

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 11, 2017

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Mary-Pat Cottrell, Tree Advisory Committee

REAPPOINTMENTS: Richard Whitehead, Tree Advisory Committee
Gay Mac Leod, Tree Advisory Committee

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Authorization for discussion: Mary LoPresti v. Norwalk Public Schools

EXECUTIVE SESSION

VII. COMMON COUNCIL COMMITTEES

A. HEALTH, WELFARE, PUBLIC SAFETY COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to sign the 2017-2019 Youth Service Bureau Grant Program application to receive grant funds via the State Department of Education to support the operations of the Norwalk Department of Youth Services. Funding amount for fiscal year 2017-2018 and 2018-2019 will be determined via the Connecticut State Department of Education once the State Budget has been established.

B. RECREATION, PARKS AND CULTURAL AFFAIRS

1. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Tim Currie's Motown Review Band for the use of Taylor Farm for a Concert/Tribute Festival to take place Saturday, September 30, 2017 from 12:00 PM – 8:00 PM with set up to take place at 9:00 AM. Estimated attendance 1,000.
2. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Brien McMahon High School Marching Band for the use of Brien McMahon High School and Football Field for the "Celebration of Sound" to be held Saturday, September 16, 2017 from 3:00 PM to 10:00 PM. Set up to take place 9:00 AM on Saturday, September 16, 2017. Estimated attendance 750.

C. FINANCE COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: July 13, 2017.
2. For informational purposes only: Narrative on Tax Collections dated July 13, 2017.
3. For informational purposes only: Monthly Tax Collector's Report Dated: June 30, 2017.
4. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Tyler Technologies, a sole source provider, for Tyler Hosting and Software as a Service for the MUNIS Financials, Human Capital Management, Revenue, and Productivity Modules, for the City and Board of Education, for a five year period commencing January 1, 2018 for amounts as follows: Year 1, \$243,000; Year 2, \$262,900; Year 3, \$298,794; Year 4, \$298,794; Year 5, \$307,757. Sole Source Procurement
5. Authorize the purchasing agent to issue purchase order to Andrews Technology HMS, Inc. replacement of Time clocks for the City's Time and Attendance System not to exceed \$31,330. (Account 011340-5741) (Sole Source Procurement).
6. Authorize the Mayor to execute a three (3) year agreement for mailroom services for City and Board of Education locations with Canon Solutions America, Inc. for a total amount not to exceed \$352,142.33.
7. Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut Department of Emergency Services and Public Protection for grant funds for Emergency Management Performance Grant which is approximately \$46,500.

D. PUBLIC WORKS COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Deering Construction, Inc. for Project No. DRG 2017-1 Storm Drainage Improvements on Saddle Road, for a sum not to exceed \$282,792.50.

Account No: 09 14 4027 5777 C0440
09 15 4027 5777 C0440
09 17 4027 5777 C0440

- 1b. Authorize the Director of Public Works, Bruce Chimento, to execute Orders on Contract with Deering Construction, Inc. for Project No. DRG 2017-1 Storm Drainage Improvements on Saddle Road, for a sum not to exceed \$28,279.25.

Account No: 09 14 4027 5777 C0440
09 15 4027 5777 C0440
09 17 4027 5777 C0440

2. Authorize the Mayor, Harry W. Rilling, to execute an Amendment with Weston & Sampson Engineers, Inc. for Licensed Environmental Services pertaining to the Raymond & Day Streets Project, for a sum not to exceed \$70,000.

Account No: 09 16 0910 5777 C0560
09 17 0910 5777 C0560

E. ORDINANCE COMMITTEE

1. Approve proposed Bike Walk Advisory Commission ordinance.

F. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. Authorize to increase contingency allowance for West Rocks School Windows and Doors Replacement Project with A.V. Tuchy, Inc. in the amount of \$25,000 (total contingency shall be \$98,513 which equals to 6.7% of construction cost). Acct. #09175010 5777 C0585
2. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silver Petrucelli Associates to provide architectural and environmental subconsultant services for the West Rocks School Windows and Doors Replacement Project (2018) for a total not to exceed \$59,817.00. Acct #09185010 5777 C0610
- 3a. Authorize the Purchasing Agent to issue a Purchase Order to Richard H. Lord Co., Inc. for the installation of wall partitions at the Belden Library Children's Library for a total not to exceed \$31,700.00. Account #09176210 5777 C0570
- 3b. Authorize a contingency allowance for Change Orders on Purchase Order for a total not to exceed \$3,170.00.

4. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Management Agreement with Community Development Institute Headstart, Inc. (CDI) to provide management services for the Headstart program at Ben Franklin Center, to extend the agreement expiration date to August 31, 2018. All remaining terms of the agreement to remain unchanged.
5. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Management Agreement with Community Development Institute Headstart, Inc. (CDI) to provide management services for the Headstart program at Nathaniel Ely Center, to extend the agreement expiration date to August 31, 2018. All remaining terms of the agreement to remain unchanged.
- 6a. TECHNICAL CORRECTION: of Common Council action of May 9, 2017 Item VII, B, 2 to correct a mathematical error from \$3,973.33 to \$2,980. New action to read as follows:

Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with Family & Children's Agency for the third floor of Ben Franklin Center based on utility payment of \$2.50/sf/year for:

- June 1, 2017 to August 31, 2017 – 4,768 sf for a total of \$2,980.00
- September 1, 2017 to August 31, 2019 - 7,127 sf for a total of \$17,817.50 per year with one 2-year renewal option.

Remaining terms shall be as outlined in Alan Lo's memo dated April 24, 2017

- 6b. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Lease Agreement with Family & Children's Agency for Ben Franklin Center to include Room #301 based on utility payment of \$2.50/sf/year from September 1, 2017 to August 31, 2019 for a total of \$1,740 per year. All remaining lease terms shall remain unchanged.
7. Authorize the Office of Building Management to issue Change Orders on Contract with Hoffman Landscapes for the Oak Hills Park Great Lawn and Fountain Garden Improvement Project for an additional \$420 for a total not to exceed \$10,420.00. Acct. #09151340 5799 C0558

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

APPOINTMENTS

TREE ADVISORY COMMITTEE	M/C	Norwalk Code 112-3B
MARY-PAT COTTRELL (D)		Term Expires – 07/01/2020
5 Seaside Place Norwalk, CT 06855		

REAPPOINTMENTS

TREE ADVISORY COMMITTEE	M/C	Norwalk Code 112-3B
GAY MAC LEOD (D)		Term Expires – 07/01/2020
6 Old Rock Lane Norwalk, CT 06850		
RICHARD WHITEHEAD		Term Expires – 07/01/2020
314 Wilson Avenue Norwalk, CT 06854		

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EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER
PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE
SUBJECT TO THE AVAILABILITY OF FUNDS.**

CALL TO ORDER

Mayor Rilling called the meeting to order at 7:40 p.m. and led the assembly with the pledge of allegiance.

City Clerk King read the notice that this meeting is being video taped and audio recorded for public broadcast, and assisted listening devices are available.

I. ROLL CALL

City Clerk King called the roll. The following Council Members were present:

Council at Large:	Mr. Richard Bonenfant Mr. Michael Corsello Mr. Bruce Kimmel	Mr. Douglas Hempstead
District A:	Ms. Eloisa Melendez	Mr. Steve Serasis
District B:	Ms. Phaedrel Bowman	Mr. Travis Simms (8:15 p.m.)
District C:	Mr. John Kydes	Ms. Michelle Maggio
District D:	Ms. Shannon O'Toole-Giandurco	Mr. Michael DePalma
District E:	Mr. John Igneri, Council President	Mr. Thomas Livingston

Mayor Harry Rilling; Attorney Mario Coppola, Corporation Counsel; Donna King, City Clerk;
Meeting began with 13 present. Travis Simms entered the meeting at 8:15 p.m.
14 present: Absent: Nick Sacchinelli

II. ACCEPTANCE OF MINUTES - Regular Meeting – June 27, 2017

- ** MR. LIVINGSTON MOVED TO APPROVE THE MINUTES FROM THE
MEETING OF JUNE 27, 2017 AS SUBMITTED.**
- ** THE MOTION PASSED WITH THIRTEEN VOTES IN FAVOR, NONE
OPPOSED AND ONE ABSTENTION (DEPALMA).**

PUBLIC PARTICIPATION

City Clerk King read the rules for public participation and noted that comments were to be on agenda items and speakers should adhere to the three-minute time limit

1. Alex Knopp, 35 Fifth Street, Norwalk, spoke on the issue of parking for Norwalk Public Library and in support of the resolution to fund the agreement for the 11 Belden Avenue property... What we are purchasing is the opportunity to put the city in the driver's seat regarding the development of the whole area around the library. He provided a recap of the complicated details surrounding the issue and noted it was much more than parking, but was the future development and best interests of the City. He described his role as President of the Library Board of Trustees and how his involvement with the legal matter evolved into the negotiation process with Corporation Counsel. He thanked the Common Council members and Committee Chairs of Land Use, Planning, and Finance and in particular Tom Livingston and John Igneri for the partnership in what was a very collaborative process. On behalf of the Library Board, he spoke on the opportunity to enhance/enlarge the Library as a key institution to the City of Norwalk. He highlighted the surrounding Fairfield County towns and cities that have expanded their libraries in recognition of the vitality and preservation of a core center of education, technology and community involvement.
2. Jim Clark, 9 Golden Hill spoke on the issue of parking for Norwalk Public Library and echoed his support of the resolution as a key to the future learning centerpiece for the City. He spoke on the importance of adhering to a vision to increase accessibility to the Library along with enable future enhancement and building improvements.
3. Todd Bryant, 23 Morgan Avenue spoke on behalf of the Historical Commission Trust in support of issue of parking for Norwalk Public Library. He read excerpts of his letter submitted to the City Planning Commission and provided an overview of the Carnegie Library, the importance of restoring the stairs to bring the Library back to its former glory.
4. Ralph Bloom, 50 Aiken Street in support of the resolution to fund the agreement for the 11 Belden Avenue property. He thanked the Council in advance for their support and noted the quality of collections and the staff of those that run the Library.
5. Eric Chandler, 101 Ledgebrook spoke of the possibility down the road of having to pay a lot of money to purchase this property because of what are considered in some circles to be votes gone wrong... The people out here should not be punished for that... he emphasized the importance of the future investment and benefits of a vibrant Library as a centerpiece for the City.
6. Diane Lauricella 21 Blue Mountain Ridge Road, noted there was great stuff on the agenda and fabulous appointments and reappointments. She noted Items F2A&B were FEMA credits for flood insurance; B1 Noise Ordinance much needed in particular for SONO. She spoke on the issue of parking for Norwalk Public Library and in support of the resolution, to please support the plan or it will be lost forever. She noted the importance of adhering to a vision to increase accessibility to the Library along with enable future enhancement and building improvements.
7. Paul Retter, 2 Overlook Road thanked all their service and the value opportunity which is much more than the issue of parking for Norwalk Public Library. He spoke about the importance of the bus line and the needs of youth to increase accessibility to the Library along with enable future enhancement and building improvements.
8. Laurie Goins (no address given) spoke in support of the Norwalk Public Library, on the opportunity to enhance the library and the vibrancy it adds to the City to bring it up to the 21st century and beyond.

Mayor Rilling asked if there was anyone who wished to speak and hearing none, closed the public participation portion of the meeting at 8:15 p.m.

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**JULY 11, 2017
MINUTES**

(Mr. Simms entered the meeting at 8:15 p.m.)

MAYOR:

RESIGNATIONS None

APPOINTMENTS:

Brian Baxendale Planning Commission
Tamsen C. Langalis, Planning Commission

Mr. Kydes spoke in support of the appointment of Brian Baxendale, referred to his resume of qualifications and experience, and noted that he would be an asset to the Commission.

**** MR. KYDES MOVED TO APPROVE THE APPOINTMENT OF
BRIAN BAXENDALE TO THE PLANNING COMMISSION WITH A TERM TO
EXPIRE 07/01/2021.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Bonenfant spoke in support of the appointment of Tammy Langalis, highlighted her service to the City, referred to her background and qualifications, and noted that with her real estate experience she would be an asset to the Commission. Comments of support were added by Mr. Igneri and Mr. Livingston.

**** MR. BONENFANT MOVED TO APPROVE THE APPOINTMENT OF
TAMSEN LANGALIS TO THE PLANNING COMMISSION WITH A TERM TO
EXPIRE 07/01/2021.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mayor Rilling suggested the Reappointments be next in the order approvals, followed by the Arts Commission.

REAPPOINTMENTS:

Steven Ferguson, Planning Commission
Nathan Sumpter, Zoning Commission
Galen W. Wells, Zoning Commission

Mr. Igneri spoke in support of the reappointment of Steven Ferguson, highlighted his positive contributions and noted that with this experience his continuance would be an asset to the Commission. Comments of support were added by Ms. Bowman and Ms. O'Toole Giandurco.

**** MR. IGNERI MOVED TO APPROVE THE REAPPOINTMENT OF
STEVEN FERGUSON TO THE PLANNING COMMISSION WITH A TERM TO
EXPIRE 07/01/2021.**

**** THE MOTION PASSED UNANIMOUSLY.**

APPOINTMENTS/REAPPOINTMENTS – continued

Mr. Serasis spoke in support of the reappointment of Nathan Sumpter, highlighted his many years of dedication and service to the City, his positive contributions and noted that with this experience his continuance of serving on the Zoning Commission would be an asset.

Mr. Kimmel noted the dedication involved with serving on the Zoning Commission and the complexities with regulations that affect the application details and so much of the work involved. Comments of support of Nathan Sumpter were added by Mr. Kimmel, Mr. Corsello, Ms. Bowman and Mr. Simms.

- ** MR. SERASIS MOVED TO APPROVE THE REAPPOINTMENT OF
NATHAN SUMPTER TO THE ZONING COMMISSION WITH A TERM TO
EXPIRE 07/01/2020.
** THE MOTION PASSED UNANIMOUSLY.**

Mr. Livingston spoke in support of the reappointment of Galen Wells, highlighted her background in legal and many years of dedication and service to the City, her ability to work with diverse groups, knowledge, and positive contributions and noted that with this experience, continuance would be an asset to the Commission.

Comments of support of Galen Wells were added by Mr. Igneri and Ms. Bowman.

- ** MR. LIVINGSTON MOVED TO APPROVE THE REAPPOINTMENT OF
GALEN WELLS TO THE ZONING COMMISSION WITH A TERM TO EXPIRE
07/01/2020.
** THE MOTION PASSED UNANIMOUSLY.**

Jennifer Bangser, Arts Commission
T.C. Burt, Arts Commission
Becki Christopherson, Arts Commission
Janet G. Evelyn, Arts Commission
Nori Grudin, Arts Commission
Lynn Massey, Arts Commission
Helen Roman, Arts Commission
Danielle Vinci, Arts Commission
Susan Wallerstein, Arts Commission

Mayor Rilling asked for a motion to move the above appointments as one group.

Ms. Melendez spoke in support of the Arts Commission appointments and noted that many of these individuals have already served and their dedication and service to the City has enhanced the importance of the Arts. Comments of support were added by Ms. O'Toole Giandurco, Mr. Hempstead, Mr. Bonenfant, Mr. Kimmel, Mr. Serasis, and Mr. Igneri.

Mayor Rilling thanked all of the individuals for their willingness to serve and their positive contributions. He noted that in particular, Susan Wallerstein has served the City in an exceptional manner with her involvement on the Commission and the importance of the Arts to the City.

**** MS. MELENDEZ MOVED TO APPROVE THE FOLLOWING APPOINTMENTS TO THE ARTS COMMISSION WITH TERMS TO EXPIRE AS NOTED:**

	<u>Term Expires:</u>
Jennifer Bangser, Arts Commission	07/11/2020
T.C. Burt, Arts Commission	07/11/2018
Becki Christopherson, Arts Commission	07/11/2019
Janet G. Evelyn, Arts Commission	07/11/2020
Nori Grudin, Arts Commission	07/11/2020
Lynn Massey, Arts Commission	07/11/2018
Helen Roman, Arts Commission	07/11/2019
Danielle Vinci, Arts Commission	07/11/2018
Susan Wallerstein, Arts Commission	07/11/2019

**** THE MOTION PASSED UNANIMOUSLY.**

The appointees and reappointments were sworn in by City Clerk King and acknowledged by the assembly.

MAYOR'S REMARKS

Mayor Rilling noted that summer concerts at Calf Pasture beach were started last week and prior to tomorrow's concert there will be a walk around the beach with his wife at 6:00. He noted that Norwalk ranks among the top 80 best beaches in the country.

He noted the individuals for their willingness to serve on the Arts Commission and noted that the docents will be providing tours of the WPA Murals at City Hall as part of highlighting the Arts in the City.

Mayor Rilling congratulated the following Department Heads on their retirement:

Mike Moccia, Director, Recreation, Parks, Cultural Affairs;

Tim Callahan, Health Department Director

He noted that Calf Pasture truly showcases the City and much of the improvements are attributed to the hard work of Mike Moccia. He added that Mr. Callahan had led the Health Department through the accreditation which was a major endeavor for the City.

Mayor Rilling spoke on the success of the NICE Festival and commented the Chair, Janet Evelyn for her hard work in bringing this event to the City last year and her persistence again this year with making it a beautiful display of how a world of peace would be. He thanked Janet and the committee of volunteers who worked so hard to coordinate this event and looks forward to next year and encouraged all to attend.

COUNCIL PRESIDENT

Mr. Igneri thanked all involved for the support of the Library resolution and noted the many meetings and negotiations that took place that involved Boards, Commissions, Corporation Counsel and in particular Former Mayor Alex Knopp for his leadership in the process

Mr. Igneri asked the Council members if there was exception to cancellation of the July 24, 2017 Common Council meeting, based on the absence of time-sensitive agenda items. Hearing no opposition, the meeting of July 24, 2017 is cancelled.

Mr. Igneri asked Mr. Kydes to present the consent calendar.

CONSENT CALENDAR

Mr. Igneri explained to the Assembly that items on Consent would not be deliberated on the Council floor and representatives in attendance would be free to leave the meeting, as there would be no further discussion.

**** MR. KYDES MOVED THE CONSENT CALENDAR AS PRESENTED WITH ITEMS AS FOLLOWS:**

VI. A.1; VII.A.2; VII. D. 2a, 2b; 3a. 3b, 4a, 4b; VII F1, F2a, 2b

**** MOTION PASSED UNANIMOUSLY.**

Items on the Consent Calendar are in bold as follows:

**VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS
A. CORPORATION COUNSEL**

1. Approve Authorization to Settle Claim: Jeffrey Haynes v. Mark Paus and the City of Norwalk.

ITEMS VI. A. 2a. 2b.

ON CONSENT TO DEFER TO THE END OF MEETING FOR EXECUTIVE SESSION

FINANCE COMMITTEE

2. Approve resolution with respect to the authorization, issuance, and sale up to \$30,000,000.00 City of Norwalk General Obligation Refunding bonds.

ORDINANCE COMMITTEE

On Consent to be sent back to Committee:

Approve authorization to hire acoustical expert, Eric Zwerling of the Noise Consultancy, LLC, to assist the City of Norwalk in revising Chapter 68 of the Norwalk City Code (Noise Ordinance) pending Finance Department approval.

See the attached materials concerning Eric Zwerling of the Noise Consultancy, LLC.

Consent Calendar – continued

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

2a. Rescind Common Council Action of May 9, 2017 Item VII, B, 4a and 4b which authorized the following:

“4a. Authorize the Mayor, Harry W. Rilling, to execute a contract with Domus Constructors LLC, for roof repairs on the Lockwood Mathews Mansion Museum for a total not to exceed \$167,400.00. Account No: 0917/18 6310 5777 C0092

4b. Authorize the Historical Commission to execute change orders on Contract for a total not to exceed \$30,000.00”

2b. New Action:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with G.L. Capasso, Inc. for Roof Repairs- Lockwood Mathews Mansion Museum – Phase IV for a total not to exceed \$123,500.00. Account No: 0917/18 6310 5777 C0092.

Authorize the Historical Commission to issue change orders on Contract for a total not to exceed \$12,350.00.

3a. Authorize the Mayor, Harry W. Rilling, to execute a contract with HAZ-PROS, INC., for the Cranbury Elementary School Asbestos Floor Tiles Removal Project for a total not to exceed \$73,600.00. Funding for this project is available from account #09175010 5777 CO595.

3b. Authorize BOE Facilities Dept. to issue Change Orders on Contract for a total not to exceed \$7,360.00.

4a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with R&R Mechanical Services, LLC for Norwalk Museum fan coil replacement project for a total not to exceed \$29,000.00. Account #09144071 5777 C0325.

4b. Authorize the Office of Building Management to issue change orders on contract for a total not to exceed \$2,900.00.

F. PLANNING COMMITTEE

1. Authorize the Mayor to execute any and all documents associated with the submission of the PY43AAP to HUD and all documents consistent with the approved 2015-2019 Consolidated Plan and PY43 Annual Action Plan,

- 2a. Approve advancing to the Common Council Planning and Zoning's request to have the City of Norwalk participate in FEMA's Community Rating System**
2b Approve advancing to the Common Council Authorization for Mayor Rilling to sign related documents.

**** MOTION TO APPROVE THE CONSENT CALENDAR PASSED UNANIMOUSLY.**

The following items were deliberated at the meeting:

COMMON COUNCIL COMMITTEES

A. FINANCE COMMITTEE

1. Resolution approving a Special Capital Appropriation in the amount of \$460,000.00 to fund the option to purchase agreement for 11 Belden Avenue property and authorizing the issuance of \$460,000.00 General Obligation Bonds of the City to meet said appropriation.

Mr. Kimmel moved the item for discussion and offered the following addendum as an amendment to the item:

Addendum

This approval is subject to Corporation Counsel including additional provisions in the Option Agreement which, in the opinion of the Corporation Counsel, provides additional protections to the City's option to purchase the subject property.

Mr. Kimmel asked Corporation Counsel Coppola to lead the discussion on rationale in support of the amendment and he fielded comments and questions from the Council members.

Attorney Coppola outlined the background where the city had negotiated with the developer for more than a year, and, at one point had a deal tentatively in place with the Redevelopment Agency, but when that deal fell apart former Mayor Knopp stepped in and negotiated by the law department and we worked closely with former Mayor Knopp to strategize and negotiate the agreement itself, then Councilman Ignneri, assisted to close the deal. He thanked the Committee Chairs of Land Use, Planning, and Finance and in particular Former Mayor Alex Knopp for the leadership with the complexity of the negotiations in what led to a collaborative partnership.

Mr. Bonenfant stated in the future he hopes that the city will do its own negotiating, not defer to third parties to bargain away either our money or our land. He added that although he is torn on this amount of money, he is agreeing to do what is right for the future growth of the Library.

Mr. Kimmel stated that he has had many discussions on this and explained that nothing was bargained away, but the opposite—we took land that was not City land, adjacent to the library.

He added that there were some serious issues regarding the future expansion of the library as well as issues regarding the parking—we did the best we could in a very complicated situation.

Mayor Rilling thanked all involved in this collaboration adding this was a very complex deal that took many, many hours of time, energy, thought – working through different deals.

B. FINANCE COMMITTEE—continued

Following the discussion and comments, Mayor Rilling asked for a vote on the amendment and resolution as amended.

**** MR.KIMMEL MOVED TO APPROVE THE AMENDMENT TO ITEM VII. A1.**

This approval is subject to corporation counsel including additional provisions in the option agreement which, in the opinion of the corporation counsel, provides additional protections to the city's option to purchase the subject property.

