

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

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I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Special Meeting: June 20, 2023
Regular Meeting: June 27, 2023

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Christopher White, Harbor Management Commission
Stephen Rust, Arts and Cultural Commission
Nori Grudin, Arts and Cultural Commission
Naomi Clark, Arts and Cultural Commission
Ava Jacobs, Arts and Cultural Commission
Melissa Matuska, Arts and Cultural Commission
Bob Abriola, Arts and Cultural Commission
Brian Kaspr , Arts and Cultural Commission
Danny Loftus George, Arts and Cultural Commission
Marc Alan, Arts and Cultural Commission

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

RESIGNATION AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to execute any and all documentation to ratify and approve the Waterfront Industrial Zones Study.
2. Authorize the Mayor, Harry W. Rilling to execute a contract via sole source procurement with Stantec Inc. to complete project review, closeout, and requisition requests to the Connecticut Department of Transportation for grant reimbursement in an amount not to exceed \$60,000 for NRV Phase 2.
Account No. 0923 3750 5777 C0777
0922 3750 5777 C0777
0923 4120 5777 C0824
3. Authorize the Mayor, Harry W. Rilling, to execute an amendment to increase the Fuss and O'Neill contract by \$200,000 for Additional Transportation Engineering and Related Design Services for Wall Street Corridor Improvements.
Account No. 0923 3750 5777 C0800
4. Authorize the Mayor, Harry W. Rilling, to execute an amendment to increase the WSP contract by \$25,000 for Additional Design Services for the Phase 4 Traffic Signal Upgrade Project.
Account No. 0921 4120 5777 C0232

5. Authorize the Mayor, Harry W. Rilling, to execute a 3-year lease agreement with Rent-a-Christmas in an amount not to exceed \$138,584 (\$46,195 per year) for the Wall Street and South Norwalk Holiday Extravaganza Christmas Trees installation and maintenance.
Account No. 133710 5796 AEC16
09243780 5777 C0680
6. Authorize the Mayor, Harry W. Rilling to execute a 1-year contract with Star Inc., Light the Way with 4 options to extend the term for a period of 1 year each in an amount not to exceed \$13,000 per year for litter clean-up services within the Wall Street Business District via sole source procurement.
Account No. 01 3720 5258

B. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. Authorize the Purchasing Agent to issue a Purchase Order to AAA Band Rentals, LLC. for Norwalk High School and Brien McMahon High School Band Instruments Replacement Project for a total not to exceed \$290,193.00.
Account No. 09245010 5777 C0685
- 2a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Reliable Excavating Co., Inc. for the Norwalk Concert Hall Terrace and Stairs Improvement Project a total not to exceed \$148,000.00. Funds are available from
Account No. 0923/247100 5777 C0439
- 2b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$14,800.00.
Account No. 0923/247100 5777 C0439
3. TECHNICAL CORRECTION: of Common Council action of June 13, 2023, Item VII.E.2a & 2b with account numbers corrected to read as follows:
 - a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Re-Tech LLC. for Belden Avenue Library - Literacy Volunteers' Office improvements for a total not to exceed \$89,000.00.
Account No. 09206210 5777 C0660
 - b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$8,900.00 Funds available from Account No. 09206210 5777 C0660, 09237100 5777 C0476

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

APPOINTMENTS

HARBOR MANAGEMENT COMMISSION	M/C	Nwlk. Code 69
CHRISTOPHER WHITE (D)		Term Expires – 12/31/2025
1 Hawkins Avenue Norwalk, CT 06855		

ARTS AND CULTURAL COMMISSION	M/C	Nwlk. Code 17A
STEPHEN RUST (D)		Term Expires – 07/01/2024
22 Cloverly Circle Norwalk, CT 06855		

ARTS AND CULTURAL COMMISSION	M/C	Nwlk. Code 17A
NORI GRUDIN (U)		Term Expires – 07/01/2024
3 Kellee Drive Norwalk, CT 06854		

ARTS AND CULTURAL COMMISSION	M/C	Nwlk. Code 17A
NAOMI CLARK (D)		Term Expires – 07/01/2024
12 Phillips Street Norwalk, CT 06854		

ARTS AND CULTURAL COMMISSION	M/C	Nwlk. Code 17A
AVA JACOBS (U)		Term Expires – 07/01/2025
83 Washington Street, Suite 3G Norwalk, CT 06854		

ARTS AND CULTURAL COMMISSION	M/C	Nwlk. Code 17A
MELISSA MATUSKA (D)		Term Expires – 07/01/2025
1 Longshore Avenue Norwalk, CT 06854		

ARTS AND CULTURAL COMMISSION	M/C	Nwlk. Code 17A
BOB ABRIOLA (R)		Term Expires – 07/01/2025
7 Blake Street Norwalk, CT 06851		

ARTS AND CULTURAL COMMISSION	M/C	Nwlk. Code 17A
BRIAN KASPR (D)		Term Expires – 07/01/2026
25 McKinley Street Norwalk, CT 06853		

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**JULY 11, 2023
COUNCIL CHAMBERS**

ARTS AND CULTURAL COMMISSION

M/C

Nwlk. Code 17A

DANNY LOFTUS GEORGE (U)

Term Expires – 07/01/2026

130 West Norwalk Road
Norwalk, CT 06850

ARTS AND CULTURAL COMMISSION

M/C

Nwlk. Code 17A

MARC ALAN (U)

Term Expires – 07/01/2026

128 Gillies Lane
Norwalk, CT 06854

COMMON COUNCIL SPECIAL MEETING JUNE 20, 2023
NORWALK, CT COMMON COUNCIL CHAMBERS AND VIA ZOOM

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

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I. CALL TO ORDER

Mayor Rilling called the meeting to order at 7:35 p.m. and led the Assembly in reciting the Pledge of Allegiance.

II. ROLL CALL

Ms. Dixon called the Roll:

City of Norwalk
Common Council
Special Meeting
June 20, 2023
Common Council Chambers and Via Zoom
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Council at Large: Mr. Gregory Burnett Mr. Joshua Goldstein
 Ms. Nora Niedzielski Eichner Ms. Barbara Smyth

District A: Mr. David Heuvelman

District B: Ms. Diane Revolus (joined the meeting during the presentation)

District C: Ms. Jenn McMurrer

District D:

District E: Ms. Lisa Shanahan

At Roll Call there were seven (7) Common Councilmembers present and seven (7) Common Councilmembers absent (Mr. Camacho; Ms. Ayers; Ms. Revolus; Ms. Young; Mr. Kydes; Mr. Meek; Ms. Alterman).

A Quorum was present.

Also present were Mayor, Harry Rilling; City Clerk, Irene Dixon and Corporation Counsel, Mario Coppola.

Charter Revision Members Present: Patsy Brescia, Chair; Carl Dickens; Tyler Fairbairn; Benita Watford Raleigh; Angela Wasunna and Steven Mednick, Counsel to the Commission

III. PUBLIC PARTICIPATION

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

Ms. Diane Lauricella, expressed her thanks for undertaking this task. She asked that the Common Council makes sure there is a separate question on the ballot to address the Mayoral four year term because it can be contentious. She feels they should have a four year term and term limits and will ask the legislator to enact a special act for term limits.

Ms. Lauricella said that under appointments she wants to ensure that there is gender and racial equity. Under the City Clerk section she asked that the Assistant City Clerk act as the assistant to the Common Council. Under article seven Boards and Commission she asked that they look at gender and racial equity. Ms. Lauricella noted that some boards struggle to have gender equity.

She asked to consider having elections for members of the Board of Estimate and Taxation and Zoning Commission.

Ms. Lauricella asked that each board and commission meeting will include a portion on the agenda for public comment. Under Article 8 Departments and Department Heads she asked that consideration be given to adding language that the division chiefs and department heads have a public meeting with the residents on an annual basis with their related divisions.

Ms. Elsa Obuchowski expressed her thanks. She asked that each item be put on the ballot separately.

There were no other members of the public who wished to comment this evening.

IV. REVIEW ARTICLES V THROUGH VIII OF THE DRAFT NORWALK CHARTER PROPOSED BY THE CHARTER REVISION COMMISSION

Mr. Burnett turned the presentation to Mr. Mednick.

Mr. Mednick pointed out that at the last meeting there was a specific focus on diversity. He said that has been addressed by the Charter Revision Commission.

Mr. Mednick reviewed Article V: The Mayor. He said there were no substantive changes.

Mr. Mednick reviewed Article V: Organization. The only two required provisions of a charter are to name the Chief Executive Officer and the Legislative body. All the others can be approved by ordinance.

Ms. Niedzielski Eichner noted Ms. Lauricella's raised the issue about an Assistant City Clerk staffing the Common Council. Mr. Mednick said that would be a political judgement to make, and would not be a substantive change.

Mr. Goldstein commented on the term of office for the City Clerk. Ms. Brescia said it was not discussed and would not see it as an issue for the term to align with the other Chiefs. Mr. Dickens said he had no objection. Mr. Goldstein said he will discuss this further with fellow Common Council members.

Mr. Burnett asked for further clarification regarding the role of the Assistant City Clerk providing assistance to the Common Council. Mr. Mednick said he believes the intent was to memorialize the current practice. He added that he will seek recommendations from the members of the Common Council.

Mayor Rilling said that when the Common Council started this term, they did a re-write of the job description for the Assistant City Clerk. It has always been the practice for that position to assist the Common Council. Ms. Young commented that as one who served in that position, it is an important role, especially as the City grows and the Common Council needs assistance.

Ms. Brescia said she supports that concept.

Mr. Heuvelman asked if the Common Council would need the assistance of the Assistant City Clerk and an assistant to the Legislative body.

Ms. Niedzielski Eichner said more staff is needed, but they are not trying to add anything new now, but in two years she said she will advocate for more staff for the Common Council.

Mr. Mednick reviewed Article IV: Other Elected Officers. He noted that the offices of City Treasurer and Board of Selectmen would be repealed during the 2025 election cycle.

Ms. McMurrer said they need to clarify which clerk wherever clerk is referenced in the Charter.

Mr. Mednick reviewed Article VII: Boards and Commissions. He said there is a lot of new language in this section. He said that open meetings have been legal under FOI since 1983. The objective is to move toward total accessibility. Mr. Mednick said the Common Council members will discuss the appointments on the Police Commission and provide instructions.

Mr. Mednick reviewed Article VIII: Departments. The idea is to have a functional analysis and the ability to be responsive to residents.

Mr. Mednick said he will work on the updates. The next meeting date will be determined and at that meeting, the Common Council will walk through the remainder of the Charter.

V. ADJOURNMENT

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

There was no further business, and the meeting was unanimously adjourned at 8:59 p.m.

ATTEST: _____
Irene Dixon, City Clerk

City of Norwalk
Common Council
Special Meeting
June 20, 2023
Common Council Chambers and Via Zoom
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COMMON COUNCIL
NORWALK, CONNECTICUT COUNCIL CHAMBERS AND VIA TELECONFERENCE

JUNE 27, 2023

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

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Mayor Rilling called the meeting to order at 7:35 p.m. and led the Assembly in reciting the Pledge of Allegiance.

I. ROLL CALL

Ms. Dixon called the Roll:

Council at Large: Mr. Gregory Burnett

Ms. Barbara Smyth

District A: Ms. Nicol Ayers

Mr. David Heuvelman

District B: Ms. Diana Revolus (8:00 p.m.) Ms. Darlene Young

District C: Ms. Jenn McMurrer

District D:

District E: Mr. James Frayer Ms. Lisa Shanahan

At Roll Call there were eight (8) Common Councilmembers present and seven (7) absent. A Quorum was present.

Also present were Mayor, Harry Rilling; City Clerk, Irene Dixon and Corporation Counsel, Mario Coppola.

II. ACCEPTANCE OF MINUTES

Special Meeting: June 12, 2023

**** MR. HEUVELMAN MOVED TO ACCEPT THE MINUTES AS PRESENTED
** MOTION PASSED WITH TWO (2) ABSTENTIONS (MR. FRAYER AND MS. SHANAHAN)**

Regular Meeting: June 13, 2023

**** MS. SHANAHAN MOVED TO ACCEPT THE MINUTES AS PRESENTED
** MOTION PASSED WITH TWO (2) ABSTENTIONS (MR. FRAYER AND MS. MCMURRER)**

III. PUBLIC PARTICIPATION

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

Ms. Moina Noor, President, Norwalk Public Library spoke in support of the acquisition of 3 Belden Avenue and expressed her appreciation to the City and the First Taxing District. She said this acquisition represents a major step of achieving the goal of creating a new Library. She added that the main library was renovated over 40 years ago. Currently the Library Board is finalizing the building plan.

Ms. Elise Washer, Norwalk River Watershed spoke in support of purchasing the Stephen Mather parcels. She explained the significance of the parcels to the number of animal species seen or

expected to occur there. She added that the property is important to the water quality and to the wetlands.

Mr. Alex Knopp congratulated Mr. Frayer on his position on the Common Council. He spoke in support of acquiring the 3 Belden Avenue property, which has been under discussion since 2018. He said this acquisition is necessary and essential to the Library. He said that at the last meeting, Mayor Rilling said he was working on parking for the Library and wished him success. He thanked the Commissioners of the First Taxing District.

Ms. Diane Lauricella asked for corrections to the June 13th minutes under public comments. She said her comments should be that the City should purchase 11 Belden Avenue and then sell the bank building.

Ms. Lauricella referenced the use of the Land Trust funds and where chapter 35, article 1, section 4 talks about the duties of the Commission. She said they can use this fund to upgrade properties and then become open space. She said the funds are not equitably distributed and the Conservation Commission based their decision on advice from staff. Ms. Lauricella said it is your duty to look at the Ordinance upon which this is written. She said that Ms. Shanahan is the Chair and hopes to have a conversation with her. She said they need to be equitable to the urban core.

Mr. Kevin Tepast, Land Trust spoke in favor of the grant for the Stephen Mather parcels. He said the purpose is to sustain open space. He added that migratory birds need space and without it the environment will degrade.

Ms. Laura Mira spoke in support of purchasing the Stephen Mather parcels and described the benefits to the community and environment.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

Mayor Rilling announced the following resignation.

Elizabeth Tardif, Arts Commission

APPOINTMENTS:

REAPPOINTMENTS:

Ms. Revolut joined the meeting at 8:00 p.m.

**** MS. YOUNG MOVED TO APPROVE THE REAPPOINTMENT OF CHITSAMAY LAM, COMPTROLLER**

Ms. Young and Mr. Burnett spoke in support of the reappointment.

**** MOTION PASSED UNANIMOUSLY**

Mayor Rilling congratulated Ms. Lam on her reappointment.

MAYOR'S REMARKS:

Mayor Rillings reported that the City will hold its second Public Workshop virtually on Thursday, June 29, 2023, for the Resilient South Norwalk Project. The impact of climate change on our community and potential mitigation ideas to address flooding will be discussed.

The 2023 Independence Day Concert and Fireworks performance will take place at Calf Pasture Beach on July 3rd. City Hall will be closed on July 4, 2023. He noted the new traffic pattern at the Beach.

Mayor Rilling proudly announced that Norwalk was recognized by *CT Insider*, *Fortune Magazine* and *Livability.com* on the state and national level for highest quality of life, livability and being family friendly. He expressed this thanks to everyone.

Mayor Rilling welcomed and congratulated James Frayer on his appointment as Common Council member for District E.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

**** MS. SHANAHAN MOVED THE FOLLOWING CONSENT CALENDAR:**

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. AUTHORIZE THE PURCHASING OFFICER TO ISSUE A PURCHASE ORDER TO MTE EQUIPMENT SOLUTIONS, INC. IN AN AMOUNT NOT TO EXCEED \$30,742.80, SOLE SOURCE PURCHASE OFF THE MA FA 116 PRICING CONTRACT FOR A 2023 SAND STAR III IN-FIELD PREP MACHINE FROM ACCOUNTS # 014150-5585 AND 0923-6030-5777-C0771.

