COMMON COUNCIL **AGENDA** **JUNE 27, 2023**
NORWALK, CONNECTICUT **7:30 PM EST** **COUNCIL CHAMBERS**

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 12, 2023
Regular Meeting: June 13, 2023

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: Elizabeth Tardif, Arts Commission

APPOINTMENTS:

REAPPOINTMENTS: Chitsamay Lam, Comptroller

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. 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.

2. 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.

3. 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

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

1. 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.

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.

E. PUBLIC SAFETY AND GENERAL GOVERNMENT COMMITTEE

1. 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.

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.

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

COMMON COUNCIL SPECIAL MEETING JUNE 12, 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

I. CALL TO ORDER

Mayor Rilling called the Special Meeting to order at 7:39 p.m. and led the Assembly in reciting the Pledge of Allegiance.

II. ROLL CALL

Ms. Dixon called the Roll:

Council at Large:	Mr. Gregory Burnett Ms. Barbara Smyth	Ms. Nora Niedzielski Eichner
District A:	Ms. Nicol Ayers	Mr. David Heuvelman
District B:	Ms. Diana Revolus	Ms. Darlene Young
District C:	Ms. Jenn McMurrer	
District D:	Mr. Bryan Meek	
District E:		

At Roll Call there were eight (8) Common Councilmembers present and six (6) absent (Mr. Camacho, Mr. Goldstein, Mr. Kydes, Ms. Alterman, Ms. Meek and Ms. Shanahan) A Quorum was present.

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

Present from the Charter Revision Commission were Ms. Patsy Brescia, Ms. Benita Watford Raleigh, Mr. Tyler Fairburn and Commission Counsel Stephen Mednick.

III. **PUBLIC PARTICIPATION**

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

Ms. Brescia introduced the members of the Charter Revision Commission.

IV. **REVIEW ARTICLES I THROUGH IV OF THE DRAFT NORWALK CHARTER PROPOSED BY THE CHARTER REVISION COMMISSION**

Mr. Mednick shared his screen and explained that the charge of the Commission was to reform the document by making it a readable and workable document.

Mr. Mednick reviewed the table of contents and noted that the existing Charter does not include a table of contents.

Mr. Mednick said that Ms. Niedzielski Eichner brought up a number of good drafting issues. He also addressed a number of other issues she brought up. He reviewed the definitions stated in the Charter and said that based on feedback from Common Council members made editorial revisions for clarity.

Mr. Mednick continued and presented Article III – Civic Engagement. A discussion took place about the position of Constable. Ms. Watford Raleigh said that an issue the new Constables had is that they received no training for the position. They did not know what they needed to do to function in that position. Mr. Burnett asked Mr. Mednick if he had any guidance from other cities with a similar function. Mr. Mednick said that many of his communities do not have Constables; however, he said he believes the Charter Commission discussed training and asked if the Corporation Counsel could provide training. He added that the Commission was in a quandary and left it status quo. Another issue was about the liability of the Constable if they get into trouble and are untrained.

Mr. Mednick presented the section on the Term of Office. He said there were several elements to the four year term. Ms. Ayers expressed concern about the transition time and noted that someone coming into office needs a substantial amount of time to address such issues as the budget. She said that not everyone comes to the table with the same abilities and skillset. It would benefit people to give them a longer time. Mr. Mednick said he has not seen that in other communities, but that does not mean it can't be done.

Ms. Watford Raleigh explained that the Commission tried to coordinate the start date with the holidays since there was a sense that not a lot gets done during the holidays.

Ms. Brescia said that most of the comments made to the Commission were about the need to have time to put together a staff. She said she was in favor of a commencement date of December.

Ms. Revolus said they should consider what was hard for them and how they could make it better and an easier transition. Mr. Mednick suggested everyone think about how they may be able to bolster the transition.

Mayor Rilling expressed concern with a four year term for Mayor, effective 2027. He said he did not know how that will work if the Mayor gets a four year term and the members of the Common Council get two year terms. Ms. Revolus agreed that onboarding should be in December and that it makes sense for both the Mayor and the members of the Common Council to have four year terms.

A discussion took place about aligning the terms of the Board of Education, Mayor and the Common Council. Mr. Mednick suggested that members of the Common Council talk to their colleagues on the Board of Education to see if they would be comfortable with an alignment and if it makes sense.

Mr. Meek said he served on the Board of Education and the staggered terms work so that they had continuity and did not have a full slate of new people coming in. It is a good system.

Mr. Mednick reviewed the section related to the Mayor and compensation. A discussion took place regarding the procedure if the Mayor is unable to perform the duties of the office or is removed. Mayor Rilling asked if in this case, would the Council President serve as Mayor until an election takes place. Mr. Mednick explained that the way it is set up in the Charter, the Common Council President would serve until the next biennial election was held.