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. KIMMEL MOVED TO ADOPT THE FOLLOWING:**

RESOLUTION approving a Special Capital Appropriation in the amount of \$460,000.00 to fund the option to purchase agreement for 11 Belden Avenue property and authorizing the issuance of \$460,000.00 General Obligation Bonds of the City to meet said appropriation.

This approval is subject to Corporation Counsel including additional provisions in the Option Agreement which, in the opinion of the Corporation Counsel, provides additional protections to the City's option to purchase the subject property.

**** THE RESOLUTION AS AMENDED PASSED UNANIMOUSLY.**

VII. COMMON COUNCIL COMMITTEES—continued

C. HEALTH, WELFARE, PUBLIC SAFETY COMMITTEE

Approve the Health department fee schedule as set by the Director of Health with the concurrence of the Board of Health at their June 28, 2017 meeting.

Ms. Bowman moved the item for discussion and asked a member of the Health Department to come forward.

Mr. Tom Closter, Chief Environmental Officer came forward and fielded questions and comments relative to the fees charged for resident vs. non-resident. There was discussion on the number of inspections required for vendors of food trucks, and the costs involved with the four time visits of health department operations.

There was further discussion. Mr. Kimmel explained that it appears the item should have further discussion, but based on the time and other items on the agenda, suggested this be further deliberated in Committee.

C. HEALTH, WELFARE, PUBLIC SAFETY COMMITTEE -- continued

Mr. Serasis asked if this could be approved due to the time sensitive nature of the fees and revisited in the future as fee exceptions arise.

Ms. Melendez noted that this item had come to Ordinance and sent to Health, Welfare, Public Safety Committee and based on her experience with procedure, it can come back to Committee for deliberation and ruling on fees and exceptions.

**** MR. SERASIS MOVED TO APPROVE THE HEALTH DEPARTMENT FEE SCHEDULE AS SET BY THE DIRECTOR OF HEALTH WITH THE CONCURRENCE OF THE BOARD OF HEALTH AT THEIR JUNE 28, 2017 MEETING.**

**** MOTION PASSED UNANIMOUSLY.**

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

Authorize the Mayor, Harry W. Rilling, to execute any and all documents with 587 CT Ave., LLC for the proposed acquisition of property located at 11 Belden Avenue relating to the Belden Library development project Terms the acquisition shall be as outlined in Attorney Mario Coppola, Corporation Counsel's memo dated June 1, 2017.

Mr. Livingston moved the item for discussion and spoke in support of the acquisition. He reviewed library statistics of attendance and noted the importance of a vibrant updated Library in relation to growth of a City.

Mr. Hempstead outlined that it avoids the cost of doing other things with this lot--a reprieve from a building that nobody wants, but while it's very cost effective, all the Norwalk bodies involved have an obligation to begin planning now to move forward in six years. He added that we have a habit sometimes as a city--that we'll worry about it tomorrow; but hope that money is allocated before the fall election to get started in this whole process and to establish a plan.

Mr. Kimmel added that in six years, we should be in fairly decent shape in relation to our debt service, if we begin to prepare now set aside reserve... funding, we have to make sure Zoning is in place that we are comfortable with... we have to have a vision for that part of the city with a

library sitting right smack dab in the middle of it, with the appropriate kind of Zoning that dovetails with what's going on, on both sides, going on West Avenue or going down Wall Street.

Mr. Kydes added that we are paying a premium for this property, but it's mainly due to our capital budget constraints, to our school projects. But in the end it will be the right decision, and this wouldn't be here if not for former Mayor Knopp.

Mayor Rilling called for a vote on the item.

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE -- continued

**** MR. LIVINGSTON MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS WITH 587 CT AVE., LLC FOR THE PROPOSED ACQUISITION OF PROPERTY LOCATED AT 11 BELDEN AVENUE RELATING TO THE BELDEN LIBRARY DEVELOPMENT PROJECT TERMS THE ACQUISITION SHALL BE AS OUTLINED IN ATTORNEY MARIO COPPOLA, CORPORATION COUNSEL'S MEMO DATED JUNE 1, 2017.**

**** MOTION PASSED UNANIMOUSLY.**

E. PUBLIC WORKS COMMITTEE

1a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Deering Construction, Inc. for State Project 102-355 Safe Routes To School Roton Middle School Project, for a sum not to exceed \$811,392.50.

Account No: 09-18-4021-5777-C0441 09-13-4031-5777-C0514

1b. Authorize the Director of Public Works, Bruce J. Chimento, to execute Orders on Contract with Deering Construction, Inc. for State Project 102-355 Safe Routes To School Roton Middle School Project, for a sum not to exceed \$81,139.00.

Account No: 09-18-4021-5777-C0441 09-13-4031-5777-C0514

Mr. Igneri presented the item and moved it for discussion. He noted it had gone through Committee, it was a state project, and it was time-sensitive that required approval to meet the timing of the start of school.

**** MOTION TO APPROVE ITEM VII. E.1a.1b. PASSED UNANIMOUSLY.**

Ms. O'Toole Giandurco left the meeting at 9:20 p.m.

**** MR.IGNERI MOVED TO ENTER INTO EXECUTIVE SESSION FOR PURPOSES OF DISCUSSION AND POSSIBLE ACTION OF CORPORATION COUNSEL ITEMS VI A. 2a. 2b:**

VI. A. 2a. Discussion of possible action concerning receipt of funds and authorization for Mayor to execute general release/settlement agreement.
2b. Discussion of possible future suit against Hanover Insurance Company.
**** MOTION PASSED UNANIMOUSLY.**

The meeting went into Exccutive Session at 9:20 p.m. with members in attendance as listed on page one (with the exception of City Clerk King and Ms. O'Toole Giandurco).

The meeting was reconvened into Public Session at 9:57 p.m. There were no votes or actions taken.

**** MR.IGNERI MOVED TO APPROVE THE AGREEMENT AS SUBMITTED FROM CORPORATION COUNSEL FOR RECEIPT OF FUNDS AND AUTHORIZATION FOR MAYOR RILLING TO EXECUTE GENERAL RELEASE/SETTLEMENT AGREEMENT WITH HANOVER INSURANCE.**
**** MOTION PASSED WITH ELEVEN VOTES IN FAVOR, NONE OPPOSED AND TWO ABSTENTIONS (BOWMAN, HEMPSTEAD).**

IX. MOTIONS POSTPONED TO A SPECIFIC DATE - none

X. SUSPENSION OF RULES – none

XI. ADJOURNMENT

**** MS. MAGGIO MOVED TO ADJOURN.**
**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 9:58 p.m.

Respectfully submitted,

M. Knox; Telesco Secretarial Services

ATTEST _____
Donna King, City Clerk Date:



Mary-Pat Cottrell
5 Seaside Place
Norwalk, CT
203-853-2314
Mcottrell0517@optimum.net

Curriculum Vitae

Education:

BBA University of Washington - 1955
Phi Beta Kappa
Beta Gamma Sigma Business Honorary

Employment:

1955 – 1965 International Business Machines – Seattle, WA; Endicott, NY
1965 – 1983 Union Trust Company – Stamford, CT
1983 – 1990 Citytrust – Bridgeport, CT
1990 – 1991 Chase Bank
1991 – 1992 Centerbank, New Haven, CT
1992 – 1995 Lafayette American Bank, Bridgeport, CT
1995 – 2013 Union Savings Bank, Danbury, CT

Boards of Directors:

1982 – Present	Family and Children's Agency – Norwalk, CT
2013 – Present	Lockwood Mathews Mansion Museum, Norwalk, CT
2003 - 2016	Danbury Visiting Nurses Assn.
2010 - 2016	Norwalk Seaport Association
1997 - 2001	Norwalk Seaport Association
2002 – 2004	Danbury Cemetery Assn.
1986 – 2004	Gaylord Hospital – Wallingford, CT
1996 – 2004	Stamford Rehabilitation Center
1988 – 1991	Bank Marketing Association, Chicago, IL
1985 – 1991	Bridgeport Housing Services

Other Past and Current Affiliations:

Fairfield County Bankers Association
Electronic Funds Transfer Association
New England Automated Clearing House Association
St. Matthew Parish
Seaside Place Residents Association
Volunteer - Pet Animal Welfare Society - PAWS

GAY MAC LEOD

Norwalk, CT

203-838-7194-Home 917-207-4970-Mobile

gaymacleod@gmail.com



Strategic new business development/advertising professional with expertise in both profit and nonprofit associations/companies. Ability to implement marketing support by media planning/buying and research. Strong advocate for companies as enthusiastic spokesperson, recruitment of membership, set up/onsite for tradeshow, conferences, events, webinars, and presenters. Strength in building new relationships and maintaining current clients/members. Responsive to queries and industry updates and needs.

News Media Alliance, NMA- New York, NY, Arlington, VA New Business Development Director

2013-Present

Director of Business Development with role of an advocate for nonprofit association(NMA) representing all US newspapers and as a go- to- organization for advertising agencies and newspaper members for research/information/legislative content. Promote the vision and mission statement and sound effectiveness of news content media by traveling to various events and trade shows. Write up collaterals, website information pieces and recruit webinar presenters and industry speakers with an end goal of increasing overall revenue for news media /advertising awareness. Focus on fostering new and ongoing relationships within the field.

- Spokesperson/advocate for company at all tradeshow throughout the country.
- Initiate/research/ secure and implement sponsorships for tradeshow and media events.
- Oversee all creative/production of collaterals- signage/brochures/posters and negotiations of fees/contracts, including vital input on research numbers and key facts to use for collaterals and selection of graphics
- Write up mission statement/selling points for advocating at tradeshow.
- Oversee all of tradeshow/event applications/payment/sponsorship fulfillments/hotel arrangements. Point person for all onsite needs.
- Using advertising media background, create, negotiate and implement all ad campaigns.
- Key person in recruiting new advertisers and agency people to attend or consider our events through my years of relationships developed from working within advertising agencies. Register attendees for events, and follow through attending to all attendees needs.
- Setup/negotiate /oversee all hotel/travel/catering components for key news conferences, including searching/reaching out to current /potential attendees. Work with registration and setup of private meetings/speakers/forums at event. Familiar with Auctra and Rendezvous software.

GAY MAC LEOD MEDIA /MARKETING /CONSULTING

2009-2013

Principal /www.macleodmediamarketing.com

Launched consulting company offering a variety of services including marketing, media buying, strategic planning services for a myriad of different companies and categories including for profit and nonprofit clients.

Clients

- Violight Corporation, Westchester, NY, UM Agency, NYC , Drink Agency, Nassau County, NY , Ruder-Finn Agency, NYC, OMD Agency, NYC, Meredith Corp, NYC (Ladies' Home Journal Magazine-Marketing/Promotions with nonprofit organizations (2 year program) including Soup Kitchens/Animal Shelters, Conservation & Educational. WMI Agency, CT - Soap Opera Digest Magazine, NY Observer Newspaper, Guideposts Magazine, Hispanic Magazine Network and OOH and Digital properties.

Success stories

- Violight: Helped launch a new toothbrush for children through direct response. Selected out of the norm print titles and creative positioning placement. Sales exceeded goal by 30%.
- WMI Agency: Reviewed existing media plans for all current clients. Set up a standard media deck template to ensure a better work efficiency.
- Drink Agency: Created a media plan for Nassau County to promote and incentivize companies to move to Nassau County. Used commuter trains/platforms and Grand Central Station in NYC with customized impactful billboards. Suggested Skywriting on selected Long Island beaches to reach key decision makers. Marketing plan resulted in several businesses moving to Nassau County.

ZENITHMEDIA ADVERTISING, New York, NY

2006 – 2009

Print Media Director: Buying/Planning/Marketing Programs

- Negotiate/plan print, secure positioning and added value for consumer and trade publications for accounts with billings over \$100 million. Develop objectives and strategies/marketing goals and give input for promotional programs (instore, FSI's and events). Manage Agency of Record for (Print) AstraZeneca Pharma, and Georgia Pacific. Supervise/train staff of five. Accounts: AstraZeneca, Georgia Pacific- consumer /building products, Frontline pet care and Reynold's foil.
- Achieved savings of 60-85% off of page rates for clients reflecting 2009 economical climate.
- Produced weekly e-newsletter market update for clients to keep abreast of rapid changes in magazines/newspapers.
- Initiated a strong added value program for AstraZeneca to help offset tightening government policy on pharma (by setting up seminars in Washington, D.C. for lobbyists).

GREY ADVERTISING MEDIACOM (WPP), New York, NY

1994 – 2006

Print Media Director Buying/Planning/Promotions (OOH/Print)

- Manage print accounts with billings over \$150 million. Negotiate multimillion dollar contracts with newspapers and consumer magazines. Print Agency of Record manager for Playtex (included over twenty products). Supervise/train staff of eight to oversee 12 accounts such as Playtex, 3M, Olive Garden, Slimfast, Brown & Williamson (tobacco), Egg Board, Hess, Subway, Kmart and Royal Bank of Scotland.

Marketing Programs using OOH Vehicles/Analysis of Focus Groups

- Created a new partnership with a Movie Theatre in New York to present "Mom's Night Out" an exclusive event for Playtex Corp. Idea later expanded to other markets.
- Launched a highly successful seasonal marketing program within a two month period for Hess toy trucks to sell beyond Gas Stations, such as Christmas toy fairs/ holiday kiosks, all promoted with digital OOH billboards.

EDUCATION:

BS Biology/Environmental Clark University, Worcester, MA
Laredo Group: Training for Digital buying/planning
Nonprofit Management Certificate Norwalk Comm. College

COMMUNITY AFFILIATIONS: Board Member-Vice -Chairperson- Tree Advisory Committee- Mayor- appointment
Norwalk, CT

Board Member – Keep American Beautiful
Board Member- President – West Norwalk Association-election

CITY EVENT PLANNING: Norwalk, CT; Planner for citywide events. Created brochures/flyers, content for websites, PR release, layout of sites, setting up tents and coordination of volunteers. Events included Live Green, Norwalk Tree Festival, Spring Clean-up and Arbor Day. **Attendees ranged from 100 to 1,800.**

Richard Whitehead
The Care Of Trees
314 Wilson Ave
Norwalk, CT 06854

Professional

Experience: *The Care Of Trees*
1982 - Present

Education

University of Connecticut, Storrs, Connecticut
1980
Graduate: Bachelor of Science/Business Administration

Current Licenses and Professional Affiliations

- Connecticut Licensed Arborist
- Connecticut Custom Grounds License
- Adult CPR Certified
- Member CTPA (Connecticut Tree Protective Association)
- Member NTA (Norwalk Tree Alliance)
- Chairperson TAC (Norwalk Tree Advisory Committee)

19 July, 2017

Dear Health, Welfare, and Public Safety Committee Members,
and Members of the Common Council,

Please find attached, our completed Youth Service Bureau (YSB) 2017-2019 grant application. This application has been submitted to satisfy the application deadline of July 31, 2017 with my signature as the administrator of this grant, as allowed by the YSB grant administrator, pending the Common Council authorization of the Mayor's signature to accept these grant funds.

For your consideration:

The City of Norwalk has received YSB grant funds through the State Department of Education (SDE) to operate a Youth Service Bureau for over 30 years. Youth Service Bureaus are established via State of Connecticut Statute.

The grant period is every 2 years with the exact amount of the grant is to be determined once the final State Budget is established, and via a formula established by the SDE.

Last year the minimum YSB grant was \$14,000 and Norwalk received \$53,485.

A match is required for this grant but as the City funds the Youth Services Department in the amount of \$331,505 (current fiscal year) the match is easily made by the City and ***no additional matching funds are required.*** The grant is treated as revenue by the City and subsidizes our annual operations.

Award notifications of the exact dollar amount are usually available in mid-September.

I welcome additional questions pertaining to this grant should this brief not satisfy your informational needs.



David Walenczyk, LMFT
Director
Department of Youth Services
City of Norwalk

ACTION ITEM TO READ:

“Authorize the Mayor, Harry W. Rilling, to sign the 2017-2019 Youth Service Bureau Grant Program application to receive grant funds via the State Department of Education to support the operations of the Norwalk Department of Youth Services. Funding amount for fiscal year 2017-2018 and 2018-2019 will be determined via the Connecticut State Department of Education once the State Budget has been established. Last year the City of Norwalk received \$53,485 via this grant.”

PLEASE NOTE THE APPLICATION DEADLINE IS JULY 31, 2017 BUT THE GRANT ADMINISTRATOR FOR THE CT SDE ALLOWS TOWNS AND CITIES TO SUBMIT AN APPLICATION SIGNED BY THE LOCAL GRANT ADMINISTRATOR (YOUTH SERVICES DIRECTOR) PENDING CITY COUNCIL AND MAYORAL APPROVALS DUE TO SHORT TIMEFRAMES BETWEEN GRANT RELEASE DATE AND GRANT DUE DATE. THIS GRANT WAS SUBMITTED TO THE YSB GRANT PROGRAM ADMINISTRATOR AT SDE ON 7/19/2017.

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES AND
ADULT EDUCATION**

Application for Funds

**YOUTH SERVICE BUREAU GRANT PROGRAM
July 1, 2017 – June 30, 2019**

Purpose: To assist municipalities or private agencies serving youth, which are designated to act as agents for such municipalities, in establishing, maintaining or expanding such Youth Service Bureaus.

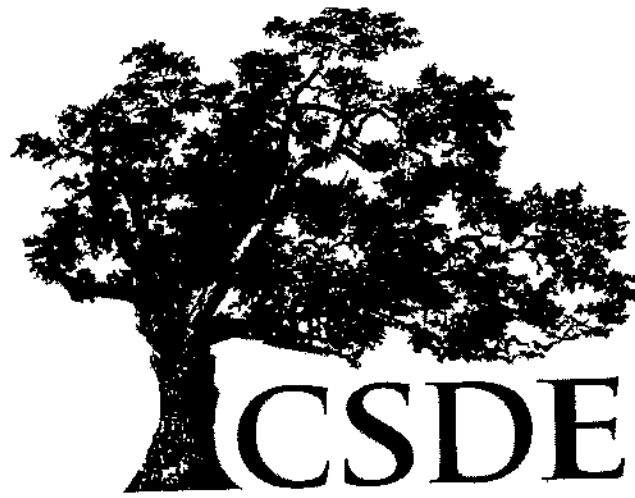
Pursuant to Sections 10-19m through 10-19o of the Connecticut General Statutes.

Applications Due: July 31, 2017

Published: June 22, 2017
RFP #120



Connecticut State Department of Education



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Dianna Wentzell
Commissioner of Education

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Levy Gillespie
Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator
Connecticut State Department of Education
450 Columbus Boulevard, Suite 607
Hartford, CT 06103
860-807-2071
Levy.Gillespie@ct.gov

**THE CONNECTICUT STATE DEPARTMENT OF EDUCATION IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**

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Purpose and General Information

The purpose of the Youth Service Bureaus (YSBs) Grant Program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such YSBs. See Connecticut General Statutes (C.G.S.), Section 10-19n.

Overview

Local communities began to develop YSBs in the 1960's as a response to a growing number of issues affecting youth. The role of the YSBs has been expanded to include both advocacy and coordination of a comprehensive service delivery system for youth. YSBs are organized to provide:

1. Administrative services, including an assessment of youth needs and the coordination of services for youth.
2. Direct services for youth that may include:
 - recreational activities;
 - individual and group counseling;
 - parent training and family therapy;
 - work placement and employment counseling;
 - alternative and special educational opportunities;
 - outreach programs;
 - teen pregnancy services;
 - suspension/expulsion services;
 - diversion from juvenile justice services;
 - preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and
 - programs that develop positive youth involvement.
3. Administrative core unit functions which include:
 - general administration;
 - research;
 - resource development;
 - community involvement; and
 - youth advocacy.

Additionally, each YSB is required to have an advisory board responsible for making recommendations on overall policy and program direction of the YSB.

The number of YSBs participating in the grant program has increased from 56 YSBs serving 71 towns in 1979-80 to 101 bureaus serving 145 towns in 2014-15. State funding for the grant program has increased from \$900,000 in 1979-80 to a high of \$3.3 million in 1994-95. The program was funded at \$2,929,483 in 2014-15.

Who May Apply?

Connecticut General Statutes (C.G.S.) Section 10-19o, (formerly Sec. 17a-40a) provides that:

“Only Youth Service Bureaus which were eligible to receive grants pursuant to this Section for the fiscal year ending June 30, 2007, or which applied for a grant by June 30, 2012, with prior approval of the town’s contribution pursuant to subsection (b) of this Section, shall be eligible for a grant pursuant to this Section for any fiscal year commencing on or after July 1, 2012.”

There are 107 eligible YSBs. The list of eligible towns and designated private youth-serving agencies is included in Appendix B.

Grant Award Period

The grant award is for the two-year period July 1, 2017 through June 30, 2019. Each grantee must submit an annual budget for approval by CSDE. Funding is contingent on the amount of YSB funds available in the state budget each year.

Available Funds and Local Match Requirements

The Connecticut General Assembly appropriated \$2,929,483 for the YSBs Grant Program for fiscal years 2016 and 2017. Ninety-eight percent of these funds were distributed to the eligible YSBs and towns. Each YSB is eligible for a minimum grant of \$14,000. YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a proportionate share of the remaining appropriation. Additionally, each town must contribute an amount equal to the amount of the state grant, of which *no less* than 50 percent of the contribution shall be from funds appropriated by the town. The remaining amount may be matched with other funds or in-kind services. Grant funding will be awarded after the state budget is finalized.

Required Program Evaluation, Data Collection and Professional Development Activities

Grantees must:

1. Participate in the monitoring process, which is a requirement for all new YSB directors. Participants are required to attend all the training sessions.
2. Participate in quarterly meetings, during which the CSDE will facilitate a review of the progress on the new reporting system and performance measures, to ensure the new system and measures are meeting the needs of the grantees, and that children and youth are better off as a result of these accountability efforts.
3. Report annually in a format and submitting by the due date determined by the Commissioner of Education regarding the referral or diversion of children and youth from the juvenile justice system, as well as the provision of opportunities for all youth to function as responsible members of their communities.

2017-19 Youth Service Bureau Grant Application

Pursuant to Section 10-19m-2 of the Regulations of Connecticut State Agencies, a YSB is required to assess the needs of youth, the availability of services and resources, and development and maintenance of data, in a manner satisfactory to the CSDE, that is necessary to determine and evaluate the impact of its administrative and services delivery programs. When a YSB collects student data, a consent form executed by the parent or guardian is required. The consent form must contain a statement addressing confidentiality of the information collected.

Certain student data collected by a YSB shall be forwarded to the CSDE. Any student information received by the CSDE, an educational agency under the Family Educational Rights Privacy Act (FERPA), becomes an educational record maintained pursuant to FERPA, which restricts disclosure of educational records. The information forwarded by a YSB to the CSDE shall include student name, date of birth, school district and school attending.

Deadline and Use of Application Form

The application, IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, must be received by **4:30 p.m. on July 31, 2017**. **EXTENSIONS SHALL NOT BE GIVEN.** Applications received past the deadline **will not be processed.** Applications may be mailed or hand delivered to:

Mail/Deliver: Agnes Quiñones, Ed. D., Program Manager
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

Potential grantees will be required to submit a completed application. The enclosed application form shall be used. Modifications will not be accepted.

Affirmative Action Assurances

In accordance with the regulations established by the Connecticut Commission on Human Rights and Opportunities (CCHRO), each applicant is required to have a completed/current Affirmative Action Packet on file with the CSDE, or must complete the Affirmative Action Packet by accessing the link (<http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf>) and submit it with this document (Appendix E).

