don Chapman

Individual Name

and SHIPMAN'S FIRE EQUIPMENT CO.

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until*

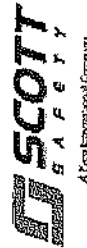
February 22, 2019

February 22, 2017

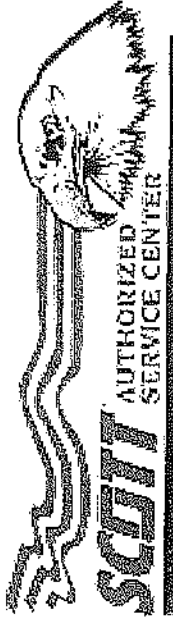
Date Issued

Daniel Naughton

Scott Representative



This Certificate is Issued Jointly To



Certification ID : C008833

Joseph K. Fulmore and SHIPMAN'S FIRE EQUIPMENT CO.

Individual Name

Organization

*to certify satisfactory completion of the
course in and requirements of*

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

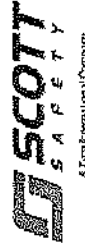
*This certificate is valid in conjunction with the Authorized Service Agreement
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February 22, 2017

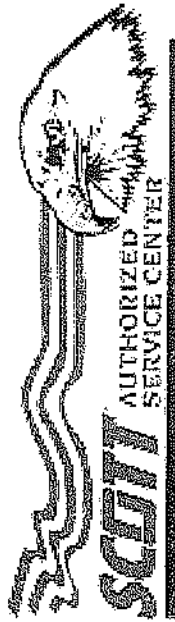
Daniel Naughton

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID :C006819-1

Kurt MacDonald and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until* **May 26, 2021**

May 26, 2017

Robert Smith

Date Issued

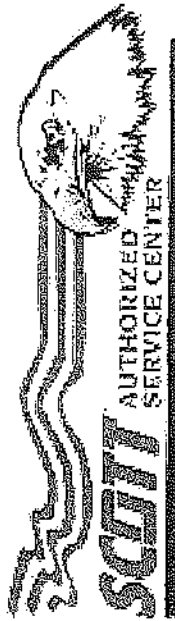
Scott Representative

****RECERTIFICATION****



****RECERTIFICATION****

This Certificate is Issued Jointly To



Certification ID :C008029

Stephen Super and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Air Supplied Products Technician
Maintenance and Overhaul**

Issued By

Scott Technical Support

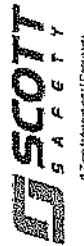
*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until July 21, 2018*

July 21, 2016

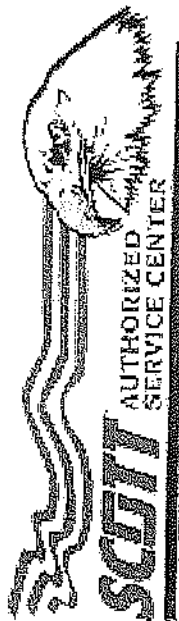
Daniel Naughton

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID : C006818

Stephen Super and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
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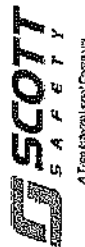
May 27, 2019

May 27, 2015

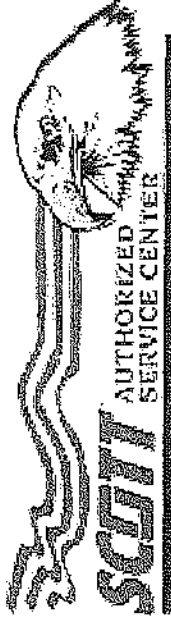
Robert Smith

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID : C008329-1

Timothy Whalen and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of
Scott Air Supplied Products Technician
Maintenance and Overhaul***

Issued By

Scott Technical Support

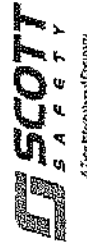
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December 22, 2016

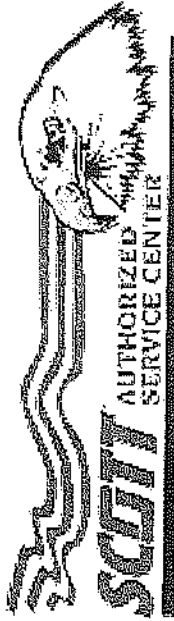
Daniel Naughton

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID :C008835

Timothy Whalen

Individual Name

and SHIPMAN'S FIRE EQUIPMENT CO.

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

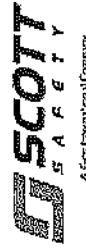
*This certificate is valid in conjunction with the Authorized Service Agreement
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February 22, 2017

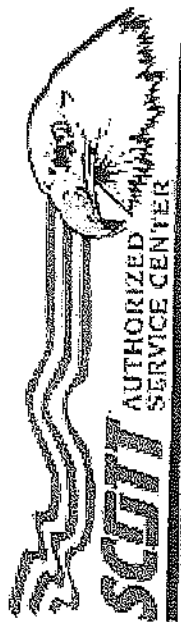
Date Issued

Daniel Naughton

Scott Representative



This Certificate is Issued Jointly To



Certification ID : C008634

Charles Steinhart

Individual Name

and

SHIPMAN'S FIRE EQUIPMENT CO.

Organization

*to certify satisfactory completion of the
course in and requirements of*
**Scott Air Supplied Products Technician
Maintenance and Overhaul**

Issued By

Scott Technical Support

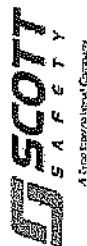
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for the sponsoring organization shown above or until* December 22, 2018

December 22, 2016

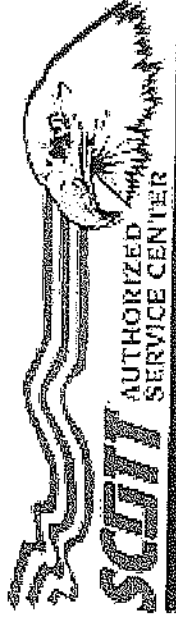
Date Issued

Daniel Naughton

Scott Representative



This Certificate is Issued Jointly To



Certification ID :C008834

Charles Steinhart

Individual Name

and SHIPMAN'S FIRE EQUIPMENT CO.

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

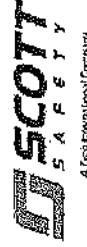
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February 22, 2017

Date Issued

Daniel Naughton

Scott Representative





SHIPMAN'S FIRE EQUIPMENT CO., INC.
172 CROSS ROAD
WATERFORD, CONNECTICUT 06385-0257
(860) 442-0678

City of Norwalk, CT
PROJECT #3809 SCBA EQUIPMENT

AFFIRMITIVE ACTION POLICY STATEMENT

It has always been the policy and will continue to be the strong commitment of Shipman's Fire Equipment Company, Inc. to provide equal opportunities in employment to all qualified persons solely on the bases of job-related skills, ability and merit. Shipman's will continue to take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, mental disorder (present or past history thereof), age physical disability (but not limited to blindness), marital status, mental retardation, and criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. Shipman's and its subcontractors will continue to make good faith efforts to comply with all federal and state laws and policies, which speak to equal employment opportunity.

The principles of Affirmative Action are addressed in the 13th, 14th, and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11245, amended by 11375, (nondiscrimination under federal contracts), Act I, Sections 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81, Deprivation of Civil Rights (46a-58(a)(d)), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities (46-77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (36-436 through 439), Title I of the State and Local Fiscal Assistance Act of 1972.

This Affirmative Action Policy Statement re-affirms my personal commitment to the principles of Equal Employment Opportunity.

Theresa Baker, Vice President, 02/09/2018

FIRE & SAFETY EQUIPMENT

CAPABILITY STATEMENT

COMPANY OVERVIEW

Shipman's Fire Equipment Co., Inc., serving municipal and volunteer fire departments, businesses, and industries in CT, RI and Southern MA has been in business for over fifty-seven years. The Woman Owned Small Business represents the finest manufacturers of equipment and supplies specifically designed to meet stringent requirements and demands of the fire service and business community. Sales personnel provide technical pre-purchase assistance, demonstrations of products and training related to all equipment sold.

CORE SERVICES

- SCOTT Breathing Apparatus Sales & Service
- High Pressure Breathing Air Compressors
- Full Line of Firefighting Equipment
- Fire Extinguishers, Fire Hose, Nozzles
- Rescue Tools

OTHER SERVICES

- Full Fire Apparatus Service & Maintenance
- Custom Apparatus Building
- Training Programs
- Pump Testing

DIFFERENTIATORS

- New, state-of-the-art SCOTT Service Center
- SCOTT Certified Technicians
- USDOT certified hydrostatic test facility
- SCOTT Breathing Apparatus
- Mobile Apparatus and Mobile SCOTT Service

PAST PERFORMANCES

- City of Providence, RI
- City of Hartford, CT
- Dominion Nuclear USA
- State of CT – Public Safety Agencies
- Connecticut Fire Academy

CHARITABLE DONATIONS

- University of Rhode Island
- Children's Museum of Southeastern CT
- Fire Departments in CT and RI – Golf Tournaments and Charities
- Eugene O'Neill Theater Center
- Phoenix Rising Equine Rescue
- Pet 02 Kit Donation Program - 150 Kits Donated to CT & RI Fire Departments

Shipman's Fire Equipment Co., Inc.



Company Data

DUNS Number: 018766295

CAGE Code: QZLF9

EIN: 06-0851636

NAICS Codes:

- 561990 All Other Support Services

- 423990 Other Misc. Durable

Goods Merchant Wholesalers

SIC Codes:

- 738999 Fire Extinguisher Servicing

- 50990300 Safety Equipment and Supplies

SAM Registration: Active

Women Owned Small Business

Accepting Credit Cards: YES

Business Size: 46 Employees

Certifications

Scott Safety – Maintenance and Overhaul

Scott Safety – Gas Detection

Scott Safety – Thermal Imaging

Scott Safety – High Pressure Breathing Air Compressor

EVT Certification

US DOT Certified Hydrostatic Test Facility

CT DMV Dealer and Repair License # U8329

Contact Person

Lorraine Wallace Harrington

172 Cross Road, Waterford, CT 06385

Phone: 860-442-0678

E-mail: lharrington@shipmans.com

Shipman's Fire Equipment Co., Inc.

Owners Lorraine Wallace Harrington and Christina Wallace LaPlante.