2. TECHNICAL CORRECTION: AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A THREE YEAR CONTRACT WITH ACTIVE NETWORK, LLC FOR THE PURCHASE OF RECREATION MANAGEMENT SOFTWARE IN AN AMOUNT NOT TO EXCEED \$53,799.70 FOR YEAR 1, \$28,875.00 FOR YEAR 2, \$20,319.00 FOR YEAR 3, \$31,835.00 FOR YEAR 4 (EXTENSION) AND \$33, 427.00 FOR YEAR 5 (EXTENSION). FUNDING FOR YEAR 1 THROUGH ARPA ACCOUNT; YEAR 2, 3, 4 AND 5 THROUGH THE RECREATION AND PARKS OPERATING BUDGET.

3. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO KOMPAN, IN AN AMOUNT NOT TO EXCEED \$383,176.32 FOR THE SOLE SOURCE PURCHASE OF A NEW PLAYGROUND FOR VETERANS PARK, OFF THE OMNIA PURCHASING CONTRACT # 2017001135. FUNDING FROM THE DEEP BEAUTIFICATION GRANT ACCOUNT # 0923-03-5796-C0832.

B. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. AUTHORIZE THE NPS FACILITIES DEPARTMENT TO ISSUE CHANGE ORDERS TO THE NATHAN HALE MIDDLE SCHOOL HVAC PROJECT WITH SAL SABIA ELECTRICAL CONTRACTORS, INC. CONTRACT FOR A TOTAL NOT TO EXCEED \$92,460. (COMMON COUNCIL AUTHORIZED THE CONTRACT ON JUNE 13, 2023) FUNDS ARE AVAILABLE IN ACCT. #09235010 5777 C0652.

C. FINANCE AND CLAIMS COMMITTEE

1. RESOLUTION: REQUESTING FOR BUILDING MANAGEMENT DEPARTMENT PROJECT IN THE AMOUNT OF \$1,420,000 FROM THE ARPA (AMERICAN RESCUE PLAN ACT) FUND. ACCOUNT: 131310-5796-AFD01 ARPA GENERAL EXPENSE ACQUISITION OF 3 BELDEN AVENUE, NORWALK, CT.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE GRANT ASSIGNMENT CERTIFICATION, SFY 2024 ASSIGNING STATE OF CONNECTICUT 13B-38BB ELDERLY AND DISABLED DEMAND RESPONSIVE MUNICIPAL GRANT PROGRAM APPORTIONED FUNDS TO

**OPERATION OF TRANSPORTATION SERVICES COORDINATING ENTITY,
NORWALK TRANSIT DISTRICT.**

D. COMMUNITY SERVICES COMMITTEE

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS, OR AMENDMENTS AS MAY BE NECESSARY WITH HUMAN SERVICES COUNCIL, FOR (1) CHILDREN'S CONNECTION \$ 16,310.00 (2) DR. ROBERT E. APPLEBY SCHOOL BASED HEALTH CENTERS \$23,690.00 UNDER THE COMMUNITY SERVICES DEPARTMENT IN THE TOTAL AMOUNT OF \$40,000.00 ACCOUNT # 012010-5A0620.

3. AMENDED - ACTION ITEM #3: AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS, OR AMENDMENTS AS MAY BE NECESSARY WITH THE CARVER, INC. FOR ENRICHMENT SUMMER CAMP PROGRAMS FOR PUBLIC SCHOOL CHILDREN UNDER THE COMMUNITY SERVICES DEPARTMENT FOR THE PERIOD ENDING JUNE 30, 2023 IN THE AMOUNT OF \$46,000 & THE PERIOD ENDING JULY 1, 2024 IN THE AMOUNT OF \$150,000 FOR A TOTAL AMOUNT OF \$196,000.00 ACCOUNT # 012010-5A0620.

4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ACCEPT AND EXECUTE ANY AND ALL DOCUMENTS, INSTRUMENTS, OR AMENDMENTS AS MAY BE NECESSARY WITH DCF GRANT FUNDS ESTIMATED AT \$35K, TO SUPPORT THE YOUTH SERVICES, JUVENILE REVIEW BOARD PROGRAM. NO MATCH IS REQUIRED. THE GRANT IS NON-COMPETITIVE.

F. PUBLIC WORKS COMMITTEE

1. WHEREAS, PURSUANT TO CGS SECTION 32-285A THE CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT IS AUTHORIZED TO EXTEND FINANCIAL ASSISTANCE FOR ECONOMIC DEVELOPMENT PROJECTS; AND WHEREAS, IT IS DESIRABLE AND IN THE PUBLIC INTEREST THE CITY OF NORWALK MAKE AN APPLICATION TO THE STATE FOR \$5,139,240 IN ORDER TO UNDERTAKE THE LOCKWOOD & HEATHER LANE DRAINAGE IMPROVEMENTS AND TO EXECUTE AN ASSISTANCE AGREEMENT.

NOW, THEREFORE, BE IT RESOLVED BY THE, COMMON COUNCIL FOR THE CITY OF NORWALK

1. THAT IT IS COGNIZANT OF THE CONDITIONS AND PREREQUISITES FOR THE STATE FINANCIAL ASSISTANCE IMPOSED BY SECTION 32-285A OF THE CONNECTICUT GENERAL STATUTES

2. THAT THE FILING OF AN APPLICATION FOR STATE FINANCIAL ASSISTANCE BY CITY OF NORWALK IN AN AMOUNT NOT TO EXCEED \$5,139,240 IS HEREBY APPROVED AND THAT HARRY W. RILING, AS MAYOR OF THE CITY OF NORWALK, IS DIRECTED TO EXECUTE AND FILE SUCH APPLICATION WITH THE CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT, TO PROVIDE SUCH ADDITIONAL INFORMATION, TO EXECUTE SUCH OTHER DOCUMENTS AS MAY BE REQUIRED, TO EXECUTE AN ASSISTANCE AGREEMENT WITH THE STATE OF CONNECTICUT FOR STATE FINANCIAL ASSISTANCE IF SUCH AN AGREEMENT IS OFFERED, TO EXECUTE ANY AMENDMENTS, DECISIONS, AND REVISIONS THERETO, AND TO ACT AS THE AUTHORIZED REPRESENTATIVE OF CITY OF NORWALK.

**** MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

B. LAND USE AND BUILDING MANAGEMENT COMMITTEE

**** MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ACQUIRE 3 BELDEN AVENUE, NORWALK, CONNECTICUT IN THE AMOUNT OF \$1,400,000.00, PLUS CUSTOMARY DUE DILIGENCE COSTS, CLOSING COSTS AND ADJUSTMENTS, AND TITLE INSURANCE COST. ACCOUNT: 131310-5796-AFD01 ARPA GENERAL EXPENSE RE: ACQUISITION OF 3 BELDEN AVENUE, NORWALK, CT.**

Ms. Smyth said this is a very important purchase to the City and will immediately provide 30 parking spaces for the Library. She said that it is her hope that the City will continue to negotiate with Mr. Milligan for the parking site.

Ms. Young expressed her thanks to the First Taxing District and their willingness to partner with the City.

Mayor Rilling recognized the importance of the parcel. He acknowledged Mr. Coppola for his hard work in negotiating this purchase. He added that there are discussions about the parcel that is currently being leased.

**** MOTION PASSED UNANIMOUSLY**

Due to a potential conflict of interest Ms. Shanahan recused herself and left the Common Council Chambers.

**** MS. SMYTH MOVED TO** Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments and amendments there to as may be necessary to grant funds from the Open Space Capital Budget Funds to the Norwalk Land Trust, Inc. for acquisition of 12, 14 and 16 Stephen Mather Road in the amount of \$200,000. Acct. #0911/12/15/17/18-6030-5775-C0372

Ms. Smyth explained there was a long discussion about the concerns of equity. She said this purchase of the property will protect and preserve open space and wetlands. She said as they recognize the severity and impact of storms anything that can be done to decrease impervious surfaces is a good thing.

Mr. Heuvelman said he will be voting for this item, but is very concerned about the equity piece. The City needs to look at the urban core and find a solution to bring green space to the urban core especially in Districts A and B. He said this is a qualified acquisition but they can't just have a nonprofit find these properties.

Ms. Young said that when they talk about the tree canopy, they need to think outside the box and move the needle.

Mr. Frayer said this is a very unique property and noted that it has a historical background.

Ms. McMurrer said it is important to have a balance of creating and protecting green spaces. They cannot build without having green spaces for citizens.

Ms. Revolus said she would vote yes because part of Connecticut is the feel of a back yard. She added that she would like to see more green space in Districts A and B.

Ms. Ayers said that several colleagues talked about virtual agriculture that is done in urban cities. She suggested looking toward young people who are innovative in STEM. She urged everyone to be innovative.

Mayor Rilling thanked the members of the Common Council and said the equity matter needs to be addressed. He expressed his thanks to Ms. Cherichetti and noted that the City is fortunate to have her.

**** MOTION PASSED UNANIMOUSLY**

Ms. Shanahan returned to the Common Council Chambers.

D. COMMUNITY SERVICES COMMITTEE

**** MR. HEUVELMAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS, OR AMENDMENTS AS MAY BE NECESSARY WITH MID-FAIRFIELD CHILD GUIDANCE CENTER, INC., FOR CONTINUED IN-HOME MENTAL HEALTH AND FAMILY SUPPORT SERVICES FOR PUBLIC SCHOOL CHILDREN UNDER THE COMMUNITY SERVICES DEPARTMENT FOR THE PERIOD JULY 1, 2023 TO JUNE 30, 2024 IN THE AMOUNT OF \$399,996. ACCOUNT #012010-5298.**

Mr. Heuvelman reviewed the item. Ms. Ayers said she would be voting in the negative for this item because of the resources that have been allocated and due to the data and information. Mr. Daniels, Chief of Community Services explained this is the third year of the program and said this investment garnered support from private philanthropy. This item is a request for approval of the agreement. Ms. Smyth said she worked at Norwalk High School and saw the incredible work done for the kids who were in crisis.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MS. AYERS)**

E. PUBLIC SAFETY AND GENERAL GOVERNMENT COMMITTEE

**** MS. MCMURRER MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO SIGN A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORWALK POLICE DEPARTMENT AND LIBERATION PROGRAMS TO PROVIDE A PART-TIME CLINICIAN TO OUR CURRENT BEHAVIORAL HEALTH UNIT. THIS PARTNERSHIP WILL EXPAND OUR CURRENT B.H.U. SERVICES BY ADDING THE C.L.E.A.R. (COMMUNITY AND LAW ENFORCEMENT FOR ADDICTION AND RECOVERY PARTICIPANTS) PROGRAM TO THE CITY OF NORWALK. THE GOAL OF THIS PROGRAM IS TO BUILD A PARTNERSHIP WITH THE LIBERATION PROGRAM FOR THE PREVENTION OF OVERDOSES AND TO PROVIDE CLINICIANS FOR ADDICTION SERVICES. THIS IS A NO-COST PROGRAM FOR THE NORWALK POLICE DEPARTMENT AND WILL PROVIDE MUCH-NEEDED SERVICES TO THE CITY.**

Ms. McMurrer reviewed the item. Mayor Rilling commended the Police and noted that oftentimes when people are in crisis they need assistance.

**** MOTION PASSED UNANIMOUSLY**

VIII. RESOLUTIONS FROM COMMON COUNCIL

There were no resolutions from Common Council members this evening.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were no motions postponed to a specific date this evening.

X. SUSPENSION OF RULES

There were no suspension of the rules this evening.

XI. ADJOURNMENT

**** MS. REVOLUS MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 8:39 p.m.

ATTEST: _____
Irene Dixon, City Clerk

Christopher White
 (860) 853-8218 | chwhite1986@gmail.com
 1 Hawkins Avenue, Norwalk, CT 06855

A superb communicator with extensive media and editorial experience focused on content creation, marketing, and brand development across multiple platforms. Experienced in writing, editing, running an editorial calendar, and managing editorial, artistic, social media, content capture and marketing teams.

PROFESSIONAL EXPERIENCE

Blue Creative Group | Norwalk, CT February 2023 – Present
 Vice President, Director of Content & Creative Services

- Oversee and manage all writing and communications for 70+ clients, ranging from multinational, publicly traded companies to luxury recreational brands.
- Oversee and manage investor all writing and communications for private equity firm Fresnel Partners and their portfolio of companies.
- Oversee and manage all content production for the firm's clients, including white papers, websites, eNewsletters, press releases, social media accounts, and internal corporate communications.

White Squall Creative | Norwalk, CT January 2018 – Present
 Chief Marketing Officer & Editor-in-Chief

- Consult SMBs on growing their brand identity and increasing sales, using PR, media and strategic partnerships to drive business development.
- Help companies identify and develop their brand message, and execute custom content creation, social media management, brand development, and marketing.
- Leverage relations with top media outlets as well as relations with C-Level Executives to gain coverage and promote client products and services.

vineyard vines | Stamford, CT November 2018 – February 2023
 Copy Manager

- Write, edit, and oversee all brand communication for the Men's business and external corporate brand communication, including all emails, catalogs, online selling copy, marketing campaigns, social media posts, press releases, and communication with business partners and wholesale accounts.
- Write and provide the voice talent for all Spotify and Sirius XM radio ad campaigns.
- Write, edit and oversee content and communications for all external brand partners and collaborative partners, including the Head Of The Charles Regatta, the Kentucky Derby, the Premier Lacrosse League, the PGA, Jim Nantz, Corona, SuperGoop! and more.
- Manage all brand communications for company DEI initiatives.
- Work with company founders and senior leadership to plan and execute high-level brand strategy.

David Lerner Associates | Westport, CT August 2016 – October 2018
 Vice President, Investments

- Developed, grew and managed relationships with HNW clients and leads.
- Create investment strategies for individuals to achieve their financial goals, increasing net return to clients by an average of 10% over previous manager performance.
- Raised \$3.9M in assets under management.

SAIL Magazine | Boston, MA October 2014 – August 2016
 Senior Editor

- Managed 17 annual ship dates, 12 for monthly publications, 5 for special projects and publications.
- Wrote a minimum of 10 pages of content per month, including all Gear coverage, and ran 10 editorial departments, managing the editorial and artistic content for approximately 35 pages per issue.
- Reorganized the magazine's day-to-day and long-term operations and managed the production process, helped develop and expand the magazine's digital and social media presence.
- Managed editorial and art departments and worked with marketing and sales departments to schedule and execute annual editorial and production calendars.

- Drafted, issued, and managed all contracts and payments for freelance contributors.
- Represented the magazine internationally at sailing and media industry events as a brand ambassador, traveling to Finland to tour the facilities of boat builder Nautor's Swan, to South Africa to meet with the CEOs of over a dozen of the region's boat-builders and tour their facilities, and to New Orleans to meet with community leaders and assess the recovery of the waterfront after Hurricane Katrina.

Power & Motoryacht & Anglers Journal | Essex, CT
Managing Editor

April 2012 – October 2014 Senior

- Managed 23 annual ship dates, 12 for the monthly publication, 11 for special projects.
- Led the transition to a digital editorial production and content management process.
- Wrote a minimum of 8 pages of content per month, and ran 8 editorial departments, managing the editorial and artistic content for approximately 30 pages per issue.
- Launched and was managing editor of, *Anglers Journal*, a quarterly high-end fishing publication.
- Managed editorial and art departments and coordinated with marketing, sales, and digital departments to schedule and execute the production calendar and managed all editorial copy submitted for publication, and managed all freelance contributors.