Additional Obligations of Grantee

All grantees are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. Sections 4a-60 and 4a-60a and Sections 4a-68j et seq. of the Regulations of Connecticut State Agencies (RCSA). Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time as may be prescribed by the CCHRO.

Due Dates and Ongoing Reporting

It is the responsibility of all grantees to complete all requirements in the timeframe determined by the CSDE. YSBs are required to submit a final report of the data collection by **September 11, 2017, for fiscal year 2016-17** and by **September 10, 2018, for fiscal year 2017-18** for each fiscal year. **Reports submitted after the established deadline will not be accepted** and could affect funds disbursement. Please note that the data collected in the reports due to the CSDE will be used to update a Results Based Accountability (RBA) report for the Connecticut General Assembly.

Freedom of Information Act

All of the information provided in a proposal submitted in response to this application for funds is subject to the provisions of the Freedom of Information Act Sections 1-200 et seq., (FOIA). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

Management Control of the Program and Grant Consultation Role of CSDE Personnel

The grantee must have complete management control of this grant. While CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole, or in part, by the Annie E. Casey Foundation must submit documentation to that effect (Section I of the Application Requirements).

Facsimile (Faxed) Copies

Facsimile (faxed) copies of proposals/applications will not be accepted.

Technical Assistance

The program manager will be available at 860-807-2126 to answer questions regarding the Request for Proposal application procedures or format.

Application Requirements and Format

The application must contain the following components as described below: (NOTE: Appendix A provides the application form for program description and budget information.)

- A. Title Page
- B. Youth Service Bureau (YSB) Profile (with signature)
- C. Administrative Core Unit (ACU) Strategies and Activities
- D. Direct Services Unit (DSU) Strategies and Activities
- E. Advisory Board Composition Report

2017-19 Youth Service Bureau Grant Application

- F. Impact of Services: Work Plans
- G. Budget Forms
- H. Budget Narrative
- I. Annie E. Casey Foundation
- J. Statutory Requirement of Administrative Core Unit Functions

Directions for Completing Application Form

This Section provides directions for completing Appendix A, Application Form for the YSB Grant.

A. Title Page

- Line 1. Legal Name of Organization
For town-based YSBs, report the name of the town that is fiscally responsible for the YSB. For private youth-serving organizations designated to act as agents for one or more towns, report the legal name of the organization. The CSDE codes can be found in Appendix C.
- Line 2. Federal Identification Number
Town-based YSBs may leave this line blank. Private youth-serving organizations should report their federal identification number in this line.
- Line 3. Town(s) to be Served
Town-based YSBs serving a single town should repeat the town name reported on Line 1. YSBs serving more than one town should report all of the towns they serve here.
- Line 4. Program Name
Report the formal or legal name of the YSB.
- Line 5. Executive Director
Report the name, phone and fax numbers of the chief executive officer of the YSB.
- Line 6. Contact Persons
Report the name(s), phone and fax number(s) of the person(s) we should contact with questions and concerns about the YSB program, grant application and annual reports.
- Line 7. Program Mailing Address
Report the mailing address for all correspondence concerning the YSB grant.
- Line 8. Program Location Address
Report the location of the main business office of the YSB.
- Line 9. YSB Director's Signature
The grant application should be signed by the director of the YSB, or if there is no director, by the chief municipal official of the town. Report the date the grant application is signed.
- Line 10. Typed Name
Report the full name and title of the person signing on Line 9.

B. Youth Service Bureau Profile

Line 11. Demographic Information

- A. Enter the name of the YSB.
- B. Indicate whether the YSB is a municipal department or a nonprofit organization (check one).
- C. If the YSB is municipality-based, indicate whether the YSB operates as an independent department or grouped under a larger umbrella structure (check one). If part of a larger structure, enter the name of the department.
- D. Enter the town(s) served by the YSB.
- E. Enter the total population of the town and the percent of population under age 18. You can find the information from the town census.

Line 12. Funding

- A. Enter the amount of money received from the CSDE for the YSB Grant.
- B. Enter the total amount of funds received from the municipality. If part of a larger department, enter the amount earmarked for YSB functions.
- C. Enter the total amount of funds received from additional state and federal grants.
- D. Enter the total amount of funds received from private grants and foundations.
- E. Enter the total amount of funds received from donations in FY 2015.
- F. Enter the total amount of funds received from fundraising.
 - i. Total lines A through F for total YSB funding.
 - ii. Provide an estimate of the value of any in-kind services received.

Line 13. Staffing

- A. Provide information on the director of the YSB. Indicate whether the position is full-time or part-time and union or non-union.
- B. Provide information on all additional YSB Bureau staff.

Line 14. Programming

- A. Place a check next to any of the programs listed that are offered by your YSB. Requests have been received for data about the following programs. This is not intended to be a comprehensive list.

C. Administrative Core Unit Strategies and Activities

Summarize the proposed strategies and activities of your Administrative Core Unit. Group your strategies and activities under the following headings (only one strategy per core unit). Examples include:

Management and Administration – staff recruitment; staff supervision; staff evaluation and development; staff morale and burn-out prevention; filing and implementation regulations; monitoring of subcontractors; maintenance of organizational structure; financial management; casework and clinical supervision; management and information services; board management; marketing; facility management; policy development; strategic planning and development; program development; and decision making.

2017-19 Youth Service Bureau Grant Application

Youth Advocacy – voice for youth and youth issues; media relations; speaking at public hearings; contacts with local and state officials; state funding; letter writing; endorsing/creating legislation; networking; proactive trend awareness of youth issues; increasing community awareness of youth needs; and Youth Advisory Board mobilization for advocacy and participation in local, regional and state meetings.

Resource Development – networking; providing information; fundraising; program development; knowledge of and working with foundations; providing technical assistance; providing consulting to other groups; state funding; professional development; and state and national awareness.

Community Involvement – volunteer recruitment; running meetings; statewide networking; regional networking; gaining entry into systems; community organization and outreach; board and task force involvement; empowering community organizations; and Youth Advisory Board and promoting youth involvement.

Research and Evaluation – needs identification and assessment; program evaluation; grant writing; program selection; library/resource file; statistical analysis; college/university interface; program development; and asset identification/mapping and investigating research models.

D. Direct Services Unit Strategies and Activities

Summarize the proposed strategies, programs and tasks of the direct services unit. If subcontractors are used, denote that the services are to be provided by a subcontractor. Group strategies and programs under the following headings. Note: There may not be strategies and programs for some of these headings. Indicate in the narrative and the tables on pages 19 and 20 if there is no programming in certain areas.

Juvenile Justice

Services that respond to youth who are, or could potentially be, in contact with the juvenile justice system.

Examples include: juvenile review boards; alternative sanction programs; detention/suspension/expulsion programs; court advocacy; court-ordered community-service programs; truancy programs; and diversion programs.

Mental Health Services

Services that respond to youth and families who are experiencing emotional distress.

- A. Sessions for youth up to age 18
- B. Parent/Guardian Sessions

NOTE:

1. Services noted under *A. Children and Youth Sessions* reported on both the Individual Service Report and the Group Service Report.

2017-19 Youth Service Bureau Grant Application

2. Services noted under *B. Parent/Family Sessions* reported only on the Group Services Report.

Examples include: mental health counseling for individuals, families, or groups; crisis intervention; host homes; information and referral services; and case management.

Teen Pregnancy Prevention

Programs that promote pregnancy prevention among young people.

Teen Parent Education

Services that promote positive parenting skills and support families in their efforts to raise healthy children:

- A. Teens
- B. Adults

NOTE:

1. services noted under *A. Teens* are reported on both the Individual Service report and the Group Service Report; and
2. Services noted under *B. Adults* are reported only on the Group Services Report.

Examples include; parent-child interactive playgroups, parent education and parent support groups.

Positive Youth Development

Programs and services that promote the personal well-being of youth for the purposes of:

- A. meeting basic needs;
- B. building skills and competencies that allow youth to function and contribute in their daily lives; and
- C. connecting youth with their families, peers, schools and communities.

Examples include: peer-to-peer programs; employment training; mentoring; after-school programming; teen centers; dances; adventure based activities; youth adult partnership programs; information dissemination; and prevention programs that address issues such as truancy, violence and substance abuse and drug free alternative activities.

Community Outreach

Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.

2017-19 Youth Service Bureau Grant Application

Examples include: intergenerational activities; family events; annual events/holiday festivals; sports; dances; family day celebrations; trips; theatrical productions; and cultural activities.

NOTE: Due to the nature of these activities, it may be extremely difficult to collect data for the Individual Service Reports. If this is the case, participants should be recorded as a potentially duplicated number on the Annual Group Services Report under Category B: Collaborations.

For example:

- a family day celebration with 5,000 participants is reported as a Community Outreach Collaboration on the Group Service Report;
- an intergenerational dinner including 20 youth and 100 senior citizens:
 - report the 100 seniors on the Group Services Report;
 - report the 20 youth on the Individual Service Report, if the structure of the activity promotes positive youth development; or
 - if the youth are only involved in the event for recreational/social purposes, then include them with the 100 seniors listed on the Annual Group Services Report.

NOTE: You are not likely to have program information that fits the Community Outreach Direct Service category.

E. Advisory Board Composition Report

A separate section on the Advisory Board must be submitted with the application. Please refer to page 21 for the Board Composition Criteria. This separate section must address the following components:

1. Board Composition

- a. board members need to be identified by category;
- b. vacant positions on the Board should be identified and described (Item 3 below); and
- c. YSBs serving multiple municipalities need to further identify which town each member represents.

2. Board Type

Board types are described as follows:

- a. **Advisory Board:** Refers to a Board specifically set up or structured in conjunction with YSB whose sole mission is to serve in an advisory capacity to the YSB;
- b. **Youth Commission:** Refers to a Commission established by municipal charter which may or may not have been set up in conjunction with YSB but which serves as an Advisory Board to the YSB; and
- c. **Other:** Refers to any group other than an Advisory Board or Youth Commission serving as an Advisory Board to the YSB (Example: A Board of Directors).

3. Vacancies and Waivers

If the Advisory Board has vacancies among its members or if the Board is unable to appoint certain representatives, the Board does not meet the required size or composition criteria defined in the regulations. A waiver of the requirement(s) may be requested, as well as requesting an extension of time to fill vacancies, but in all cases, the Board's circumstances are to be described in Item 3.

a. Full Waiver

A full waiver of the Advisory Board requirements may be granted only where: (1) a YSB has a commission established by municipal charter, or (2) a YSB has a board of directors established by the by-laws of a private organization acting under contract with a municipality, provided that comparable citizen representation is present. *A separate written request for a full waiver must be made by the chief municipal official.*

b. Partial Waiver

A partial waiver may be granted for a Board's size and composition only when the required agencies enumerated in the regulations do not exist in the town or when the regulatory requirements violate a municipal charter (example; town does not maintain a police department). *A separate written request for a partial waiver must be made by the executive director of the YSB.*

c. Extension of Time

An extension of time may be granted for an Advisory Board to recruit and fill temporary vacancies among its members. Specific vacancies need to be identified along with a request for a reasonable length of time in Item 3 of this page of the grant application.

4. Board Meetings

Please complete Items 4a and 4b.

F. Impact of Services: Professional Development Work Plans

A separate section of the Work Plan must be submitted with the application addressing the following components:

1. Goal: Indicate general intention for your program. Your goal should coincide with your Administrative Core Unit activities and Direct Service narrative.
2. Objective(s): Indicate what you hope to accomplish with the activity or activities.
3. Activities: Indicate the planned activities that support your Goals and Objectives.
4. Timetable: Indicate the month(s) the activities will take place.
5. Measure of Success: (a) Indicate the measure or tool you will use; and (b) based on that measure, indicate the benchmark by which you will determine whether you have successfully achieved the objective.

6. Population to be served: Indicate how many children you expect to serve, the age range and whether you are targeting a particular group of children.
7. Staff Assigned: Indicate the number of staff involved and their positions (example; outreach workers, tutors and counselors). Do not give names, just positions/job titles.

G. Grant and Local Match Budget

This is the budget specifically for this state grant. **Report only the YSB grant funds and required matching funds.** The match requirements are provided in Connecticut General Statutes Section 10-19o (b) and related Administrative Core Unit (ACU) and Direct Services Unit (DSU) budgets. Specific instructions for the Grant and Local Match Budget are as follows:

1. Enter YSB name and CSDE code.
2. Enter budget amounts in the appropriate expense line and column. Include expenses that apply to both the ACU and DSU (example; salaries and employee benefits. Only employee benefits that apply to positions funded by the grant or local match may be included). *(indirect costs are NOT allowed)*
 - a. CSDE Grant Award Column: enter the grant amounts on appropriate line items.
 - b. Cash Match Column: Enter the amount of cash match on appropriate line items. Sources of the cash match may be municipal appropriation or other local funds such as service fees, fundraising, United Way funds, etc. State and federal grants may not be used.
 - c. In-Kind Match Column: Enter the amount of in-kind services on appropriate line items.
3. Total all columns and rows. Check that the total of the rows equals the total of the columns.
4. Complete the Grant/Match Summary (this summary provides totals for each column listed).
5. The certification statement shall be signed by either the executive director of the YSB, or, if there is no executive director, the chief municipal official of the town.

H. Budget Narrative

Budget Narrative: Income

Enter YSB name and CSDE code. Provide a detailed description of the sources, amounts of funds and in-kind services to be used for the local match. Each item should agree with the corresponding income item in the Grant/Match Summary section of the "Grant and Local Match Budget."

Income

The following income accounts are applicable to YSBs. These are similar to those used in previous years.

Youth Service Bureau Grant

Funds from the CSDE YSB Grant program.

Other State Funds

Grants or other funds from the State of Connecticut, not including the YSB Grant.

Federal Funds

Grants or other funds from the federal government.

Municipal Appropriation

The amount appropriated to the YSB by some other organization or agency at no cost to the YSB. This appropriation should appear as a line item or functional description in the town budget(s).

In-Kind Services

In-kind services are supplied to the YSB by some other organization or agency at no cost to the YSB. The YSB may report the value of these services as income and expense. In-kind services include allocation of the projected actual costs of office space or other necessary space, utilities, heat, telephone, copying, consumable supplies, equipment maintenance, travel, and governmental administrative personnel or central office private agency personnel staff, who spend 50 percent or more of their time performing the administrative functions of the YSB. If these expenditures are not line items in the YSB's budget, the value of volunteer services shall not be included as an in-kind service. Other income sources, such as service fees, fundraising, United Way funds, etc.

Budget Narrative: Expenses

Enter YSB name and CSDE code. Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Use additional copies of the expense sheet as necessary. Total each line item; each total should agree with the corresponding total expense on the Grant and Local Match Summary. Include details of all calculations and allocations.

I. Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation under the following headings:

1. Collaborative Oversight
The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the CSDE.
2. Activities
The proposal or application submitted provides information detailing the activities, which assure priority access to services to children, youth and families referred by the collaborative oversight entity.
3. Liaison
The applicant shall designate someone to act as liaison for the referral process.

J. Statutory Requirement of Administrative Core Unit Functions

Complete the Statement of Statutory Requirement of ACU Functions (Appendix G).

Appendices

Appendix A: Application

Appendix B: List of Youth Service Bureaus Eligible for State Grants

Appendix C: List of Towns/Youth Serving Agencies and CSDE Codes

Appendix D: Youth Service Bureau Laws and Regulations

Appendix E: Certification that a Current Affirmative Action Packet is on File

Appendix F: Youth Service Bureau RBA Sample Strategies and Activities

Appendix G: Statutory Requirement of Administrative Core Unit Functions

Appendix H: Statement of Assurances

2017-19 Youth Service Bureau Grant Application

APPENDIX A
Application

Youth Service Bureau
Grant Application #120
Revised May 2015

Connecticut State
Department of Education

Statutory Ref.: C.G.S. 10-19m through 10-19o

TITLE PAGE

1. Legal Name of Organization Applying for Funds:

City of Norwalk CSDE Code: 103

2. Federal Identification No.: 06-601181

3. Town(s) to be Served: Norwalk

4. Program Name: Norwalk Department of Youth Services

5. Executive Director: David Walenczyk Phone: 203-854-7782 Fax: 203-854-7991

Executive Director E-mail address: dwalenczyk@norwalkct.org

6. Contact Persons:

Program: David Walenczyk Phone: 203-854-7782 Fax: 203-854-7991

Program Director E-mail address: dwalenczyk@norwalkct.org

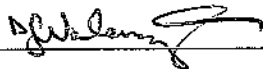
Fiscal: Frederic Gilden Phone: 203-854-7715 Fax: 203-854-7710

Fiscal Director E-mail address: fgilden@norwalkct.org

7. Program Mailing Address: P.O. Box 5125, Norwalk, CT 06856-5125

8. Program Location Address: 125 East Avenue, Norwalk, CT 06856-5125

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the YSBs planned programs and services for the period July 1, 2017 through June 30, 2019. A new form will be submitted if changes occurred.

9. Authorized Signature:  Date: 7-19-2017

10. Typed Name: David Walenczyk Title: Director

2017-19 Youth Service Bureau Grant Application

- Individual Counseling ☒ hourly rate ☒ or daily rate ☐
Parent Training ☐ Group Counseling ☒
Family Therapy ☒
- ☐ Work Placement and Employment Counseling
☐ Alternative and Special Educational Opportunities
☐ Recreational and Youth Enrichment Programs
☐ Outreach Programs
☒ Preventive Programs (including youth pregnancy, youth suicide, violence, and alcohol and drug prevention)
☒ Positive Youth Development Programs
☐ Court Ordered Community Service
☐ Detention/Suspension/Expulsion Programs
☒ Juvenile Review Board
☐ Teen Center/Drop-In Center: after school ☐ evenings ☐ weekends ☐
☐ Other Juvenile Justice Programs (please list): _____

ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS

The YSBs of Connecticut adopted and implemented a RBA framework, designed to guide the programs administered and the strategies used to ensure success.

Summarize the proposed strategies and activities of the administrative core unit using the following format:

- a. Management and Administration – list one strategy and the activities necessary to enhance your operations. List measures you will use to determine how well you have done the activities and whether you have been successful. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

Strategy	Activities	Measures
Provide effective administration of YSB.	Maintain & supervise qualified staff. Manage Department's fiscal operations. Manage Department's grants. Oversee direct service operations.	Staff resumes Services delivered within budget. Deliver reports as expected. Insure quality services delivery.

- b. Youth Advocacy – list one strategy and the activities necessary to increase your youth advocacy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Advocate for the needs of youth on both individual and systems levels.	Advocate on behalf of youth issues. Advocate on behalf of individual youth. Monitor youth issues.	Letters and emails sent; logs of phone calls. Entries in individual case files, documentation of attendance at PPTs and disciplinary hearings. E-mails from youth advocacy organizations.

- c. Resource Development – list one strategy and the activities necessary to increase resources for your agency. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Increase the resources and services available for youth.	Maintain current funding, and seek new sources of grant funds.	Renew grants. Apply to RFPs for grant funds deemed appropriate for current or expanded services.

2017-19 Youth Service Bureau Grant Application

- d. Community Involvement – list one strategy and the activities necessary to increase community involvement. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Collaborate to enhance programs.	Participate in local collaborative efforts. Participate in regional and statewide collaborative efforts.	Documentation of membership in Norwalk ACTS, participant in regional LIST, Staff to NYS Advisory Board. Documentation of membership in CYSA, Chapter 1, and LIST.

- e. Research and Evaluation – list one strategy and the activities necessary to contribute to research. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Identify and address the needs of youth and youth serving agencies.	Obtain qualitative information on youth needs. Retain statistics on youth needs. Assist community research efforts.	Advisory Board, ACTS, Peer outreach notes. Hard copy and computer data files. Attend Norwalk ACTS, Staff Advisory Board, attempting to revitalize local LIST meeting.

DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE

Summarize the proposed strategies and activities of your direct service unit. If you have subcontracted, note services provided by the subcontractor. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

1. Juvenile Justice – list one strategy and the activities necessary to address the juvenile justice area. List measures you will use to determine how well you have done and whether you have been successful.

Strategy	Activities	Measures
Provide youth with the special supports and services they need to avoid future contact with the juvenile justice system.	Provide counseling, case management and advocacy to referred youth. Divert youth from the criminal justice system.	Statistical reports on clients served and services provided; case records. JRB statistics of intakes, services provided, and outcomes. Post service surveys.

2. Mental Health Services – list one strategy and the activities necessary to provide mental health Services. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Assist youth and families in developing and maintaining healthy attitudes and behaviors.	Provide individual and family counseling for referred youth. Make appropriate referrals for additional services as necessary. Obtain supervision and consultation services to optimize delivery of care.	Maintain client files and post service client surveys. Appropriate discharge planning and tracking of referrals. Record of weekly supervision and monthly consultation sessions.

3. Child Welfare – list one strategy and the activities necessary to promote child welfare. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Youth will be safe and have their needs met.	Comply as mandated reporters if abuse / neglect is suspected. Provide opportunities for pro-social, cultural, and life-skills activities in a safe environment.	Records of DCF referrals. Records of group attendances and surveys from department sponsored activities.

- a. Teen Pregnancy Prevention – list one strategy and the activities necessary to prevent teen pregnancy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

2017-19 Youth Service Bureau Grant Application

- b. Teen Parent Education – list one strategy and the activities necessary to educate teen parents. List the measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Parents will have the knowledge and skills to guide their youth so that they become productive citizens.	Provide verbal and written parenting information to teen parents.	Client file progress notes.
	Refer to parenting workshops.	Maintain record of referrals.

- c. Positive Youth Development – list one strategy and the activities necessary to promote positive youth development. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Youth will have strong bonds to families, schools, peers, and communities and will make positive contributions.	Teach peer helping skills.	Number of youth participating in program, record of curriculum; pre and post service surveys.

4. Community Outreach – list one strategy and the activities necessary to improve community outreach. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

Advisory Board Composition Report

Composition Criteria

- At least seven members.
- At least one member under 21-years-of-age (nonvoting member).
- Representatives from the school system, police department and a private youth-serving agency.
- At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth.
- At least one member on the Board from each municipality served by the YSB.

1. Board Composition

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

Name *plus* Member Type:

- Youth
- School System representative
- Police Department representative
- Private youth serving agency representative
- Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

2. Board Type

Check the appropriate board type for your Advisory Board.

☒ Advisory ☐ Youth Commission ☐ Other – please specify

3. Vacancies and Waivers

If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions:

Anticipated date for meeting composition criteria: _____

4. Board Meetings

- | | |
|--|----------|
| (a) The number of times the YSB Advisory Board meets each fiscal year? | 4 |
| (b) Are minutes of all meetings on file in your office and available for inspection? | Yes |
| | Yes / No |

Impact of Services: Professional Development Work Plan

List a minimum of three Professional Learning activities in which you will participate in 2017 - 19. (Please refer to page 10, letter F for guidelines.)

Required Professional Development Activities	Impacted Administrative Core Unit (ACU) Function
1. Results Based Accountability Seek professional development opportunities to deepen knowledge of Results Based Accountability (RBA) for Director. Also seek more basic RBA training for staff to ensure their understanding of how it impacts their jobs.	1. All ACU functions will be impacted as RBA becomes part of the Department's culture and permeates all of the activities and services.
2. Proposed Professional Development Seek professional development opportunities that will expand knowledge of available funding sources and planning for financial sustainability. Possible activities include reviewing weekly e-mails from the Foundation Center, visiting funder's websites, and attending bidder's conferences.	2. The Resource Development function will be enhanced by expanding knowledge of planning for financial sustainability, available funding sources, and obtaining additional information on how to submit a proposal.
3. Proposed Professional Development Seek additional training opportunities in the area of strategic planning. Take advantage of training on strategic planning offered when available, either directly by attending the training or by attending local strategic planning meetings where those who attended trainings share what they have learned. Search for opportunities on this topic, including those offered online.	3. All ACU functions would potentially be impacted since a well developed strategic plan would guide a focus and set priorities for research, resource development, community involvement, and advocacy.