172 Cross Road, Waterford, CT 06385-0257 - Phone: 860-442-0678 E-mail: lharrington@shipmans.com

www.shipmans.com



WOSB Program Certification- WOSB

OMB Control No: 3245-0374

Expiration Date: 11/30/2017

Warning: By signing this certification you are representing on your own behalf, and on behalf of the WOSB, that the information provided in this certification, and any document or supplemental information submitted, is true and correct as of the date set forth opposite your signature. Any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines of up to \$500,000, and imprisonment of up to 10 years, or both, as set forth in 15 U.S.C. § 645 and 18 U.S.C. § 1001, as well as any other applicable criminal laws; 2) treble damages and civil penalties under the False Claims Act; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act; 4) suspension and/or debarment from all Federal procurement and non-procurement transactions; and 5) program termination.

☒ I am an officer of the WOSB authorized to represent it and sign this certification on its behalf.

x

Lorraine Harrington

2/3/15

Signature

Date (Month/Day/Year)

Print Name (First, Middle, Last) Lorraine Harrington

2/3/15

Title Owner

Business Name Shipman's Fire Equipment

DUNS # 018766295

PLEASE NOTE: According to the Paperwork Reduction Act, you are not required to respond to this information collection unless it displays a valid OMB approval number. The estimated burden for completing this form, including reading the instructions and compiling the information, is 2 hours. If you have questions or comments concerning this estimate or other aspects of this information collection, please contact the US Small Business Administration, Chief, Administrative Information Branch, Washington, D.C. 20416 and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503.

WOSB Program Certification- WOSB

Page 5 of 5

Shipman's Fire Equipment Co., Inc. **Company Overview, Service Center Capabilities**

The following is an outline of Shipman's Fire Equipment's ability to responsibly accomplish the delivery of equipment and completion of services to the Fire Department.

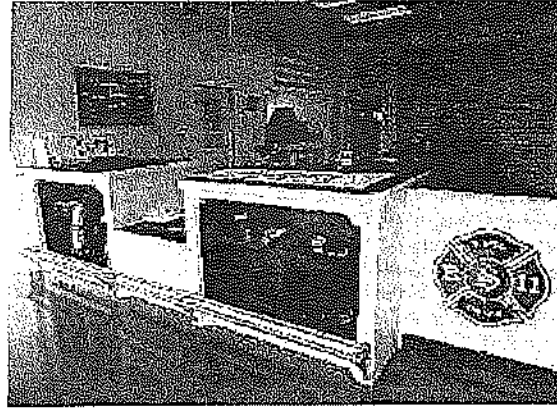


About Shipman's

Serving fire departments, businesses, and industries in Connecticut, Rhode Island, and southern Massachusetts, Shipman's has been in business for over fifty-six years. Founded in 1957 the business continues to be family owned. Committed to offering quality products at affordable prices and supported by exceptional service, Shipman's is well known for its knowledge, skill, ability, and especially the personal attention provided to their customers. Company offices are located at 172 Cross Road, Waterford, CT. The company currently has 43 full and part-time employees working in five (5) departments including: Administrative Department; Sales Department (loose fire equipment & Ferrara Fire Apparatus); Scott Service Department; Technical Services Department (fire extinguishers, compressors, hydraulic rescue tools); and Apparatus Service Department.

Authorized Scott Distributor & Service Center

Shipman's Fire Equipment Co., Inc., as an Authorized Scott Distributor and Service Center for Connecticut and Rhode Island, is fully trained, certified, and equipped to provide repair, maintenance, overhaul, upgrade, and testing necessary to meet these strict standards. Our dedicated sales and service technicians are trained specialist possessing the necessary product knowledge and practical experience to meet the changing needs of fire and industrial professionals. In addition to SCBA, Shipman's provides service and support for other Scott Safety products including: Thermal Imaging Cameras, Accountability Locators, Instruments, and Breathing Air Compressors:



Our Scott Service Center Philosophy

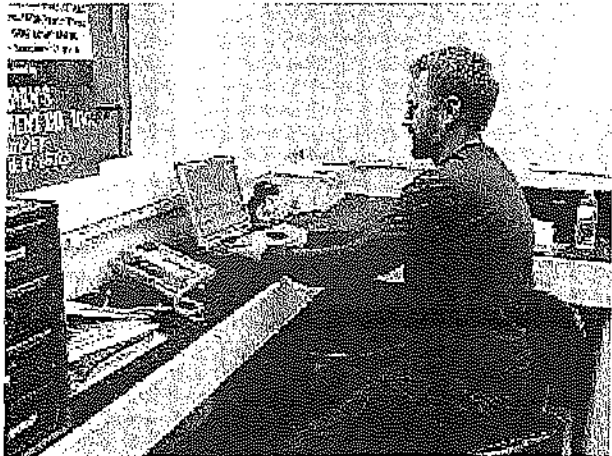
The proper maintenance of Scott Air-Paks, self-contained breathing apparatus (SCBA), in accordance with the requirements of NFPA standards and Scott Safety's manufacturing recommendations is vital to protecting the safety of fire service personnel who utilize this equipment. Our Waterford, Connecticut facility has a complete in-house service center that is also supported on the road at the customer's location with two (2) fully stocked and equipped Mobile Service Trucks. The Scott Service Center is staffed with Six (6) factory trained and certified Scott Technicians. All work performed on SCBA's is of the highest quality and complies with various NFPA and OSHA safety standards that impact air-paks and related components (cylinders, PASS, mask, etc.). Examples of referenced standards used in the administration of our service program include, but are not limited to, the following:

- Scott Safety's instructions and service requirements as the manufacture of the air-pak.
- NFPA 1981 Standard on Open-Circuit Self-Contained Breathing Apparatus for Fire Fighters.
- NFPA 1982 Standard on Personal Alert Safety Systems (PASS).
- NFPA 1852 Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA).
- NFPA 1500 Standard on Fire Department Occupational Safety and Health Program.
- NFPA 1989 Standard on Breathing Air Quality for Emergency Services Respiratory Protection.
- OSHA 29 CFR 1910.134 Respiratory Protection.
- U. S. DOT and Compressed Gas Association CGA Guidelines for Visual Inspection and Requalification of High Pressure Cylinders.

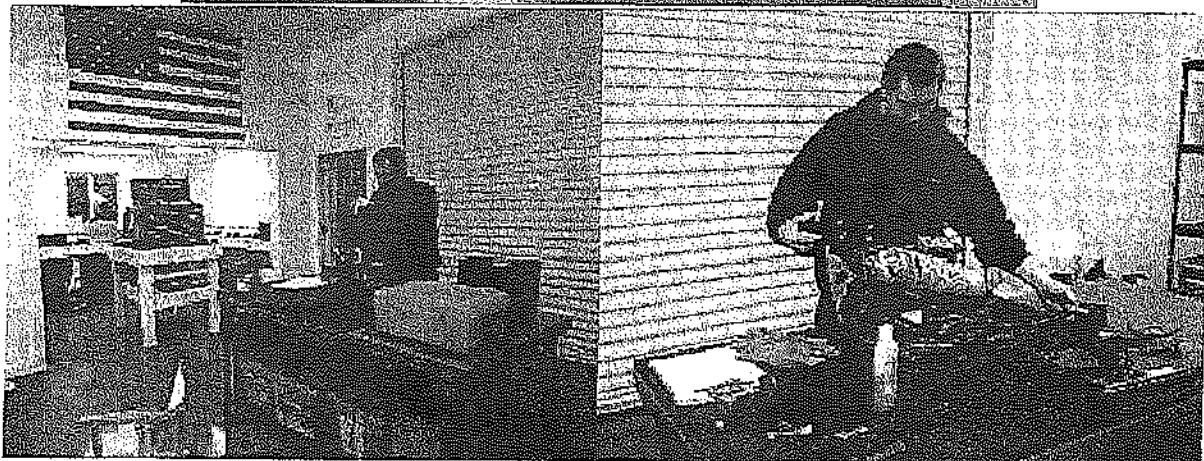
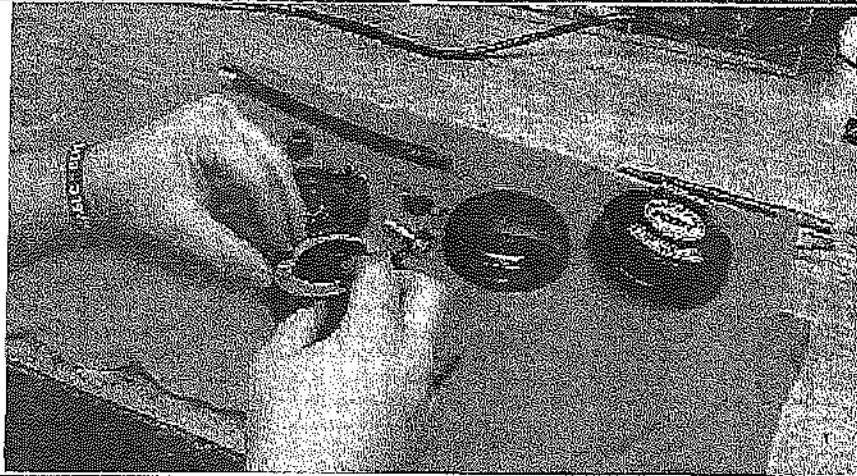
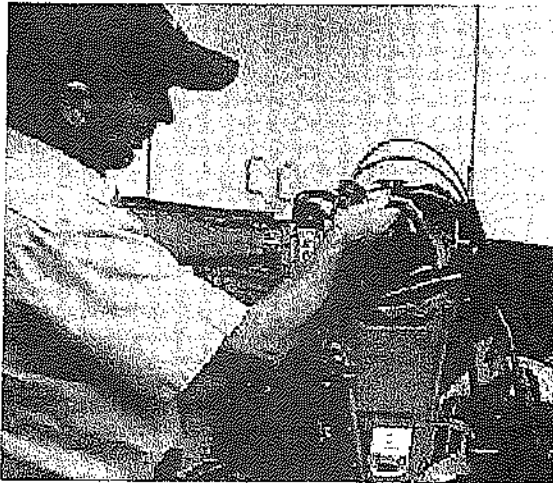


Examples of Services Provided:

Flow Testing of SCBA is conducted annually using a fully automated Posi-Check test instrument that is supported with Scott software. This test determines if the unit is operating within manufacturers' specifications. A written test document is provided to the customer at the completion of the test.