Yachting Magazine | Newport, RI

April 2009 – April 2012 Managing Editor

- Chosen as the youngest Managing Editor in *Yachting's* 104-year history.
- Grew Twitter following by 3,300% to 12,000 and Facebook following + likes by 525% to 75,000. - Managed day-to-day editorial operations and oversaw contracts/payments for freelance contributors. - Generated content for monthly articles for publication and ran the magazine's social media department. - Took part in the 2009 Atlantic Rally For Cruisers, sailing across the Atlantic Ocean onboard a 47-foot sailboat with two British gentlemen, spending 17 days at sea.
- Managed 15 annual ship dates, 12 for the monthly publication, 3 in special projects.
- Wrote a minimum of 8 pages of content per month, including all Gear and News, and ran 6 editorial departments, managing the editorial and artistic content, for approximately 20 pages per issue.

EDUCATION

Salve Regina University | Newport, RI 2008

Bachelor of Arts, English Literature and Secondary Education

SKILLS: Proficient in Adobe Creative Suite (InDesign, InCopy, PhotoShop, Illustrator), Microsoft Office, Word-Press, Google Analytics, Constant Contact, Salesforce

INTERESTS: Sailing, writing, traveling, fishing, skiing, public speaking, reading, crossword puzzles.

Steven Rust**917-270-6589****22 Cloverly Circle, Norwalk, CT 06855****Lighting Designer****srust@theatreprojects.com****Lighting Designer, Project Manager**, Theatre Projects, Norwalk, CT 2009 – Present

Fundamental objective is to support the client and design team in the planning and construction of public assembly spaces. Specialize in lighting design and system infrastructure for domestic and international projects.

Selected Projects**Completion**

Brown University Performing Arts Center, Providence RI	2023
Palace Theatre, New York, NY	2023
Dr Phillips Center, Orlando, FL	2022
Fisher Center Belmont University, Nashville, TN	2021
Klarman Hall, Harvard Business School, Boston, MA	2018
HBS Online Studios, Harvard Business School, Boston, MA	2020
Jio World Center, Mumbai India	2021

Director of Technical Services - Sachs Morgan Studio, New York, NY 1999 – 2009

Interacted with client and design team from initial interviews through construction. Working knowledge of building and life safety codes pertaining to places of assembly. Designed and supervised award-winning architectural lighting projects. Set up AutoCAD standards to streamline contract document preparation. Initiated marketing efforts, client interviews and project fee calculation systems.

Selected Projects**Completion Date**

Nederlander Theatre, New York, NY	February 2009
Kennedy Center Eisenhower Theatre, Washington, DC	August 2008
Mark Taper Forum, Los Angeles, CA	July 2008
Granada Theatre, Santa Barbara, CA	March 2008

Production Manager, Columbia Artists Management, Inc. New York, NY 1993-1996

Production Stage Manager for national tours including Bolshoi Ballet, National Ballet of China, Paris Opera Ballet Ensemble and New York City Ballet Ensemble.

Lighting Designer 1986-1996

Freelance Lighting Designer for dance, opera and drama including Tony nominated production *Wilder, Wilder, Wilder*, Circle in the Square Theater; Daring Project Dance Company; Long Wharf Theatre; and New Voices Theatre Company.

Awards

Temple Emanu El, New York, NY 2007 IALD, Lumen
New World Stages, New York, NY 2006 Lumen

Education

BA in Economics from Connecticut College, New London, CT.

Affiliations

United Scenic Artists Local 829
ETCP Certified

Nori A. Grudin

3 Kellee Drive ♦ Norwalk, CT 06854 ♦ 203-326-1486 ♦ Sailornor@hotmail.com

Profile

Motivated, personable travel professional with a successful 21.5-year track record of outstanding customer service. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling time-sensitive, confidential documents. Demonstrated history of producing high quality reports and meeting stringent guidelines.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised, confident and competent. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

- | | | |
|-------------------------|-------------------|------------------------------|
| ➤ Apollo and Sabre GDS | ➤ Sales | ➤ Written Correspondence |
| ➤ Customer Service | ➤ ABS Super User | ➤ Professional Presentations |
| ➤ General Office Skills | ➤ Ticket Exchange | ➤ Excellent Multi-Tasker |
| ➤ ARC Certified | | ➤ Windows 10 Proficient |

Professional Experience

TAUCK INCORPORATED

Prepare and issue airline tickets

Author professional correspondence to customers

Liaise with internal and external customers regarding travel plans

Maintain internal Airline Booking System (ABS) for non-GDS users

Rapidly learn and master varied computer programs; recently completed Microsoft Office Suite classes

Trained reservations staff to use Apollo GDS

ROSENBLUTH TRAVEL

Track and report all hotel and airline revenues through ARC

Compiled and coordinated all travel documentation for business travelers

THE ART INSTITUTE OF CHICAGO

Worked in book department of the museum's gift shop

Established and maintained intimate knowledge of stock items

Assisted international clientele with purchases

Cashiering

Education

CHARTER OAK STATE COLLEGE - new Britain, Ct

working towards B.A. of American Studies

NORWALK COMMUNITY COLLEGE – NORWALK, CT

A.S. Communications

Certifications and Affiliations

Certified Travel Associate

Certified Travel Counselor

Member of the Institute of Certified Travel Agents (I.C.T.A)

Hospitality Specialist

ARC (Airline Reporting Corporation) Certified

Volunteer and Charity Work

Making Strides Against Breast Cancer Annual Walk

Habitat for Humanity

Annual Tauck World of Giving volunteer event – 2001 – 2009

2001: Valley Forge, Valley Forge, PA

2002: Roosevelt Vanderbilt National Historic Site, Hyde Park, NY

2003: Harkness State Park, Waterford, CT

2004: Ellis Island, New York, NY

2005: Minuteman National Park, Lexington/Concord MA

2006: Norwalk Community Parks, Norwalk, CT

2007: The Old North Church, Boston, MA

2008: Plimouth Plantation, Plymouth, MA

Nori A. Grudin

3 Kellee Drive ♦ Norwalk, CT 06854 ♦ 203-326-1486 ♦ Sailornor@hotmail.com

2009: Beardsley Zoo, Bridgeport, CT

Norwalk CT WAPA Mural Docent

Slow Art Day Norwalk – 2016 , 2017, 2018, 2019

Norwalk Art Commission member – 2017 to present

Started the Norwalk Art Commission's Facebook and Instagram pages

Naomi S. Clark

clarkns@gmail.com

www.fortmakers.com

www.naomi-clark.com

12 Phillips Street, Norwalk, CT 06854

720-771-5265

EDUCATION:

University of Colorado Boulder, BFA, 2004. Painting

Pratt Institute, MFA, 2008. Painting

PROFESSIONAL EXPERIENCE:

Co-founder and Artist: Fort Makers, Brooklyn, NY, 2008-Present. Fort Makers is a design and art collective. We conceive of and implement a range of projects from usable art objects to large-scale outdoor installations and commissions for private clients. We have worked with numerous large companies and institutions including West Elm, Anthropologie and MoMA PS1.

Notable achievements: I have executed major public art installations, and undertaken other artistic ventures in several cities across the United States. I have held artist fellowships overseas as well, in Portugal and Italy. I was nominated for the Joan Mitchell Foundation Award.

TEACHING EXPERIENCE:

Art Teacher- King School Lead Teacher, Stamford, CT, 2019- present

9th-11th grade. •painting, drawing, sculpture, design and animation, ceramics, STEAM Advanced Art, Fashion design

Art Teacher- Sonoma Country Day School Lead Teacher, Santa Rosa, CA, 2017- Present

K-7th grade. •painting, drawing, sculpture, design and animation.

Portfolio Development- Pratt Institute Pre-College Summer Program, Brooklyn, NY, 2017

•9-12th grade portfolio development for interior design and sculpture

Art Teacher: Marymount Assistant Art and STEAM Teacher, New York, NY, 2015-2017

3rd through 5th Grade. •Instruction in diverse media.

Teaching Artist: The Textile Arts Center, Brooklyn/Manhattan, NY, 2011-Present.

•Plan and teach silk painting classes.

Art Teacher: Lourdes Academy, Brooklyn, NY, 2010-2011. •Created the art curriculum for a diverse group of high school students, Grades 9-12 •Sourced and garnered funding for all supplies used throughout the year. •Taught art classes for Grades 9-12

Teaching Artist: My Little Village, New York, NY, 2008-2010. •Created lessons and taught art to children ages 2-4.

Teaching Artist: Putney Pre-collegiate Program, Amherst College, Amherst, MA, Summer 2008 •Planned and taught fashion design and painting to international high school students on the Amherst College campus •Planned and executed cultural outings for international high school students.

Teaching Artist: Guggenheim Museum, Learning Through Art Program, New York, NY, 2006-2007.

- Assisted the teaching artist in overseeing a year-long art project with 3rd graders at a public elementary school in the Bronx.

Teacher: Global Volunteer Network, Accra, Ghana, 2003-2004 •Assisted other teachers and taught lessons to young children.

Contact: (925) 915-9667, ava.jacobs@comcast.net
Address: 83 Washington St, STE #3G Norwalk CT 06854

Education

SUNY Purchase, Purchase, NY — *BFA & BA 2022*

BFA: Dance
BA: Arts Management
Minor: Political Science
Summa Cum Laude

Experience

SPACE 67 - Norwalk, CT

July 2022 - PRESENT
Studio Manager

JUICE Creative Group - Norwalk, CT

February 2022 - PRESENT
Operations Manager

Beam & Barre - Cos Cob, CT

October 2019 - PRESENT
Sales Associate / Social Media Manager

Oakland School for the Arts - Oakland, CA

Summer 2018 Summer 2022
Summer Program Dance Teacher

Encore Theatrical Dance Supplies - Walnut Creek, CA

November 2015 - December 2019
Assistant Manager / Sales Associate

Savage Jazz Dance Company - Oakland, CA

August 2017 - July 2019
Company Member / Dance Teacher

Skills / Knowledge

- Certified in Adobe Photoshop
- Certified Pointe Shoe Fitter
- Final Cut Pro
- Microsoft Excel
- Accounting and Bookkeeping
- Search Engine Optimization (SEO)
- Writing and Editing

MELISSA MATUSKA

D

1 Longshore Avenue
Norwalk, CT 06854

479-283-4774
melissamatuska@yahoo.com

AREAS OF EXPERTISE

- Program Development
- Leadership
- Strategic Planning and Assessment
- Event Management
- Accounting and Budget Planning
- New Business Development
- Certified Volunteer Manager
- Partnership Development
- Logistics/Process Analysis

PROFESSIONAL EXPERIENCE

FAIRFIELD UNIVERSITY, FAIRFIELD, CT 2017-2020
EVENTS AND SALES MANAGER

- Managed front-of-house staff, building operations, interns and program deployment for the Regina A. Quick Center for the Arts
- Augmented the existing volunteer program by implementing a recruitment and training process for current and new volunteers
- Responsibilities included generating outside revenue resulting in management of over 400 university and external events annually
- Coordinated logistics for visiting artists, managing travel, accommodations, and other hospitality-related items
- Oversaw summer camp marketing, logistics, and sales, significantly expanding the program and tripling the number of attendees.

TWENTY ONES INC., NEW YORK, NY 2012-2017
SALES AND EVENTS MANAGER

- Oversaw organizational logistics management and production of top-tier events for celebrities, Fortune 500 companies, sports teams and other high-profile clients
- Exhibited strong project management skills with the ability to create and oversee events, programs and meetings
- Digital Content Lead for the 40/40 Club website (the4040club.com) including content development, product creation, eCommerce and some web development

LONG ISLAND UNIVERSITY, BROOKLYN, NY 2010-2011
DIRECTOR OF ALUMNI RELATIONS

- Developed, implemented and maintained Alumni Societies for the School of Health Professions and Nursing while building awareness for the LIU Brooklyn Campus Alumni Association
- Displayed well-developed leadership skills with the ability to motivate and develop staff and volunteers, inspiring the interest and cooperation of alumni and other offices throughout the university community
- Established an alumni benefits program by securing revenue of \$650K through an affinity program with insurance partners
- Planned alumni events surrounding the NCAA Basketball Tournament for LIU and the 125th Reunion for the Arnold and Marie Schwartz College of Pharmacy and Health Sciences

UNIVERSITY OF ARKANSAS, FAYETTEVILLE, AR 2003-2010
ASSISTANT DIRECTOR OF ALUMNI RELATIONS

- Managed nationwide territory of all alumni outside of Arkansas including 24 alumni chapter boards and 28 Regional Razorback programs, resulting in a 10% annual engagement increase
 - Displayed exceptional interpersonal, written, and oral communication skills with demonstrated ease in public speaking and advocacy, showing the ability to comfortably work with a sophisticated alumni population
 - Created, implemented and maintained alumni volunteer student recruitment program with the Office of Admissions. Annually produced over 250 events including events surrounding the Billion Dollar Campaign
 - Spearheaded completion of Missouri Razorback license plate program that contributed \$10K annually in scholarship money
-

EDUCATION & TRAINING

Master of Business Administration, Management, Long Island University, New York, NY, 3.8 GPA, Cum Laude
Bachelor of Science, Education and Health Professions, University of Arkansas, Fayetteville, AR

CERTIFICATIONS

Certified Volunteer Manager, Arkansas Public Administration Consortium and University of Arkansas
Diversity Certificate, University of Arkansas

CONFERENCES AND SPEAKING ENGAGEMENTS

Presenter at Summit Conference (2010)
Judge at CASE District III Awards (2008-9)
Attended “Building Lifelong Relationships” CASE conference (2008)
Summit Volunteer Leadership Conference Planning Committee (2008-10)
Speaker at Council for Advancement and Support of Education (CASE) (2007)
Peer Connections Conference Head Chairman (2007)
Educational Leadership Conference for U.S. Army (2005)

PROFESSIONAL AFFILIATIONS AND DEVELOPMENT

Life Member of the Arkansas Alumni Association
Norwalk Arts Commission (2017-present) and Appointed Voting Member (2018)
Sigma Beta Delta Honor Society (2014-present)
Arkansas Volunteer Coordinators Association Chapter Secretary (2008-10)
Alumni Professionals of Arkansas Committee Chair (2008-9)
Arkansas Volunteer Coordinators Association State Board Member (2007) and Secretary (2009)
Toastmasters International (2004-2006)
Arkansas Letterman’s Club and Committee Chair (2003, 2011, 2014-15)

PUBLISHED ARTICLES

Published two articles in *ARKANSAS* Magazine
Multiple contributions to *Anecdotes* newsletter for the Schwartz College of Pharmacy and Health Sciences

AWARDS & DISTINCTIONS

Honorable Mention for Volunteer Program ▪ University of Arkansas at Little Rock and the Arkansas Public Administration Consortium (2009)
Advancement Program of the Quarter “Pride of Arkansas Tour” (2009)
Council for Advancement and Support of Education Faculty Star (2007)
University of Arkansas Staff Team of the Year Award (2004 and 2008)

TECHNICAL SKILLS

Mac and PC literate, Microsoft Office Suite (Outlook, Excel, Word, OneNote, Publisher, PowerPoint, and Access),
PeopleSoft, AS400, Raiser’s Edge Fundraising Software, Tripleseat and Workday

ROBERT ABRIOLA

7 Blake Street Norwalk, CT 06851 • 203-257-9856 • babriola@ymail.com

CLIENT ACCOUNT DIRECTOR & BUSINESS LEADER

Dynamic account leader and relationship manager with extensive experience in building client partnerships across multiple geographies (NAM, LATAM, and EMEA). Expertise in marketing services and creative materials execution with full responsibility of managing multiple teams onsite at client locations. Managing forecasting, budget and P&L performance. Career history exhibits strong team management through:

- | | | |
|-----------------------------------|-----------------------------------|-------------------------------|
| + Team Leadership / Collaboration | + Creative / Marketing Operations | + Process Improvements |
| + Technology Deployment | + Supply Chain Management | + Cost Savings Strategies |
| + Account Growth / Development | + Procurement & Negotiation | + Operations / P&L Management |

SELECTED CAREER HIGHLIGHTS

- + Managing \$50m in client operations for HH Global across NAM, LATAM, and EMEA
- + Led business strategy, client partnerships, and marketing operations for LogicSource across multiple accounts across NAM delivering \$22MM in annual revenue
- + Managed a large team and creative operations of 500+ annual direct marketing programs at Affinion Group
- + Negotiated all annual RFP efforts over 9-year period that yielded \$72MM in total savings



BACARDÍ

★ Heineken



PROFESSIONAL HISTORY

HH Global – Chicago, IL

2019 - Present

HH Global is the first-choice partner in outsourced marketing execution for leading brands. Applying proven processes, industry-leading technology, HH Global develops innovative solutions that drive down the cost of clients' marketing print procurement and content development, while improving quality, sustainability, and speed to market.