2017-19 Youth Service Bureau Grant Application

ED114 FISCAL YEAR 2018

YOUTH SERVICE BUREAU BUDGET FORM

GRANT TITLE: YOUTH SERVICE BUREAU

PROJECT TITLE:

CORE-CT CLASSIFICATION: FUND: 11000 SPID: 17052 PROGRAM: 82079

BUDGET REFERENCE: 2016

CHARTFIELD1: 170002

CHARTFIELD2:

GRANT PERIOD: 07/01/17- 06/30/18

AUTHORIZED AMOUNT:\$

AUTHORIZED AMOUNT by SOURCE:

CURRENT DUE:\$

LOCAL BALANCE:\$

CARRY-OVER DUE:\$

CODES	DESCRIPTIONS	BUDGET AMOUNT	CASH MATCH	IN-KIND
111A	NON-INSTRUCTIONAL	\$53,485	\$51,685	\$59,628
200	PERSONAL SERVICES/EMPLOYEE BENEFITS			\$76,808
300	PURCHASES PROFESSIONAL/TECHNICAL SVCS		\$ 1,800	\$ 997
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES			\$ 2,501
700	PROPERTY			
800	DEBT SERVICE AND MISCELLANEOUS			\$ 1,518
		\$53,485	\$53,485	\$141,452
	TOTAL			

ORIGINAL REQUEST DATE

CT STATE DEPARTMENT OF EDUCATION

DATE OF

REVISED REQUEST DATE

PROGRAM MANAGER AUTHORIZATION

APPROVAL

Grant/Match Summary

CSDE Grant Award	\$ 53,485
Local Match:	
Municipal Appropriation	\$ 53,485
Other Funds	
In-Kind	
Total Local Match	\$106,970

I certify that the budget provided herein represents the planned income and expenditures of the YSB Grant funds and local match of the above grantee for the grant period July 1, 2017 through June 30, 2018, in accordance with all applicable instructions and statutory requirements.

Authorized Signature

Harry W. Rilling

Typed Signature

Date

Date

Budget Object Codes

Include all budget account descriptions for the following categories:

111A Non-Instructional

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

300 Purchased Professional and Technical Services

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

400 Purchased Property Services

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

500 Other Purchased Services

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

600 Supplies

Amounts paid for items that are consumed, worn out or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

800 Debt Service and Miscellaneous

Amounts paid for goods and services not otherwise classified above.

2017-19 Youth Service Bureau Grant Application

Budget Narrative – Income

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the Grant and Local Match Summary form.

Account Name	Description	Line Item Total
Funds from the CSDE YSB Grant Program	Expected funding from CSDE for YSB.	\$53,485
Other Funds (State and Federal)	List source and amounts for other funds that will be used as matching funds for this grant. \$1,800 has been allocated to obtain clinical consultation from Family & Children's Agency.	\$ 1,800
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s): \$89,151 of full-time Director's Salary of \$109,825 is submitted as match. \$54,107 of Juvenile Justice Coordinator's salary is submitted as match. \$10,936 of the \$18,200 allocated for part-time secretary is submitted as match. \$48,000 of the \$59,280 allocated for part-time Youth Counselors is submitted as match.	\$ 51,685
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant.	

2017-19 Youth Service Bureau Grant Application

Budget Narrative – Expenses

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the “Grant and Local Match Budget” form.

Account Code/Name	Description	Line Item Total
100 Salaries	The amount of \$109,825 has been allocated for the full time Director’s salary. Of that amount \$20,674 will come from grant funds and \$89,151 will be match. The amount of \$66,654 has been allocated for the full time Coordinator of Juvenile Justice Programs. \$12,547 will come from grant funds and \$54,107 will be match. \$18,200 has been allocated for a part-time secretary; \$7,264 grant funds and \$10,936 match. \$59,280 has been allocated for part-time Youth Counselors and \$11,200 is grant funded with \$48,000 match.	\$106,970
590 Other Purchased Services	\$1,800 has been allocated to contract for clinical consultation services from Family & Children’s Agency for clinical staff and will serve as match.	\$ 1,800

2017-19 Youth Service Bureau Grant Application

APPENDIX B
List of Youth Service Bureaus Eligible for State Grants

ANSONIA	MILFORD	WESTPORT
ASHFORD	MONTVILLE	WETHERSFIELD
AVON	NAUGATUCK	WILLINGTON
BERLIN	NEW BRITAIN	WILTON
BLOOMFIELD	NEW CANAAN	WINCHESTER
BRANFORD	NEW HAVEN	WINDHAM
BRIDGEPORT	NEWINGTON	WINDSOR
BRISTOL	NEW LONDON	WINDSOR LOCKS
CANAAN	NEW MILFORD	WOODBIDGE
CANTON	NEWTOWN	WATERBURY YOUTH
CHESHIRE	NORTH BRANFORD	SERVICE SYSTEM, INC.
CLINTON	NORTH HAVEN	SOUTHBURY/
COLCHESTER	NORWALK	MIDDLEBURY
COLUMBIA	NORWICH	NOROTON HEIGHTS
COVENTRY	OLD LYME	DEPOT
CROMWELL	OLD SAYBROOK	
DANBURY	ORANGE	
DERBY	PLAINFIELD	
DURHAM	PLAINVILLE	
EAST GRANBY	PORTLAND	
EAST HADDAM	PRESTON	
EAST HAMPTON	PROSPECT	
EAST HARTFORD	RIDGEFIELD	
EAST HAVEN	ROCKY HILL	
EAST LYME	SHELTON	
ELLINGTON	SIMSBURY	
ENFIELD	SOUTHINGTON	
ESSEX	SOUTH WINDSOR	
FAIRFIELD	STAFFORD	
FARMINGTON	STAMFORD	
GLASTONBURY	STONINGTON	
GRANBY	STRATFORD	
GREENWICH	SUFFIELD	
GRISWOLD	THOMASTON	
GROTON	TOLLAND	
GUILFORD	TORRINGTON	
HAMDEN	TRUMBULL	
HARTFORD	VERNON	
HEBRON	VOLUNTOWN	
KILLINGWORTH	WALLINGFORD	
LEDYARD	WATERFORD	
MADISON	WATERTOWN	
MANCHESTER	WESTBROOK	
MANSFIELD	WEST HARTFORD	
MERIDEN	WEST HAVEN	
MIDDLETOWN	WESTON	

2015-17 Youth Service Bureau Grant Application

APPENDIX C List of Towns/Youth-Servicing Agencies and CSDE Codes

CODE	Town	CODE	Town
1	ANDOVER	51	FAIRFIELD
2	ANSONIA	52	FARMINGTON
3	ASHFORD	53	FRANKLIN
4	AVON	54	GLASTONBURY
5	BARKHAMSTED	55	GOSHEN
6	BEACON FALLS	56	GRANBY
7	BERLIN	57	GREENWICH
8	BETHANY	58	GRISWOLD
9	BETHEL	59	GROTON
10	BETHLEHEM	60	GUILFORD
11	BLOOMFIELD	61	HADDAM
12	BOLTON	62	HAMDEN
13	BOZRAH	63	HAMPTON
14	BRANFORD	64	HARTFORD
15	BRIDGEPORT	65	HARTLAND
16	BRIDGEWATER	66	HARWINTON
17	BRISTOL	67	HEBRON
18	BROOKFIELD	68	KENT
19	BROOKLYN	69	KILLINGLY
20	BURLINGTON	70	KILLINGWORTH
21	CANAAN	71	LEBANON
22	CANTERBURY	72	LEDYARD
23	CANTON	73	LISBON
24	CHAPLIN	74	LITCHFIELD
25	CHESHIRE	75	LYME
26	CHESTER	76	MADISON
27	CLINTON	77	MANCHESTER
28	COLCHESTER	78	MANSFIELD
29	COLEBROOK	79	MARLBOROUGH
30	COLUMBIA	80	MERIDEN
31	CORNWALL	81	MIDDLEBURY
32	COVENTRY	82	MIDDLEFIELD
33	CROMWELL	83	MIDDLETOWN
34	DANBURY	84	MILFORD
35	DARIEN	85	MONROE
36	DEEP RIVER	86	MONTVILLE
37	DERBY	87	MORRIS
38	DURHAM	88	NAUGATUCK
39	EASTFORD	89	NEW BRITAIN
40	EAST GRANBY	90	NEW CANAAN
41	EAST HADDAM	91	NEW FAIRFIELD
42	EAST HAMPTON	92	NEW HARTFORD
43	EAST HARTFORD	93	NEW HAVEN
44	EAST HAVEN	94	NEWINGTON
45	EAST LYME	95	NEW LONDON
46	EASTON	96	NEW MILFORD
47	EAST WINDSOR	97	NEWTOWN
48	ELLINGTON	98	NORFOLK
49	ENFIELD	99	NORTH BRANFORD
50	ESSEX	100	NORTH CANAAN

2015-17 Youth Service Bureau Grant Application

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WATERFORD

APPENDIX C (cont.)

CODE	Town	CODE	Town
101	NORTH HAVEN	153	WATERTOWN
102	NORTH STONINGTON	154	WESTBROOK
103	NORWALK	155	WEST HARTFORD
104	NORWICH	156	WEST HAVEN
105	OLD LYME	157	WESTON
106	OLD SAYBROOK	158	WESTPORT
107	ORANGE	159	WETHERSFIELD
108	OXFORD	160	WILLINGTON
109	PLAINFIELD	161	WILTON
110	PLAINVILLE	162	WINCHESTER
111	PLYMOUTH	163	WINDHAM
112	POMFRET	164	WINDSOR
113	PORTLAND	165	WINDSOR LOCKS
114	PRESTON	166	WOLCOTT
115	PROSPECT	167	WOODBIDGE
116	PUTNAM	168	WOODBURY
117	REDDING	169	WOODSTOCK
118	RIDGEFIELD	630	UNITED WAY OF GREENWICH
119	ROCKY HILL	631	WATERBURY YOUTH SERVICE SYSTEM INC.
120	ROXBURY	632	SOUTHBURY/MIDDLEBURY
121	SALEM	633	NOROTON HEIGHTS DEPOT
122	SALISBURY		
123	SCOTLAND		
124	SEYMOUR		
125	SHARON		
126	SHELTON		
127	SHERMAN		
128	SIMSBURY		
129	SOMERS		
130	SOUTHBURY		
131	SOUTHINGTON		
132	SOUTH WINDSOR		
133	SPRAGUE		
134	STAFFORD		
135	STAMFORD		
136	STERLING		
137	STONINGTON		
138	STRATFORD		
139	SUFFIELD		
140	THOMASTON		
141	THOMPSON		
142	TOLLAND		
143	TORRINGTON		
144	TRUMBULL		
145	UNION		
146	VERNON		
147	VOLUNTOWN		
148	WALLINGFORD		
149	WARREN		
150	WASHINGTON		
151	WATERBURY		

APPENDIX D
Youth Service Bureau Laws and Regulations

Sec. 10-19m. (Formerly Sec. 17a-39). Youth service bureaus. Annual report. Regulations.

(a) For the purposes of this section, "youth" shall mean a person from birth to eighteen years of age. Any one or more municipalities or any one or more private youth serving organizations, designated to act as agents of one or more municipalities, may establish a multipurpose youth service bureau for the purposes of evaluation, planning, coordination and implementation of services, including prevention and intervention programs for delinquent, pre-delinquent, pregnant, parenting and troubled youth referred to such bureau by schools, police, juvenile courts, adult courts, local youth-serving agencies, parents and self-referrals. A youth service bureau shall be the coordinating unit of community-based services to provide comprehensive delivery of prevention, intervention, treatment and follow-up services.

(b) A youth service bureau established pursuant to subsection (a) of this section may provide, but shall not be limited to, the delivery of the following services: (1) individual and group counseling; (2) parent training and family therapy; (3) work placement and employment counseling; (4) alternative and special educational opportunities; (5) recreational and youth enrichment programs; (6) outreach programs to insure participation and planning by the entire community for the development of regional and community-based youth services; (7) preventive programs, including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and (8) programs that develop positive youth involvement. Such services shall be designed to meet the needs of youth by the diversion of troubled youth from the justice system as well as by the provision of opportunities for all youth to function as responsible members of their communities.

(c) The Commissioner of Education shall adopt regulations, in accordance with the provisions of chapter 54, establishing minimum standards for such youth service bureaus and the criteria for qualifying for state cost-sharing grants, including, but not limited to, allowable sources of funds covering the local share of the costs of operating such bureaus, acceptable in-kind contributions and application procedures. Said commissioner shall, on December 1, 1979, and annually thereafter, report to the General Assembly on the referral or diversion of children under the age of eighteen years from the juvenile justice system and the court system. Such report shall include, but not limited to, the number of times any child is so diverted, the number of children diverted, the ages of the children diverted and such other information and statistics as the General Assembly may request from time to time. Any such report shall contain no identifying information about any particular child.

*Please note that Section 78 of Public Act 07-04 of the June Special Session amended Subsection (c) of this so that effective January 1, 2010, Subsection (c) will read as follows:

Sec. 10-19n. (Formerly Sec. 17a-40). State aid for establishment and expansion of youth service bureaus. To assist municipalities and private youth-serving organizations designated to act as agents for such municipalities in establishing, maintaining or expanding such youth service bureaus, the state, acting through the Commissioner of Education, shall provide cost-sharing

2015-17 Youth Service Bureau Grant Application

grants, subject to the provisions of this section for (1) the cost of an administrative core unit and (2) the cost of the direct services unit provided by such youth service bureau. No state grant shall be made for capital expenditures of such bureaus. All youth service bureaus shall submit a request for a grant, pursuant to this section and sections 10-19m and 10-19o, on or before May fifteenth of the fiscal year prior to the fiscal year for which such grant is requested.

Sec. 10-19o. (Formerly Sec. 17a-40a). Youth service bureau grant program. (a) The Commissioner of Education shall establish a program to provide grants to youth service bureaus in accordance with this section. Only youth service bureaus which were eligible to receive grants pursuant to this section for the fiscal year ending June 30, 2015, or which applied for a grant by June 30, 2012, with prior approval of the town's contribution pursuant to subsection (b) of this section, shall be eligible for a grant pursuant to this section for any fiscal year commencing on or after July 1, 2012. Each such youth service bureau shall receive a grant of fourteen thousand dollars. The Department of Education may expend an amount not to exceed two percent of the amount appropriated for purposes of this section for administrative expenses. If there are any remaining funds, each such youth service bureau that was awarded a grant in excess of fifteen thousand dollars in the fiscal year ending June 30, 1995, shall receive a percentage of such funds. The percentage shall be determined as follows: For each such grant in excess of fifteen thousand dollars, the difference between the amount of the grant awarded to the youth service bureau for the fiscal year ending June 30, 1995, and fifteen thousand dollars shall be divided by the difference between the total amount of the grants awarded to all youth service bureaus that were awarded grants in excess of fifteen thousand dollars for said fiscal year and the product of fifteen thousand dollars and the number of such grants for said fiscal year.

(b) In order for a youth service bureau to receive the full amount of the state grant determined pursuant to subsection (a) of this section, a town shall contribute an amount equal to the amount of the state grant. A town shall provide not less than fifty per cent of its contribution from funds appropriated by the town for that purpose, and the remaining amount in other funds or in-kind contributions in accordance with regulations adopted by the State Board of Education in accordance with Chapter 54.

(c) Any funds remaining due to a town's failure to match funds as provided in subsection (b) of this section, shall be redistributed in accordance with the provisions of this section. The State Board of Education shall adopt regulations in accordance with the provisions of Chapter 54 to coordinate the youth service bureau program and to administer the grant system established pursuant to this section and sections 10-19m and 10-19n.

Sec. 10-19p. (Formerly Sec. 17a-41). Assistance to youth service bureaus. The Department of Education shall provide grant management services, program monitoring, program evaluation and technical assistance to such state-aided youth service bureaus, and the Commissioner may assign or appoint necessary personnel to perform such duties, subject to the provisions of Chapter 67.

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APPENDIX E

Certification that a Current Affirmative Action Packet is on File

I, the undersigned authorized official, hereby certify that the applying organization/ agency has a current affirmative action packet on file with the Connecticut State Department of Education. The Affirmative Action Packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: Harry W. Rilling, Mayor

APPENDIX F
Youth Service Bureau Results Based Accountability (RBA) Sample Strategies and Activities

Administrative Core Unit Strategies and Activities

Sample Strategies	Sample Activities
Improve the administration of YSB programs and services.	To evaluate administrative procedures. To streamline fiscal and data management procedures. To provide staff training and improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	To research available funding services. To write grant applications.
Inform the community of programs and services.	To compile information on all community youth programs into a database. To develop and regularly update a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	To convene relevant community groups to plan activities. To write joint grant application with other providers. To initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	To advocate for local policies and procedures that benefit youth. To keep community leaders aware of YSB functions. To advocate for individual youth.

Administrative Core Unit Strategies and Activities (APPENDIX F cont.)

Sample Strategies	Sample Activities
Improve the administration of YSB programs and services.	Evaluate administrative procedures. Streamline fiscal and data management procedures. Provide staff training to improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	Research available funding services. Write grant applications.
Inform the community of programs and services.	Compile information on all community youth programs into a database. Develop and plan for the regular updating of a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	Convene relevant community groups to produce an activity plan. Write joint grant application with other providers. Initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	Advocate for local policies and procedures that benefit youth. Keep community leaders aware of YSB functions. Advocate for individual youth.

Direct Services Unit Strategies and Activities (APPENDIX F cont.)

Sample Strategies	Sample Activities
Youth will have the special supports and services they need in times of personal or family crises and in times of difficult personal transition.	To divert youth from the juvenile justice system. To provide intervention service to identified 'at-risk' populations. To provide support services to 'at-risk' youth and their families.
Youth and families will understand their own needs, the needs of their family members and will understand how to generate a mutually supportive family environment.	To provide counseling / therapy to youth and their families. To provide sexual abuse counseling and support. To provide truancy prevention services to community youth.
Youth will have attitudes, work values and skills to obtain and hold jobs.	To maintain a job bank for youth. To provide career exploration support services to youth.
Youth will have strong bonds to their families, peers, schools and communities. Youth will contribute to the well-being and strength of their families, schools and communities.	To provide youth leadership training. To host discussion groups for youth to discuss issues of importance to them.
Educate on issues of importance to youth.	To train youth as peer mentors. To provide education on sexual abuse. To provide education on well childcare. To provide substance abuse education.
Youth will participate in positive social, cultural and athletic activities in their leisure time.	To provide an alcohol and drug-free social environment for youth. To provide opportunities to participate in drama and sports.
Parents will have the knowledge and skills to guide their children so that they become responsible productive citizens.	To provide parent workshops. To provide educational materials related to children.

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APPENDIX G

Statutory Requirement of Administrative Core Unit Functions

In my official capacity as signatory for the Norwalk Youth Service Bureau, I, the undersigned authorized official*, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19o) to provide the five Administrative Core Unit (ACU) functions of:

1. Management and Administration.
2. Research that provides for the continued assessment of community needs and assets.
3. Resource development.
4. Community involvement.
5. Advocacy on behalf of issues related to youth and families.



David J. Walenczyk, Director Norwalk YSB

Name

7-19-2017

Date

*Authorized official may be:

- Department Head
- Town Manager
- First Selectman
- Mayor

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APPENDIX H
Statement of Assurances
STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE: Norwalk Department of Youth Services

THE APPLICANT: City of Norwalk **HEREBY ASSURES THAT:**

Norwalk Department of Youth Services

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;

2015-17 Youth Service Bureau Grant Application

- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;

2015-17 Youth Service Bureau Grant Application

(8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;

(9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

(10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor

2015-17 Youth Service Bureau Grant Application

union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the

2015-17 Youth Service Bureau Grant Application

United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Signature:

Name: *(typed)*

Harry W. Rilling

Title: *(typed)*

Mayor

Date:

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM

VII.B

PRINT

PERSONAL/FAMILY
ASSOCIATION/CLUB
COMPANY/BUSINESS

ORGANIZATION NAME: Tim Currie's Motown Revue Band

NAME OF CORPORATE OFFICER AUTHORIZED
TO EXECUTE THE LICENSE AGREEMENT: Timothy P. Currie TITLE: Owner

YOUR NAME: Timothy P. Currie TITLE: Owner

ADDRESS: 599 West Avenue E-MAIL ADDRESS: currietimothy51@gmail.com

CITY: Norwalk STATE: CT ZIP CODE: 06850

HOME PHONE: 803-259-7477 BUSINESS PHONE: 203-816-0775 CELL: 475-216-0995

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Taylor Farm # OF PARTICIPANTS: 1,000

EVENT: Concert/Tribute Festival DATE REQUESTED: 9/30/17

SET UP TIME: 9:00 AM STARTING TIME: 12:00-1:00 PM END TIME: 8:00 PM 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?

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 YES ☐ NO ☒

WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER? 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: Timothy P. Currie DATE: 6/1/17 OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES ☐ NO ☐ N/A ☐ DATE: 7/12/17

COMMON COUNCIL APPROVAL: YES ☐ NO ☐ N/A ☐ DATE: _____

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

{00022405.DOCX 1}

(Candace)

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM

PLEASE PRINT

ORGANIZATION NAME: Brian McMahon Band Parents PERSONAL/FAMILY
~~ASSOCIATION/CLUB~~
COMPANY/BUSINESS

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Jen Forcellina TITLE: President

YOUR NAME: Joe Buellesbach TITLE: Vice-President

ADDRESS: 3 Yorkshire Rd E-MAIL ADDRESS: JBUELLESBACH@OPTONL2
NE.NE

CITY: Norwalk STATE: CT ZIP CODE: 06854

HOME PHONE: 838.6685 BUSINESS PHONE: _____ CELL: 247.5831

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: BMHS Football Field # OF PARTICIPANTS: 750

EVENT: Celebration of Sound DATE REQUESTED: #5 Sept 16.