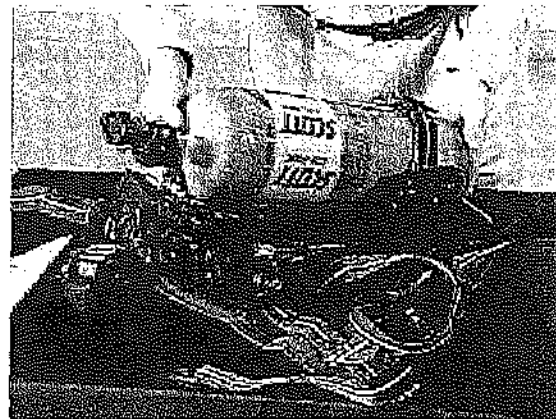
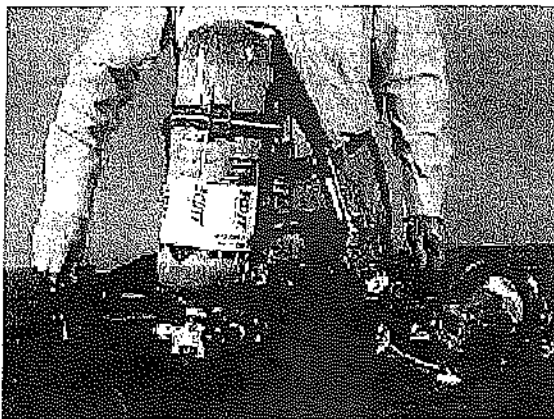
Repairs and Upgrades are completed by factory trained and certified technicians using only Scott original parts in accordance with manufactures' instructions. Shipman's maintains an extensive supply of replacement parts and components to keep your air-paks, cameras, compressors, and instruments in operation.



Two (2) Mobile Service Units are fully stocked and equipped, allowing our technicians to bring the Service Center directly to the fire department's location for testing and repairs, reducing the down-time air-paks are off-line.



Training is available to customers of new Scott Safety products on the proper use and care, including SCBA, Thermal Imaging, Compressor, and Instruments. Additionally, training classes for Field Level Maintenance are available to assist departments with routine in-house maintenance issues. Specialized training classes in New Technology, New Products, and NFPA Standards Changes are offered as required.



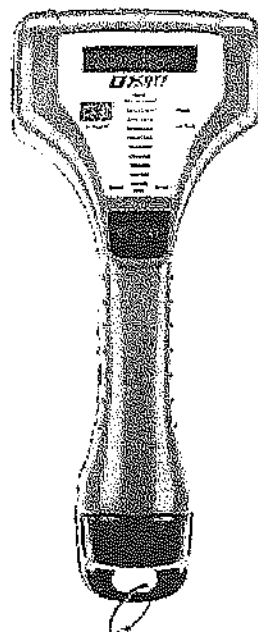
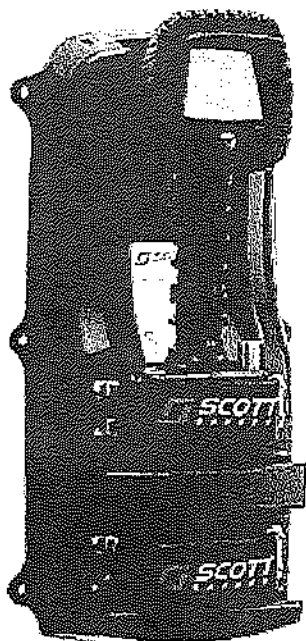
Hydrostatic Testing is conducted in our U.S. DOT licensed re-testing facility (RIM# AO45) to insure SCBA cylinders will not become a potential hazard. . Hydrostatic testing of pressure cylinders is accomplished using calibrated test equipment that is supported by computerized record keeping.



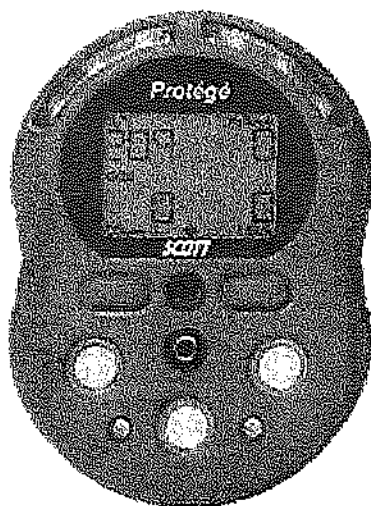
Mask Fit Testing is provided using OHD quantitative respirator fit test instruments. Fit testing is done to comply with OSHA respiratory protection requirements by providing verification of training to make sure the person has learned how to properly put on and wear a mask without assistance, and secondly to insure the mask is the proper size to provide protection when worn.



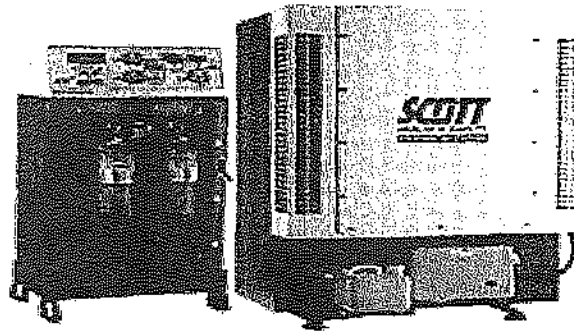
Thermal Imaging & Pak-Tracker Locator repairs are completed using only Scott original parts in accordance with manufactures' instructions.



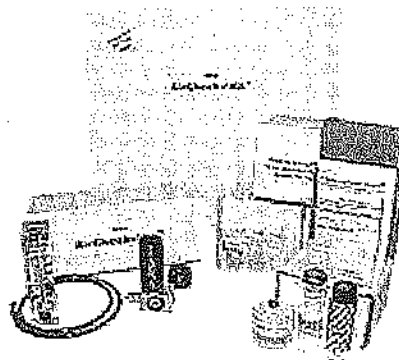
Gas Detection Instruments are calibrated and repaired using only Scott original parts in accordance with manufacturers' instructions.



Breathing Air Compressors are repaired and maintained using only manufacturer's original parts in accordance with manufacturers' instructions. Shipman's services all major brands, including Scott, Bauer, Mako, Eagle, etc.



Air Quality Testing of breathing air systems are collected on demand, quarterly, and before and after changing purification components in accordance with NFPA 1989. Samples are analyzed by an accredited third party testing laboratory. Complete written reports are provided to the customer.



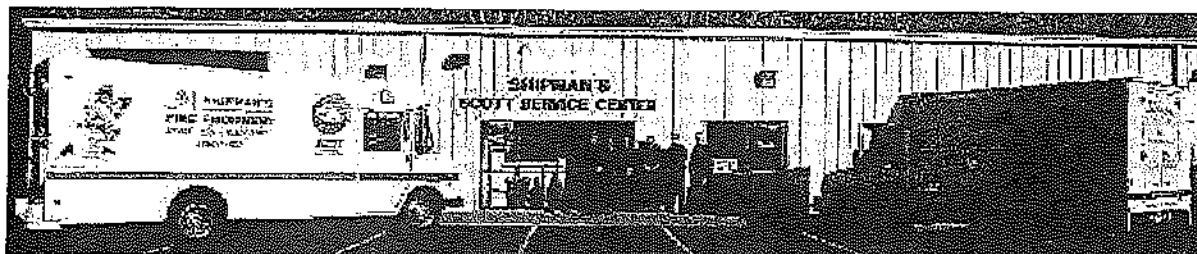
SHIPMAN'S FIRE EQUIPMENT CO. INC.

172 Cross Road

Waterford, CT 06385

1-800-775-7332

www.shipmans.com





VII. D

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 AND BUILDING MANAGEMENT COMMITTEE

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

RE : BUILDING MANAGEMENT SERVICES – GUARDIAN

DATE: JULY 25, 2018

In 1998, the City decided that municipal buildings should be professionally managed and centralized under a new Office of Building Management. A request for proposals was issued and a professional property management firm was selected to provide in-house staffing. The services consist of three components: a) building management services; b) building engineering/general maintenance services; and c) janitorial services. Guardian Service Industries, Inc. is our current property management firm. They are responsible for the following buildings:

- City Hall and Concert Hall (full services)
- Health Department (janitorial services only)
- Norwalk Museum (no janitorial services)
- Police Headquarters (full services)
- Fire Headquarters (full services with partial janitorial)
- Nathaniel Ely Center (no janitorial services)
- Ben Franklin Center (no janitorial services)
- Roosevelt Center (no janitorial services)
- DPW Garage and Dispatch Center (full services)
- Animal Shelter (no janitorial services)
- Main Library (no janitorial services)
- South Norwalk Library (no janitorial services)

The objectives behind privatization of building management services are to obtain high quality building management services at a lowest affordable cost. Building

Management's current staffing level is substantially below industry standards. With the anticipation of taking on additional properties, the City approved funds in the 2018-2019 Operating Budget for additional staffing. The proposed staffing increase will supplement existing staffing deficiency as well as taking on additional work load. Upon further determination of the scope and duration of services, we intent to amend the current Contract to include the following properties: 127 Fillow Street, 98 South Main Street, Health Department and 350 Main Avenue.

At this time, I would like to request City approval to amend Guardian's contract to provide one additional building mechanic and one additional office administrative staff for a total amount not to exceed \$173,864. Guardian's current contract is due to expire on June 20, 2020.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an Amendment to Guardian Service Industries, Inc.'s contract for building management services to provide additional staffing for a total not to exceed \$173,864.00 for 2018-2019. All remaining terms of the contract to remain unchanged.

Job Title	Administrative Assistant
Reporting To	Facilities Manager
Functional Responsibility	Administration
Location	Norwalk City Hall

This position performs a wide range of facility related administrative duties.

- Support the Building & Facilities Manager on school related construction projects.
- Assist the Property Manager and Assistant Property Manager with administrative duties.
- Assist in the maintenance of extensive work order and preventive maintenance program through Guardian 24/7 - 360 online facility system.
- Verification and processing of invoices.
- Prepare facility related reports and analysis for management.
- Coordinate maintenance projects with contractors.
- Coordinate internal moves/ rearrangements with buildings.
- Order repair/ replacement parts for engineering team
- General office duties including but not limited to set up and maintain files and prepare correspondence.
- Oversee financial payments and track change orders on Capital projects ranging from \$500,000 - \$2,500,000.
- Coordinate services (HVAC, janitorial) for Concert Hall.
- Tracks various facilities data such as Energy Conservation Projects against results.
- Oversee facility quality measurements.