Global Account Director

Accounts: BACARDI, HEINEKEN, PABST

- Full responsibility for the client relationship and performance of Bacardi and Heineken partnerships
- Client relationship management, contract governance, product delivery and management of business reviews
- Overall responsibility to meet all order window execution, KPI's, and savings targets
- Drive strategy, innovation, and sustainability across operating companies
- Oversee large scale projects including global sustainability and harmonization planning efforts
- P&L management of \$50m in annual revenue across countries

LogicSource – Norwalk, CT

2013 - 2019

LogicSource is a fully transparent, investment-based sourcing and procurement solutions firm that executes deployable, customized solutions. LogicSource delivers immediate savings and sustainable value with proven, pre-built assets, including its world-class supplier ecosystem, strategic sourcing center and leading OneMarket® technology.

Managing Director, Client Relationship Management

Accounts: BOSTON BEER COMPANY, WEIGHT WATCHERS, BIG LOTS, BJ'S WHOLESALE CLUB, GYMBOREE, DISH, CENVEO, BEST BUY, MBI

- Led business strategy and account performance, P&L, delivery of services, KPI's, SLA's, and same account growth
- Managed the execution across marketing, consumer packaged goods, and retail clients
- Developed innovation and optimization strategies to ensure increased account value and creative operational success
- Realized \$2.3MM in same account revenue; negotiated 3 contract renewals in 2016 to delivery \$3.1MM in annual revenue

*Affinion is a global leader in affinity marketing of membership, insurance and package products and services.
Affinion services over 65 million members worldwide enrolled in over 30 products marketed in over 300 configurations*

Group Vice President, Marketing Services 2009 – 2013

- Directed the execution of all creative and graphics efforts from campaign development through delivery
- Supervised a large team of over 80+ associates across multiple site locations
- Handled all supplier negotiations and outsourcing procurement of \$100+ million in annual spend
- Managed 2,000+ performance based marketing membership and fulfillment programs annually across multiple channels
- Managed execution of over 500+ million pieces of direct mail annually
- Negotiated RFP efforts for all direct mail, advertising, point-of-sale, and retail; over \$72 million in total savings

Vice President, Marketing Services 2002 – 2009

- Supervised the design, creative and production of all marketing material and member communication
- Led the creative development of direct mail, advertising, in-branch marketing, fulfillment, POS, and publications
- Supervised a 60,000 square foot fulfillment and manufacturing facility in Cheyenne, WY

Creative Studio Director 1998 – 2002

- Supervised the execution of all marketing materials for direct mail acquisition, member communication, and publications
- Managed staff of 25 creative associates. Hired, trained and developed all new creative services team members

Director, Creative Services

- Supervised the design and production of all commercial packaging, advertising, merchandising, and point-of-sale material
- Managed 18 FTE's including art directors, designers, copywriters, print managers, photographers, and illustrators
- Developed in-house creative services department from out-sourced function saving \$650K in annual costs
- Hired personnel, instituted policy and procedures for high-level output of over 1,100 yearly CD releases

Creative Director

- Supervised and directed the design and production of marketing and promotional material for full service design agency
- Managed in-house creative staff and supervised outside support personnel

EDUCATION**Southern Connecticut State University – New Haven, CT**

Bachelor of Science: Dual Major: Marketing / Graphic Design

Yale University – New Haven, CT

Communication Arts Internship

School of Visual Arts – New York, NY

Advanced Courses: Advertising / Design / Photography

TEACHING

Norwalk Community College, Norwalk, CT – Adjunct Professor 2020 - Present

Fashion Institute of Technology, New York, NY – Guest Lecturer 2020 - Present

Sacred Heart University, Fairfield, CT – Adjunct Professor 2000 - 2005

VOLUNTEERISM

Norwalk Arts Commission, Norwalk, CT – Vice Chair 2020 - Present

PROFESSIONAL AFFILIATIONS

Marketing Executives Group / Sales & Marketing Executives / Future Trends
DMA Direct Marketing Association / Print & Print Production / Direct and Database Marketing
Print Production Professionals / Direct Mail Group Financial Services Marketing / Database Marketers Marketing, PR,
Sales Innovators Network / Marketing Edge Print Industry Networking Group
Digital Marketing / eMarketing Association Network / Procurement Professionals

Brian Kaspr

25 McKinley Street, Norwalk, CT 06853

414.803.9308

bkaspr.com

brian@bkaspr.com

@bkaspr

Brian Kaspr is a visual artist exploring abstraction through the use of typography, lettering, and found imagery. He is trained as a fine artist, printmaker, graphic designer, and sign painter, and uses this unique blend of skills to create original paintings, objects, and murals. Kaspr also co-founded Flat Vernacular in 2010, a wallpaper, fabric and interiors company.

Education

2006 BFA, sculpture and printmaking, Maryland Institute College of Art, Baltimore, MD

Studied under-
Michael Rakowitz
Pepe Coronado
Hugh Pocock

Exhibitions, Installations, and Public Art

- 2023 - Forthcoming - Carriage Barn Arts Center, *"The Flower Show"*, New Canaan, CT
Club Gallery, *"Blue Chips"*, Miami, FL
Norwalk Art Space, *"Alternative Realities"*, Norwalk, CT
- 2022 - Colony, *"Dream Home"*, New York, NY
Site specific installation, *"Dream Home"*, Norwalk, CT
Public Art/Performance, *"Untitled"*, Miami, FL
ABV Gallery, *"A Better View"*, Atlanta, GA
Public Art, *"Surfside"*, Point No Point Park, Stratford, CT
- 2021 - La La Land Gallery, *"Art School Dropout"*, Los Angeles, CA
Public Art, *"Untitled 2 (warmth)"*, Norwalk, CT
Public Art, *"Poncey"*, Atlanta, GA
O+ Festival, *"Good Work"*, Kingston, NY
Public Art, *"Wild Fires"*, Norwalk, CT
Public Art, *"Fur White & Green Tea"*, Norwalk, CT
- 2020 - Site specific installation, *"Viking Funeral (No Place Like Home)"*, Darien, CT
Public Art, *"Waves"*, Point Pleasant, NJ
Public Art, *"Be Yourself"*, Bridgeport, CT
Public Art, *"Love Abundantly"*, Darien, CT
- 2019 - Public Art, *"Where it's At"*, Los Angeles, CA
Public Art, *"Sitting at the Top"*, Atlanta, GA

Public Art, *"Making it Up"*, Atlanta, GA
Public Art, *"Hey Good Looking"*, Fairfield, CT
Site specific installation, *"Black Mass"*, Norwalk, CT
Birmingham Museum of Art, *"Barbie, Dreaming of a Female Future"*, Birmingham, AL
Site specific installation, *"Around Every Corner"*, New York, NY
Site specific installation, *"Viking Funeral (You're Gonna Miss Me)"*, Darien, CT
Site specific installation, *"If it Were Easy"*, New York, NY
Site specific installation, *"Gone Surfing"*, Los Angeles, CA
Site specific installation, *"Full Powers"*, Los Angeles, CA
Public Art, *"Wait it Gets Better"*, Los Angeles, CA
Public Art, *"Another Day, Another Dollar"*, Los Angeles, CA
Site specific installation, *"Thanks for Visiting"*, New York, NY
2018 - Site specific installation, *"Candy Coated"*, Portland, OR
2017 - Site specific installation, *"Stay for Awhile"*, Culver City, CA
2015 - Performance, *"Death by Magenta"*, Middletown, NY
2014 - Site specific installation, *"Corporate Speak"*, New York, NY
2013 - Site specific installation, *"One Day at a Time"*, New York, NY

Relevant Experience

2020 - Present - Voting member - Norwalk Arts Commission
2021 - Present - Chair - Infrastructure Committee, Norwalk Arts Commission

Collections

My work is in private collections across the United States as well as the UK and Australia.

Selected Corporate Clients

Maybelline, Kate Spade, Universal Music, Ban.do, Aldo, Nordstrom, Victoria's Secret, Ray Ban, North Face, Away, American Express, Urban Outfitters, Pop Sugar, The Infatuation, Nike, MoMA, Refinery 29, Baggu, Bon Appetit, Facebook, Madewell, L'Oreal, Goop, Resy, Caterpillar, Adidas, Rebecca Minkoff, Resy, Yahoo!, Delpozo, Afar Magazine, & Fleur du Mal.

DANNY LOFTUS GEORGE

**(305) 467-6717 | Danny.G@TheNorwalkConservatory.org
130 West Norwalk Road, Norwalk, CT 06850**

Danny was a 2018 Forbes 30 Under 30 Finalist in Education and is a Spanish Speaker. As an Actor he has been seen in New York, London, and on national tours in shows including Sister Act, The Burnt Part Boys, Chicago, and 21 Chump Street. As a Director his most recent productions include Songs for a New World at Gateway Playhouse & Urinetown as the Roe Green Directing Fellow. He was also a celebrity interviewer for Playbill.

Employment History

The Norwalk Conservatory of the Arts

President

- Oversight of the quality of the academic and support programs of the College and all of its component entities; Supervision of the relationship between students and the administration; Management of the University's finances; Administration of the personnel system; Fundraising, events, and auxiliary enterprises. Creation, implementation, and direction of events

The All in One AVDS

CEO

- Annual Conference and talent recruitment for theatre companies and corporate entities including Disney, Royal Caribbean, and Norwegian Cruise Line.
- Over 1,500 patrons in attendance at the national conference held annually.

The Growing Studio International

CEO

- Curriculum Design and institutional review for the performing arts departments of over 40 Universities across the country.
- Largest theatre school in the world with 6,000 students in New York City. Studios in London, Paris, and Amsterdam and outreach globally.

Marc Alan

Music and Arts Professional, Community Builder and Arts Advocate

128 Gillies Lane
Norwalk, CT 06854
(917) 275-6757
Marc.FactoryUnderground@gmail.com

Professional Summary:

Highly creative and passionate Music and Arts professional, who is educated, well-rounded, and a versatile team player. I have built a successful 35-year career in Live Music Concert Production; Music Marketing and Artist Development; Arts Management, and Music Education.

I am an Audio Engineer who has worked at the top levels of the Touring industry; I have mixed “Front of House” audio for internationally-famous, and Grammy Award-winning, musicians and entertainers in over 40 countries, including several tours with Armed Forces Entertainment.

I relocated from New York City to Norwalk, CT in 2011, where I founded and developed a successful recording studio and video production company called Factory Underground. As the Director of Marketing and Business Development, as well as an avid, Google-certified, social media marketer, I have helped Factory Underground become one of the top recording studios in the northeast.

In 2020, Factory Underground further expanded into Music Education, becoming a nationally-accredited secondary, and post-secondary private academy. Our certificate-program is a mix of traditional learning, and hands-on project experience in music production, audio engineering and videography.

Outside of my professional work, I am a committed community-builder and arts advocate, who enjoys “giving back” to my local community. I am deeply dedicated to developing Norwalk into the most vibrant “*City of the Arts*” in the state of Connecticut. This cause led me to joining the City of Norwalk Arts Commission in 2017, under the direction of then-Chair and mentor Susan Wallerstein.

As Chairman of the Arts Commission since 2019, as well as a volunteer with the Connecticut Arts Alliance, and the Fairfield Cultural Alliance, I advocate for Music and the Arts as economic drivers in our growing city, a draw of cultural tourism, supporting small business, and creating equitable economic and educational opportunities for young people of diverse multi-cultural backgrounds.

I have also advocated for the establishment of a Cultural (Arts) District in Norwalk, since it was first recognized by the state of Connecticut in 2019.

Current Employment:

Director of Marketing - Factory Underground Studio / Factory Underground Tech / Pilot Light Records (Norwalk, CT)

January 2011 - Present

Manage all facets of marketing, and business development for two individual companies under the Factory Underground brand, including Factory Underground Studios (Recording and Video Production) and Factory Underground Tech (Nationally Accredited Private School).

I am also the Principle Partner and Director of Pilot Light Records, a subsidiary of Factory Underground, which provides Artist Development to emerging independent recording artists.

FOH Engineer - Technical Director: Jose Feliciano (International)

November 2018 to Present

Technical Director and Touring Front of House Audio Engineer for Grammy Award winning musician, singer-songwriter Jose Feliciano. I have mixed approximately 50 shows over the past five years including shows in Israel, Puerto Rico, and Chile.

Production Manager - FOH Engineer - Wall Street Theater (Norwalk, CT)

June 2016 to Present

I have been the primary FOH (Front of House Sound Engineer) at Wall Street Theater since it opened in 2016, and have been the production manager since 2021.

I advance the production for all events, interfacing with the artist tour management, house management and in-house production staff. Other duties include systems engineering for the in-house PA system, maintenance and inventory of production assets, purchasing and installation of new equipment, hiring and training new staff, backline rentals, etc.

Touring Audio and Production Experience:

FOH Engineer - Frost Lighting (New York, NY) 2011-2012

Highlights including mixing sound for Michelle Obama

FOH Engineer and Systems Technician: Abott Audio/Bestek (New York, NY) September 2010 - June 2014

Worked on high profile corporate and music events at venues including Ellis Island, Statue of Liberty, Hofstra University, Williamsburg Savings Bank, and others.

FOH (Front of House Audio) Engineer: Type O Negative; Hatebreed; Lordi; New York Dolls (International) May 2007 - April 2011

Highlights include mixing sound for Type O Negative at the Polish Woodstock Festival 2007 in front of an audience of 300,000 people and mixing the New York Dolls at the Zep Arena in Osaka, Japan in 2010.

FOH Engineer - House of Blues New Orleans/Live Nation (New Orleans, LA) April 2006 - May 2007

FOH Engineer for Louisiana Philharmonic Orchestra - Propaganda Audio (Gretna, LA) April 2006 - May 2007

FOH Engineer / Tour Manager - Armed Forces Entertainment (International) June 2004 - September 2004

During this period, I toured with an American rock band hired to perform for the United States Armed Forces on bases in Iceland, United Kingdom, Germany, Austria, and Norway, over a two month period.

FOH Engineer - Christine Aguilera (US)

June 2000 - September 2000

Chief Engineer - Studio Instrument Rentals/SIR Studios (New York, NY)

September 1993 - June 2000

SIR Studios are utilized by national touring and recording artists to rehearse for tours and television appearances. During my tenure, I worked directly with Jeff Beck, Aerosmith, Ozzy Osbourne, Pink, Ringo Starr, Linkin Park, Kid Rock, Christine Aguilera, Linda Perry, Train, Charlie Watts, Sonny Rollins, Mary J Blige, Missy Elliot, Sonny Rollins, and many others.