SET UP TIME: 9:00 am STARTING TIME: 3:00 pm END TIME: 10:00 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: 7/31/17 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)

AGENDA

JULY 13, 2017

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED
CLAIMS COMMITTEE

CCAP AUTO LEASE LTD
DAIMLER TRUST
DEREGT JOHN P
EIMY PAINTING LLC
HONDA LEASE TRUST
MARTINEZ ERIKA V
NISSAN INFINITI LT
POCOGRANO PATRICIA A
SWIERCAZEK JANUSZ J
TOYOTA LEASE TRUST
SOTIROPOULOS DEMETRIOS
TOYOTA LEASE TRUST
VAULT TRUST
VELASQUEZ, RODRIGO

APPROVED BY
TAX COLLECTOR

15-MV-310554 (\$126.73)
15-MV-341883 (\$142.85)
15-MV-316435 (\$29.48)
15-MV-319249 (\$27.91)
15-MV-406937 (\$34.31)
15-MV-340576 (\$62.61)
15-MV-346084 (\$582.77)
15-MV-900083 (\$65.76)
15-MV-361695 (\$17.40)
15-MV-364029 (\$241.32)
15-MV-360222 (\$174.45)
15-MV-414470 (\$111.01)
15-SEE BACK UP (\$1995.07)
15-MV-367316 (\$61.63)

REPORTED TO
CLAIMS COMMITTEE

PRORATION
PRORATION
PRORATION
PRORATION
PRORATION
PRORATION
OVERPAYMENT
ABATEMENT
PRORATION
PRORATION
PRORATION
PRORATION
PRORATION
PRORATION

ROLAND JHON JR AND MARY
RE:363 ROWAYTON AVE
6-27-27-0

(\$6322.50)

13-RE-122711 (\$2142.12)
14-RE-122664 (\$2062.68)
15-RE-122715 (\$2117.70)

TAX DIST.S/B 6-ERROR TAXED IN 1ST
TAX DIST.S/B 6-ERROR TAXED IN 1ST
TAX DIST.S/B 6-ERROR TAXED IN 1ST

VII.C

VAULT TRUST			
BILL #	PLATE #	VIN#	AMOUNT
15-366760	912XVB	1GNKVJKD4DJ100562	\$ 351.60
15-366778	644ZYG	1G6ALSX6D0133888	\$ 229.93
15-366806	9643CL	1GCRKSE73DZ104549	\$ 329.13
15-366816	768ZRR	1C4RJFAG6DC580944	\$ 259.53
15-366838	0ALFJ9	1G1PC5SB0E7358160	\$ 25.12
15-366844	780ZSD	1G6DH5E5XD0100711	\$ 202.09
15-366889	451ZSK	1C4RJFAT4DC646081	\$ 134.82
15-366893	283ZOE	1G11E5A5DF192388	\$ 159.62
15-366948	900ZRT	2GKFLVE34D6156402	\$ 161.21
15-366977	629ZVK	1G6ALS38D0121139	\$ 142.02
TOTAL			\$1,995.07



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 13, 2017
Re: Narrative for June, 2017 Tax Collector's Report

As of June 30, 2017, at the close of the (then) current fiscal year, we collected more than \$ 301 million, or **98.93%** of our \$304+ million adjusted tax levy. In addition, as of the end of June, 2017, we collected in excess of \$15 million of our sewer use levy, or **98.77%**. We also collected 90.14% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we were slightly behind with regard to both current taxes (-0.19) and current sewer use (-0.27%) collections. Also, through the month of June, 2017, we showed a net collection of just under \$3.5 million in back taxes, interest, lien fees and other fees, also somewhat less than we collected last year at this time. We actually collected much more than that, but these 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. Even so, we will have either met or exceeded our budgeted collection goals for the 2016-2017 fiscal year.

Also in June 2017, we began collecting on the 2016 grand list that technically came due July 1. We created the 2016 grand list bills in our tax software system at the end of May, and the bills were mailed to taxpayers the week of June 20. We are now in the second week of July and the collection is well underway with no major issues. The last day on which to pay without penalty is Tuesday, August 1. During June 2017, we collected more than \$13 million in 'advance' property tax and sewer use collections, or between 3% - 4% of the levies, again even before the charges were technically due. There are still functions and duties to be performed relative to closing out the fiscal year that ended June 30 and we are progressing with those.

Over the past several months we have continued to issue alias tax warrants to the state marshals to enlist their help with collecting past due business personal property taxes and some sewer assessment charges. We have collected in excess of \$2.6 million in past due business personal property taxes through the direct involvement of the state marshals and our delinquent tax collector since this program's inception in 2008. With an alias tax warrant, the marshal goes door to door to serve the warrants and collect payments, sometimes accompanied by a member of our senior staff. One of our marshals recently served an alias tax warrant on a bank to collect back taxes due from a group of local attorneys who had been refusing to pay their business personal property taxes for more than 8 years. We collected in full - nearly \$12,000 - directly from their bank account. This is an example of how effective alias tax warrants are, and why we use them. Maintaining a high current collection rate and enforcing collection of back taxes allows our budget making authority to set a lower mill rate, 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 they knew not everybody would pay on time, they made the mill rate slightly higher, to allow for 'uncollected taxes' in that year. However, if we keep the current tax collection rate as high as possible, that 'uncollectible' amount can be less. As a result, people will not have to pay more than their 'fair share,' because a lower mill rate can be set. This is tax relief for every single taxpayer, and arguably the best form of tax relief, because it affects everybody. We will continue to keep all stakeholders informed of our progress.

**TAX COLLECTOR'S REPORT
JUNE 2017**

FISCAL YEAR 2016-2017 (2015 GRAND LIST)	ADJ. TAX COLLECTIONS		COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
	ORIGINAL LEVY	JUN 16 - JUN 17				
AUTOMOBILE-REGULAR	\$17,749,840.53	\$16,761,846.17	94.43%	\$17,558,528.56	(\$193,111.97)	95.47%
AUTOMOBILE-SUPPLEMENTAL	\$3,315,742.19	\$2,927,650.83	88.30%	\$3,243,288.78	(\$72,443.41)	90.27%
PERSONAL PROPERTY	\$19,969,243.96	\$19,527,869.63	97.84%	\$19,755,709.50	(\$203,534.46)	98.65%
REAL ESTATE	\$285,387,336.38	\$262,210,880.23	92.00%	\$264,138,365.03	(\$1,248,971.35)	99.27%
TOTAL TAX	\$306,411,963.05	\$301,428,246.66	98.37%	\$304,693,901.87	(\$1,718,061.19)	99.93%
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%
FISCAL YEAR 2015-2016 (2014 GRAND LIST)		JUN 15 - JUN 16				
AUTOMOBILE-REGULAR	\$17,433,300.64	\$16,333,471.37	93.69%	\$17,158,784.38	(\$274,516.26)	95.19%
AUTOMOBILE-SUPPLEMENTAL	\$2,846,741.63	\$2,532,422.06	88.96%	\$2,820,394.81	(\$26,346.82)	89.79%
PERSONAL PROPERTY	\$18,492,367.14	\$18,181,995.77	98.32%	\$18,496,645.74	\$4,278.60	98.30%
REAL ESTATE	\$261,228,545.62	\$258,936,687.55	99.12%	\$260,136,601.59	(\$1,092,944.03)	99.54%
TOTAL TAX	\$300,001,955.03	\$296,984,576.75	98.66%	\$298,612,426.52	(\$1,389,528.51)	99.12%
SEWER USE	\$14,660,068.00	\$14,496,202.55	98.88%	\$14,636,131.00	(\$23,937.00)	99.04%
IPP FEE	\$189,750.00	\$196,261.55	103.43%	\$216,500.00	\$26,750.00	90.55%
TAX DIFFERENCE 2015 G.L. vs. 2014 G.L. INCREASE/(DECREASE)	\$6,410,008.03	\$5,443,669.91	-0.29%	\$6,081,475.35	(\$328,532.68)	-0.19%
SEWER DIFFERENCE 2015 G.L. vs. 2014 G.L. INCREASE/(DECREASE)	\$699,787.00	\$652,153.92	-0.26%	\$701,004.14	\$1,217.14	-0.27%
IPP DIFFERENCE 2015 G.L. vs. 2014 G.L. INCREASE/(DECREASE)	\$22,500.00	(\$5,397.92)	-13.51%	(\$4,760.00)	(\$27,250.00)	-0.52%
BACK TAXES COLLECTED						
PRIOR TAXES		FISCAL YR 2015-2016 (JUL 15 - JUN 16)	CUR YR vs. PRIOR YR INC/(DEC)			
PRIOR SEWER USE FEE	\$1,516,645.71	\$2,001,841.19	(\$484,995.48)			
PRIOR IPP FEE	\$61,446.67	\$157,960.79	(\$96,514.12)			
TOTAL PRIOR TAX, SEWER & IPP	\$1,595,104.48	\$2,176,273.51	(\$581,169.03)			
CURRENT INTEREST	\$812,723.68	\$801,364.16	\$11,359.52			
PRIOR INTEREST	\$796,953.01	\$916,219.33	(\$119,266.32)			
SEWER USE FEE INTEREST	\$66,610.28	\$90,788.66	(\$24,178.38)			
IPP FEE INTEREST	\$7,606.04	\$7,893.89	(\$287.85)			
TOTAL INTEREST COLLECTED	\$1,683,893.01	\$1,816,266.04	(\$132,373.03)			
PRIOR LIEN FEE	\$20,867.96	\$14,426.95	\$6,441.01			
CURRENT LIEN FEE	\$8,451.92	\$11,217.09	(\$2,765.17)			
TOTAL LIEN FEE COLLECTED	\$29,319.88	\$25,644.04	\$3,675.84			
MISC FEES COLLECTED**	\$191,043.28	\$135,277.82	\$55,765.46			
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$3,499,360.55	\$4,153,461.41	(\$654,100.76)			

* 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, 2017
ADVANCE COLLECTIONS

FISCAL YEAR 2017-2018 (2016 GRAND LIST)	ADJ. TAX COLLECTIONS			COLLECTION %	CORRECTED LEVY*	COLLECTION %
	ORIGINAL LEVY	JUN 2017				
AUTOMOBILE-REGULAR	\$18,742,512.33	\$1,532,747.47		8.18%	\$18,701,212.71	8.20%
PERSONAL PROPERTY	\$20,774,746.28	\$391,201.93		1.88%	\$21,009,416.60	1.86%
REAL ESTATE	\$269,517,650.26	\$10,820,429.47		4.01%	\$269,110,048.24	4.02%
TOTAL	\$309,034,908.87	\$12,744,378.87		4.12%	\$308,820,677.55	4.13%
SEWER USE FEE	\$15,371,652.00	\$482,068.60		3.14%	\$15,651,632.00	3.08%
IPP FEE	\$204,250.00	\$11,250.00		5.51%	\$214,750.00	5.24%
FISCAL YEAR 2016-2017 (2015 GRAND LIST)	JUN 2016			COLLECTION %	CORRECTED LEVY*	COLLECTION %
	ORIGINAL LEVY					
AUTOMOBILE-REGULAR	\$17,749,640.53	\$2,003,470.02		11.29%	\$17,734,760.37	11.30%
PERSONAL PROPERTY	\$19,959,243.96	\$831,105.37		4.16%	\$19,959,981.00	4.16%
REAL ESTATE	\$265,387,336.38	\$13,093,485.66		4.93%	\$265,094,038.41	4.94%
TOTAL	\$303,096,220.87	\$15,928,061.05		5.26%	\$302,788,779.78	5.25%
SEWER USE FEE	\$15,359,855.00	\$617,931.45		4.02%	\$15,365,697.00	4.02%
IPP FEE	\$212,250.00	\$27,250.00		12.84%	\$212,250.00	12.84%
DIFFERENCE 2016 G.L. vs. 2015 G.L. TAX ONLY - INC/(DEC)	\$5,938,688.00	(\$3,183,682.18)		-1.13%	\$6,031,897.77	-1.13%
DIFFERENCE 2016 G.L. vs. 2015 G.L. SEWER USE FEE ONLY - INC/(DEC)	\$11,797.00	(\$135,862.85)		-0.89%	\$285,935.00	-0.94%
DIFFERENCE 2016 G.L. vs. 2015 G.L. IPP FEE ONLY - INC/(DEC)	(\$8,000.00)	(\$16,000.00)		-7.33%	\$2,500.00	-7.60%

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION



CITY OF NORWALK
Frederic J Gilden
Comptroller
fgilden@norwalkct.org
P: 203-854-7711 / F: 203-854-7710
125 East Avenue
Norwalk, CT 06851

To: Finance Committee of the Common Council
From: Frederic J. Gilden, Comptroller
Subject: MUNIS Hosting

We use MUNIS from Tyler Technologies for the City's Payroll, Financial, and Tax System for both the City and School system. Currently the software resides on City computer servers residing on the City network. We desire to have the software moved to servers at Tyler Technologies/MUNIS for a number of reasons:

1. Provides disaster recoveries capabilities. MUNIS has servers in both Maine and Texas.
2. MUNIS will handle all database services for the City using employees closely involved in the intricacies of the applications. They know how to make the system more efficient and perform better.
3. MUNIS is responsible to have the application available and performs all upgrades.
4. MUNIS can perform major upgrades during the weekend instead of having down time during the week. This will provide efficiency during the week.
5. There are certain parts of the system that School system hasn't been able to use or extremely difficult to use because they are not on the same system as the City. This will be eliminated once we switch to MUNIS hosting. One example that the School System has not been able to use is CUBES which will allow them to do advanced financial analysis. CUBES is a program that MUNIS has that is on EXCEL that communicates with the MUNIS system. It allows through EXCEL to analyze large amounts data to create executive financial summaries. This allows a user to create a report in EXCEL using EXCEL's pivot table application with a connection to the MUNIS database. After the report is created, the user can just refresh the report with the new data as needed and send the reports to others. Currently School System users haven't been able to do it since they are not on the same network (domain) as the City. The connection has not able to be achieved. Hosting will eliminate this issue. Now School system employees use a combination of downloading some information from MUNIS with a combination of hardcopy reports to create financial reports. However with CUBES this an easier task and produce better analysis capabilities.

Currently about 40% of the clients in Connecticut have MUNIS host the system. Having applications in the cloud has been a recent direction of City system. Applications that the City currently have hosted include the City's Time & Attendance system as well as the City's Code Enforcement system.

The City currently pays approximately \$200,000.00 a year for MUNIS support which does not include any database services and is subject to escalation each year. The costs listed below are in replace to the current cost for support.

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Tyler Technologies, a sole source provider, for Tyler Hosting and Software as a Service for the MUNIS Financials, Human Capital Management, Revenue, and Productivity Modules, for the City and Board of Education, for a five year period commencing January 1, 2018 for amounts as follows: Year 1, \$243,000; Year 2, \$262,900; Year 3, \$298,794; Year 4, \$298,794; Year 5, \$307,757. Sole Source Procurement (account 010600-5269)

SOLE SOURCE PROCUREMENT REQUEST

Date - 6-19-17

~~Rec'd 6/19/17~~

Please read the Sole Source procurement Policy printed on page 2 before filling out this request. This form is to be used in conjunction with the Procurement Request Form.

Sole source Contract/ Purchase order
Briefly describe the scope of services or equipment needed. Attach a Procurement Request Form and complete specifications.

MUNIS upgrade to cloud

This purchase qualifies as a Sole Source procurement for the following reason(s):

- ☐ The compatibility of equipment is of paramount consideration.
- ☐ The compatibility of accessories, replacement parts is of paramount consideration.
- ☐ The sole supplier's item is needed for trial use or testing.
- ☐ The sole supplier's item is to be produced for resale or donation.
- ☐ A Public utility service

☒ Other, please explain - MUNIS (Tyler Technology) is the vendor of our Financial/Payroll/Tax and is the sole source for hosting

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

Must has the ability to host MUNIS and apply support & upgrades to the MUNIS application. The cost includes the existing support (which is approximately \$200,000 plus yearly increases) plus the cost of hosting. There is no alternative to what we want to accomplish.

Dorene J. Nild
Department Head's Signature

The Purchasing Agent

Corporation Council

☒ Supports ☐ Does not support ☐ Supports ☐ Does not support

This request for a sole source purchase

Burduca
Signature

Signature



City of Norwalk
Information Technology Department
125 East Ave., Rm203
Norwalk, CT 06850
Phone: 203-854-7714 Fax: 203-854-7803
ITT Request Form



Tyler Technologies MUNIS ERP Software as a Service for City & Board of Education

Request Number: [redacted] Modification Number: 0 Date of Request: 5-Jul-17

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes
BUDGET ACCOUNT: 010600-5269

VENDOR DATA

Tyler Technologies [redacted]

One tyler Drive, Yarmouth, ME 04096

dated 5/12/2017 quotes 2016-17508, 9, 10, 12, 2017-28574

60 Concurrent users

Commencing 1-Jan-2018

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
1	Software as a Service + hosting	for all MUNIS modules on quotes	Year 1 Service +VPN device	\$243,000.00	\$243,000.00
1	Software as a Service + hosting	for all MUNIS modules on quotes	Year 2 Service	\$262,900.00	\$262,900.00
1	Software as a Service + hosting	for all MUNIS modules on quotes	Year 3 Service	\$298,794.00	\$298,794.00
1	Software as a Service + hosting	for all MUNIS modules on quotes	Year 4 Service	\$298,794.00	\$298,794.00
1	Software as a Service + hosting	for all MUNIS modules on quotes	Year 5 Service	\$307,757.00	\$307,757.00

Shipping

Total Price \$1,411,245.00

Date Presented: [redacted]

5-Jul-17

Date Approved: [redacted]

5-Jul-17

PROJECT: Tyler MUNIS SaaS

ITT Signature: [redacted]

Signature on file



CITY OF NORWALK
Frederic J Gilden
Comptroller
fgilden@norwalkct.org
P: 203-854-7711 / F: 203-854-7710
125 East Avenue
Norwalk, CT 06851

July 13, 2017

To: Finance Committee of the Common Council
From: Frederic J. Gilden, Comptroller
Subject: Timesclock Refresh

We use Time & Attendance System from Novatime to record all work time for both the City and School System. There are close to 3000 employees that are recording time each day. This is a system that is hosted by Novatime and supported by Andrews Technologies. Time is recorded in the system in a variety of ways including timeclocks, computer, phone (voice) and smartphone APP. The timeclock method is used extensively and we have approximately 50 clocks throughout City buildings and schools. The timeclocks are essentially computers mounted to the wall that allow both time recording, viewing employee time, or requesting time off.

The early timeclocks are now seven years old and it is time to start replacing them to get to the more available technology to maintain reliability in the system. The older clocks are the ones that need more physical attention than the newer ones. This request is to replace 13 timeclocks.

Authorize the purchasing agent to issue purchase order to Andrews Technology HMS, Inc. replacement of Timeclocks for the City's Time and Attendance System not to exceed \$31,330.00. (Account 011340-5741) (Sole Source Procurement).



Andrews Technology HMS, Inc.

1213 Culbreth Drive

Wilmington, NC 28405

sales@andrewstechnology.net

(800) 319-8096 Fax: (516) 674-8119



CHANGE ORDER FORM

Invoice To: City of Norwalk		Hosted By: Vendor	
Ship To: TBD		Terms: 100% Upon Execution	
Account Executive:	Jamie Blundell		
Qty	Description	Item	Total
	Novatime Web-Based Time & Attendance System		
13	NT7000 Biometric Finger Terminal	\$2,120	\$27,560
13	Power Over Ethernet	\$295	\$3,835
13	NT6500 Buy Back	(\$300)	(\$3,900)
	Implementation		3,835
	Annual Hardware Maintenance		Unchanged
	Sales Tax		TBD
	12 Month System Total		\$31,330
One Time Implementation Fees			
	Initial Planning Session	Included	
	Rules Questionnaire Assistance	Included	
	Install Novatime Web-Based Software	Included	
	Install Payroll Rules and Employee File	Included	
	Unlimited Administrative/Supervisor Training	Included	
	System Test/Go Live	Included	
	Total One Time Fees	\$3,835	
Note: All travel and expenses associated with installation and training will be at the cost of Andrews Technology. Absolutely no travel or expenses will be billed to The Customer.			

Customer Authorization _____ Title _____

_____ Date _____

Andrews Technology HMS, Inc. _____ Title _____

_____ Date _____

SOLE SOURCE PROCUREMENT REQUEST

Req# 00180121

Date - 6-19-2017

Please read the Sole Source procurement Policy printed on page 2 before filling out this request. This form is to be used in conjunction with the Procurement Request Form.

Sole source Purchase Order.
Briefly describe the scope of services or equipment needed. Attach a Procurement Request Form and complete specifications.

Replacement of Timelocks

This purchase qualifies as a Sole Source procurement for the following reason(s):

- ☒ The compatibility of equipment is of paramount consideration.
- ☒ The compatibility of accessories, replacement parts is of paramount consideration.
- ☐ The sole supplier's item is needed for trial use or testing.
- ☐ The sole supplier's item is to be produced for resale or donation.
- ☐ A Public utility service
- ☒ Other, please explain -

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

Must tie into Novatime Time & Attendance
system & is imperative that maintenance
& support is given by the vendor that
handles all other clocks. This is a
replacement of clocks with newer technology.
Andrews Technology is the reseller that has
Department Head's Signature responsibility for the entire
system.

The Purchasing Agent

Corporation Council

☒ Supports ☐ Does not support ☐ Supports ☐ Does not support

This request for a sole source purchase

Ben Luce
Signature

Signature



DEPARTMENT OF FINANCE
PURCHASING DIVISION

RE: RFP #3748 Request for Centralized Mailroom Services for the City of Norwalk and Board of Education Locations

The City of Norwalk's Purchasing department, along with the RFP evaluation and selection committee, recommends that Canon Solutions America, Inc. receives a contract in the amount of \$352,142.33 for the administration of mailroom services for the City of Norwalk and Norwalk Board of Education.

A Request for Proposals (RFP #3748) was issued on April 7, 2017 for centralized mailroom services for City of Norwalk locations, with BOE locations added as an alternate item to this proposal through an addendum issued May 1, 2017. The City received four (4) proposals from the following firms: Canon Solutions America, Ricoh USA, IST Management Services, and C&W Facility Services. Below is a summary of the pricing received from the above firms:

Firm	Option 1 – City Only	Option 2 – City + BOE
Canon	\$182,964	\$352,142
Ricoh	\$216,816	\$404,067
IST	\$275,647	N/A
C & W Services	N/A	\$539,933

A selection committee consisting of BOE Facilities Director William Hodel, BOE Purchasing Agent Karen Bartron, Town Clerk Rick McQuaid, and City of Norwalk Purchasing Agent Ben Luce elected to interview Canon and Ricoh based on their proposal submissions. These interviews took place on Friday, June 1st at City Hall and lasted one hour each.

While both firms proved capable of performing the required tasks during the interview sessions, Canon emerged as the superior choice based on their responses during the interview and also provided some innovative solutions such as a re-configuration of our mailroom that would make the operations run more efficiently than they currently do. There was consensus among the selection committee that Canon is the superior choice to administer the mailroom services for the City and BOE locations.

Based on the consensus of the selection committee, and that Canon was the low bidder from the RFP, I am recommending that Canon receive this award.

Regards,

Ben Luce

Purchasing Agent

Agenda Language:

Authorize the Mayor to execute a three (3) year agreement for mailroom services for City and Board of Education locations with Canon Solutions America, Inc. for a total amount not to exceed \$352,142.33.

**CITY OF NORWALK
FIRE DEPARTMENT
TRAINING DIVISION**

**121 Connecticut Ave
Norwalk, Connecticut 06850**



**Tele: (203) 854-0235
Fax (203) 854-7931**

I would like to request that the City of Norwalk continues as the fiduciary for the Region 1, Emergency Management Preparedness Grant (EMPG).

History

The City of Norwalk is part of a mutual aid agreement with 13 other cities and towns in Fairfield County. These 14 municipalities make up Region 1 and also the Fairfield County Hazardous Incident Response Team (FFCoHIRT). The team administered through the Fire Chiefs that represent the municipalities.

Annually our regional hazardous material team is awarded funds from the Emergency Preparedness Grant (EMPG), a federal grant that is managed through the State of Connecticut.

Our issue is that our hazardous materials team is a mutual aid agreement between the municipalities, not a true government entity. The grant is a reimbursement grant that needs a municipality or a council of governments to purchase items and then submit for reimbursement.

FFCoHIRT identifies equipment or training that is needed for our region. We confirm with the state that the purchase will be a reimbursable cost. The vendor provides a quote for the purchase; the municipality will then issue a purchase order. The vendor delivers the item and then issues an invoice. The municipality pays the invoice and then submits reimbursement from the state.