Salary Range \$80,000 - \$90,000 including benefits and Guardian O&P

Job Title	General Mechanic
Reporting To	Chief Engineer
Functional Responsibility	Maintenance Mechanic

Responsible for the daily operation, maintenance, preventative maintenance and repairs to 14 city buildings including plumbing, electrical, carpentry, HVAC, Life Safety and all other building systems.

Essential Job Duties Under the Direction of the Chief Engineer:

- Conduct general preventative maintenance on the mechanical, electrical, HVAC, and plumbing systems. This involves normal lubrication, adjustment, cleaning, replacement of consumable parts (such as filters, indicator lights, etc.), and periodic testing of the equipment. These systems include, but are not limited to; air handling units (including both rooftop and built-up units), re-circulating air systems, water pumping systems, cooling plant and all plumbing system components.
- Assist with installation and modification of building equipment systems.
- Respond to emergency situations.
- Perform all assigned work so as to ensure the safety of the building's tenants and the continuous operation of the site.
- Respond to service calls and follow-up upon completion.
- Troubleshoot, evaluate and recommend equipment/service upgrades
- Coordinate maintenance efforts with outside contractors and technicians when work cannot be performed in-house. Coordinate contractor, tenant and management approvals for work orders that require the use of an outside contractor.
- Order parts and supplies as required, and maintains stock and inventory control.
- Work with Chief Engineer and Building Manager in planning and controlling annual and capital budgets.
- Be responsive to tenant complaints in the areas of safety, plumbing, mechanical, electrical and environmental needs through both personal contact and work order systems.
- Be familiar with and conform to all written operating procedures associated with site.
- Ensure the cleanliness and appearance of all work areas.

Salary Range \$90,000 – \$105,000 including benefits and Guardian O&P



CITY OF NORWALK
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Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO : LAND USE AND BUILDING MANAGEMENT COMMITTEE
FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*
RE : PONUS RIDGE SCHOOL – BUILDING COMMISSIONING
DATE: July 26, 2018

On May 8, 2018, the Common Council approved the following action for the hiring of a HVAC Commissioning Agent for the Ponus Ridge School additions and renovations project:

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Colliers International to provide commissioning services for the Ponus Ridge Middle School Additions and Renovations Project for a total not to exceed \$80,350.00 Acct. #09185010 5777 C0608

As we proceed with the contract execution process, we learned that the contracting party is actually Strategic Building Solutions, LLC d/b/a Colliers International. Therefore, a technical amendment to the action is required.

ACTION REQUIRED:

“**Technical Correction** of Common Council action of May 8, 2018, VII, D, 2a. by replacing “Colliers International” with “Strategic Building Solutions, LLC d/b/a Colliers International”. New action to read as follows:

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Strategic Building Solutions, LLC d/b/a Colliers International to provide commissioning services for the Ponus Ridge School additions and renovations project for a total not to exceed of \$80,350. Account # 09185010 5777 C0608”



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

TO : MEMBERS OF LAND USE AND BUILDING MANAGEMENT
 COMMITTEE MEMBERS OF NFCC

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

RE : NEW COLUMBUS SCHOOL AT ELY SITE & PONUS RIDGE
 SCHOOL

DATE: MAY 2, 2018

In November 2014, the Norwalk Board of Education initiated a district wide Facilities Improvements Study to identify system wide needs. The study consisted of three components: a) evaluate existing building physical conditions and identify improvement needs; b) assess current student enrollment statistics, develop enrollment projections and identify space deficiencies; and c) develop a building improvement strategy in response to enrollment needs.

The final Facilities Improvement Plan identified a deficiency of approximately 900 seats at the elementary level. In order to address this need, the Plan proposes to construct a new Columbus School at Ely Site and an addition to the Ponus Ridge Middle School for grades PK – 5, creating 900 new seats. Upon relocation of Columbus School students, the existing Columbus School building will be renovated to accommodate additional student enrollment. Similarly, once the addition at the Ponus Ridge Middle School is completed the Jefferson School will be vacated in order to renovate it. At the completion of both renovations (the old Columbus School and Jefferson) the 900 seats will be available. Subsequent to Board of Education approval of the Facilities Improvement Plan, the City allocated \$41,912,000 for the New Columbus School and \$43,348,333 for the addition and renovation to the existing Ponus Ridge Middle School as part of the City's 2017-2018 Capital Budget. State approval for these projects are in process.

As part of the requirements for State funding, the City must follow Connecticut High Performance Building Standards (CHPBS) of which there is a requirement to hire a Commissioning Agent (CxA). A Commissioning Agent provides preconstruction HVAC coordination services and is an integral part of the verification of equipment installation, operation and start-up/equipment programming process. Request for Qualifications/Proposals were publically advertised and the Purchasing Department received a total of 6 responses for the New Columbus School and 5 responses for the Ponus Ridge School project. The proposals were reviewed and it was discovered through a conversation with Consulting Engineering Services (CES) that they omitted the commissioning services for the existing building on the Ponus Ridge project, thereby eliminating CES for contention for that particular project.

Attached is a summary of the fees for both projects. After a review of the responses and the fees it is our recommendation to approve Innovative Engineering Services, LLC for the New Columbus School @ Ely Site in the amount of \$51,400.00 and Colliers International for the Ponus Ridge School in the amount of \$80,350.00.

ACTION REQUESTED:

- 1a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Innovative Engineering Services, LLC to provide commissioning services for the new Columbus School at Ely Site for a total not to exceed of \$51,400. Acct. #09185010 5777 C0607**
- 1b. **Authorize to establish a contingency for additional services as may be required for a total not to exceed \$5,000.**
- 2a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Colliers International to provide commissioning services for the Ponus Ridge Middle School additions and renovations for a total not to exceed of \$80,350. Acct. #09185010 5777 C0608**
- 2b. **Authorize to establish a contingency for additional services as may be required for a total not to exceed \$8,000.**



CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
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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, BUILDINGS AND FACILITIES MANAGER *AL*

RE : OAK HILLS PARK – TURCO CONSTRUCTION CONTRACT

DATE: JULY 26, 2018

A couple of years ago, the City received a \$1,500,000 grant from State DEEP for improvements at the Oak Hills Park. Working closely with Oak Hills Park Authority (OHPA), we completed various improvements which include the following:

- Development of a facilities improvement plan;
- Construction of an equipment wash bay – a significant environmental friendly improvement;
- Design and construction of the Great Lawn and the Fountain Garden;
- Substantial improvements to the golf course ; and
- Remediation of underground contamination from abandoned underground heating oil tanks;
- Relocation of the Welcome Center.

In regard to the golf course improvements project, Turco, our contractor, has completed their work. Their original contract was \$980,413.75. OHPA and I worked closely with Turco to refine the scope of work in an effect to maximize the available State funds. Common Council approved a contingency allowance of \$59,617.74 for Turco's contract. At this time, we are prepared to closeout Turco's contract and an additional allowance of \$4,350.00 is required cover the costs for additional fill and sod along a portion of the new cart path.

ACTION REQUESTED:

Authorize to increase contingency allowance for Turco Golf Inc.'s contract for Oak Hill Park Improvement Project for an additional \$4,350.00 (total \$63,967.74) and authorize Office of Building Management to issue change orders on Contract. Funds are available from DEEP Grant. Account No: 09151340 5799 C0558

Historical Commission
City of Norwalk
125 East Avenue
Norwalk, CT 06851

August 1, 2018

Land Use & Building Management
Common Council, City of Norwalk
125 East Avenue
Norwalk, CT 06850

Dear Committee Members:

As you are aware, we have been working on a multi-phase project over the last five years to replace all of the flashing and other techniques to stop all of the roof leaks at the Lockwood Mathews Mansion. At the March 27, 2018 Council meeting, the Council approved the following action:

AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT WITH DOMUS CONSTRUCTORS LLC, FOR ROOF REPAIRS ON THE LOCKWOOD MATHEWS MANSION IN THE AMOUNT NOT TO EXCEED \$98,880.00. ACCOUNTS 09176310 5777 C0092 and 09186310 5777 C0092.

AUTHORIZE THE HISTORICAL COMMISSION TO EXECUTE CHANGE ORDERS ON THE CONTRACT NOT TO EXCEED \$9,000.00.

The project has been started and as the slate was removed in order to replace the old flashing, we encountered two issues. The first is rotten wooden sheathing that has to be replaced. The Historical Commission approved a change order in the amount of \$5,781.05 within the change order allowance of \$9,000.

The second issue uncovered is that the old flashing went further up the roof than originally thought. This could not have been known until the project began and the slate was removed. In order to ensure that there is no water infiltration, particularly from ice dams, the Mansion's architect, David Scott Parker and Associates, has recommended that we extend the flashing a further eight inches higher. A change order has been submitted in the amount of \$20,453.90, which exceeds our authorized contract amount for this project.

Fortunately, the bid came in substantially lower than what had been approved in the capital budget, so there is additional approved funding in the Historical Commission's capital budget to cover the additional costs. The recommended action is:

AUTHORIZE THE HISTORICAL COMMISSION TO EXECUTE CHANGE ORDERS ON THE CONTRACT WITH DOMUS CONSTRUCTORS LLC FOR ROOF REPAIRS ON LOCKWOOD MATHEWS MANSION FOR THE ADDITIONAL AMOUNT NOT TO EXCEED \$30,000.00 (TOTAL CONTINGENCY \$39,000). ACCOUNTS 09176310 5777 C0092 and 09186310 5777 C0092.

As the Mansion is a National Historic Landmark, we are following the *Secretary of the Department of Interior's Guidelines for Historic Preservation* in this project.

Thank you for your consideration and support.

Sincerely yours,

Suzanne Betts
Chairman



Memorandum

July 23, 2018

**To: Planning Committee, Common Council
Mayor Rilling**

From: Steve Kleppin, Planning & Zoning Director

Re: Sustainable CT

Mayor Rilling has expressed interest in Norwalk participating in Sustainable CT. Sustainable CT is a voluntary certification program with no financial commitment on the city's part to register. At some point the city can seek certification, provided they gain points in specific categories. We are currently involved with 2 other similar volunteer programs, the CRS system and an Urban Tree Canopy program through WestCog. I have included links below to the Sustainable CT site which provide more information. The 2 registration requirements are an authorization resolution from Council and the designation of a Sustainability Team, which I believe could be the Energy & Environment Task Force.

I have attached a draft resolution for your consideration as well as a few of the select pages from the Sustainable CT web site.