Other Business Management Experience:

Studio Manager - Studio Instrument Rentals/SIR Studios (New York, NY)

September 2000 to June 2003

After working in SIR studios as a sound engineer for seven years, I was promoted to the position of Studio Manager. This diverse position gave me extensive experience in customer service, dealing with record labels and professionals across every facet of the recording industry. I conducted hiring, training and scheduling of all studio staff, processed studio and equipment rentals, collected record label purchase orders, and advanced the production of each event, rental, and rehearsal.

Community Work:

Chairman - Arts Commission for the City of Norwalk, CT

2019 - present (Voting Member since 2017)

Member - Connecticut Arts Alliance (Since 2022)

President - Wall Street Neighborhood Association 501c3 (Norwalk, CT)
2017 - Present

City of Norwalk Chamber of Commerce - Leadership Institute - Featured Speaker (2023)

Spring Gala Production Manager - George Washington Carver Foundation of Norwalk, CT (2020 - 2023)

Marketing Committee - George Washington Carver Foundation of Norwalk, CT
2018 - 2019

Co-Founder/Organizer - Norwalk Film Festival (Norwalk, CT)
2020 - 2021

Founder/Organizer - Make Music Day (Norwalk, CT)
June 21, 2019 - 2021

Co-Founder/Organizer - Hometown Love Holiday Food Drive (Norwalk CT)
2017-2019

Founder/Organizer - First Friday on Wall Street (Norwalk, CT) 2016

Education:

Queens College (Flushing, NY)
1986 - 1988 (Economics/Music)

State University of New York (Buffalo, NY)
1984-1986 (Business Undergraduate)

Stuyvesant High School (New York, NY)
1981-1984 (Specialized High School for Science and Mathematics)

Personal and Professional References Upon Request



Memorandum

June 30, 2023

To: Economic & Community Development Committee

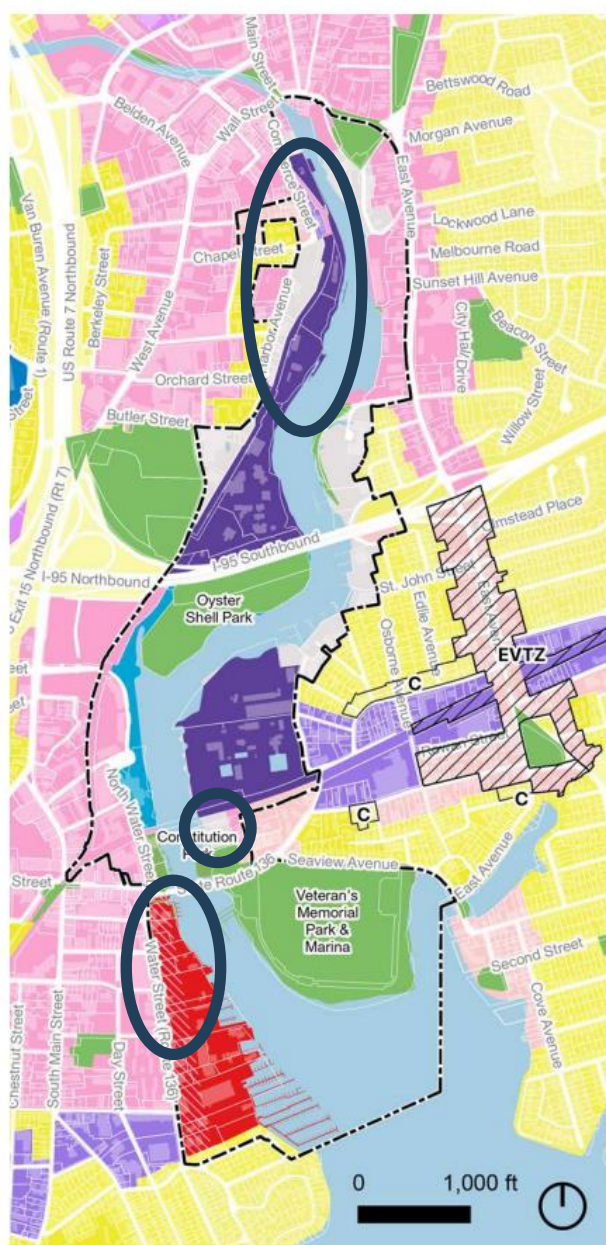
From: Steve Kleppin, Planning & Zoning Director

I have attached a draft memorandum the Committee can send to the Planning and Zoning Commission outlining your requested changes to the Industrial Waterfront Land Use Plan (Plan). The three areas that we discussed are circled below:

Figure 29. Land Use Vision

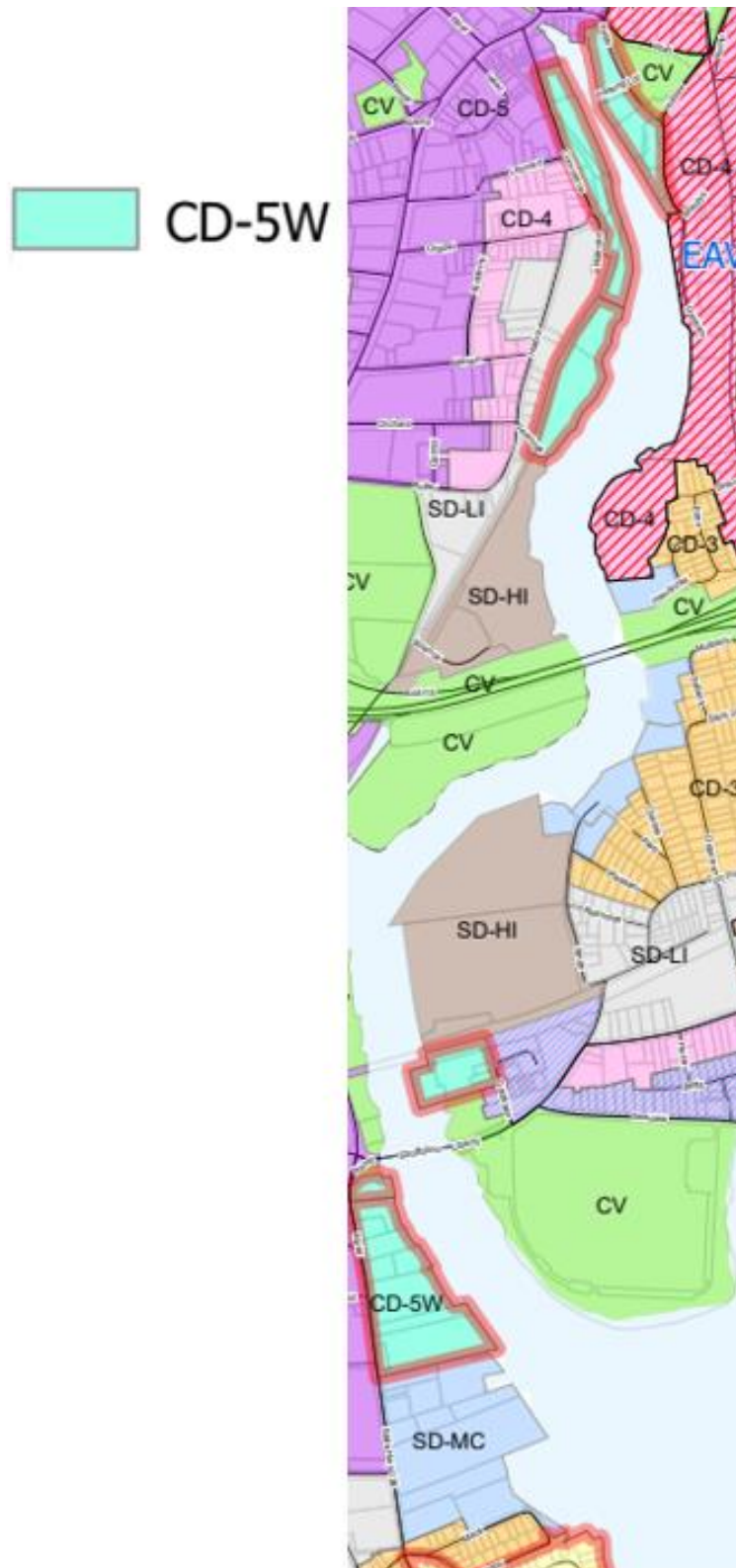
LEGEND

	Areas with Viable Land Use Alternatives
	Marine Commercial
	Heavy Industrial
	Mixed-Use Heavy Industrial / Commercial
	Mixed-Use Light Industrial / Commercial
	Mixed-Use Artisan
	Neighborhood Business
	Public Institutional
	Open Space
	Residential



It is important to reiterate that the Plan can provide multiple options for a given area, while the zoning will only have a single designation for a property. That is because there can be multiple uses that may be appropriate for a given location for longer term planning purposes and also provide flexibility and justification for future land use decisions, including the potential purchase of a parcel(s) for open space.

The proposed zoning for the three areas is CD-5W, as indicated on the map below:



The CD-5W zone is a maritime zone that permits a mix of uses and densities that are consistent with surrounding land use, while also requiring water dependency, that can range from traditional maritime uses to enhanced public access and amenities which allow the public to experience these important resources.

CD-5W **TABLE 4.3.1-H DISTRICT STANDARDS:**
URBAN CENTER – WATER COMMUNITY DISTRICT



General Description

The CD-5W Urban Center – Water Community District consists of higher density Mixed Use areas along the Norwalk River waterfront, including Residential, Office, Commercial, Civic, Institutional, and Marine Uses. It has a tight network of Streets with wide Sidewalks, street lights and regular tree spacing, defining medium-sized blocks. Buildings are set close to the Sidewalks.

Staff will be recommending to the Commission that the potential list of uses within the CD-5 be expanded to include some of the maritime uses to allow the market to dictate the use of the property while also preserving the maritime heritage of the area.

END

Memorandum

June 30, 2023

To: Planning & Zoning Commission

From: Economic & Community Development Committee

Re: Amendment to the Citywide Plan - Industrial Waterfront Study

The Economic & Community Development Committee of the Common Council has been discussing the proposed draft of the Norwalk Industrial Waterfront Land Use Plan (Plan) with Staff over the last several months. While we are generally supportive of the findings and recommendations within the Plan, we request three modifications to the Plan:

1. Revisions to Character Area #10, West Bank Industrial Lowlands (Upper Harbor Ave & Commerce St.) to allow for potential public access and uses more compatible with the Wall St. area.
2. Revisions to Character Area #2, East Side Inter Bridge Area (area west of Liberty Square) to allow for more waterfront access and mixed-use, post Walk Bridge construction.
3. Revisions to Character Areas #17 & #18, Water Street, consider differentiating the northern and southern portions to allow public access and amenities by the harbor, closer to Washington Street, while encouraging more traditional water dependent uses in the southern portion.

1. Upper Harbor/Harbor Ave. & Commerce St.

The draft Plan recommends that this area remain industrial. Existing zoning for the King Properties is Industrial No. 1, which is the most intense industrial use, while the Devine properties are zoned CBD-W, a mixed-use waterfront zone, that was added as a placeholder zone, when the West Avenue/Wall Street rezoning was approved. We recommend the Plan be revised to indicate two possible development options for the lowland areas, one which allows for a mixed-use type of development, including increased pedestrian access and/or a scenario that permits the area become greenspace. The mixed-use option provides flexibility of uses and is more consistent with the land uses that are occurring and what we envision for Wall Street. The inclusion of the greenspace option in the Plan, provides for future support for preserving the properties for green space and public access. The Committee is supportive with the zoning designation for these parcels on the draft zoning map, but would request that the Plan recommendations for these areas be amended as follows:



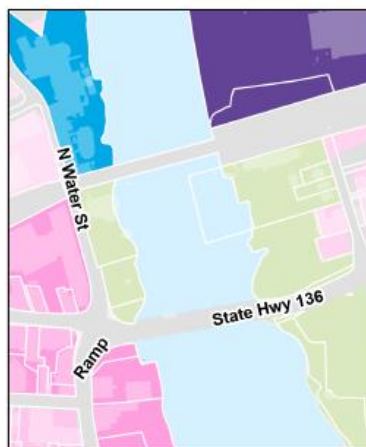
LEGEND

■ Marine Commercial	■ Mixed-Use Light Industrial / Commercial	■ Public Institutional
■ Heavy Industrial	■ Mixed-Use Artisan	■ Open Space
■ Mixed-Use Heavy Industrial / Commercial	■ Neighborhood Business	■ Residential

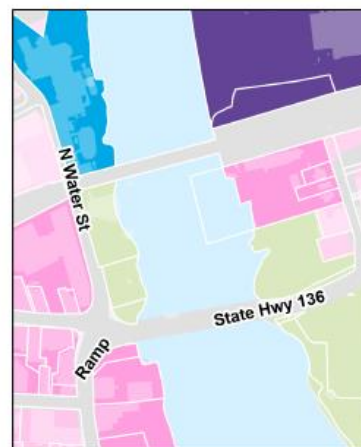
West of Liberty Square

The draft Plan recommends three plausible scenarios for this area. The Committee would urge the Commission to remove existing Figures 37 and 38 (page 65) from the Plan and consider just two options. Similar to the upper Harbor Avenue and Commerce Street area, we would recommend that the Plan be revised to consider either a mixed-use environment with public access and amenities or a publicly accessible green space option, as follows:

**Figure 36. Character area 2
Alternative A - Open Space**



**Figure 37. Character area 2
Alternative B - Mixed Use Artisan**



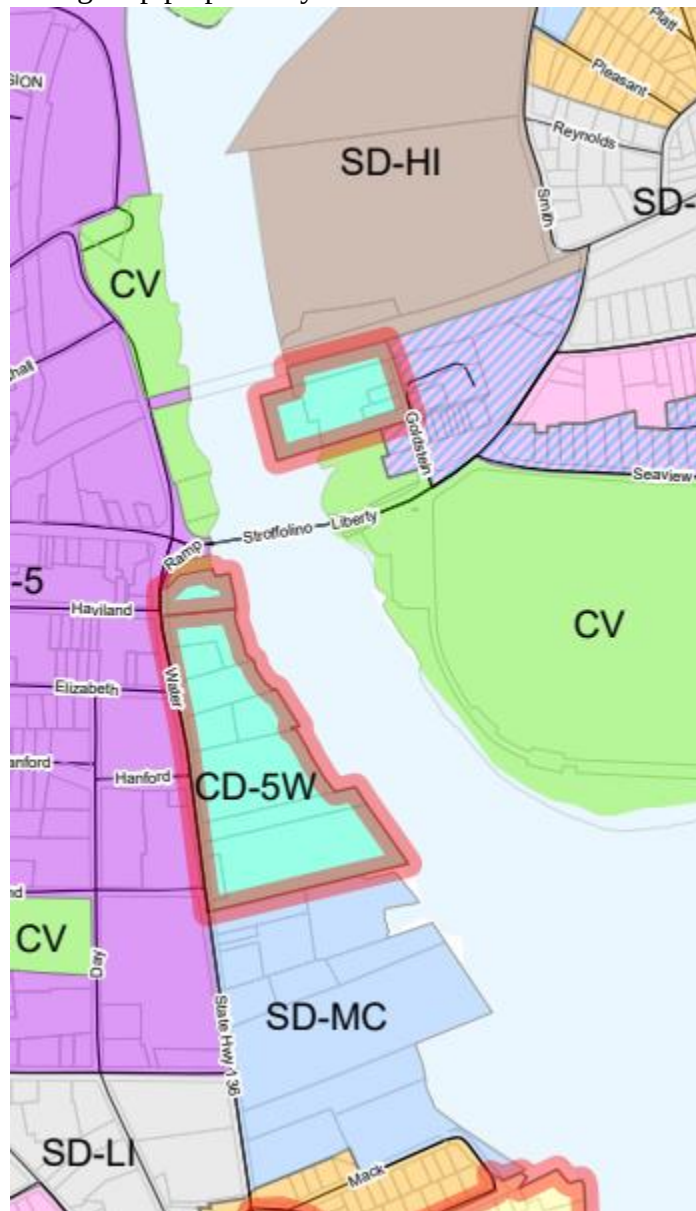
LEGEND

■ Marine Commercial	■ Mixed-Use Light Industrial / Commercial	■ Public Institutional
■ Heavy Industrial	■ Mixed-Use Artisan	■ Open Space
■ Mixed-Use Heavy Industrial / Commercial	■ Neighborhood Business	■ Residential

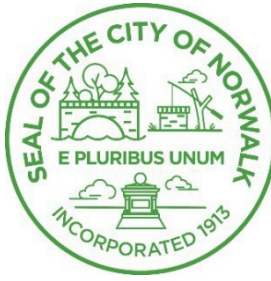
In addition, we are supportive of the change for this area of the draft zoning map for the CD-5W zone, which would allow mixed-use development, including water dependent uses.