Respectfully,

Albe Bassett

Albert Bassett
Deputy Chief of Training
Norwalk Fire Department
121 Connecticut Avenue
Norwalk, CT 06854
203-854-0235 phone



E.MERGENCY M.ANAGEMENT P.ERFORMANCE G.RANT

FFY 2016 APPLICATION
Due: September 15, 2016



State of Connecticut

Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security

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COMPLETION AID FOR GRANTEE

The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. A detailed checklist is available in the 2016 EMPG Manual.

- ☐ Section B: Application Information and Data Sheet
- ☐ Section C: Municipal Resolution
- ☐ Section D: EMPG Financial Tool Budget Tab
- ☐ Section E: Master Staffing Pattern and Training History
- ☐ Section F: NEMA Survey attached (Optional)
- ☐ Job Descriptions have been attached if applicable (Available on website)

DEMHS REGIONAL CONTACT INFO

For assistance filling out this application please contact your DEMHS Regional Coordinator.

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06601 Phone: 203.696.2640 Fax: 203.334.1560 Email: Robert.Kenny@ct.gov
Region 2	John Field Regional Coordinator	1111 Country Club Road, Middletown, CT 06457 Phone: 860.685.8105 Fax: 860.685.8366 Email: John.Field@ct.gov
Region 3	Vacant Regional Coordinator	360 Broad Street, Hartford CT, 06105 Phone: 860.529.6894 Fax: 860.257.4621 Email: Natalie.slmoneau@ct.gov
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road, Colchester, CT 06451 Phone: 860.465.5460 Fax: 860.465.5464 Email: Mike.Caplet@ct.gov
Region 5	Thomas Vannini Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 203.591.3500 Fax: 203.591.3529 Email: Thomas.Vannini@ct.gov

SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. Please be reminded that all signatures are required to be original on this document. Please sign or initial where you see the following tabs:



1. **Manual:** Please print and review the 2016 EMPG Manual (<http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the 2016 EMPG Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/16-9/30/17 in the 2016 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2016 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** Complete the Master Staffing Form and provide training certificates or transcripts for any training which has been completed. If you are unsure of your training completion level please contact your DEMHS Regional Coordinator.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692> to determine if any of these forms will be needed for your application:

Emergency Management Director Job Description – Use this form if you have hired a new Emergency Management Director.

Emergency Management Deputy Director Job Description – Use this form if you have hired a new Emergency Management Deputy Director.

Emergency Management Support Staff Job Description – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).

Request for Transcripts from EMI – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.

SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET

Mail Completed Applications To:
Division of Emergency Management & Homeland Security
1111 Country Club Road, Third Floor North
Middletown, CT - 06457 - ATTN: Robert Drozynski

SPCP Unit Use Only

1. Name of Municipality or Agency Applying for Subgrant:

2. Period of Award for this Subgrant: 7/1/17 – 6/30/18

3. Emergency Management Director Name & Address

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

4. Official Authorized to Sign for the Applicant:

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

5. Municipal/Agency Financial Officer

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

6. Fiscal Point of Contact: (If Different than Financial Officer)

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

7. Applicant FEIN:

8. Applicant DUNS #:

9. Applicant Fiscal Year End:

10. Date of Last Audit:

11. Dates Covered by Last Audit: _____ to _____

12. Date of Next Audit:

13. Dates to be Covered by Next Audit: _____ to _____

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION

14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The sub-grantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

SIGN & DATE

Authorized Signatory: X _____

Date: _____

SECTION C. AUTHORIZING RESOLUTION

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body—for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
_____ at its duly called and held meeting on _____, 20____,
(name of governing body) (Month, Day)

at which a quorum was present and acting throughout, and that the resolution has not been modified,
rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _____ may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of
Emergency Management and Homeland Security, any and all documents which it deems to be
necessary or appropriate; and

FURTHER RESOLVED, that _____, as _____ of
(name and title of officer)

(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry
out the terms of such documents.

The undersigned further certifies that _____
(name of officer)

now holds the office of _____ and that he/she has held that office since
_____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

_____ 20____

(Name and title of record keeper)

INSERT
TACTILE
TOWN
SEAL HERE

The Chief Executive Officer has not changed since the
previous resolution was authorized on _____
(Date)

SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET

Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool "Application Budget" tabs.

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

1. Award Amounts:

Per Capita Award: This amount is based on your town's population as listed in the State Register and Manual.

Sub grant Allocation: This totals as you fill in the categories below.

2. Enter Categories:

- **Personnel**- Enter the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff.
- **Organization**- Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment**-Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind**-Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **All other**- Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$147,216.00
Federal Per Capita Share ¹ :	\$73,608.00
Local Match ² :	\$73,608.00
SUBGRANT ALLOCATION	
Total:	\$0.00
Federal Per Capita Share ¹ :	\$0.00
Local Match (includes In-Kind) ² :	\$0.00
Personnel:	\$0.00
Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.	
Organization:	\$0.00
Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.	
Equipment:	\$0.00
Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.	
In-Kind:	\$0.00
Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692	
All Other:	\$0.00
Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.	
Unallocated:	\$73,608.00

SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2017, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to congress.

1. What is your total emergency management budget: \$ _____
Please provide your total budget even if these costs exceed your EMPG allocation.

2. Is your Emergency Management Director?:
(Check One)

☐ Full-Time
☐ Part-Time
☐ Volunteer

3. Which official (if any) has the authority to issue a mandatory evacuation order?:
(Check One)

☐ Mayor
☐ First Selectman
☐ Town Manager
☐ Other

4. Are there penalties for citizens that disobey mandatory evacuation orders?:
(Check all that apply)

☐ Removal by force
☐ Ticketing
☐ Fines
☐ Arrest
☐ Removal of children under the age of consent
☐ No penalties

5. For those penalties identified in question #4, are these penalties misdemeanors or felonies? (Check all that apply)

☐ Misdemeanor
☐ Felony
☐ Both
☐ Not specified
☐ Other (Please specify) _____
☐ Not Applicable – No Penalties

6. Has your municipality cut your emergency management program (regardless of whether you use EMPG funding) because of economic conditions?
(Check One)

☐ Yes
☐ No

2015 NEMA QUESTIONNAIRE RESULTS

As of April 26, 2016, all applications have been received for the 2015 EMPG SLA Program. A total of 93 out of 121 towns filled out the NEMA questionnaire that was included with the EMPG application.

Here are the answers to each question provided by the 93 towns that responded:

1. What is your total emergency management budget?: \$ 3,419,197.55
The local EM budgets exceeded their allocations (\$2,436,305.23) by \$982,892.32

2. Is your Emergency Management Director?:
 (Check One)

☐	20.43% Full-Time
☐	65.59% Part-Time
☐	13.98% Volunteer

3. Which official (if any) has the authority to issue a mandatory evacuation order?:
 (Check One)

☐	24.73% Mayor
☐	53.76% First Selectman
☐	19.35% Town Manager
☐	7.53% Other

The total is 105.38% because in a few towns more than one official can issue a mandatory evacuation order.

4. Are there penalties for citizens that disobey mandatory evacuation orders?:
 (Check all that apply)

☐	7.53% Removal by force
☐	3.23% Ticketing
☐	4.30% Fines
☐	9.68% Arrest
☐	3.23% Removal of children under the age of consent
☐	83.87% No penalties

The total is 111.83% because in some towns more than one option is used to enforce a mandatory evacuation order.

5. For those penalties identified in question #4, are these penalties misdemeanors or felonies? (Check all that apply)

☐	7.53% Misdemeanor
☐	0.00% Felony
☐	2.15% Both
☐	2.15% Not specified
☐	2.15% Other
☐	86.02% Not Applicable – No Penalties

6. Has your municipality cut your emergency management program (regardless of whether you use EMPG funding) because of economic conditions?
 (Check One)

☐	9.68% Yes
☐	90.32% No



Exclusions Extract User Guide – v1.0

October 2012



What Is the SAM Exclusions Extract?

The SAM Exclusions Extract contains a list of all currently open exclusions in SAM. This identifies entities that are in some way restricted from doing business with the US Federal Government. These include exclusions for Firms, Individuals, Special Entity Designations and Vessels:

- Individual – A person. Individuals do not have a D&B Data Universal Numbering System (DUNS) number.
- Firm – A company (including Sole Proprietors) with a valid D&B Data Universal Numbering System (DUNS) number.
- Special Entity Designation – Any entity that is not a vessel, individual or firm.
- Vessel – A mode of transportation capable of transport by water.

The Exclusion extract is run daily Tuesday through Saturday which accounts for the data as it existed on Monday through Friday. So for example, Tuesday's file accounts for all active exclusions as of 11:59 on Monday. Each file is a complete "dump" of data, so can be seen as a refresh file. Thus, users should typically want the latest posted file to ensure receipt of the most up to date data.

The file is typically about 100K rows. Please note that older versions of Microsoft Excel cannot load more than 65,536 rows from a CSV file. If you have Microsoft Excel version 2007 or higher, you should be able to load the complete file. If you encounter this limitation, and do not need the complete file, you can use SAM's Search functionality to filter to a smaller subset of data and export the results.

Who Can Download the SAM Exclusions Extract?

The SAM Exclusions Extract can be downloaded by any user regardless of whether they have an account in SAM. The extract is public and does not contain any Sensitive Personal Information.

How Do I Download the SAM Exclusions Extract?

To download the extract, click the "Data Access" link from the menu bar on SAM:

This will take you to a page similar to the screenshot below. The Exclusions Extract is at the bottom of the screen:



[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)

Extracts and Data Access

Public Extracts

EM Extracts

Exclusion Interfaces

General Data Access Information

Interface and Data Access Information

Public Access Data

Public Data Access

This page provides details for accessing public data. Click on the Data Package Name below for more information.

Legacy CCR Extracts Public ("FOIA") Data Package	Data Package Information
Data Access Role: Public Format: CSV Description: This data package contains entity-management data in the same format as the CCR FOIA extract. This data package is available to the public. Monthly File October 2012	
Exclusions Extract Data Package Data Access Role: Public Format: CSV Description: This data package contains all active exclusion records and is publicly available. Warning: Older versions of Microsoft Excel cannot load more than 65,536 rows from a CSV file. If you have Microsoft Excel version 2007 or higher, you should be able to load the complete file. If you encounter this limitation, and do not need the complete file, you can use SAM's Search functionality to filter to a smaller subset of data and export the results. Complete file - Last 7 days Fri 19th Sat 20th Tue 23rd Wed 24th Thu 25th Fri 26th	Data Package Information Descriptions

Exclusions Extracts for the past 7 days are retained and available for download on the site.

What Data Is in the Exclusions Extract?

The following is a list of the columns that are contained in the extract as well as a description of the data:

Column #	Column Header	Description of Data (for more information, reference the SAM users guide)
1	Classification	Identifies the Exclusion as being for a Firm, Individual, Special Entity Designation or Vessel
2	Name	The name of the entity being excluded.
3	Prefix	The prefix for the actual name of a person being excluded (generally only applicable for Individual and Special Entity Designation Exclusions, but can be used in other exclusions.
4	First	The first name for the actual name of a person being excluded (generally only applicable for Individual and Special Entity Designation Exclusions,



Column #	Column Header	Description of Data (for more information, reference the SAM users guide)
		but can be used in other exclusions.
5	Middle	The middle name for the actual name of a person being excluded (generally only applicable for Individual and Special Entity Designation Exclusions, but can be used in other exclusions.
6	Last	The last name for the actual name of a person being excluded (generally only applicable for Individual and Special Entity Designation Exclusions, but can be used in other exclusions.
7	Suffix	The suffix for the actual name of a person being excluded (generally only applicable for Individual and Special Entity Designation Exclusions, but can be used in other exclusions.
8	Address 1	Address line 1 for the entity being excluded.
9	Address 2	Address line 2 for the entity being excluded.
10	Address 3	Address line 3 for the entity being excluded.
11	Address 4	Address line 4 for the entity being excluded.
12	City	Address City for the entity being excluded.
13	State / Province	Address State or Province for the entity being excluded.
14	Country	Address Country for the entity being excluded.
15	Zip Code	Address Zip Code for the entity being excluded.
16	DUNS	The DUNS number associated with the exclusion. Generally used on Firms, but can be used in other exclusions if the individual/special entity designation/vessel has a DUNS number.
17	Exclusion Program	Identifies if the exclusion is reciprocal, nonreciprocal or procurement.
18	Excluding Agency	Identifies the Agency that is performing the exclusion.
19	CT Code	Identifies the legacy EPLS CT code associated with the exclusion. New exclusions created since SAM went live will not have CT code information; they will only have Exclusion Type information.
20	Exclusion Type	Identifies the exclusion type that the exclusion falls under. Exclusion type is the successor to the CT code identifying the exclusion reason. Exclusion Type is a simplified, easier to understand way of identifying exclusion reasons.
21	Additional Comments	This field provides the Agency performing the exclusion space to enter additional information as necessary.
22	Active Date	Identifies the date that the exclusion went active.
23	Termination Date	Identifies the date that the exclusion is/was to be terminated. If "indefinite" is in this field, there is no set date that the exclusion will terminate.
24	Record Status	Identifies the record as being Active/inactive/deleted.
25	Cross-Reference	Identifies other names/aliases that the exclusion in question has been identified with.
26	SAM Number	A unique identifier assigned to the exclusion by SAM.



How Is the Exclusions Extract Formatted?

The SAM Exclusions Extract is formatted as shown below:

Classification	Name	Prefix	First	Middle	Last	Suffix	Address 1	Address 2	Address 3	Address 4	City	State	Zip	Country	Zip Code	DUINS	Exclusion	Excluding	CI Code	Exclusion	Additional	Action	Da	Termination	Excluded	So	Contract	Reference
Individual	Yakovlev										Scraper Is NY	USA	10103				Reciprocity	HHS	Z1	Prohibition	Included							
Individual	Yakovlev										Buffalo IL	USA	60007				Reciprocity	OPM	R	Ineligible	Process							
Individual	Yakovlev										Brooklyn NY	USA	10312				Reciprocity	OPM	Z1	Prohibition	Included							
Individual	Yakovlev										Golden CO	USA	80401				Reciprocity	EDUC	R	Ineligible	Process							
Individual	Yakovlev										North Mt NY	USA	11381				Reciprocity	OPM	R	Ineligible	Process							
Individual	Yakovlev																Reciprocity	HHS	Z1	Prohibition	Included							
Individual	Yakovlev																Reciprocity	TREAS-OF	03-SON-D	Prohibition	PI	data has been						
Individual	Yakovlev																Reciprocity	TREAS-OF	03-SON-D	Prohibition	PI	data has been						
Individual	Yakovlev																Reciprocity	TREAS-OF	03-SON-D	Prohibition	PI	data has been						
Individual	Yakovlev																Reciprocity	TREAS-OF	03-SON-D	Prohibition	PI	data has been						
Individual	Yakovlev																Reciprocity	BLD	R	Ineligible	Process							
Individual	Yakovlev																Reciprocity	Dis-ICE	R	Ineligible	Process							
Individual	Yakovlev																Reciprocity	OPM	R	Ineligible	Process							
Individual	Yakovlev																Reciprocity	HHS	Z1	Prohibition	Included							
Individual	Yakovlev																Reciprocity	OPM	R	Ineligible	Process							
Individual	Yakovlev																Reciprocity	HHS	Z1	Prohibition	Included							

If there is a break between records, as shown between the first and second rows of the above screenshot, this means that the exclusion has more than one CT Code/Exclusion Agency/Exclusion type or other action. In this example, the record takes two rows to fully identify the exclusion. There is no limit to how many exclusion actions can be performed on a single entity, and this is reflected in the extracts. Some records may take many rows to fully define the exclusion.



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

VII.D

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: Project DRG2017-1 Storm Drainage Improvements on Saddle Road

DATE: July 14, 2017

The Storm Drainage Improvement Project on Saddle Road is a flood relief project that is being done to eliminate flooding within the City Right-of-Way and on private properties on a portion of Saddle Road. This area is one of the six (6) areas of the City that was studied as part of the 2013 Norwalk Drainage Study prepared by Milone & MacBroom.

The Department of Public Works has had Bid Documents prepared based upon the results and recommendations of the Drainage Study for "Project DRG2017-1 Storm Drainage Improvements on Saddle Road." As part of this project, a section of the superelevated portion of the Saddle Road between #2 and #10 Saddle Road will be removed and a normal road cross section with a crown will be restored. This will prevent the storm water from crossing the center line of the road from the north west to the south east side of the road, as it currently does, causing flooding in the area in front of #7 Saddle Road. This will require the full depth reconstruction of a portion of the road and the installation of additional storm drainage infrastructure within the City Right-of-Way at several locations on both sides of Saddle Road to collect the storm water. In addition, this work will also require the installation of new bituminous concrete curbs, sidewalks, driveway aprons and the regading of some of the grass lawn areas within this portion of Saddle Road.

The City Clerk opened bids for this Project on July 13, 2017 and the apparent low bidder is Deering Construction, Inc., with a bid amount of \$282,792.50. I have attached a copy of the bid results received from the three low bidders for your reference. Therefore, I would like to request that the following items be included on the agenda for the August 1, 2017 meeting of the Public Works Committee of the Common Council for approval.

- 1.) Authorize the Mayor, Harry W. Rilling, to execute an Agreement with Deering Construction, Inc. for Project DRG2017-1 Storm Drainage Improvements on Saddle Road, for a sum not to exceed \$282,792.50.
- 2.) Authorize the Director of Public Works to execute orders on the Contract with Deering Construction, Inc. for Project DRG2017-1 Storm Drainage Improvements on Saddle Road, for a sum not to exceed \$28,279.25.

Account No's. 0914 0404 0270 5777 C0440
 0915 0404 0270 5777 C0440
 0917 0404 0270 5777 C0440

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



CITY OF NORWALK
Department of Public Works

P: 203-854-7891 / F: 203-857-0143

Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

BID SHEET

PROJECT: DRG2017-1

STORM DRAINAGE IMPROVEMENTS ON SADDLE ROAD

DATE: THURSDAY, JULY 13, 2017 2:00 P.M.

BIDDER	BID AMOUNT	BID BOND
A.J. Virgilio Construction, Inc. 86 Medeiros Way Westfield, MA 01085	\$334,900.00	15% Travelers Casualty and Surety Company of America
Deering Construction, Inc. 20 Sheehan Avenue Norwalk, CT 06854	\$282,792.50 Apparent Low Bidder	15% Travelers Casualty and Surety Company of America
FGB Construction Company 158 Bouton Street Norwalk, CT 06854	\$284,070.00	15% Hartford Casualty Insurance Company
M. Rondano, Inc. 49 East Avenue Norwalk, CT 06851	\$313,010.55	15% Hartford Accident & Indemnity Company
	\$	%
	\$	%
	\$	%

Project Number: DRG2017-1

Project Name: STORM DRAINAGE IMPROVEMENTS ON SADDLE ROAD

Item	Description	Quantity	Unit	Apparent Low Bidder		Second Bidder		Third Bidder		Engineer's Estimate	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
0201001 A	CLEARING AND GRUBBING	1.00	LS	\$15,000.00	\$15,000.00	\$2,000.00	\$2,000.00	\$54,000.00	\$54,000.00	\$8,300.00	\$8,300.00
0202003	EARTH EXCAVATION	330.00	CY	\$25.00	\$8,250.00	\$25.00	\$8,250.00	\$35.00	\$11,550.00	\$25.00	\$8,250.00
0202102	ROCK EXCAVATION	50.00	CY	\$225.00	\$11,250.00	\$85.00	\$4,250.00	\$150.00	\$7,500.00	\$200.00	\$10,000.00
0204401 A	WATER HANDLING (SITE NO. 1)	1.00	LS	\$3,000.00	\$3,000.00	\$7,200.00	\$7,200.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
0204402 A	WATER HANDLING (SITE NO. 2)	1.00	LS	\$3,000.00	\$3,000.00	\$7,200.00	\$7,200.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
0205001 A	TRENCH EXCAVATION (0' - 4' DEEP)	160.00	CY	\$1.00	\$160.00	\$40.00	\$6,400.00	\$10.00	\$1,600.00	\$15.00	\$2,400.00
0205002 A	ROCK IN TRENCH EXCAVATION (0' - 4' DEEP)	20.00	CY	\$250.00	\$5,000.00	\$165.00	\$3,300.00	\$150.00	\$3,000.00	\$200.00	\$4,000.00
0205003 A	TRENCH EXCAVATION (0' - 10' DEEP)	50.00	CY	\$1.00	\$50.00	\$40.00	\$2,000.00	\$30.00	\$1,500.00	\$18.00	\$900.00
0205004 A	ROCK IN TRENCH EXCAVATION (0' - 10' DEEP)	25.00	CY	\$250.00	\$6,250.00	\$165.00	\$4,125.00	\$150.00	\$3,750.00	\$250.00	\$6,250.00
0209001	FORMATION OF SUBGRADE	790.00	SY	\$3.25	\$2,567.50	\$3.00	\$2,370.00	\$3.00	\$2,370.00	\$3.00	\$2,370.00
0219011 A	SEDIMENTATION CONTROL AT CATCH BASIN	10.00	EA	\$125.00	\$1,250.00	\$250.00	\$2,500.00	\$125.00	\$1,250.00	\$150.00	\$1,500.00
0304002	PROCESSED AGGREGATE BASE	270.00	CY	\$45.00	\$12,150.00	\$25.00	\$6,750.00	\$35.00	\$9,450.00	\$35.00	\$9,450.00
0406004 A	3" TEMPORARY PAVEMENT REPAIR	160.00	SY	\$30.00	\$4,800.00	\$63.00	\$10,080.00	\$45.00	\$7,200.00	\$55.00	\$8,800.00
0406173 A	HMA SUPERPAVE 0.375" (9.5) LEVEL 2 SURFACE	70.00	TON	\$112.00	\$7,840.00	\$150.00	\$10,500.00	\$150.00	\$10,500.00	\$110.00	\$7,700.00
0406174 A	HMA SUPERPAVE 0.375" (9.5) LEVEL 2 BINDER	70.00	TON	\$112.00	\$7,840.00	\$150.00	\$10,500.00	\$150.00	\$10,500.00	\$110.00	\$7,700.00
0507001 A	TYPE "C" CATCH BASIN	5.00	EA	\$2,675.00	\$13,375.00	\$4,000.00	\$20,000.00	\$3,000.00	\$15,000.00	\$3,000.00	\$15,000.00
0507105 A	CONNECTION TO EXISTING MANHOLE, CATCH BASIN OR DRYWELL	1.00	EA	\$550.00	\$550.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,200.00	\$1,200.00
0507493	MANHOLE - 48" DIAMETER	1.00	EA	\$2,750.00	\$2,750.00	\$6,400.00	\$6,400.00	\$4,000.00	\$4,000.00	\$3,250.00	\$3,250.00
0507682	MANHOLE - 60" DIAMETER	1.00	EA	\$3,000.00	\$3,000.00	\$7,000.00	\$7,000.00	\$8,000.00	\$8,000.00	\$3,500.00	\$3,500.00
0507781	RESET MANHOLE	5.00	EA	\$475.00	\$2,375.00	\$450.00	\$2,250.00	\$350.00	\$1,750.00	\$500.00	\$2,500.00
0507831	CONVERT CATCH BASIN TO MANHOLE	1.00	EA	\$1,200.00	\$1,200.00	\$1,650.00	\$1,650.00	\$2,200.00	\$2,200.00	\$1,500.00	\$1,500.00