In addition, I have included some of the links to the Sustainable CT site. The last link provides more detailed information on each Action, the benefits that result from the Action, the available resources to provide more information on each Action, the benefits of undertaking each Action and potential funding sources for each Action. It seems at the very least it is a good PR piece for the city and also will lineup with some of the POCD goals.

<https://sustainablect.org/about/>

<https://sustainablect.org/actions-certifications/why-participate/>

<https://sustainablect.org/communities-partners-impact/>

<https://sustainablect.org/actions-certifications/actions/>

Planning and Zoning staff will coordinate with the Mayor and the Energy & Environment Task Force on the steps necessary to eventually seek certification within the program.

END



City of Norwalk
Resolution Supporting Participation
In the Sustainable CT Municipal Certification Program

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: *Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.*

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, Norwalk embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Common Council of Norwalk that we do hereby authorize the Planning & Zoning Director to serve as Norwalk's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize him/her to complete Municipal Registration on behalf of Norwalk.

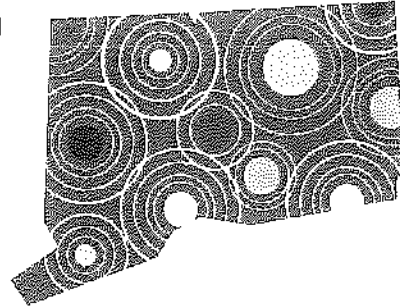
RESOLVED, that to focus attention and effort within Norwalk on matters of sustainability, and in order to promote the City's local initiatives and actions toward Sustainable CT Municipal Certification, the Common Council shall appoint designees to serve as the advisory Sustainability Team.

RESOLVED, that the first meeting of the Sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly.

RESOLVED, that the Sustainability Team shall report annually to the Mayor and the Common Council on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.

Sustainable CT

Local Actions. Statewide Impact.



Sustainable CT Resolution

A municipality must pass a resolution prior to registering to participate in Sustainable CT. The purpose of the resolution is to formally demonstrate the municipality's interest in using the voluntary menu of actions and Sustainable CT resources. The resolution must be passed by the municipal legislative body, except in towns with a town meeting form of government, where a resolution by the Board of Selectman may be used.

You may use the template below or draft a modified resolution to meet the requirements of registering to participate in Sustainable CT. A modified resolution must at least include the following:

- Statement of intent of the municipality to participate in Sustainable CT.
- Designation of the municipal official or staff position (title only; a name is not necessary to include in resolution) to serve as the point of contact for Sustainable CT, which includes online registration of your municipality.
- The establishment of an advisory Sustainability Team (or modification of an existing committee or team) to promote implementation of Sustainable CT voluntary actions leading towards certification. See Sustainability Team Guidance document for more information.
- Statement that the Sustainability Team will meet within 90 days of adoption of the resolution.
- Requirement for the Sustainability Team to report annually to your municipality's governing body.

[REGISTER](#)[SIGN IN](#)[Menu](#) [> My Account](#)[> About](#)[✓ Actions & Certifications](#)[Actions](#)[Action Updates](#)[Certification Overview](#)[Action Categories](#)[Action Benefits](#)[Why Participate?](#)[> Get Involved](#)[> Communities, Partners, Impact](#)[Funding](#)[> Resources, News, Events](#)

Why Participate?

Each Sustainable CT action has multiple benefits with an associated icon, in addition to contributing to the improvements attributed to the category (e.g., thriving local economies, vibrant and creative cultural ecosystems). Your community will also benefit from:



Recognition. Put your municipality on the map for its existing sustainability successes.

Inspiration. Inspire other municipalities with your stories and accomplishments.

Peer Learning. Be part of a vibrant, locally-driven network to accelerate the exchange of information,

materials and best practices.

Innovation. Be part of a learning laboratory that drives innovation.

Funding and Other Resources. Leverage existing funding, access opportunities for new funding, and connect with our [Sustainable CT Fellowship Program](#) to support local sustainability action.

Economic Benefit. Demonstrate municipal commitment to sustainability, and businesses and potential residents may be more likely to locate in your community, growing the local tax base.

Partnerships. Connect with partners—like other municipalities, regional entities, business and nonprofits—to create synergies and alignment with existing, data-driven efforts.

Community Building. Through our uniform platform across municipalities, engage community stakeholders, increasing ownership, legitimacy and support for sustainability action.

Track Data. Utilize our framework to track your municipality's progress on specific sustainability indicators.

The Future. Current and future residents depend on forward-looking, local action now to ensure vibrant economies and healthy, resilient communities in the future.

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[SITE MAP](#)

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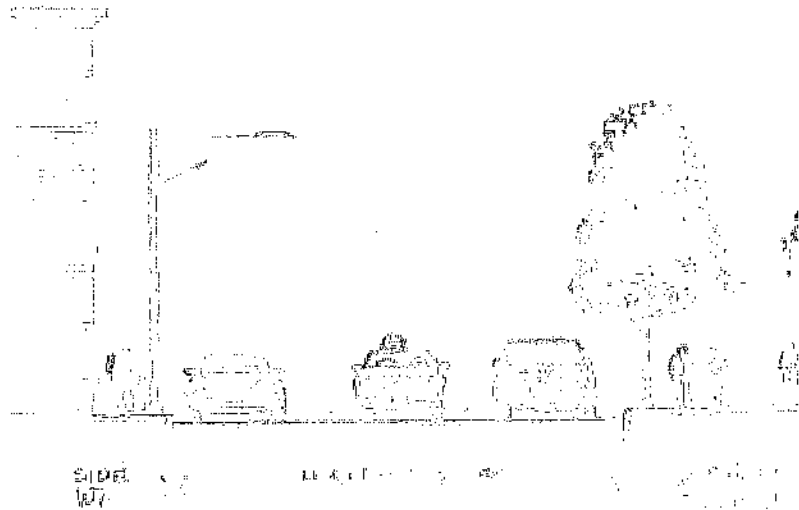
Register Your Municipality

Sustainable CT is open to all cities and towns in Connecticut. The program is voluntary and participation is free.

(A Sustainable CT Resolution Template is available for download)

1. Pass a resolution. The resolution outlines your city or town's intent to seek certification through Sustainable CT and establishes a Sustainability Team that will implement program actions. You may use or edit a template, or you can write your own. Passage of a resolution does not commit your municipality to seeking certification in any given year.
2. Designate a municipal contact person. This person must be an elected official or a municipal employee and will register your community on the Sustainable CT website.
3. Complete actions and track them on your Municipal Dashboard.
4. Once you have completed actions to meet the point requirements for Bronze or Silver certification, submit for certification through your Municipal Dashboard. Contact

certify@sustainablect.org for assistance with completing actions and applying for certification.



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BY SUBMITTING THIS FORM, YOU ARE CONSENTING TO RECEIVE MARKETING EMAILS FROM: INSTITUTE FOR SUSTAINABLE ENERGY. YOU CAN REVOKE YOUR CONSENT TO RECEIVE EMAILS AT ANY TIME BY USING THE [SAFEUNSUBSCRIBE@ LINK](#), FOUND AT THE BOTTOM OF EVERY EMAIL. EMAILS ARE SERVICED BY CONSTANT CONTACT.

[SIGN UP](#)

[REGISTER](#)[SIGN IN](#)[Menu](#)

Sustainable CT Actions

Sustainable CT actions are designed with flexibility to meet the varying needs of all municipalities. Each action description below shows [benefit icons](#) and includes action steps, certification points, resources, and Connecticut success stories.

You must complete **one action from each of the nine action categories** to receive either [Bronze or Silver certification](#). Many Sustainable CT actions have variable points, which means there are several ways to complete the action. All you need to do is achieve one of the designated point levels listed for that action to consider it complete.

Actions, points, and Bronze and Silver point levels are for **2018** and may change for future certification cycles. Action development is ongoing, and many important topics not captured in the current list are in development. [A master list of actions is available for download.](#)

Search Actions

Type in a word(s) to identify all actions with that word(s) in the title

Filter by Action Benefit

[SEARCH ACTIONS](#)[CLEAR SEARCH](#)

The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

1. Thriving Local Economies ▸

1.1 Support Redevelopment of Brownfield Sites

5 Points



UNPLANNED ▾

THIS ACTION HAS VARIABLE POINTS: 5 – 50

1.2 Implement Sustainable Purchasing

5 Points



UNPLANNED ▾

THIS ACTION HAS VARIABLE POINTS: 5, 20, 25

1.3 Inventory and Promote Local Retail Options

10 Points

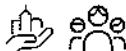


UNPLANNED ▾

THIS ACTION HAS VARIABLE POINTS: 10, 20, 30

1.4 Provide Resources and Supports to Local Businesses

5 Points

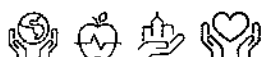


UNPLANNED ▾

THIS ACTION HAS VARIABLE POINTS: 5, 10, 15, 20, 25

1.5 Promote Sustainable Workforce Development

5 Points



UNPLANNED ▾

THIS ACTION HAS VARIABLE POINTS: 5, 10, 15, 20, 25

1.1 Support Redevelopment of Brownfield Sites

5 – 50 Points



Objective

Remediate and redevelop “Brownfields,” sites that are unused or underutilized because of contamination or the reasonable perception of contamination.

Free technical support resource to implement this action and get points towards certification is available. [Learn more and apply.](#)

What to Do

If you collaborate with other municipalities to implement this Action, each municipality will receive points.

The more you do, the more points you earn.

1. Create a municipal or regional brownfields inventory by consulting the Department of Energy and Environmental Protection lists and searching other resources. Any private properties should be listed only with the owner’s consent. The inventory should include each site’s location, size, environmental assessment (if known), site photograph(s), ownership (private versus public), current zoning, tax payment status, and any other relevant information. Consider partnering with neighboring municipalities, or working through your council of governments to create the inventory. Designate at least one person to update the inventory as soon as any site is identified, assessed or remediated. **(10 points)**

Submit: The brownfield inventory and the name of the person (s) responsible for updating the inventory.

2. Create a map of the brownfield sites within your community, either by marking up an existing municipal map manually, or by using an electronic Geographic Information System (GIS) base map. **(5 points)**

Submit: A link to the map of brownfield sites listed in the inventory.