Water Street

The Committee acknowledges that there are differing visions of Water Street. While Norwalk's maritime businesses and boating community are extremely important to our history and culture, the existing land uses effectively cut the public off and exclude them from the water. We would recommend that the plan be revised so that the northern portion of Water Street embrace the revitalized South Norwalk areas just inland of these sites and provide a more mixed-use, publicly accessible area, that connects pedestrians to Washington Street to the north. The Committee agrees with the draft zoning proposed for this area, as indicated in the latest draft zoning map prepared by the Commission.



END



Contract Staff Summary

Department/Staff Contact	Jim Travers Transportation, Mobility, and Parking
Common Council Committee	EDC
Date Approved by Committee	
Purpose/Scope	Grant funded project review, close out, and requisition requests to CTDOT for reimbursement.
Vendor (Indicate if new or existing vendor)	Stantec
Term of Contract	Through project close out, should not exceed 12 months
Method of Procurement (Indicate if sole source)	Sole Source
Cost of Contract	\$60,000.
Funding Source/Account Number	0923-3750-5777-C0777; 0922-3750-5777-C0777, 0923-4120-5777-C0824
Additional Information/Other Details	



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: _____

DEPARTMENT: _____

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

Check One:

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

TOTAL COST: _____ MUNIS Account: _____

VENDOR: _____

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
		Supports	
Purchasing Agent Name		Does Not Support	Department Head Name
		Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	
Date			Date

JUSTIFICATION:

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

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



May 19, 2023

Mr. James Travers
Director of Transportation, Mobility and Parking
City of Norwalk
125 East Avenue
Norwalk, CT 06851-5125

Re: Amendment for Transportation Engineering and Related Services
Design Services for the Wall Street Corridor Improvements
Norwalk, Connecticut
Fuss & O'Neill Reference No. 20210301.A10

Dear Mr. Travers:

At your request, we are pleased to provide this amendment in order to revise our design services scope associated with our agreement entitled "Design Services for the Wall Street Corridor Improvements" dated February 17, 2022. The table below depicts tasks Fuss & O'Neill seeks to void or amend due to the increase in the project size, extended design limits, and expanded scope.

Task	Wall St. Task Descriptions	Action
01	Preliminary Engineering & Survey	Void – Remove previously established permit approvals and reallocate its' associated fees to Task 6
02	Traffic Operations and Safety Study	Complete
03	Stakeholder Meetings & Public Involvement	Amend
04	Concept Design	Amend
05	Utility Notification Letter, Meetings & Coordination	Amend
06	Preliminary Design (30%)	Void – New project limits and design requirements due to State & Federal construction funds in-place
07	Geotechnical Services	Amend
08	Semi-Final Design (70%)	Void – Reallocate funds to Task 6. Subsequent Amendment necessary to determine level of effort and fee when applicable.
09	Final Design (100%)	Void – Reallocate funds to Task 6. Subsequent Amendment necessary to determine level of effort and fee when applicable.
10	Bidding Assistance & Design Services During Construction	Void – Reallocate funds to Task 6. Subsequent Amendment necessary to determine level of effort and fee when applicable.

Mr. James Travers

May 19, 2023

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Task	East Wall St. Task Descriptions	Action
100	Utility Notification, Meetings & Coordination	Complete
200	Final Plans For Review (90%)	Complete
300	Final Design (100%)	Complete
400	Construction Documents	No changes - Active
500	Contingency	Complete

Per our discussion on May 5, 2023, the overall project has increased in size, complexity, and coordination. Since February 2022, the project has expanded to a construction cost of approximately \$26,850,000 encompassing several phases, many of which the city has been awarded various State and Federal funds to help build segments of the project while seeking additional grants to ensure the remaining phases will have money set aside to construct those areas in the future. Due to the project's growth, Fuss & O'Neill will reallocate funds previously established in Task 1 pertaining to Permitting as well as Tasks 8 – 10 (Semi-Final Design through Bidding Assistance) and transfer those funds to Task 6 (Preliminary Design). This amendment requests an additional amount of funds necessary to complete the following scope of services associated with the Preliminary Design advancement.

Scope of Services

- 1) Develop a **Preliminary Design (30%) package** for the new project phase limits / earmarks. See *Attachment 1* for revised design phasing limits and below for material included within the PD package.
 - a. The PD package will include time to properly prepare, annotate, plot, and present the plans to depict various construction funding limits or earmarks based on the city's current list of State and/or Federal funding platforms.
 - b. Time is included to generate and differentiate PD construction costs based on available and recently awarded State & Federal projects throughout the entire Phase 2 limits. It is anticipated one overall estimate will not be sufficient, thus, time is included to breakdown and develop three estimates based on three different State or Federal funding programs.
 - c. The PD package will be developed in the manner similar to LOTCIP, which involves specific language and designations throughout the plans that satisfy State funding requirements instead of what was originally anticipated, a review by city personnel only, not State or Federal agencies.
 - d. The PD plans will not include design of the traffic signals or detailed design of the gateway features, Yankee Doodle Garage pathway, arches, streetscape, hardscape,



Mr. James Travers

May 19, 2023

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landscape and/or lighting & electrical elements. The PD plans will also not include detailed assessment, design, permitting, and/or structural analysis of the Burnell Boulevard or Wall Street bridges.

- i. The goal of the PD package is to ensure all reviewing parties evaluate, comment, and agree on the overall scope of work, the proposed roadway network, its' lane arrangements, horizontal and vertical geometry, operations, bicycle facilities, driveway accesses, curb-lines, sidewalk widths, utility impacts, and preliminary cost. The detailed elements listed within 1.d are all affected by changes to the preliminary alignment and geometry, thus the scope & fee to advance those design elements will be included in subsequent design phases covered under forthcoming task amendments.
- 2) Expand the topographic survey surrounding the Yankee Doodle Garage (performed by F&O) to capture existing features between the Wall / Mott / Belden / West intersection and the garage in order to establish a base-map for future design of the path between the two entities.
- 3) Incorporate both the field survey for the Yankee Doodle Garage project and the future path extending to the new intersection into the overall downtown corridor base-map surveyed by Redniss & Mead.
- 4) Expand the topographic survey north on Main Street by approximately 75 feet in order to capture enough data to design and implement a roundabout at the intersection of Main Street and Burnell Boulevard which was not originally anticipated within the initial design or RFP.
- 5) Review, identify, and field survey new features constructed since the original survey was completed in the Spring of 2022 throughout the Phase 2 limits (*see Attachment 1*) such as the electric vault on Wall Street.
- 6) Increase the level of coordination and number of meetings with the Norwalk Transit District.
 - a. Coordination is only through PD.
 - b. Communication will revolve around their needs, requirements, and/or design constraints as it relates to their buses and loading zones. The detailed design of their amenities such as shelters / canopies is not included in PD. These services will be added in subsequent design phases and amendments. The goal of PD is to ensure their operations, street and curb-line geometry, parking stalls, sidewalk space, and roadway pavement structure is acceptable prior to detailing streetscape elements such as their shelters, benches, receptable cans, hardscape, ITS infrastructure, etc.



Mr. James Travers

May 19, 2023

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- 7) Recover funds spent on assisting the City on the Wall Street LOTCIP application recently endorsed by WestCOG.
 - a. \$12,600 recovery; to be placed in a new project task after authorization.
 - b. Fuss & O'Neill is requesting \$20,000 for additional grant assistance with the formal CTDOT LOTCIP application because the solicitation package was recently accepted and endorsed by WestCOG in May, 2023. F&O will utilize these funds to assist the city with comments from WestCOG and/or the Department in order to receive an official Commitment to Fund Letter.
- 8) Enhance the concept development and stakeholder / public engagement efforts due to the increased material and design documents associated with the expanded Phase 2 design limits. Due to the increased Preliminary Design limits, more material will be generated during PD, thus increasing the number of graphics, displays, setup, and coordination of documents for the third & final public charrette.
- 9) Additional geotechnical information per the DOT's Pavement Design Unit will be required to conform to their LOTCIP guidelines & procedures. The steps to support a pavement design through the Local Roads division based on recent updates from the Pavement Design Unit include:
 - a. Performing an initial pavement condition survey for the existing roadway and completing the Pavement Evaluation Form for Local Roads Programs
 - b. Determining a suitable treatment category for the observed field condition
 - c. Collecting the appropriate level of information for the selected treatment category
 - d. Performing a pavement design analysis for the required design life, and
 - e. Ensuring that the proposed pavement structure has been properly justified and incorporated into the application materials.

Preliminary Design (30%) Package

This stage of the project will advance Phase 2 (*see Attachment 1*) of the overall concept / master plan developed in Task 4 to a design completion of approximately 30%. All plans will be provided at a scale of 1 inch = 20 feet, unless otherwise noted.

Preliminary Horizontal and Vertical Design

- Develop preliminary baseline alignments and horizontal geometry for all roadway segments in accordance with the following resources:
 - Highway Design Manual; Connecticut Department of Transportation, Revised 2013
 - A Policy on Geometric Design of Highways and Streets; American Association of State Highway and Transportation Officials, Seventh Edition, 2018



Mr. James Travers

May 19, 2023

Page 5

- Urban Street Design Guide; National Association of City Transportation Officials, 2013
- City of Norwalk Standards and/or Details

Preliminary Drainage Design

- F&O will develop plans and details to relocate existing roadway storm drainage facilities that are necessary to proposed curb lines. F&O will request information from City engineering staff on drainage issues that they are aware of.
- We will develop a preliminary layout of structures, outlets and pipes. Improvements will be limited to relocating the existing drainage inlets and connecting them to the existing system.
- This scope does not include the evaluation of the storm drainage system to its ultimate discharge outlet, CCTV inspection, nor detailed drainage information such as top of frame elevations, pipe sizing, and/or inverts.

Cover, Gen. Notes & Legend, Index & Boring Locations, and Exist. Conditions Plans

- A preliminary cover sheet, general notes and legend plan, index and boring locations plan, and existing conditions plan will be created indicating the project area and the topographic layout.

Miscellaneous Details

- Preliminary details anticipated for the roadway construction will include items such as the following: curbing, drainage, pavement sections, sidewalks, brick pavers, light posts, street trees, pavement markings, erosion control systems, and special pavement treatments.
- Fuss & O'Neill will utilize the City of Norwalk details as necessary or per request.
- Advanced details pertaining all streetscape, landscape, hardscape, bridge activities, gateway elements, bus shelters / canopies, Yankee Doodle Garage pathway, or lighting components will not be added to the plans until the design is advanced to its' next design submission and the overall PD layout, geometry, and design is endorsed.

Typical Cross Sections Plans

- Develop Typical Cross Sections for the project roadway segments.
- 12 Typical Sections have been assumed.



Mr. James Travers

May 19, 2023

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Roadway Plans

- Roadway Construction plans utilizing the horizontal alignment/baselines will be used to identify the proposed layout, materials, and construction activities necessary to reconstruct roadway corridors and intersection improvements.
 - *Right-of-Way and Rights to Construct Designations*
 - We do anticipate property acquisitions, permanent easements and/or land swaps for this project. Therefore, Fuss & O'Neill will create a Schedule of Property Owners table for those affected properties indicating the estimated square foot areas of these encroachments. This table will be incorporated within the design report during subsequent design phases when an overall Design Report is initiated.
 - Any required and/or formal right-of-way, taking or easement maps can be provided, if requested, at an additional cost.
 - We do anticipate the Contractor will need to obtain rights for construction and/or temporary utility easements. These locations will not be shown within the PD plans. During subsequent design phases, F&O will then identify on the general construction plans designations such as "required" until those rights have been "acquired" by the city prior to the Final Design submission.
 - ✓ Rights may consist of but not limited to; Right to Grade, Right to Construct Sidewalk, Right to Construct Driveway, Right to Install Fence, Right to Install Sedimentation Control Systems etc.

Profiles

- Develop preliminary profiles and vertical geometry for the project roadways. The proposed profiles will be designed in accordance with the above-mentioned references. Special attention will be given to the crosswalks to ensure approved grades are met per ADA and/or PROWAG requirements.

Drainage and Erosion & Sedimentation Control Plans

- Preliminary drainage modifications and erosion control & sedimentation features will be shown in approximate locations based on the proposed horizontal geometry and preliminary profiles.
- The drainage design such as structures frame elevations, inverts, sumps etc. will be advanced once all test pits are performed and underground utilities are identified after preliminary design.



Mr. James Travers

May 19, 2023

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- Rights to install erosion control may be necessary. These designations will be shown within the general roadway construction plans as previously mentioned.

Utility Plans

- Depict proposed test pits within the PD plans to assist in further identifying potential underground conflicts and gaining additional information.
- Depict potential private utility relocations such as utility poles and/or the resetting of water and gas gate valves.

Signing & Pavement Markings

- Fuss & O'Neill will develop lane uses and widths, and other uses of the roadway area, including parking or bike lanes.
- Signage will be developed during the next design phase.

Preliminary Design Construction Cost Estimate

- F&O will prepare a preliminary construction cost estimate, based on the most recently available CTDOT Highway Cost Estimation Software.

PD Submission

The Preliminary Design Submission to the City as well as any State or Federal agencies will include the following materials in Portable Document Format:

- Electronic copy consisting of:
 - Cover Sheet
 - General Notes & Legend Plan
 - Index Plan & Boring Locations
 - Existing Conditions Plans
 - Miscellaneous Details
 - Typical Cross Sections Plans
 - Roadway Plans
 - Profiles
 - Drainage and Erosion & Sedimentation Control Plans
 - Utility Plans
 - Signing and Pavement Marking Plans
- Electronic copy of Preliminary Design Construction Cost Estimate



Mr. James Travers

May 19, 2023

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Assumptions

The scope detailed above was developed with the following assumptions. Should any of these assumptions prove to be incorrect, additional scope and fee may result.

1. If applicable, all assumptions within the February 17, 2022 agreement apply.
2. All permits will be identified and evaluated after the Preliminary Design (30%) due to the various State & Federal funding sources involved with construction. No permits are included in this amendment. As mentioned above, the previously established fee for permit approvals within the February 17, 2022 agreement will be reallocated to the Preliminary Design (30%) budget.
3. Coordination with the Norwalk Transit District is through Preliminary Design only in order to achieve geometry & operational consensus prior to advancing to detailed design components.
4. Design Development meetings will be enhanced as part of subsequent design phases due to the unknown number of design submissions required after PD due to the various State & Federal funding sources and requirements.
5. The supplemental survey will not include any permitting components associated with the Burnell Boulevard or Wall Street bridges. It is anticipated additional information pertaining to regulatory waterbody and/or coastal lines such as High Mean Water, Low Mean Water, Coastal Jurisdiction Line, Harbor Line, etc. are needed to suffice future permitting approvals associated with any proposed work on or adjacent to the two bridges. This information will be captured in future amendments, as applicable.
6. Traffic Signal Designs, Streetscape, Landscape, Electrical Design, MPT, Staging, Detour, and/or Cross Section plans are not included in the PD submission. The detailed design of these elements and gateway features, pathways, streetscape components, etc. will be advanced during the next design phase.
7. Details associated with gateway elements, Yankee Doodle Garage pathway, green infrastructure, bridge components, special Norwalk Transit District features such as shelters, benches, signage, etc. are not included in this submission.
8. Structural loading calculations, foundation or parapet designs, utility coordination & survey, or permitting is not included for the improvements over the bridges.
9. The project bid package & specifications as well as an overall Design Report will be initiated in subsequent design phases.