Project Number: DRG2017-1

Project Name: STORM DRAINAGE IMPROVEMENTS ON SADDLE ROAD

Item Number	Description	Quantity	Unit	Apparent Low Bidder		Second Bidder		Third Bidder		Engineer's Estimate	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
0507869 A	TYPE "C" CATCH BASIN DOUBLE GRATE - TYPE I STRUCTURE WITH MANHOLE FRAME AND COVER	1.00	EA	\$3,700.00	\$3,700.00	\$8,800.00	\$8,800.00	\$8,000.00	\$8,000.00	\$4,500.00	\$4,500.00
0507870 A	TYPE "C" CATCH BASIN DOUBLE GRATE - TYPE II STRUCTURE WITH MANHOLE FRAME AND COVER	1.00	EA	\$4,075.00	\$4,075.00	\$8,600.00	\$8,600.00	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00
0507897 A	YARD DRAIN	2.00	EA	\$1,425.00	\$2,850.00	\$3,700.00	\$7,400.00	\$2,800.00	\$5,600.00	\$2,800.00	\$5,600.00
0651001 A	BEDDING MATERIAL	30.00	CY	\$35.00	\$1,050.00	\$55.00	\$1,650.00	\$35.00	\$1,050.00	\$35.00	\$1,050.00
0651012	15" RCP (CLASS IV)	100.00	LF	\$225.00	\$22,500.00	\$65.00	\$6,500.00	\$85.00	\$8,500.00	\$60.00	\$6,000.00
0651013	24" RCP (CLASS IV)	50.00	LF	\$240.00	\$12,000.00	\$70.00	\$3,500.00	\$115.00	\$5,750.00	\$90.00	\$4,500.00
0651052	15" RCP (CLASS V)	15.00	LF	\$228.00	\$3,420.00	\$80.00	\$1,200.00	\$90.00	\$1,350.00	\$70.00	\$1,050.00
0651053	18" RCP (CLASS V)	5.00	LF	\$230.00	\$1,150.00	\$130.00	\$650.00	\$105.00	\$525.00	\$80.00	\$400.00
0651055	24" RCP (CLASS V)	70.00	LF	\$260.00	\$18,200.00	\$70.00	\$4,900.00	\$120.00	\$8,400.00	\$120.00	\$8,400.00
0651634	8" CORRUGATED P.E. PIPE (SMOOTH INTERIOR)	10.00	LF	\$200.00	\$2,000.00	\$60.00	\$600.00	\$90.00	\$900.00	\$40.00	\$400.00
0651716	10" DUCTILE IRON PIPE	15.00	LF	\$225.00	\$3,375.00	\$70.00	\$1,050.00	\$250.00	\$3,750.00	\$120.00	\$1,800.00
0651786	24" (HIGH) X 35" (WIDE) CORRUGATED METAL PIPE ARCH	20.00	LF	\$285.00	\$5,700.00	\$160.00	\$3,200.00	\$250.00	\$5,000.00	\$150.00	\$3,000.00
0651846	24" CORRUGATED METAL PIPE	5.00	LF	\$425.00	\$2,125.00	\$450.00	\$2,250.00	\$100.00	\$500.00	\$100.00	\$500.00
0814009 A	RESET BELGIUM BLOCK PLANTER CURB	190.00	LF	\$20.00	\$3,800.00	\$25.00	\$4,750.00	\$10.00	\$1,900.00	\$30.00	\$5,700.00
0815001	BITUMINOUS CONCRETE LIP CURBING	380.00	LF	\$10.00	\$3,800.00	\$8.00	\$3,040.00	\$8.00	\$3,040.00	\$5.00	\$1,900.00
0922001 A	BITUMINOUS CONCRETE SIDEWALK	100.00	SY	\$45.00	\$4,500.00	\$63.00	\$6,300.00	\$45.00	\$4,500.00	\$45.00	\$4,500.00
0922501 A	BITUMINOUS CONCRETE DRIVEWAY	350.00	SY	\$45.00	\$15,750.00	\$54.00	\$18,900.00	\$45.00	\$15,750.00	\$45.00	\$15,750.00
0922503 A	GRAVEL DRIVEWAY	35.00	SY	\$20.00	\$700.00	\$54.00	\$1,890.00	\$25.00	\$875.00	\$20.00	\$700.00
0939001	SWEEPING FOR DUST CONTROL	12.00	HRS	\$125.00	\$1,500.00	\$130.00	\$1,560.00	\$100.00	\$1,200.00	\$100.00	\$1,200.00
0943001	WATER FOR DUST CONTROL	55.00	MGAL	\$10.00	\$550.00	\$1.00	\$55.00	\$0.01	\$0.55	\$2.00	\$110.00
0944003 A	FURNISHING AND PLACING TOPSOIL	350.00	SY	\$9.00	\$3,150.00	\$15.00	\$5,250.00	\$5.00	\$1,750.00	\$6.00	\$2,100.00

ProjectNumber: DRG2017-1

Project Name: STORM DRAINAGE IMPROVEMENTS ON SADDLE ROAD

Item Number	Description	Quantity	Unit	Apparent Low Bidder		Second Bidder		Third Bidder		Engineer's Estimate	
				UnitPrice	Amount	UnitPrice	Amount	UnitPrice	Amount	UnitPrice	Amount
0950003 A	TURF ESTABLISHMENT (LAWN)	350.00	SY	\$1.00	\$350.00	\$5.00	\$1,750.00	\$3.00	\$1,050.00	\$3.00	\$1,050.00
0970006 A	TRAFFICPERSON (MUNICIPAL POLICE OFFICER)	1.00	ALLOW	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
0970007 A	TRAFFICPERSON (UNIFORMED FLAGGER)	320.00	HRS	\$57.00	\$18,240.00	\$54.00	\$17,280.00	\$45.00	\$14,400.00	\$60.00	\$19,200.00
0971001 A	MAINTENANCE AND PROTECTION OF TRAFFIC	1.00	LS	\$2,000.00	\$2,000.00	\$6,500.00	\$6,500.00	\$10,000.00	\$10,000.00	\$7,300.00	\$7,300.00
0975004 A	MOBILIZATION AND PROJECT CLOSEOUT (MAX 3% OF BID)	1.00	LS	\$4,500.00	\$4,500.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$6,800.00	\$6,800.00
0980002 A	PROJECT SURVEY AND STAKEOUT	1.00	LS	\$5,000.00	\$5,000.00	\$6,900.00	\$6,900.00	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00
1000000 A	RELOCATION OF EXISTING UTILITIES	1.00	ALLOW	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
1300001 A	SUPPORT OF EXISTING UTILITY POLES	1.00	ALLOW	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
1302060	RESET GATE BOXES	3.00	EA	\$50.00	\$150.00	\$290.00	\$870.00	\$200.00	\$600.00	\$100.00	\$300.00
					\$282,792.50		\$284,070.00		\$313,010.55		\$261,380.00

Apparent Low Bidder = Deering Construction Inc., Norwalk, CT

Second Bidder = FGB Construction Company, Norwalk, CT

Third Bidder = M. Rondano, Inc., Norwalk, CT

July 19, 2017

Mr. Drew Berndlmaier
City of Norwalk, Department of Public Works
125 East Avenue, Room 225
Norwalk, Connecticut 06856

Re: Proposal for Professional Environmental Consulting Services
Raymond & Day Street Improvement Project
Norwalk, Connecticut

Dear Mr. Berndlmaier:

Weston & Sampson is pleased to submit this proposal to provide Professional Environmental Consulting services for the City of Norwalk's (the City) Raymond & Day Street Improvement Project (the Project). We prepared this proposal based on our Project understanding, review of the Project's plans and specifications, and our recent discussions with you. A breakdown of the scope and fee are outlined below.

Task 1 – Technical Specifications

Weston & Sampson will prepare a technical specification with measurement and payment descriptions for the management of excavated soil during the Project. As part of this Task, we will also review the specifications for construction dewatering/handling of potentially contaminated groundwater being prepared by the Project's Design Engineer, Tighe & Bond, for conformance with applicable environmental regulations. The excavated soil management technical specification, plans, bid item measurement and payment descriptions and comments on Tighe & Bonds construction dewatering/handling specification will be provided to the City for review and comment. Additionally, we will attend one conference call/meeting with the City and Design Engineer to discuss comments/coordination issues, and based on this meeting, we will issue a final soil management specification for bidding. We have assumed that one-cycle of comments and revisions will be needed, and that revisions to the dewatering specifications, if any, will be made by the Design Engineer. The existing documents should be reviewed and modified by Tighe & Bond to ensure proper coordination regarding the excavation, stockpiling, and disposal of excess impacted materials and dewatering wastes. The requirements for handling, testing, and disposition of these materials will be specified in Soil Management and Dewatering sections, which must be referenced by and integrated with the technical specifications, drawings, and Division 1 / General Conditions of the contract.

Task 2 – Pre-construction Services

Weston & Sampson will provide preconstruction assistance for the Project. Preconstruction services will include attendance at up to one pre-bid site walk and assisting the City in responding to potential bidder questions regarding the management of excavated soil or groundwater.

Task 3 – Construction Oversight

Task 3.1 – Submittal Review and Requests for Information

Weston & Sampson will review Contractor submittals regarding excavated materials and groundwater management. Additionally, Weston & Sampson will also assist the City in response to Contractor Requests for Information (RFI). For budgeting purposes, we have assumed review of two plans, an

excavated materials management and groundwater dewatering plan, and assisting the City in response to two RFIs.

Task 3.2 – Periodic Site Visits/Monitoring

Weston & Sampson will make periodic site visits during construction to evaluate the Contractor's soil and groundwater management activities for conformance with the Project's specifications and applicable environmental regulations. We have assumed up to 30 site visits for the anticipated 10-month construction period.

Task 3.3 – Preparation/Review of Disposal Packages

Weston & Sampson will prepare disposal packages for the off-site reuse, recycling and/or disposal of excavated materials during the Project. This work will include review of Contractor-provided disposal characterization analytical data and making recommendations to the City on the most cost-effective off-site management options. Additionally, Weston & Sampson will review and approve all waste profiles/forms and prepare Licensed Environmental Professional (LEP) Opinion letters for all proposed shipments of excavated materials to facilitate acceptance by off-site receiving facilities. We assume that the Contractor will provide proposed destination facilities for each type of excavated material encountered, as well as all applicable disposal characterization, waste profile information, and facility permits. For budgeting purposes, we have included an allowance for preparation of up to 8 disposal packages.

Task 3.4 – Teleconferences & Meetings

Weston & Sampson will attend site construction meetings or conference calls on an as-needed basis. We have included an allowance of 6 meetings for this task.

Task 4 – Construction Closeout

Weston & Sampson will review completed waste shipment documentation, bills of lading, and weight slips for each load of excavated materials transported for off-site management. At the completion of soil and groundwater management activities, Weston & Sampson will compile the applicable documentation and prepare a summary memorandum for the City's records documenting soil and dewatering management activities during the Project. Additionally, Weston & Sampson will work with receiving facility to complete attestations of receipt for any soil transported and disposed under Massachusetts Bills of Lading. We assumed completed shipping documentation will be provided to us for our use. We also assume that in accordance with CT DEEP guidance, no separate regulatory submittals will be required for management of contaminated soil or groundwater, other than those permits secured by the Contractor.

Cost

Weston & Sampson proposes to complete the above-outlined task for **\$69,930**, subject to the limitations outlined in Attachment A. A breakdown of the cost by task is outlined below.

<u>Task</u>	<u>Cost</u>
Task 1 – Preparation of Technical Specifications	\$ 5,000
Task 2 – Pre-Construction Services	\$ 2,450
Task 3 – Construction Oversight	
3.1 – Submittal Review	\$ 5,650
3.2 – Periodic Site Visits/Monitoring	\$ 34,500
3.3 – Disposal Documentation	\$ 9,360
3.4 – Teleconferences & Meetings	\$ 7,330

Task 4 – Construction Closeout	\$ 5,640
TOTAL	\$ 69,930

As previously discussed with you, Weston & Sampson will complete the above work in accordance with our Standard Terms and Conditions included as part of our agreement with the Norwalk Redevelopment Agency. If you are in agreement with the above scope of services and wish to have us undertake this work, please sign below. Weston & Sampson will begin work upon receipt of the signed documents.

Weston & Sampson appreciates this opportunity to assist the City with this important project. If you have any questions regarding our proposal or require additional information, please feel free to contact Jeff Willson at willsonj@wsein.com or (860) 616-6618, or Todd Bridge at bridgeot@wsein.com or 978-532-1900 ext. 2292.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



John A. Figurelli, PG, LEP
Vice President

ACCEPTED FOR the Norwalk Department of Public Works

By its: _____

Date: _____

ATTACHMENT A
Proposal for Professional Environmental Consulting Services
Raymond & Day Street Improvement Project
Norwalk, Connecticut

Assumptions & Limitations

1. Services limited to review and observation during construction activities. Costs to address unknown environmental conditions, perform supplemental sampling and analysis, and/or coordination/reporting with CT DEEP is not included.
2. Work includes review and preparation of up to 8 soil disposal packages for the off-site transportation of surplus excavated materials.
3. Work assumes that all permits/approvals needed for the discharge of contaminated or uncontaminated groundwater from construction dewatering will be secured and paid for by the Contractor, with review by Weston & Sampson. Sampling and analysis of the Contractor's groundwater treatment system, if required, to verify compliance with any applicable permits or approvals will also be performed by the Contractor and reviewed by Weston & Sampson.
4. Proposal includes up to 30 periodic site visits to inspect the Contractor's soil and groundwater management activities. Attendance at meetings during construction will be provided on an as-needed basis. We have assumed attendance at up to 6 meetings.
5. Proposal assumes that Contractor is responsible for collection and analysis of all analytical samples to facilitate disposal of excavated materials by off-site facilities as well as to characterize and monitor groundwater quality to support the Contractor's dewatering operations. Sampling and analysis of soil and/or groundwater is not included.
6. We have assumed that tracking of shipments of excavated materials from the Site during construction will be performed by the City's resident engineer, and that copies of all completed shipping information will be provided to Weston & Sampson for review and use during construction closeout.
7. Weston & Sampson will review submittals and perform inspections related to Contractor's groundwater dewatering operations, including permits, start-up and testing, and applicable sampling and analysis, for compliance with environmental discharge permitting requirements. Weston & Sampson is not responsible for determining the adequacy of the Contractor's proposed dewatering system to provide suitable conditions for proposed construction. We assume review of the Contractor's submittal to ensure it is adequate for the proposed work will be conducted by the Project's Design Engineer.

VII E

Chapter _____, Bike/Walk Advisory Commission

§ _____. Composition.

The Bike/Walk Advisory Commission shall be composed of seven members to be nominated by the Mayor and approved by the Common Council. The minimum qualifications for membership is that an individual must be an elector of the City of Norwalk. The Mayor shall designate one of the seven members as Chairman. Each member of the Commission shall be appointed for a term of three years, and terms shall be staggered. The terms of the initial members shall be as follows: two members with terms to expire June 30, 2018; three members with a term to expire June 30, 2019; and two members with terms to expire June 30, 2020. Thereafter, the terms for all members shall be for three years commencing on July 1st. The Commission may, upon a majority vote, request that the Mayor remove any member who is absent from three or more meetings in any twelve month period. Any vacancy shall be filled by the Mayor with the approval of the Common Council for the unexpired term of the member whose place shall become vacant. Members shall serve without compensation.

The Directors of the Planning & Zoning, Public Works, and Health Departments, the Executive Director of the Redevelopment Agency, and the Police Chief, or their respective designees, shall each serve ex officio without a vote. Staff support shall be provided by the Public Works and Health Departments.

§ _____. Purpose.

A. The Bike/Walk Advisory Commission supports bicycling and walking as safe, accessible, and sustainable forms of transportation and recreation that increase the City of Norwalk's livability and economic vitality, and improve public and environmental health.

B. The purpose of the Commission shall be to:

- (1) Promote Complete Streets programs and facilities for bicycles and pedestrians in the City of Norwalk;
- (2) Review, promote, and update the City of Norwalk's Master Bicycle Plan;
- (3) Review, promote, and update the City of Norwalk's Pedestrian Plan;
- (4) Review and provide advice in the implementation of the transportation component of the Plan of Conservation and Development; and
- (5) Review and provide advice on transportation and other projects having an impact on walking and biking in the City of Norwalk from the earliest stage possible.

C. The Commission may also:

- (1) Coordinate and promote public awareness campaigns, education, and events related to bicycle and pedestrian issues; and

(2) Conduct research and seek grants in furtherance of its purpose.

D. The Commission shall provide annual reports to the Common Council of the City of Norwalk to summarize the Commission's work over the course of the year.

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



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

VII.F

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

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

RE: WEST ROCKS SCHOOL WINDOW REPLACEMENT
PROJECT – PHASE I

DATE: JULY 26, 2017

On April 11, 2017, the Norwalk Common Council approved the following action:

5a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with A.V. Tuchy, Inc. for the West Rocks Middle School Windows and Doors Replacement Project (Phase 1-Summer 2017) for a total not to exceed \$1,470,253. Funds are available in Acct. #09175010 5777 C0566, Special Appropriation for State Reimbursement share (acct #TBD) and Acct. #09175010 5777 C0585 **AUTHORIZED**

5b. Authorize the NFCC to issue Change Orders on Contract for a total not to exceed \$73,513. **AUTHORIZED**

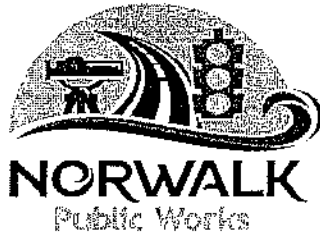
Since the Council's authorization, the project team has worked expeditiously to proceed with this project,...beginning with the execution of a contract, approval of shop drawings, ordering of the window components (which is a long lead time item) and the scheduling of the hazardous material remediation/demolition work. A.V. Tuchy and Norwalk Glass, two local contractors, have been extremely accommodating and responsive in their efforts to meet schedule. Nevertheless, we encountered some existing condition issues which required design changes and modification of construction work. Overall, we lost about two weeks from our construction schedule. Norwalk Glass has been aggressively trying to make up the time by providing additional staff and overtime work on Saturday.

Financially, we have expended approximately \$50,000 of our \$73,513 (5% of the construction costs) construction contingency funds on change orders. As we approach substantial completion of this project in time for school opening, I am anticipating the need to compensate overtime costs and a few miscellaneous items estimated to be approximately \$20,000 to \$25,000 via change orders. Additionally, in lieu of additional expenditure to buy new shades, we are trying to reuse some of the existing shades where possible. The existing shades were recently installed as part of the school security enhancement project.

At this time, I would like to request approval to increase our project contingency by an additional \$25,000 in order to provide sufficient funds to closeout this project. All unused contingency funds will remain in the project account.

ACTION REQUESTED:

Authorize to increase contingency allowance for West Rocks School Windows and Doors Replacement Project with A.V. Tuchy, Inc. in the amount of \$25,000 (total contingency shall be \$98,513 which equals to 6.7% of construction cost). Acct. #09175010 5777 C0585



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
NFCC

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

RE : WEST ROCKS SCHOOL WINDOW REPLACEMENT
PROJECT – 2018 (PHASE II)

DATE: JULY 27, 2017

Working through various financial and scheduling obstacles, we are near completion with Phase I of the West Rocks School Window Replacement Project and expected to be substantially complete in time for the beginning of the fall semester.

Prior to the hiring of the Architect, we were under the assumption that this project can be implemented in one summer. As we progressed through the design phases, we quickly realized that the total scope of the project as well as positive test results of hazardous materials in the window caulking required this project to be implemented in two summers. With Phase I underway, the Board of Education submitted a State grant application for Phase II (which the State considers as a separate project) in compliance with the State grant deadline of June 30, 2017.

Since our architect, Silver Petrucelli Associates, has completed the overall design as part of Phase I services, no additional design services are required for Phase II. However, additional services are required to repackage the construction documents for bidding as well as providing services necessary to submit this project to the State as a separate project for approval. Additionally, as this project is being implemented as a separate project a year later, additional environmental testing, remediation monitoring services and architect's construction administration services

are required. Attached please find Silver Petrucelli Associates' proposal for these services.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silver Petrucelli Associates to provide architectural and environmental subconsultant services for the West Rocks School Windows and Doors Replacement Project (2018) for a total not to exceed \$59,817.00. Acct #09185010 5777 C0610

SILVER/PETRUCELLI+ASSOCIATES

Architects / Engineers / Interior Designers

3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 x200 Fax: 203 230 8247

silverpetrucelli.com



July 24, 2017

Mr. Alan Lo
Bldg and Facilities Manager
City of Norwalk
Department of Public Works
125 East Avenue
Norwalk, CT 06851

Re: Norwalk West Rocks Middle School Window and Door Replacement project
Construction Documents, Bid and Construction Phase "2nd Half" 2018 Proposal
S/P+A Project No. 17.202

Dear Mr. Lo:

As you know the Norwalk, West Rocks Middle School, Window and Door Replacement project is under construction and a second stand along grant application and project was approved by the City for 2018. The project scope was effectively split in half, because it exceeded the original approved City funding and the amount of the State grant application. After meeting with OSCG&R in early 2017, it was recommended that a new grant application be filed for a separate project by June 30th, which Norwalk completed. You have requested a proposal for our services to separate and revise the construction documents for a stand-alone project. We will attend a new PCR and prepare the documentation necessary for a new project approval. We will assist the City with their documentation as well.

After OSCG&R approval, the fees from our original proposal dated August 16, 2016 would apply with a 3% escalation for Bidding and Construction Administration.

Our contract includes administering the hazardous materials testing, design, and administration of hazardous materials. Because we now know that the school does contain some PCBs associated with the exterior window glazing, we provided the attached proposal by Langan Engineering and Environmental Services. Per our agreement, we will add 10% to the services Langan proposes for what they then titled Phase II (Two).

Finally, I trust that you know that our firm has and will continue to strive to help you manage and control the costs of these projects, as well as our fees. We are not happy when the project cost climbs and express our displeasure when the unforeseen field conditions became clear, such

as the radiant steam hot water piping supported on the steel window framing, and concealed masonry construction. These conditions cannot be anticipated because of the unique concealed conditions.

Construction Document Phase - Add service for SP+A

Once the current set of construction documents were bid and the construction began many concealed conditions were revealed. Setting aside the contractor's preferences, and determining what makes the most sense to the City for this unique school a short list of changes will be made to the current construction documents. We will meet with you, Jim, and Bill to arrive at this short list. Our agenda includes steel tube size and masonry demolition, blocking, trim, etc. Our fee also includes changing all the drawings and the project manual to reflect a standalone project with a new State project number, date etc.

Construction Document Phase & Monitoring during Construction – Add service for Hazardous Material from Langan Engineering

Once the result of these two sets of PCB samplings were complete and with the knowledge that the project would be completed in two summers, it was clear to Langan that they needed to separate the project into two separate PCB performance based specifications. Langan is proposing an additional service for construction documents, attached. The first section is titled Task I and is for two PCB specifications and drawings, each proposed at \$6,050 for the two phases. (\$5,500 x 1.1%) The second Task II is a Not to Exceed cost and I have used the highest of the two numbers that he proposed as a Not to Exceed amount. Therefore, the additional service fee for summer 2018 is \$34,023 (28,750 x 1.1% + 2,180 x 1.1%), see attached.

Bidding and Construction Administration- Add service for SP+A

We now understand that we are bidding and administering the two summers of construction activities and therefore ask that our fee for bidding and for construction administration be added as proposed in the RFP. An additional 3% escalation would be appreciated. Add service bid phase for summer of 2018 would be \$2,300 [2,300 x 1.03 = \$2,369.] and for Construction Administration \$12,500 [12,500 x 1.03% = \$12,875].

SERVICES NOT INCLUDED

We are capable of providing a wide range of additional services should you require the assistance, or should the project scope be revised. These services include:

1. Construction duration (active site work) greater than the base agreement of 16 weeks in each summer.
2. Other excluded Environmental design or construction administration phase services.
3. Printing.