3. Engage the community to prioritize brownfield sites for redevelopment. Priority sites may include critical brownfield sites that must be addressed because they pose a hazard, or brownfield sites that hinder the community meeting certain goals. You may consider factors like ownership, size, redevelopment potential, human health risk, ecological health risk, potential for open space, location within a redevelopment area, and potential for reducing blight. In addition to large downtown or waterfront projects with higher economic return, consider smaller sites that counter divestment, foster neighborhood cohesion, and build community wealth by creating jobs, educational youth development opportunities, and multiple entry points for residents to become long-term stewards of local, favorite places. Use a transparent public process to ensure that community members agree on the critical factors to consider in the site prioritization process. **(10 points)**

Submit: The list of priority sites and the dates of the community planning meeting(s) or workshop(s) held.

4. Collect additional information for priority sites: gather additional site history, have a licensed environmental professional conduct a Phase I environmental assessment, identify key stakeholders, conduct a site visit to verify information about the site and visually determine accessibility to transportation corridors, understand and analyze the land uses of adjacent properties, and determine if there are any applicable redevelopment or rehabilitation area designations. **(5 points)**

Submit: A written summary of the information outlined above for each priority site, incorporating photographs.

5. Hold a process of public engagement to identify potential reuse options that are connected to the broader community vision and revitalization priorities. You may engage the public by discussing various reuse options in a single public meeting, or by holding a series of design charrettes to develop reuse options or design criteria, or by other forms of public engagement. **(10 points)**

Submit: A list of reuse options, which may be general to any brownfield site or specific to one or more brownfield sites, and the dates of any community planning events.

6. Communicate and actively market brownfield redevelopment opportunities. Information about potential redevelopment sites should include but not be limited to location, acreage, redevelopment context, ownership and who to contact for more information. List privately-owned sites only if you have permission from the property owner. Market redevelopment opportunities online at your municipality's website, online databases of available commercial properties (like Connecticut Economic Resource Center Site Finder), the U.S. Environmental Protection Agency's brownfield map, and other websites that appropriately advertise opportunities for redevelopment. **(10 points)**

Submit: A list of links to any websites that post redevelopment opportunities for your municipality's brownfield site(s). Also submit any printed materials used to market them. Website links must be current at the time of submission of the application for certification, and printed materials must have been developed or revised within 3 years of the submission of the application for certification.

Potential Municipal and Community Collaborators

Municipal planners, economic development representatives, representatives from local environmental, conservation, inland wetland, historic preservation and land use and zoning commissions, and any municipal attorney are important stakeholders in implementing this action. Other key partners include licensed environmental professionals, brownfield site property owners, neighborhood property owners, community residents, and relevant local businesses and nonprofit groups.

Funding

Below are potential funding sources specific to this Action. For a complete listing of potential funding opportunities to assist with implementing Sustainable CT Actions, please visit the [Sustainable CT Grants Portal](#), which is searchable by Action. Please also visit the [Sustainable CT Resources for Certification](#) page for opportunities for technical assistance and other supports.

- [Municipal Grant Program](#)
- [Targeted Brownfield Development Loan Program](#)
- [Dry Cleaning Establishment Remediation Fund](#)
- [Area-Wide Planning Grant](#)
- [Brownfields Assessment Grants](#)
- [Brownfields Revolving Loan Fund Grants](#)
- [Training, Research, and technical Assistance Grants](#)
- [New Markets Tax Credits](#)

Resources

Toolkits, Calculators, Guidance Documents

- [Connecticut Department of Economic and Community Development: Interactive Map of CT Brownfield Inventory](#)
- [U.S. Environmental Protection Agency Interactive Brownfield Map](#)
- [Sanborn Fire Insurance Maps](#)
- [Tax Assessor's database](#)

Organizations and Relevant Programs

- [Connecticut Office of Brownfield Remediation and Development](#)
- [Connecticut Department of Energy and Environmental Protection \(DEEP\) Brownfields Inventory](#)
- [DEEP: Licensed Environmental Professional Program](#)
- [DEEP: List of Contaminated or Potentially Contaminated Sites in Connecticut](#)
- [Environmental Business Council New England, Inc.](#)
- [U.S. Environmental Protection Agency \(EPA\) Brownfields Program](#)
- [Connecticut Economic Resource Center](#)
- [Connecticut Brownfield Land Bank, Inc.](#)

Benefits

Once you have addressed a site's environmental contamination and remediated it, results include positive environmental impacts, including less redevelopment pressure on open land, potential increased health and wellness of local residents, and community-building. Specifically, remediated sites can provide housing, retail establishments, or public recreational and green space, among other potential uses for redevelopment, enhancing safety and promoting more active living and social interactions in a perhaps previously blighted area. Additionally, brownfield remediation and redevelopment can contribute to economic well-being and equity by improving the local economy and increasing the municipal tax base.

CT Success Stories

- [Connecticut Office of Brownfield Remediation and Development Success Stories](#)
- [East Hampton Brownfields Inventory Update](#)
- [Meriden Blight and Brownfield Committee](#)

Credit for Past Action

- Website links must be current at time of submission and printed materials must have been developed or revised 3 years prior to application submission.
- With the exception of Step 6 (see above), the look-back period for each step in this action is up to five years prior to application submission.

VII. F

Walk Bridge Program

CP243 Communications and Signal submarine cable installation

Project #301-0181

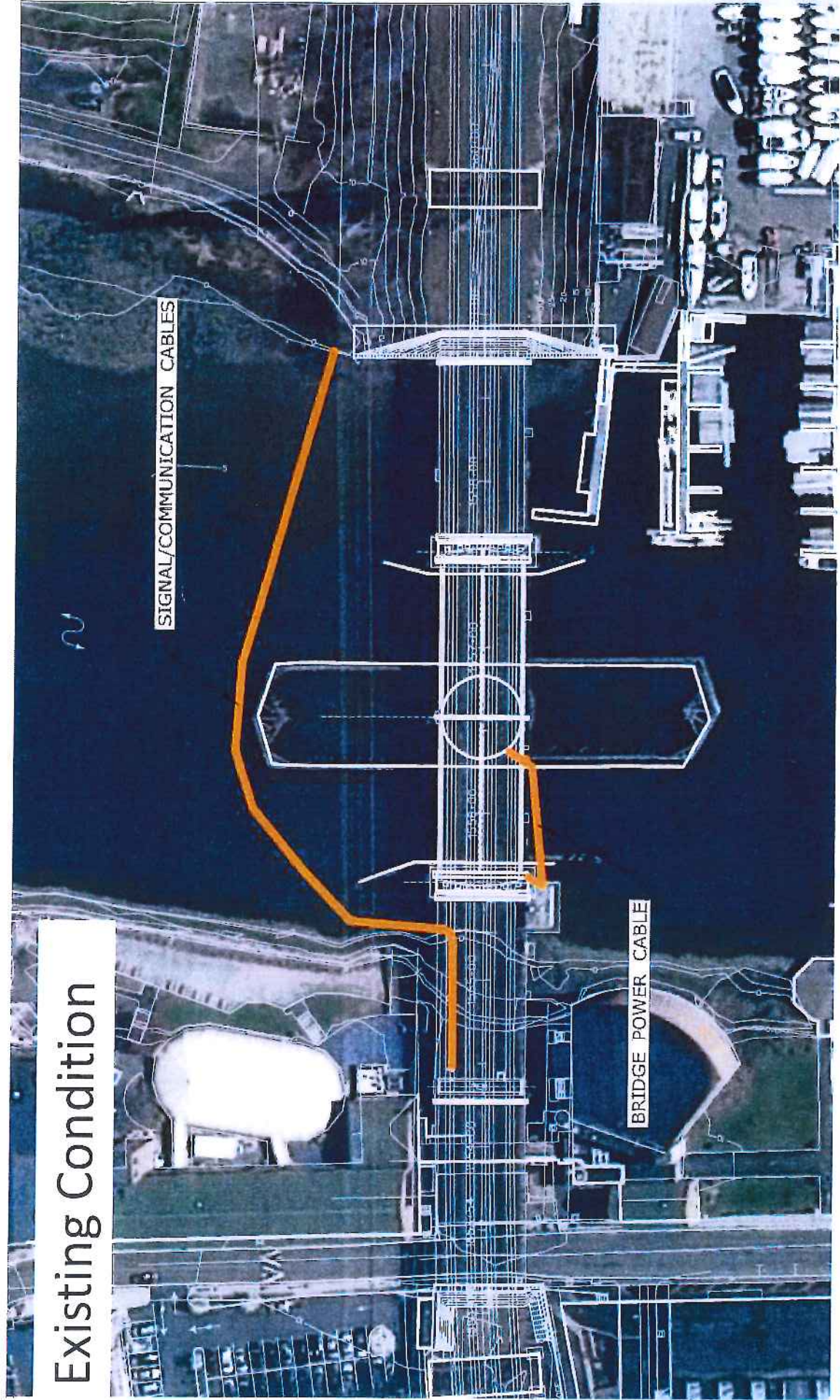
As part of the MNR communications and signal (C&S) systems upgrades along the New Haven Line, a new submarine cable crossing of the Norwalk River is planned to be installed under the CP243 project. With the existing Walk Bridge swing span remaining in service, the new submarine cable will house the upgraded C&S conductor wires and will provide the necessary system continuity across the Norwalk River.

The proposed submarine cable is comprised of a 7-4" diameter individual cables that are bundled together and installed under the same operation. The proposed submarine cable will be placed immediately north of the existing Walk Bridge, with the in-water portion of the C&S system traversing between the existing swing span's rest piers. This work involves the excavation of the existing river bottom to a depth of not less than 18 feet below mean low-low water (MLLW) or seven feet below the existing bottom for the purpose of creating a temporary trench in which seven armored cables will be placed prior to backfilling to a depth matching the original channel bottom. Suitable backfill material to match that removed during exploratory sampling will be utilized. The trench will be backfilled to match the pre-construction elevation of the river bottom.