Fees

Fuss & O'Neill proposes an additional budget of **\$200,000** be established for professional services in support of this effort as outlined above. Fees are shown on the table on the following page.



Mr. James Travers

May 19, 2023

Page 9

Authorization/Amendments	Notes	Subtotal
Initial Contract Fee	Wall St.	\$350,000
Amendment No. 1	East Wall St. - Design	\$49,500
Amendment No. 2	East Wall St. - Electrical	\$60,000
Amendment No. 3	Wall St. – Void / Amend Initial Tasks	\$200,000
Revised Contract Total:		\$659,500

Direct costs for any reproductions, mileage and mailings are included in the above cost.

Fees are valid for 90 days. If authorization extends beyond this duration, Fuss & O'Neill reserves the right to renegotiate the fee.

This amendment will be completed under the Terms and Conditions of our original agreement titled "Design Services for the Wall Street Corridor Improvements" and dated February 17, 2022.

Unless expressly instructed by the client to the contrary, Fuss & O'Neill will consider the data provided by organizations that are engaged with respect to mapping current climate conditions and follow the recommendations of applicable municipal, state and/or federal guidelines and standards for design, including consideration of project purpose and location, and future climate conditions relevant to the design life and/or anticipated service life or duration of the project, using applicable available data relevant to the project geography.

Receipt of a signed copy of the Authorization to Proceed enclosed with this amendment will serve to authorize the work outlined in the Scope of Services. Thank you for requesting consulting service from Fuss & O'Neill. We look forward to continuing our work with you on this project.

Sincerely,

John A. Guzze, PE
Project Manager

Kristen E. Solloway, PE
Vice President

Attachments: Authorization to Proceed
Attachment 1

Authorization to Proceed

Kristen E. Solloway, PE
Fuss & O'Neill
146 Hartford Road
Manchester, CT 06040

Re: Amendment for Transportation Engineering and Related Services
Design Services for the Wall Street Corridor Improvements
Norwalk, Connecticut
Fuss & O'Neill Reference No. 20210301.A10

Budget: \$200,000.00

Dear Ms. Solloway:

I hereby authorize Fuss & O'Neill to proceed with the above-referenced project in accordance with the General Terms and Conditions date February 17, 2022 and this Amendment dated May 19, 2023.

Printed Name

Date

Signature

Title

City of Norwalk – *please complete information below.*

*Submit invoice as follows (✓ one →):	_____ Mail	_____ Email	_____ Online
Billing Contact: Name:			
Address:			
Phone/Email:			
Accounts Payable Contact: Name:			
Address:			
Phone/Email:			
Purchase Order Number:			

**** Indicate address, email address and website link if different than already provided.***

ATTACHMENT 1

PHASE 2 - PRELIMINARY DESIGN (30%) PROJECT LIMITS

Belden & Burnell Boulevard Improvements
\$3.5 MM Urban Action Grant (State)

Main Street Streetscape and Roundabout

East Wall Street
\$1.8 MM LOTCIP Grant (State)

PHASE 1

River, Isaacs, & Commerce Streets
\$6.8 MM Community Challenge
Funding

Wall Street Corridor Improvements
\$7 MM LOTCIP Grant (State)

\$26.85M

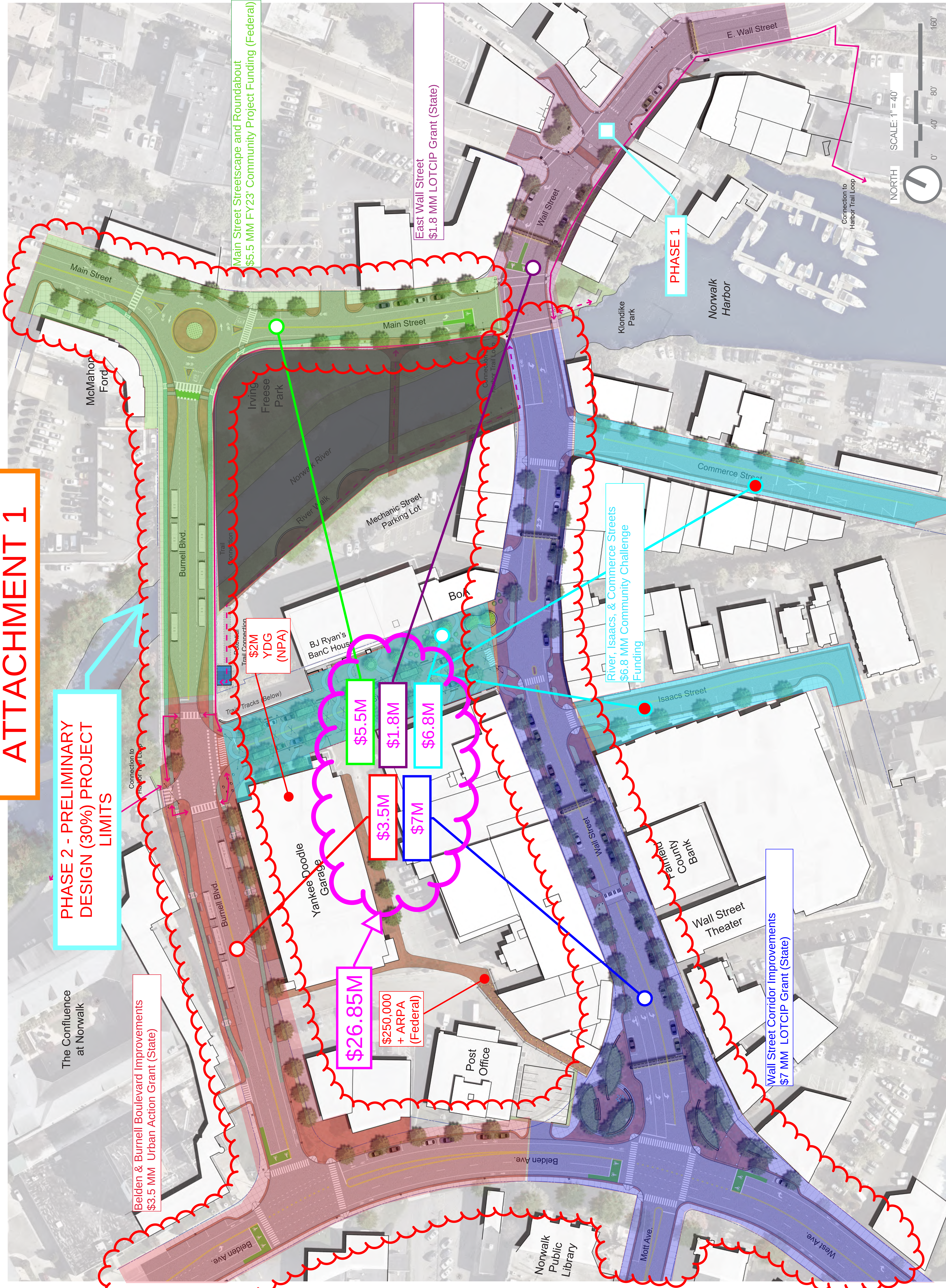
\$5.5M

\$1.8M

\$6.8M

\$3.5M

\$7M





DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 06/06/2023

DEPARTMENT: TMP

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

Check One:

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

TOTAL COST: \$25,000.00 MUNIS Account: 0921-4120-5777-C0232

VENDOR: WSP

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
Sharon Conners Digitally signed by Sharon Conners Date: 2023.06.08 13:52:09 -04'00'	X	Supports	<i>James Travers</i>
Purchasing Agent Name		Does Not Support	Department Head Name
Sharon Conners	X	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Jim Travers
Date <u>06/06/2023</u>			Date <u>06/06/2023</u>

JUSTIFICATION:

Recently the City has been awarded a CMAQ grant for approximately \$3.1MM. The plans for this grant began in 2019. WSP was the consultant who originally designed the phase 4 traffic signal upgrade project.

The project was awarded to begin construction on May 15, 2023. There are requirements of CTDOT that include mast arm shop drawings, as-built plans, and fine-tuning signal optimization. The designing consultant is best suited to supply these requirements as they are intimately familiar with the plans. TMP recommends that we engage WSP for the completion and oversight of these items. WSP is the best firm to perform this work since based on CTDOT required documents, mast arms shop drawing shall be reviewed and stamped by the designer.

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

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



June 1, 2023

City of Norwalk Transportation Mobility & Parking
c/o Mr. Fred Eshraghi, CVP,SCI
Traffic Engineer
City Hall
125 East Avenue
PO Box 5125
Norwalk, CT 06856-5125

Re: SPN 0102-0360 Phase 4 Traffic Signal Upgrade & DMS Installation, Construction
Engineering Services (CES)

Dear Mr. Eshraghi,

Per our discussions on the subject project, we prepared the attached scope of work and cost to support the City of Norwalk with our engineering services during construction of the subject project.

Thank you for the continued support and direction on this exciting project delivery for the City. We If you have any questions regarding this proposal, please do not hesitate to call me at 609-512-3523.

Very truly yours,

Stewart Gordon, PE, PTOE
Project Manager

Anthony Moretti, PE
Area Manager

SG/LM
cc: 52830, 2.0; V.Karimi,

WSP USA
500 Winding Brook Drive
Glastonbury, CT 06033

Tel. +1 860 659-0444

Tel. +1 860 633-8117
wsp.com

Supplemental Work No. 2

June 1, 2023

CONSTRUCTION ENGINEERING SERVICES Phase 4 Traffic Signal Upgrade & DMS Installation City of Norwalk, Connecticut

This proposal contains construction engineering services to be performed for Phase 4 Traffic Signal Upgrade & DMS Installation, compensation, timing of the services and form the basis of agreement between the City of Norwalk, hereinafter, called the "CLIENT," and WSP USA Inc., hereinafter called the "ENGINEER."

This supplemental scope of work reflects construction engineering services for the traffic control signal and DMS project being constructed under State Project No. 0102-0360.

The following scope of work reflects our limited engineering service efforts during construction of the project improvements.

- Task 1. Shop Drawing Review – WSP will perform shop drawing review for the traffic signal mast arms for four intersections.
- Task 2. **Fine tune system parameters / timing plans and revise signal plans** - Field observation by city staff is often critical to identifying localized problems and solutions. This can include minor adjustments to the detector settings or fine tuning to adjust the split and/or offset at the problem intersection for the time of day during which the problem was observed. WSP will provide engineering and technical personnel to work in cooperation with City staff to implement, fine-tune, and adjust existing traffic signal system control equipment with the proposed signal timings and phasing. For budgeting purposes, we have assumed no more than two (2) site visits (8 hour working days) for a 2-person field crew for implementation, and 24 hours of engineering time for optimizing operational parameters.
- Task 3. **As-Built Plans** - Contractor shall prepare and maintain on a current basis an accurate and complete set of Record Drawings showing clearly all changes, revisions, and substitutions during construction. Contractor's as-built information shall be clear and legible, and at a minimum, the following information shall be inserted and dimensioned on those drawings and specifications, in RED, by Contractor: the exact location of all installations in their finished condition, field changes and the final location of all signal equipment above and underground, conduits and handholes, and other significant construction features, and annotated specifications showing clearly all changes, revisions, and substitutions during construction. Record drawings and annotated specifications will be delivered to WSP who will be responsible for preparing the final, reproducible as-built drawings based upon the information submitted by Contractor.

WSP will prepare traffic control signal (TCS) as-built plans for four (4) intersections (East Avenue with Eversley Avenue and St John St, and West Avenue with Garner and 20 West Avenue/Baptist Church Driveway) and US Route 1 (Van Buren Avenue) at Maple St/Stevens St for weather sensor installation. As-Built plans will also be provided as a result of the TCS timing modifications as part of the signalized optimization up to 14 traffic signals. As stated above, it is assumed that the contractor and the city project inspection team will provide WSP red-line markups of all TCS plans for preparation of as-built plans.

SERVICES NOT INCLUDED

The following services are not anticipated and therefore, not included in this Agreement at this time:

- Respond to RFI's, preparation of change orders, and any change of plans.
- Additional field survey and ROW mapping
- Traffic volume counts
- Roadway curb-tie plan
- Roadway grading and drainage plans
- Geotechnical services for designing structures
- Management of traffic during construction
- Field inspection and punch lists during construction

Should services be required in these areas, or areas not previously described, the ENGINEER will prepare a proposal or amendment, [at the CLIENT's written request], that contains the Scope of Services, Compensation, and Schedule to complete the additional services.

COMPENSATION

1. The total estimated compensation for performing the Scope of Services described in this agreement is estimated below:

WSP Fixed Labor Fee*	\$24,200.00
WSP Direct Expenses	\$800.00
Total Costs	<u>\$ 25,000.00</u>

* Labor fee is defined as the fee for direct labor, overhead, and profit exclusive of direct costs.

2. The breakdown of the Labor Fee is as follows:

Task 1 Shop Drawing Mast Arm Review	\$5,000.00
Task 2 Fine tune system parameters	\$10,900.00
Task 3 As-Built Drawings	\$8,300.00
Total Fixed Labor Fee	\$24,200.00

3. The total Fixed Labor Fee for services rendered will be invoiced monthly as a percentage of completion.
4. The ENGINEER will not exceed the total estimated cost as stated herein without prior approval from the CLIENT.
5. All direct costs (reimbursable expenses) for items such as printing, mail, faxes, mileage, and telephone will be invoiced to the CLIENT at cost. An initial upset limit for direct costs of \$800.00 has been established.

PERIOD OF SERVICE

The ENGINEER agrees to render construction engineering services according to various tasks described above. It is anticipated that the project construction will be substantially completed by February 2, 2023 from WSP's Notice to Proceed.



CTDOT will install Adaptive Control Signal (ACS) technologies, specifically Synchro Green software, at 14 intersections in the Walk Bridge Contract footprint. New, compatible controllers will also be installed at all the below intersections except MLK Jr Drive / West Avenue at North Main Street since compatible controllers will be installed at this intersection as part of another City project. Intersections 1 through 12 will help mitigate impacts from the closures in South Norwalk. Intersections 13 and 14 will help mitigate impacts from the closures in East Norwalk.

1. MLK Jr Dr / West Ave at North Main St
2. MLK Jr Dr at Webster Bank Dr
3. North Main St at Ann St
4. North Main St at Marshall St
5. North Main/South Main at Washington St
6. MLK Jr Dr at Madison St
7. MLK Jr Dr at Monroe St
8. MLK Jr Dr at Bates Ct
9. South Main St at Monroe St/Hanford Pl
10. Water St at Hanford Pl
11. MLK Jr Dr at Washington St & Couch St at Fairfield Ave/Flax Hill Rd
12. Washington St at Water St/North Water St
13. Fort Point St at Seaview Ave
14. Fort Point St at Van Zant St

Under a separate project, SPN 102-0360, the City is embarking upon design and implementation of an intelligent transportation system on City and State-owned roadways to accommodate diverting traffic from Interstate-95 (I-95) onto local roadways. This project could help with detour mitigation/haul routes (see Figure 5).