COMPENSATION

For the services listed herein, we propose to add to our fixed fee of \$59,817 as follows:

WRMS Windows & Doors
Mr. Alan Lo
City of Norwalk
Page 3
July 24, 2017

Construction Documents - SPA	\$4,500
Construction Documents - Langan	\$6,050
Bidding - SPA	\$2,369
Construction Admin. - SPA	\$12,875
Environmental Monitoring - Langan	\$34,023
TOTAL 2018 project	\$59,817

This fee includes all customary reimbursable expenses such as travel, long distance telephone calls and progress printing.

Any additional services that you may require during the project can be compensated on an hourly cost plus basis, in accordance with the attached "Standard Hourly Rate Schedule". If the scope is well defined, a mutually agreeable fixed fee can be negotiated. All other terms of our agreement will be in accordance with the Master agreement dated 12/8/2014.

Invoices will be submitted monthly and shall be in proportion to the services provided. Payment is due within 30 days of receipt of invoice, with late charges assessed at the maximum permitted by state law.

SCHEDULE

We have completed the construction documents for the previous project and will proceed to meet with you as soon as we are approved to proceed. We will begin our work immediately with your notice to proceed.

If this proposal is acceptable, please sign below returning one copy to us, retaining the original for your files and sharing a copy with the Purchasing or Finance authority. We appreciate the opportunity to continue working with the City on this important project. If you have any questions, please do not hesitate to contact me or John Ireland at 203-230-9007, ext. 206 and 204, respectively, or bsilver@silverpetrucelli.com and jireland@silverpetrucelli.com.

Sincerely,



William R. Silver, AIA
President

Accepted: _____
for Contract Norwalk Public Schools

Date: _____

31 January 2017

William Silver, AIA
Principal
Silver/Petrucelli & Associates
3190 Whitney Avenue
Building 2
Hamden, CT 06518-2340

**Re: Revised Proposal for Pre-Renovation Hazardous Building Materials Abatement
Design and Project Monitoring Services
City of Norwalk
West Rocks Middle School
81 West Rocks Road
Norwalk, Connecticut 06851
Langan Project No. 140148903**

Dear Mr. Silver:

Langan, CT (Langan) is providing this proposal to conduct hazardous building materials abatement design and project monitoring services for the window/door replacement project at West Rocks Middle School in Norwalk, Connecticut. This proposal outlines our revised scope of work and fees.

SCOPE OF SERVICES

Task I – Hazardous Building Materials Project Specification and Drawings

Hazardous materials abatement specifications and drawings based on the pre-renovation survey will be completed for two separate phases/projects. These two sets of specifications will include specifications for unit pricing, selective demolition, asbestos, lead based paint, and universal wastes. PCB specifications and a performance based PCB disposal plan and specification, which does not require submission and acceptance by EPA, will be completed for each project.

Langan will work with the owner and project architect to develop specifications and drawings for inclusion into a public bid package that will include federal and/or state funding. The project team will complete the checklists, forms and letters required by the OSCG process and attend corresponding meeting(s). Langan will attend meetings and assist with the bidding process as needed.

Task II - Asbestos, Lead Based Paint, PCB's and other Hazardous Materials Building Abatement Project Monitoring Services

Langan will provide hazardous materials abatement project monitoring services for each phase/project during the abatement of portions of the structure. These services will include

project monitoring during abatement, construction administration, final visual inspections once abatement has been completed, exterior PCB verification sampling beneath building addition windows and project completion reports. DPH licensed asbestos monitors will perform daily project monitoring services including but not limited to recordkeeping, containment/work area inspection, and checking regulatory and specification compliance adherence by the abatement contractor. The hourly project monitor fee includes time for travel to and from job site. Work/travel beyond eight hours is billable as overtime. Other item such as mileage, printer expenses (copies), equipment will be billed as reimbursable expenses.

All hazardous materials consulting services will be performed by a team of experienced and licensed asbestos and lead consultants that also have experience in PCB's, radon, indoor air quality and other environmental issues. Our project manager has over 24 years of hazardous materials consulting experience in asbestos, lead, radon, PCB and indoor air quality for clients throughout the State of Connecticut and New York.

ESTIMATED COSTS

This cost estimate assumes unrestricted access to the site (e.g. all agreed upon buildings and spaces). Additional costs will be incurred if additional site visits are necessary due to access issues, contractors schedule or if the estimated times to complete the tasks and/or sample amounts are exceeded.

Proposed Services

Scope of Work Item	Langan Fee	Laboratory Allowance and Expenses
Task I – Hazardous Materials Abatement Specifications and Drawings	Project Phase I \$5,500 ⁽¹⁾	–
	Project Phase II \$5,500 ⁽²⁾	–
Task II – Hazardous Materials Abatement Project Monitoring Services	Project Phase I \$16,200 - \$23,000 ⁽³⁾	Project Phase I \$2,485 ⁽⁴⁾ Phase I \$700 Reimbursables
	Project Phase II \$20,250 - \$28,750 ⁽⁵⁾	Project Phase II \$2,180 ⁽⁶⁾ Phase II \$900 Reimbursables

- (1) Langan's fee includes standard hazmat specification sections, CAD drawings (using base drawings supplied by others), meetings, OSGC checklists, letters and notifications. Assumes 30 hours of design time/meetings @ \$150/hour and 10 hours of CAD work @ \$100/hour and administration time. As previously stated, PCB Specifications and a PCB Performance Based Plan are included for each phase.
- (2) Langan's fee includes standard hazmat specification sections, CAD drawings (using base drawings supplied by others), meetings, OSGC checklists, letters and notifications. Assumes 30 hours of design time/meetings @ \$150/hour and 10 hours of CAD work @ \$100/hour and administration time. As previously stated, PCB Specifications and a PCB Performance Based Plan are included for each phase.
- (3) Langan's estimated fees assumes 120 - 200 hours @ \$85/hour to perform project monitoring and 40 hours @ \$150/hour for project management, meetings and to write abatement response action completion report.

- Additional (if needed) or fewer hours will be added or deducted at the hourly rates. Overtime is billed at \$115/hour. This is solely an estimate and an accurate budget cannot be produced without an established abatement schedule.
- (4) Assumes 30 PCM samples @ \$12/sample and 25 PCB samples @ \$85/sample. Additional samples (if needed) will be billed at unit price.
 - (5) Langan's estimated fees assumes 150 - 250 hours @ \$85/hour to perform project monitoring and 50 hours @ \$150/hour for project management, meetings and to write abatement response action completion report. Additional (if needed) or fewer hours will be added or deducted at the hourly rates. Overtime is billed at \$115/hour. This is solely an estimate and an accurate budget cannot be produced without an established abatement schedule.
 - (6) Assumes 40 PCM samples @ \$12/sample 20 PCB samples @ \$85/sample. Additional samples (if needed) will be billed at unit price.
 - (7) This is an estimated budget and samples are billed on a per unit basis and this budget could be exceeded, depending upon the inspection results. A complete and accurate budgetary estimate cannot be produced without a completed inspection and an established abatement schedule.

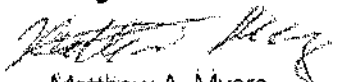
LIMITATIONS

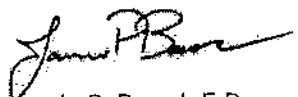
It is our understanding that our work will be hourly and per sample cost basis and the base services listed above are estimates. The work will be billed in accordance with the hourly/unit costs listed in the estimated costs section. Langan will not exceed the estimated fees above without prior notification to and approval by the client.

CLOSURE

We believe that the proposed approach outlined above is a cost effective and efficient path to perform the hazardous materials services required for the additions/renovation/abatement project. Langan's integrated services approach has proven to save clients time and money when performing challenging site development environmental work in conjunction with other services. Langan can begin work immediately upon receipt of written authorization to proceed by the owner. Please contact us at 203-562-5771 with any questions.

Sincerely,
Langan CT, Inc.


Matthew A. Myers
Senior Hazmat Specialist


Jamie P. Barr, L.E.P.
Senior Associate/Vice President

Revised Proposal for Pre-Renovation Hazardous Building Materials Abatement
Design and Project Monitoring Services
City of Norwalk
West Rocks Middle School
81 West Rocks Road
Norwalk, Connecticut 06851
Langan Project No. 140148903

31 January 2017
Page 4 of 4

AUTHORIZATION

Authorization:

Receipt of this Proposal, including the previously submitted General Terms and Conditions, is hereby acknowledged and all of the terms and conditions contained therein are accepted:

William Silver, AIA
Principal
Silver/Petrucelli & Associates
3190 Whitney Avenue
Building 2
Hamden, CT 06518-2340

Re: Langan CT
Revised Proposal for Pre-Renovation Hazardous Building Materials Abatement
Design and Project Monitoring Services
City of Norwalk
West Rocks Middle School
81 West Rocks Road
Norwalk, Connecticut 06851
Langan Project No. 140148903

Company: _____ ("Client")

By/Title: _____

Signature: _____

Date: _____

Langan CT, Inc. will be the contracting entity for this proposed work. All of the work will be performed by Langan Engineering and Environmental Services, Inc., which will contract to Langan CT, Inc.

\\langan.com\data\NH\data\9\140148901\Marketing Data\Proposals\Revised Hazmat Spec and Abatement Monitoring Proposal - Two Phases West Rocks Window and Door Replacement.doc

LANGAN

SILVER / PETRUCELLI + ASSOCIATES

Architects / Engineers / Interior Designers

3190 Whitney Avenue, Hamden, CT 06518-2340

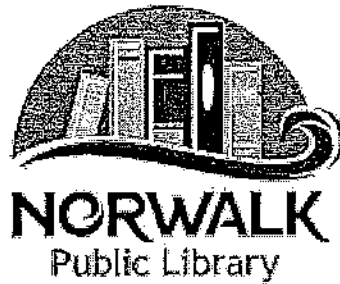
Tel: 203 230 9007 Fax: 203 230 8247

silverpetrucelli.com

STANDARD HOURLY RATES

2017

<u>Personnel</u>	<u>Hourly Rate</u>
Principal/Project Manager	\$196
Principal/Project Architect	\$182
Principal Civil Engineer	\$200
Principal M/E Engineer	\$196
Principal Structural Engineer	\$168
Sr. Structural Project Engineer	\$140
Sr. Project Engineer/Manager	\$171
Civil Engineer	\$140
Architect	\$146
Interior Designer	\$112
Landscape Architect	\$183
Construction Administrator/Building Official/Fire Marshal	\$127
Architectural Designer/Job Captain/Specification Writer	\$122
Project Engineer	\$112
Civil CADD Operator	\$101
Engineering Designer	\$105
Architectural Draftsperson	\$98
Clerical/Word Processing	\$84



From: Vicki Oatis
Norwalk Public Library
1 Belden Avenue
Norwalk, CT 06850
(203)899-2780 x15127

To: Land Use and Building Management Committee

Re: Norwalk Public Library - Main Children's Library Improvement Project

Date: July 24, 2017

Children's Storytime Room

OVERVIEW

In the decade that I have been working in the Children's Department at the Norwalk Public Library, I have spent a great deal of time and energy trying to make it a warm, welcoming, happy environment for the children and parents to enjoy. With my staff, we have made significant improvements.

We have taken out old, clunky furniture and streamlined the reference desk. Brightly colored signs were handmade to help families navigate their way around the large department and find the books they are looking for easily. Bookshelves were lowered, making it easier for little people to grab the books they needed, and giving us the site lines that are necessary in a Children's area.

The Activity Room, which used to be an area with yellow paint on the walls and nothing else, is now a fantasy land that was done entirely through a couple cans of new paint and decals. It is a fun, welcoming environment that houses hundreds of programs a year.

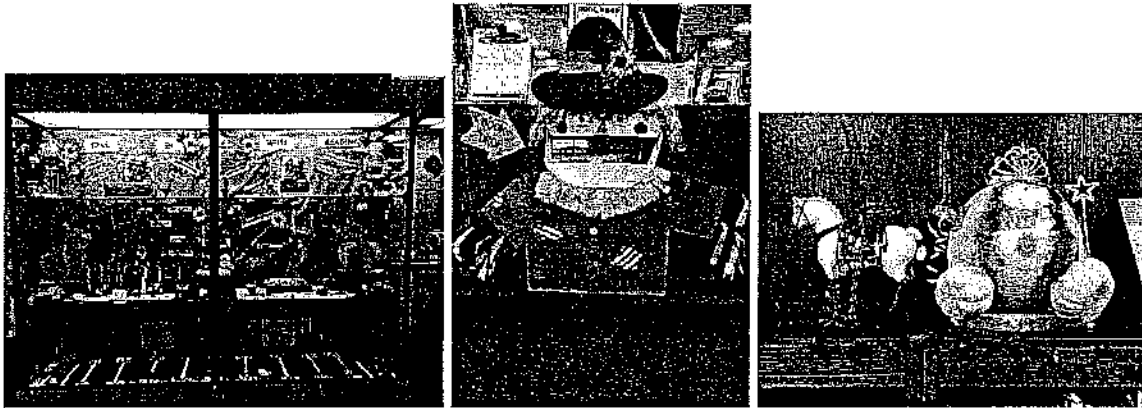
Directly outside the Activity Room, next to the Picture Books, there is now a play area with a kitchen and play food, a rug where children can drive their play cars, trucks, and trains, and a dollhouse. We have also added play elements to the ends of shelves and large wooden posts in the room.

Every month, the Children's Department employees, take great care and joy to decorate according to the seasons and secular holidays. They also spend hours planning and implementing programs to draw families to our space. Over July and August this past summer, we had 196 programs for children birth to age 11 with 4,161 people in attendance! In the 2015-16 fiscal year, we carried out 897 programs with 21,155 people attending!

I have an inspired staff that works incredibly hard to provide the best information, programs, and give lots of love to everyone that comes to our department. Now, what we need, is to make sure that the Children's Department space reflects that same joy and energy. It is a large, open floor plan that is right now mundane. We have been working with a designer who has been able to carry out a beautiful design plan to make sure that the space works better for our needs.

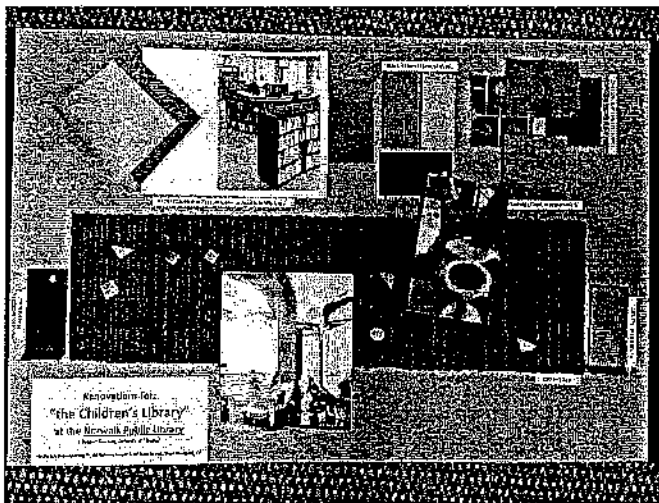
There are three goals in mind for this renovation:

1. Add a second Activity Room to help carry out the many programs done over the course of a month.
2. Give the room a more dynamic, pleasing look by getting rid of the rows upon rows of tall bookshelves and creating sectioned off areas for families to use.
3. Make sure there are elements of discovery for the children through play items, such as the play kitchen, wall units, puzzles, and more. (Ideally, I'd like a tree with a hollowed out space for the kids to crawl inside and snuggle up with a book.)



The above images are examples of the staff decorations made for fall, just to show a scope of their efforts.

Color Scheme:



There is a plan in place to do improvement projects to the Children's Department over the next 5 years, beginning with this project in creating a new Activity Room space to hold more programs.

BIDS

Drawing and specifications were provided to the Purchasing Department. Four bids were turned into the City by June 29, 2017 at 2pm. The lowest was from Robert H. Lord Company, Inc. for \$31,700, coming in well under the original estimate. After reviewing his bid, all is in order, and he could begin installation in October. At this time, the Library is recommending the award of the project to Robert H. Lord Co., Inc. as the apparent low bidder.

Action Requested:

- a. Authorize the Purchasing Agent to issue a Purchase Order with Richard H. Lord Co., Inc. for the installation of wall partitions at the Belden Library Children's Library for a total not to exceed \$31,700.00. Account # CO570 (2016-17 project)
- b. Authorize a contingency allowance for Change Orders on Purchase Order for a total not to exceed \$3,170.00.

SUMMARY OF BIDS

#	Company	Total Lump Sum Price
1.	Edward B. and William J. Macdonals dba/ Interior Concepts	\$39,995.00
2.	Coppola & Sons Construction Company	\$38,500.00
3.	Robert H. Lord Company, Inc.	\$31,700.00
4.	Melwood Contracting Corp.	\$36,585.00



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 : HEADSTART PROGRAM – CDI MANAGEMENT AGREEMENT
DATE: JULY 27, 2017

With the departure of the Norwalk Housing Authority in 2016 for the management of Norwalk's Headstart programs at Ben Franklin Center and Nathaniel Ely Center, CDI was assigned by Federal Department of Health and Human Services as an interim management company and the City executed an one year management agreement which is scheduled to expire on August 31, 2017.

The Department of Health and Human Services has been working toward securing a permanent management entity for our Headstart programs, unfortunately, they have yet to complete the process. Therefore, an approval to extend the expiration date is necessary in order for CDI to continue its operation.

ACTION REQUESTED:

- a. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Management Agreement with Community Development Institute Headstart, Inc. (CDI) to provide management services for the Headstart program at Ben Franklin Center, to extend the agreement expiration date to August 31, 2018. All remaining terms of the agreement to remain unchanged.
- b. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Management Agreement with Community Development Institute Headstart, Inc. (CDI) to provide management services for the Headstart program at Nathaniel Ely Center, to extend the agreement expiration date to August 31, 2018. All remaining terms of the agreement to remain unchanged.

Lo, Alan

From: Jayne Garcia [jgarcia@cditeam.org]
Sent: Thursday, July 27, 2017 4:16 PM
To: Lo, Alan
Cc: Bretherton, Frederick; Ann Munoz
Subject: Renewal of our Management Agreement CDI HS Serving S Norwalk

Hello Alan~

It is that time again to renew/extend our Management Agreement for the Nathaniel Ely and Benjamin Franklin facilities for our 2017-2018 school year. As designated by the Office of Head Start, CDI Head Start continues as the interim grantee for CDI HS Serving S Norwalk until a replacement local grantee is designated to be responsible for the operations of the program. No changes are requested at this time in the agreements, we would just like to extend this management agreement of occupancy.

Thank you and please feel free to call me if you have any questions.

Jayne

Jayne Garcia
NIC Site Manager
Community Development Institute
National Interim Management
10065 East Harvard Avenue, Suite 700
Denver, CO 80231
Direct (mobile) 510.390.0738



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 

RE : BEN FRANKLIN CENTER – FAMILY & CHILDREN'S
AGENCY'S LEASE

DATE: July 26, 2017

Subsequent to Common Council action of May 9, 2017 which authorized the following, the Family & Children's Agency (FCA) has occupied the third floor of Ben Franklin Center for its summer childcare programs.

Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with Family & Children's Agency for the third floor of Ben Franklin Center based on utility payment of \$2.50/sf/year for:

- June 1, 2017 to August 31, 2017 – 4,768 sf for a total of \$3,973.33
- September 1, 2017 to August 31, 2019 - 7,127 sf for a total of \$17,817.50 per year with one 2-year renewal option.

Remaining terms shall be as outlined in Alan Lo's memo dated April 24, 2017. **AUTHORIZED**

During lease preparation, we found a mathematical error. The payment from June 1, 2017 to August 31, 2017 should be **\$2,980** in lieu of \$3,973.33. Therefore, I would like to request a technical correction of the May 9, 2017 Council action.

In addition, Family & Children's Agency submitted a request to lease classroom #301 for its program (see attached). As this is the only remaining third floor classroom that is not currently used for childcare programs, the inclusion of this classroom under FCA will allow FCA to have greater control of unauthorized access to the third floor. Room #301 is 696 square feet, at \$2.50 per square foot per year for utility payment, the annual cost is \$1,740.00.

ACTION REQUESTED:

1. **TECHNICAL CORRECTION:** of Common Council action of May 9, 2017 Item VII, B, 2 to correct a mathematical error from \$3,973.33 to \$2,980. New action to read as follows:

Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with Family & Children's Agency for the third floor of Ben Franklin Center based on utility payment of \$2.50/sf/year for:

- June 1, 2017 to August 31, 2017 – 4,768 sf for a total of \$2,980.00
- September 1, 2017 to August 31, 2019 - 7,127 sf for a total of \$17,817.50 per year with one 2-year renewal option.

Remaining terms shall be as outlined in Alan Lo's memo dated April 24, 2017

2. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the Lease Agreement with Family & Children's Agency for Ben Franklin Center to include Room #301 based on utility payment of \$2.50/sf/year from September 1, 2017 to August 31, 2019 for a total of \$1,740 per year. All remaining lease terms shall remain unchanged.



Family &
Children's
A G E N C Y

9 Mott Avenue
Norwalk, CT 06850
Tel: (203) 855-8765
Fax: (203) 838-3325
www.FamilyandChildrensAgency.org

Chairman
Lisa Lillo

Vice-Chairman
Charles Pieterse
Marie Wilcox

Secretary
Rita Marber

Treasurer
Richard Zaremski

Vice-Treasurer
Wenton Camporini

Chair Emeritus
Julene Greenshields

At-Large
Mark Lux

Directors
Georgia Adams
Audrey Andrew
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William O. Murphy
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William O. Webster
Sheryl Williams

July 25, 2017

Mr. Alan Lo
Building and Facilities Manager
Department of Public Works
City of Norwalk
P.O. Box 5125
125 East Avenue
Norwalk, CT 06856-5125

Dear Mr. Lo,

On behalf of Family and Children's Agency, I would like to formally request that you add Room 301 to the space we are currently leasing on the 3rd Floor at Ben Franklin Center. The space is currently being utilized by our ASPIRE after school program which currently serves 100 middle school and high school students from public schools in Norwalk. The addition of Room 301 would allow us to further expand our program and allow us to help more students. Please let me know if you have any additional questions. Many thanks for your assistance in this matter.

Sincerely,

Robert F. Cashel
President, CEO



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 
RE : OAK HILLS PARK- GREAT LAWN & FOUNTAIN GARDEN

DATE: JULY 21, 2017

Oak Hills Park Improvement Project is funded by the State DEEP in the amount of \$1,500,000. This project consists of:

- golf course improvement – approximately \$1,050,000 (90+% completed)
- lawn maintenance equipment wash bay – approximately \$65,000 (completed)
- development of the Great Lawn and Fountain Garden – approximately \$200,000 (completed)
- remediation of contaminated soil from two underground heating fuel tanks – approximately \$25,000
- ADA improvements - \$50,000

On September 13, 2016, the Common Council approved a contract with Hoffman Landscape for the construction of the Great Lawn and Fountain Garden in the amount of \$190,000 with a contingency of \$10,000. The improvements were completed this spring and the final change order amount was \$10,420 which exceeded the Council approval by \$420. Therefore, an action to increase the contingency is required.

ACTION REQUESTED:

Authorize the Office of Building Management to issue Change Orders on Contract with Hoffman Landscapes for the Oak Hills Park Great Lawn and Fountain Garden Improvement Project for an additional \$420 for a total not to exceed \$10,420.00. Acct. #09151340 5799 C0558