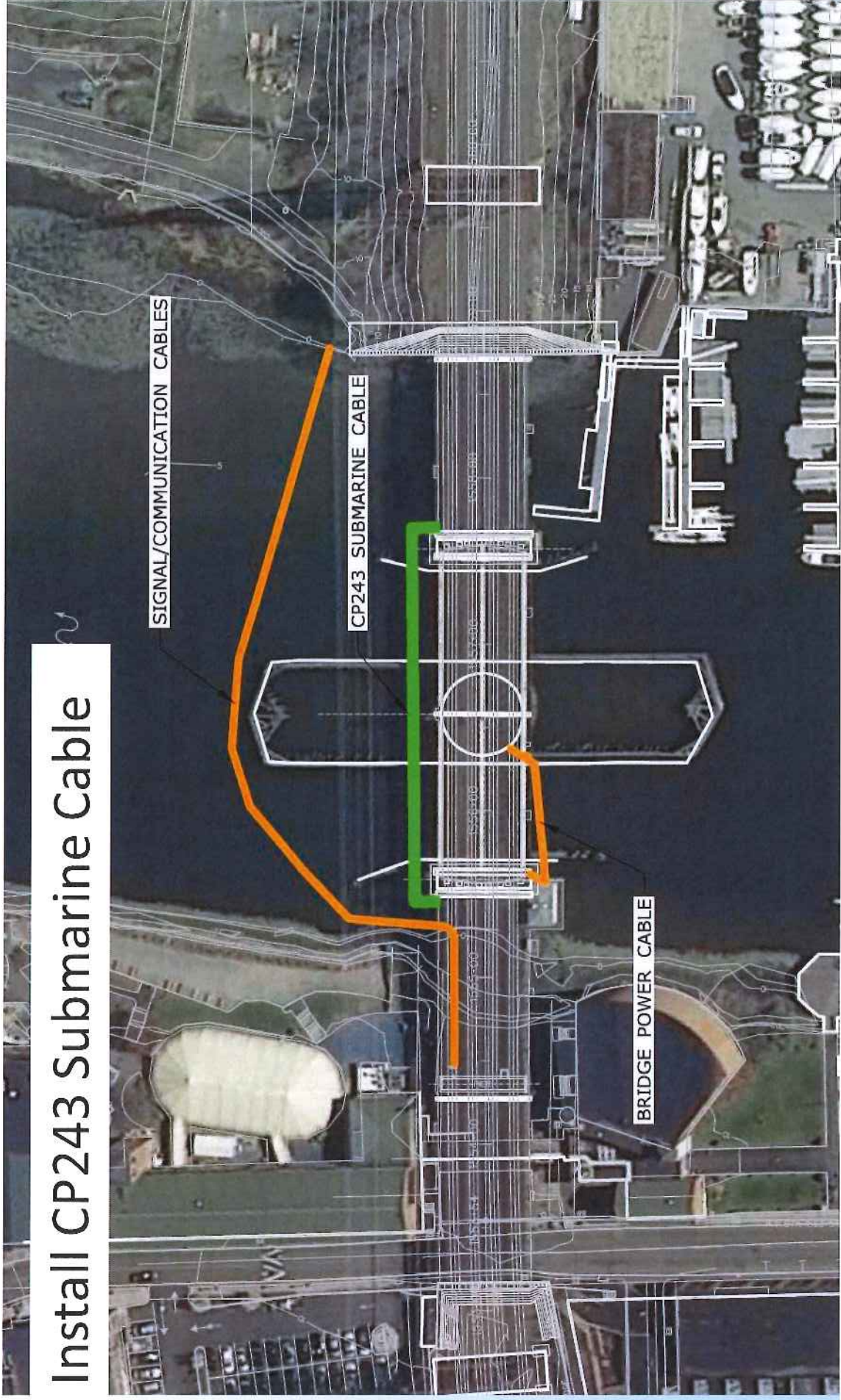
The anticipated construction schedule will occur between December 1, 2018 and January 31, 2019 (or December 1, 2019 and January 31, 2020) in conjunction with the dredging time-of-year restriction as mandated by the USACE and various other time-of-year restrictions. During the construction activities, the Contractor will block one of the two navigation channels. Emergency vessels, including police and fire, along with small boats will be able to pass through the one open channel. Any vessel movements requiring an opening of the Walk Bridge will require a 4-hour advanced notice.

The trench excavation and cable laying will occur during incoming (flood) tides and slack tides only as requested by the City of Norwalk Shellfish and Harbor Management Commissions. This stipulation was requested to protect shellfish located in the Norwalk Harbor located downstream of the work site from potential impacts attributed to turbidity.

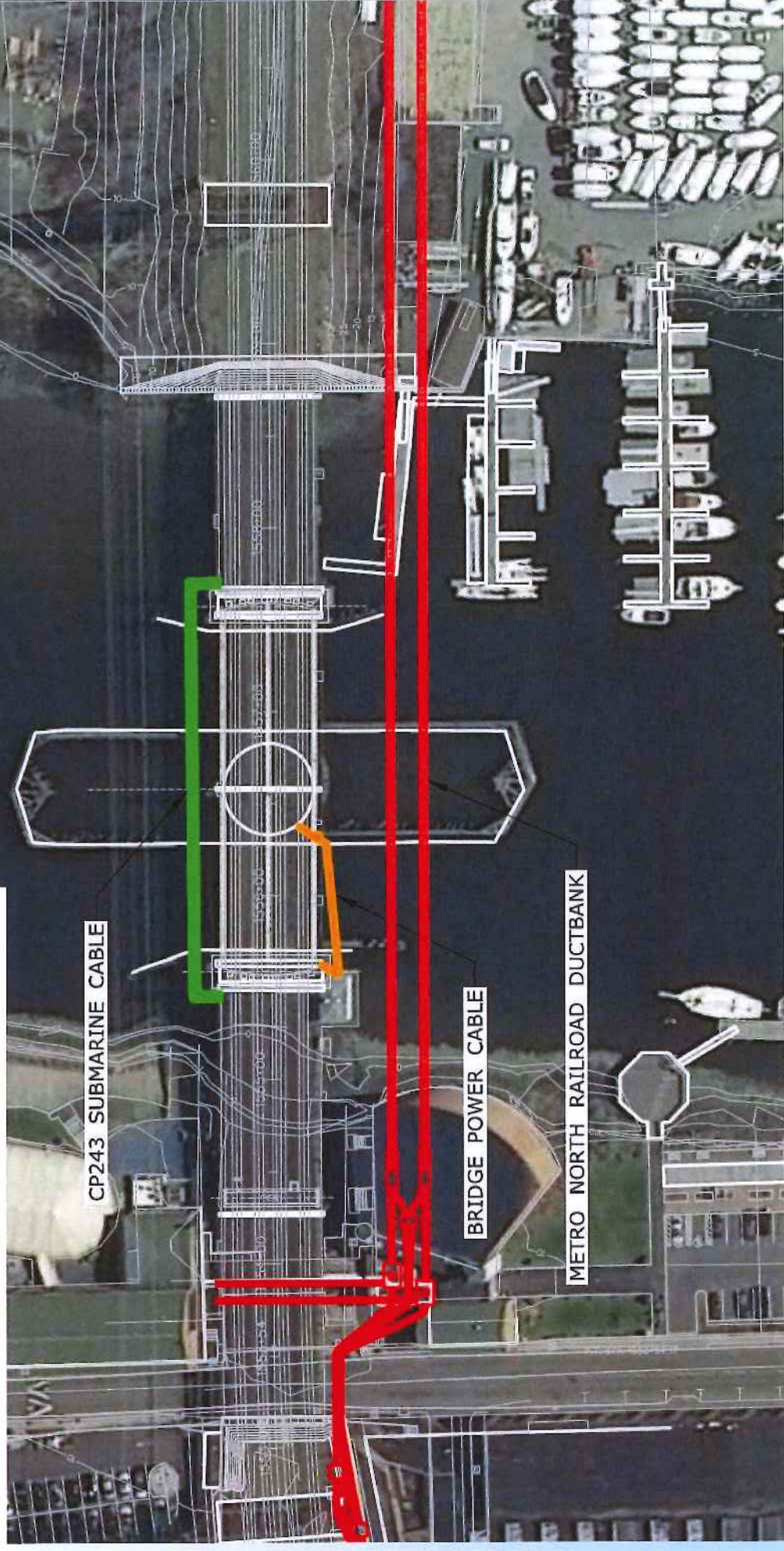
Existing Condition



Install CP243 Submarine Cable



Install MNR Duct Banks



CP243 SUBMARINE CABLE

BRIDGE POWER CABLE

METRO NORTH RAILROAD DUCTBANK



CITY OF NORWALK
Harry W. Rilling
Mayor
hrilling@norwalkct.org
norwalkct.org
P: 203-854-7701 / F: 203-854-7939
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

August 14, 2018

Colonel William M. Conde, District Engineer
Commander, U.S. Army Corps of Engineers
New England District
696 Virginia Road
Concord, MA 01742-2751

Re: Project No. 0301-0181 CP243 Interlocking Project
Norwalk, Connecticut
Letter of No Objection
DRAFT

Dear Colonel Conde:

This letter is being submitted in conjunction with the Connecticut Department of Transportation's CP243 Interlocking Project's US Army Corps of Engineers (USACE) Section 408 permit application, concerning the construction of a new interlocking. This letter is being provided as a required part of the Section 408 process to signify that the City of Norwalk does not object to the filing of the above noted USACE Section 408 permit application.

This Project involves the installation of temporary Metro North Railroad signal cables in the Norwalk River.

This Letter of No Objection has been prepared in accordance with the Department of the Army, EC 1165-2-220 Water Resources Policies and Authorities, Policy and Procedural Guidance for Processing Requests to Alter US Army Corps of Engineers Civil Works Projects Pursuant to 33 USC Section 408, dated January 23, 2018.

Sincerely,

Harry R. Rilling, Mayor
City of Norwalk



CITY OF NORWALK
Harry W. Rilling
Mayor
hrilling@norwalkct.org
norwalkct.org
P: 203-854-7701 / F: 203-854-7939
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

August 14, 2018

Colonel William M. Conde, District Engineer
Commander, U.S. Army Corps of Engineers
New England District
696 Virginia Road
Concord, MA 01742-2751

Re: Project No. 0301-0176 Replacement of the Walk Bridge
Norwalk, Connecticut
Letter of No Objection
DRAFT

Dear Colonel Conde:

This letter is being submitted in conjunction with the Connecticut Department of Transportation's Walk Bridge Replacement Project's US Army Corps of Engineers (USACE) Section 408 permit application, concerning the replacement of the Walk Bridge. This letter is being provided as a required part of the Section 408 process to signify that the City of Norwalk does not object to the filing of the above noted USACE Section 408 permit application.

This Project involves the replacement of the Walk Bridge and relocation of Metro North signal and power lines as well as the removal of abandoned Metro North signal and power lines for the new Walk Bridge over the Norwalk River.

This Letter of No Objection has been prepared in accordance with the Department of the Army, EC 1165-2-220 Water Resources Policies and Authorities, Policy and Procedural Guidance for Processing Requests to Alter US Army Corps of Engineers Civil Works Projects Pursuant to 33 USC Section 408, dated January 23, 2018.