CTDOT will place three (3) construction signs announcing Walk Bridge construction and two (2) construction signs announcing East Avenue Station construction at the locations identified in Specification No. 0100244A -Signs. These are temporary signs that will be removed at the end of construction.

To further mitigate traffic impacts, the special provisions include contract deadlines with associated liquidated damages and value engineering incentive provisions to keep the construction on schedule.

Rent-A-Christmas LLC
50 Pine Street, Unit E
New Rochelle, NY 10801 US
+1 9293744750
finance@rent-a-christmas.com
https://www.rent-a-christmas.com



Sales Quote

ADDRESS

Sabrina Godeski
City of Norwalk
125 East Avenue
Norwalk, CT 06851
United States

SHIP TO

Sabrina Godeski
City of Norwalk
50 Washington St.
Norwalk, CT 06854
United States

SALES QUOTE # 1126

DATE 06/29/2023

EXPIRATION DATE 07/15/2023

SHIP VIA

LTL Freight

SALESPERSON

Kristen Parness

TRANSACTION TYPE

3-Season Agreement

	SKU	QTY	RATE	AMOUNT
38' Town Square Panel Tree, Warm White Lights, 3-Year Lease		1	45,843.00	45,843.00T
38' Town Square Ornament Package, 3-Year Lease		1	5,492.83	5,492.83T
4' Town Square Snowburst Tree Topper, Warm White LED, 3-Year Lease		1	1,012.44	1,012.44T
4' White Fence w/ Post, 3-Year Lease		12	250.27	3,003.24T
Storage & Refurbishment, 3-Year Lease		3	3,321.09	9,963.27T
Hardware & Electric		1	2,214.06	2,214.06T
Site Engineering		1	2,214.06	2,214.06T
Full Service Installation & Removal		3	17,043.24	51,129.72T

50 Washington St.
15% off Christmas in July promotion through 7/15
Shipping includes 12 River quote #1127
3-Year Agreement. Annual Spend = \$36,719.91

SUBTOTAL	120,872.62
DISCOUNT 15%	-18,130.89
TAX	0.00
SHIPPING	7,418.00
TOTAL	\$110,159.73

Accepted By

Accepted Date

Rent-A-Christmas LLC
50 Pine Street, Unit E
New Rochelle, NY 10801 US
+1 9293744750
finance@rent-a-christmas.com
https://www.rent-a-christmas.com



Sales Quote

ADDRESS

Sabrina Godeski
City of Norwalk
125 East Avenue
Norwalk, CT 06851
United States

SHIP TO

Sabrina Godeski
City of Norwalk
12 River St.
Norwalk, CT 06850
United States

SALES QUOTE # 1127

DATE 06/29/2023

EXPIRATION DATE 07/15/2023

SHIP VIA

LTL Freight

SALESPERSON

Kristen Parness

TRANSACTION TYPE

3-Season Agreement

	SKU	QTY	RATE	AMOUNT
22' Town Square Panel Tree, 3-Year Lease Multi-color lights		1	13,183.61	13,183.61T
3' Town Square Snowburst Tree Topper, Warm White LED, 3-Year Lease		1	784.92	784.92T
Storage & Refurbishment, 3-Year Lease		3	838.11	2,514.33T
Hardware & Electric		1	558.74	558.74T
Site Engineering		1	558.74	558.74T
Full Service Installation & Removal		3	5,280.10	15,840.30T

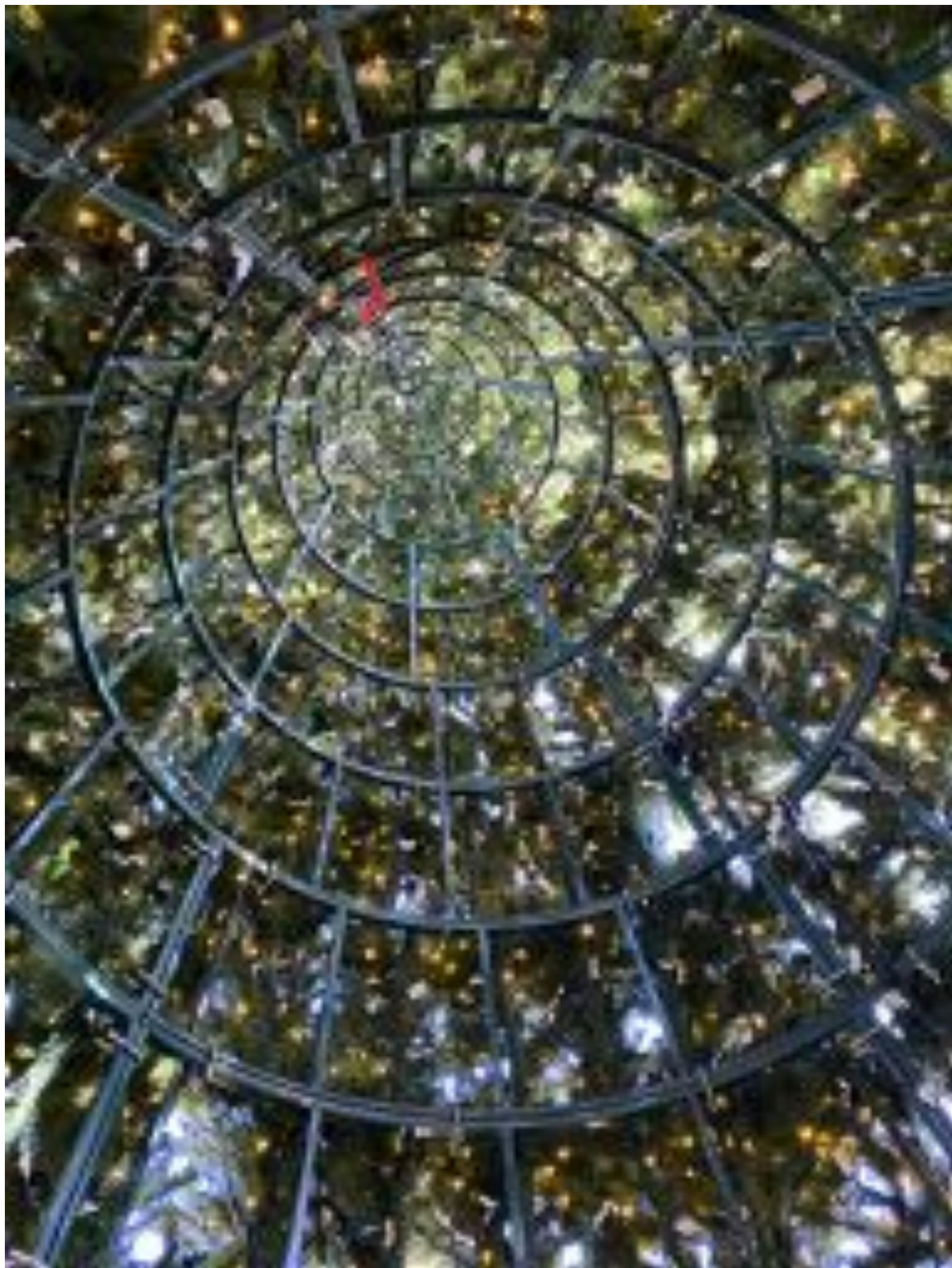
12 River St.
Tree to go on city-provided platform
15% off Christmas in July promotion through 7/15
Shipping & transpo incl. on 50 Washington quote #1126
3-Year Pricing. Annual Spend = \$9,474.85

SUBTOTAL	33,440.64
DISCOUNT 15%	-5,016.10
TAX	0.00
TOTAL	\$28,424.54

Accepted By

Accepted Date

















P.O. Box 470 • Norwalk, CT 06852-0470

An affiliated
chapter of



July 6, 2023

David Shockley
City of Norwalk
Post Office Box 5125
125 East Avenue, Room 123
Norwalk, CT 06856-5125

Dear David,

This letter is to confirm the agreement between the City of Norwalk and STAR, Inc. Lighting the Way.

STAR Inc. agrees to provide three workers to perform the task of litter clean-up in designated areas of the Wall Street Business District. This activity will consist of the three individuals working between the hours of 9:00 a.m. and noon, and no more than three hours per day, three days a week. The crew will work under the supervision of a STAR staff person.

The areas to be cleaned are as follows: Wall Street from West Avenue to the Mill Hill area, Issac Street to Leonard Street, including the Issac Street parking lots, River Street, Burnell Blvd., the east side of Belden Avenue from Wall Street to Burnell Blvd., Main Street to Cross Street, Hoyt Street and the entrances to High Street and Knight Street. In addition, the general area surrounding 90 Washington Street and 50 Washington Street in South Norwalk will be included.

The City of Norwalk will be billed at a rate of \$18.00 for the period covering 7/1/23 to 6/30/24 for each hour worked by a STAR participant. The maximum monies the City of Norwalk will be responsible for during the agreement period of 7/1/23 thru 6/30/24 will be \$13,000. Billing will be sent on a bi-monthly basis. This rate includes minimum wage compensation for the STAR participants

MAIN OFFICE
182 Wolfpit Avenue
Norwalk, CT 06851
Tel: (203) 846-9581
Fax: (203) 847-0545

CONNECTIONS
15 Cross Street
Norwalk, CT 06851
Tel: (203) 853-6404
Fax: (203) 853-3328

RUBINO FAMILY CENTER
120 East Avenue
Norwalk, CT 06851
Tel: (203) 855-0634
Fax: (203) 855-0637

DARIEN OFFICE
51 Tokeneke Road
Darien, CT 06820
Tel: (203) 202-2951

NEW CANAAN OFFICE
111 Elm Street
New Canaan, CT 06840
Tel: (203) 594-7669

www.starct.org

plus an additional 20% to cover administrative costs. (Adjustments will be made to the rate if minimum wage increases.) STAR will assume responsibility for payroll and Worker's Compensation for the members of its crew. STAR has agreed to list the City of Norwalk as an additional insured on STAR's liability insurance policy.

This agreement will be in effect as of July 1, 2023. Either party can cancel this Agreement with 30 days written notice.

Thank you for the continued support you have shown to STAR and for all your good work in helping people with disabilities.

In order to proceed with this agreement, please sign and date below.

Sincerely,



Kari Ryan

Director of Employment Services



STAR Inc. Lighting the Way...



Date

City of Norwalk

Date



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 3/17/23

DEPARTMENT: Code Enforcement

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

Check One:

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

TOTAL COST: \$13,000 MUNIS Account: _____

VENDOR: STAR Inc.

Purchasing Agent Signature	The Purchasing Agent	Department Head Signature
	Supports	
Purchasing Agent Name	Does Not Support	Department Head Name
Date	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Date

JUSTIFICATION:

The SoNo STAR Program was developed more than fifteen years ago to satisfy the litter removal needs in the South Norwalk business district as stated in the attached contract. The City of Norwalk has financially supported this program and more recently expanded their duties to include the Wall Street business district.

This program is unique as it satisfies the City's need for litter removal at a rate just above minimum wage, and provides part time employment opportunities for STAR participants in need of work.

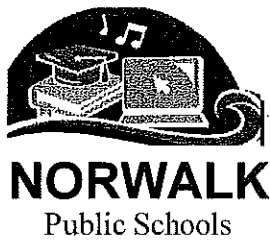
There are no other such programs offering these services in the immediate area. Hiring local contractors for these services would be at a much higher rate.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): N/A

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: JOE DELALLO, PURCHASING DIRECTOR

RE: **BAND INSTRUMENT REPLACEMENT, NORWALK HIGH SCHOOL AND BRIEN MCMAHON**

DATE: JUNE 28, 2023

The Norwalk High School Marching Bears and Brien McMahon Marching Senators are nationally recognized ensembles that have garnered various awards and accolades for their performances at the state, regional and national levels over the past 50 years. City capital funds in the amount of \$300,000 have been allocated in FY 2024 in order to upgrade and refresh their older equipment. Once replaced, the older equipment will be allocated to the middle school bands within the district.

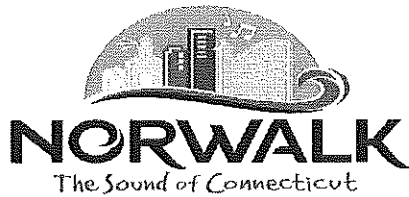
The City of Norwalk Purchasing Department issued a bid (4292 Band Instruments Replacements) on June 13, 2023 for replacing approximately 20% of their band instrument inventory at both Norwalk High and Brien McMahon. The City received three (3) bids. The results are as follows:

Company	Total Cost
AAA Band Rentals, LLC	\$ 290,193.00
Alamo Music Center	\$ 272,959.27
Boothe Music	non-compliant

After reviewing the submissions, the Purchasing Departments and Band Directors recommend the award to AAA Band Rentals, LLC. While the cost is higher, AAA Band Rentals LLC is a local company that can provide maintenance and service on the instruments and offered one free year of maintenance for the first year. The estimated value of this is \$15,000/yr. Alamo Music Center is in Texas and specifically stated in their bid that maintenance and repairs were not included in their offering.

ACTION REQUESTED:

- a. **Authorize the Purchasing Agent to issue a Purchase Order to AAA Band Rentals, LLC. for project 4292 Band Instruments Replacements in the amount of \$290,193.00. Acct #09-09245010-5777-C0685 and forward to the Common Council for further action.**



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

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDING & FACILITIES MANAGER 

RE: **CITY HALL – CONCERT HALL TERRACE AND STAIRS IMPROVEMENT PROJECT**

DATE: JUNE 27, 2023

Norwalk City Hall was renovated in 1987. The Concert Hall terrace and stairs are original and date back to 1930's. The terrace and stairs have deteriorated over the years with tripping hazards and need replacement. The terrace is a main focal point for major performances and seasonal events. The terrace and stairs are also essential to safe egress from the Concert Hall.

This project was advertised and bid twice in the past year. On 5/24/2023, Purchasing Department received 4 bids with Reliable Excavating Co., Incorporated being the apparent low bidder.

FIRM	BID AMOUNT
Reliable Excavating Co., Inc.	\$148,000.00
Maggiore Construction, Inc	\$179,800.00
Titan Enterprises, Inc.	\$189,800.00
Gilberto & Sons	\$222,500.00

Please note that there are recent conversations about the need for a handicap ramp off the terrace. This is being evaluated among Human Relations, Fire Marshal and Building Official and in the event that a handicap ramp is desired, we may request an increase to this contract in the future if we receive competitive pricing from this contractor. If not, we can implement the ramp as a separate project.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an agreement with Reliable Excavating Co., Inc. for the Norwalk Concert Hall Terrace and Stairs Improvement Project a total not to exceed \$148,000.00. Funds are available from account # 0923/247100 5777 C0439**
- b. **Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$14,800.00. Account # 0923/247100 5777 C0439**



CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
alo@norwalkct.gov 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 : BELDEN LIBRARY – LITERACY OFFICE IMPROVEMENTS

DATE: JULY 3, 2024

This memo serves to request a Technical Correction of account numbers for Common Council action on June 13, 2023 for Item VII.E.2a & 2b which was approved as follows:

“2a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Re-Tech LLC. for Belden Avenue Library – Literacy Volunteers’ Office improvements for a total not to exceed \$89,000.00. Account No. 09207100 5777 C0660

2b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$8,900.00 Funds available from Account No. 09207100 5777 C0660, 09237100 5777 C0476.”

The revised action shall read as follows:

“TECHNICAL CORRECTION: of Common Council action of June 13, 2023, Item VII.E.2a & 2b with account numbers corrected to read as follows:

- a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Re-Tech LLC. for Belden Avenue Library – Literacy Volunteers’ Office improvements for a total not to exceed \$89,000.00. Account No. 09206210 5777 C0660
- b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$8,900.00 Funds available from Account No. 09206210 5777 C0660, 09237100 5777 C0476”