Sincerely,

Harry R. Rilling, Mayor
City of Norwalk

Cipriano, Monique

To: Chimento, Bruce J.
Subject: RE: Bike Share Program

From: Beltz-Jacobson, Diane
Sent: Wednesday, July 25, 2018 3:15 PM
To: Chimento, Bruce J.
Cc: Coppola, Mario
Subject: Bike Share Program

Bruce: I am writing with regard to the proposed agreement for a Bike Share program in the City. You advised that the PW Committee has indicated that it would not approve or authorize the contract with the vendor until a draft is prepared for its review. I am confirming that it has been our longstanding practice to prepare contracts only after we have the authorization to proceed has been granted. There are several practical reason for this general policy, the most important of which is the concern that to do otherwise results in hindering efficiency without any counterbalancing benefits.

Instead, we have the adhered to the practice of having the Council initially approve of the salient business terms and conditions of a matter while authorizing the Corporation Counsel to draft a legal document to embody and further the City's interests with regard to the approved terms. There is no reason for us not to follow this standard policy in this matter.

Once the salient terms of the arrangement are approved and authorization has been granted we will proceed with preparing the legal documents needed to put the program in place.

Regards,
Diane

Diane Beltz-Jacobson, Esq.
Assistant Corporation Counsel
City of Norwalk, Connecticut 06851

203-854-7750 (office)
203-854-7913 (direct)





Metro-North Railroad

FORCE ACCOUNT ESTIMATE

BY: T.Tran
DT: 13-Apr-18

Project Name: Norwalk Cross St
Project Owner: Town of Norwalk
Location: MP 1.65 (Danbury Branch)
Duration: 8 days total for installation of new light and removal of old

TRANSPORTATION

Labor-flag	8.00 Mandays	@	\$525 /day	\$4,200
Trainmaster	0.25 Mandays	@	\$550 /day	\$138
Subtotal Labor				\$4,338
Labor Additives	191%			\$8,269
Expenses	8.25 Mandays	@	\$50 /day	\$413
Subtotal Transportation				\$13,019

ENGINEERING & INSPECTION

Eng/Inspection	1.00 Mandays	@	\$350 /day	\$350
	Mandays	@	\$350 /day	
Subtotal Labor				\$350
Labor Additives	191%			\$667
Expenses	1.00 Mandays	@	\$30 /day	\$30
Subtotal Engineering & Inspection				\$1,047

POWER DEPARTMENT

Groundmen	Mandays	@	\$350 /day	
Supervisor	Mandays	@	\$375 /day	
Subtotal Labor				
Labor Additives	191%			
Expenses	Mandays	@	\$30 /day	
Subtotal Power Department				

Project Subtotal	\$14,066
Contingencies	
Total	\$14,066
Rounded Total	\$15,000

Notes

- Note 1: Rates are for estimating purposes only. Rates will be adjusted to actual rates in effect at the time the work is performed.
- Note 2: MTA Metro-North Railroad overhead rates used for calculations are the I & C rates (excluding force account insurance) dated 1/1/18. Billing to be to Town of Norwalk.



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: Bruce J. Chimento, P.E. – Director of Public Works

CC: Lisa Burns, P.E. - Principal Engineer

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

REF: Caryns Way Easement Agreement and Street Acceptance

DATE: July 31, 2018

The Department of Public Works received an application from Aiken Street Development, LLC requesting that Caryns Way be accepted as a City Street dated November 4, 2017. In addition, the Principal Engineer received a letter from Dean Martin, P.E. of Grumman Engineering, LLC, dated July 11, 2016 certifying that the project had been constructed in accordance with the plans approved by the Department of Public Works, entitled "Aiken Street Development, LLC, Proposed Subdivision Site Utility Plan & Grading & Drainage Plan" dated March 26, 2014, revised March 10, 2015," based upon periodic visits to the project site, a final inspection made on July 7, 2016 and the As-Built Drawing of Caryns Way prepared by Denis A. Delius, Land Surveyor for Aiken Street Development, Norwalk Connecticut dated August 25, 2016 and last revised on December 26, 2017.

The houses on this street are all part of the Planned Community known as Silver Ledge Townhouses Association, Inc. Since there is an underground storm water retention gallery system that is part of the storm drainage system that is located within what will become the City Right-of-Way for Caryns Way, the Association will be responsible for the ongoing maintenance of those retention galleries and keeping them in operational order in perpetuity. If the street is accepted as a City Street, the City of Norwalk Department of Public Works and WPCA will maintain the catch basins, storm drainage pipes and the sanitary sewer respectively, as is the case with any other City accepted Street. Therefore, the Common Council will have to authorize the Mayor to execute an Easement and Maintenance Agreement for those retention galleries that has been prepared by the Office of the Corporation Counsel in conjunction with the attorney for the Developer.

Therefore, I would like to request that the following items be included on the agenda for the August 7, 2018 meeting of the Public Works Committee of the Common Council for

approval. I have attached a copy of the Easement Agreement for your reference.

- 1.) Authorize the Mayor, Harry W. Rilling, to execute an Easement Agreement with Silver Ledge Townhouses Association, Inc. for their ongoing inspection and maintenance of the retention galleries under the City Right-of-Way known as Caryns Way.
- 2.) Accept Caryns Way as a City Street pending successful execution of an Easement Agreement.

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

July 11, 2016

City of Norwalk
Department of Public Works
125 East Avenue
PO Box 5125
Norwalk, CT 06856-5125

ATTN: Lisa Burns, P.E.
Principal Engineer

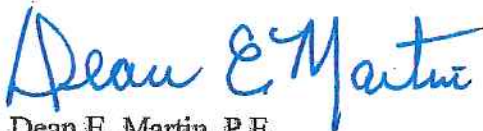
RE: Aiken Street Development LLC
4 Caryn's Way, Norwalk
GE #14-4555

This is to certify that the above referenced project has been constructed in accordance with the plans approved by the Department of Public Works, entitled 'Aiken Street Development LLC, Proposed Subdivision Site Utility Plan & Grading & Drainage Plan' dated 3-26-14, revised 3-10-15 and with the City of Norwalk Roadway Standards, Drainage Manual, Standard Details and Permits Provisions, where applicable and as updated.

The improvements within the City right of way of Caryn's Way were constructed by FGB Construction in accordance with applicable codes and standards, including those of the City of Norwalk. I have reviewed the As-Built Drawing prepared by Dennis A. Deilus Land Surveyor and find it to be in compliance with the approved plans.

This certification is based upon periodic visits to the project site, observations of the work performed and a final inspection made on 7-7-16.

GRUMMAN ENGINEERING, LLC



Dean E. Martin, P.E.
CT. P.E. #18790

cc: Marizza Diaz



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: Bruce J. Chimento, P.E. – Director of Public Works

CC: Lisa Burns, P.E. - Principal Engineer

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

REF: GIS Inventory Survey (Audit) of Cobrahead Street Lights In Eversource Territory

DATE: July 26, 2018

The Department of Public Works has received proposals for a GIS Inventory Survey (Audit) of the existing street lights in Eversource service territory within the City of Norwalk. As part of the GIS Inventory Survey (audit), an electronic streetlight map for use in the City GIS will be produced that will include the following information as indicated below.

- Exact Pole Location (Long., Lat.)
- Fixture Type, Wattage and Mounting Height
- Arm Length
- Connection Location Overhead or Underground
- Unique ID Number and Street Name
- Pole Setback From Edge of Pavement
- Pole Material (Steel, Aluminum, Wood)
- Pole Ownership
- Road Classification

Once completed, an Inventory Summary Report of findings will also be produced. We currently don't have any of this information in our GIS database.

This Audit of the fixtures is essential to determine if it would be in the best interest of the City to move forward with a Capital Project to replace the existing Cobrahead street light fixtures in Eversource territory with more energy efficient LED fixtures, which has the potential to save the City money for electricity. In addition, it will also allow the City to determine if there are light fixtures that have burned out or have been eliminated (without being replaced or removed from the Eversource inventory list) which the City is

still paying for the electricity under the current Rate 116 billing structure (unmetered service). If this is determined to be the case, the City will then have the information required to negotiate with Eversource and have money refunded that was expended for electricity that was never consumed under the unmetered service rate structure.

I have attached a copy of the results of the cost proposals received for your reference. Therefore, I would like to request that the following items be included on the agenda for the August 7, 2018 meeting of the Public Works Committee of the Common Council for approval.

- 1.) Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Realterm Energy for a GIS Inventory Survey (Audit) of the Cobrahead Street Lights in Eversource Territory, for a sum not to exceed \$30,000.00 (\$5.95 per pole for 4,091 poles plus contingency for additional poles).

Account No. 01-4021-5241

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

CITY OF NORWALK
 COST PROPOSALS FOR STREET LIGHT AUDIT AND FULL TURN-KEY PROJECT
 4,091 LIGHTS IN EVERSOURCE TERRITORY

COMPANY	AUDIT COST	AUDIT COST/POLE	ESTIMATED INCENTIVE	FULL TURN-KEY PROJECT COST (INCLUDES AUDIT COST)	FULL TURN-KEY COST/POLE	ENERGY & MAINT. SAVINGS \$/PER YEAR	R.O.I. (YR'S.)
REALTERM ENERGY	\$24,341.45	\$5.95	\$482,947.00	\$1,592,013.00	\$389.15	\$535,397.00	2.97
TANKO LIGHTING	\$26,000.00	\$6.36	\$519,773.00	\$1,541,901.00	\$474.68	\$552,166.10	3.52
POWERSECURE	\$28,537.00	\$7.00					
MINUTEMEN ENERGY SERVICES, INC.	\$43,978.26	\$10.75					

NORWALK
The Sound of Connecticut
DEPARTMENT OF PUBLIC WORKS

BID SHEET

PROJECT: RD2018-1

CONCRETE CURBS AND SIDEWALKS AT VARIOUS LOCATIONS

DATE: WEDNESDAY, AUGUST 1, 2018 2:00 P.M.

BIDDER	BID AMOUNT	BID BOND
East Coast USA Construction	\$805,130.00	Aegis Security Insurance Company (15% of Amount Bid)
Deering Construction, Inc. Apparent Low Bidder	\$594,427.50	Travelers Casualty and Surety Company of America (15% of Amount Bid)
Star Construction	\$674,185.00	Aegis Security Insurance Company (15% of Amount Bid)