Mr. Burnett asked who would make the determination that the Mayor was unable to serve. Mr. Mednick explained that 12 members of the Common Council would make that determination.

Mr. Mednick said he will talk to the President of the Common Council to see if he wants to put a group together.

Ms. Niedzielski Eichner suggested having a discussion on succession. She said there may be a provision missing under vacancies – registrars. Mr. Mednick said that was covered by State law. A discussion took place about the expulsion and removal provisions.

Mr. Mednick said they need to think about the big issues such as the terms of office.

Mr. Mednick reviewed the section on the Common Council. He strongly urged everyone to look at the voting standards.

Ms. Brescia said she wanted to discuss compensation for Common Council members. Mr. Mednick said that language was added that the Common Council has the right to additional compensation. Raising compensation for Common Council members requires a referendum. He noted that the Commission would not take on this issue during this cycle. Mayor Rilling said that if they are not going to increase compensation during this cycle, they should consider compensating the members of the Common Council in a way that is fair.

The next workshop will take place on June 21st where a discussion will take place about articles five, six, seven and eight.

Mayor Rilling expressed his thanks to the members of the Charter Revision. Ms. Young also expressed her thanks to all who participated.

V. **ADJOURNMENT**

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

There was no further business, and the meeting was unanimously adjourned at 10:09 p.m.

ATTEST:________________________
Irene Dixon, City Clerk

COMMON COUNCIL **June 13, 2023**
NORWALK, CT **COMMON COUNCIL CHAMBERS AND VIA ZOOM**

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Mayor Rilling called the meeting to order at 7:33 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	Mr. Edwin Camacho
	Mr. Joshua Goldstein	Ms. Nora Niedzielski Eichner

	Ms. Barbara Smyth	
District A:	Mr. David Heuvelman	
District B:	Ms. Diana Revolus (7:39 p.m.)	Ms. Darlene Young
District C:	Mr. John Kydes	
District D:	Mr. Bryan Meek	Ms. Heidi Alterman
District E:	Ms. Lisa Shanahan	

At Roll Call there were eleven (11) Common Councilmembers present and three (3) absent . A Quorum was present.

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

II. **ACCEPTANCE OF MINUTES**

Regular Meeting: May 23, 2023

**** MR. HEUVELMAN MOVED TO APPROVE THE MINUTES AS PRESENTED**
**** MOTION PASSED WITH ONE (1) ABSTENTION (MR. MEEK)**

Ms. Revolus joined the meeting at 7:39 p.m.

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.

Mr. Ralph Bloom spoke in support of acquiring the land for the Library.

Ms. Bette Bono spoke in support of purchasing property for the Library's parking. She said that they can't create more land if the City fails to obtain 11 Belden Avenue. She said it is essential to have parking and to expand the Library.

Mr. Eric Chandler spoke in support of purchasing both 3 and 11 Belden Avenue. He said the people deserve a Library with parking.

Ms. Patsy Brescia spoke in support of acquiring the property for the Library's parking. She also spoke in support of the $1.25 million grant for the Lockwood Mathews Mansion Museum.

Mr. Tanner Thompson spoke in support of the Library issue. He said that huge investments are going into the Wall Street area and they will make it easier to access the Yankee Doodle Garage. He said he supported the Library expansion and suggested utilizing the Yankee Doodle Garage. He also spoke in support of the appointment of Nicholas Pappas to the Bike Walk Commission.

Ms. Diane Lauricella spoke in support of purchasing the 11 Belden Avenue property for the Library and selling 3 Belden Avenue. She said the wording on the agenda for the item related to the Lockwood Mathews Mansion Museum could be better.

Ms. Lauricella spoke about the Open Space fund and suggested pulling it off the Consent Calendar. She asked for consideration of a compromise to provide equitable distribution of funds for the development of small parks. She said she did not think the funds were being properly managed.

Ms. Emily Berman spoke in support of the appointment of Nicholas Pappas to the Bike Walk Commission.

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

IV. **MAYOR**

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

Mayor Rilling announced the following resignations:

Sam Ebert, Bike Walk Commission
Melody D'Alessandro, Commission on the Status of Women

APPOINTMENTS:

**** MR. BURNETT MOVED TO APPROVE THE APPOINTMENT OF NICHOLAS PAPPAS TO THE BIKE WALK COMMISSION**

Mr. Burnett and Mr. Goldstein spoke in support of this appointment.

**** MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS: There were no reappointments announced this evening.

MAYOR'S REMARKS:

Mayor Rilling announced that last weekend, Norwalk hosted the Pride in the Park event. He noted that Norwalk is a very inclusive community and received a score of 100% last year.

On June 17, 2023, Kids to the Parks Day will take place at Calf Pasture Beach. This is an opportunity to get young people out into the fresh air.

Norwalk has declared Juneteenth a City holiday; City Hall will be closed June 19, 2023, in observance.

June is National Immigrant Heritage Month.

The Planning & Zoning Commission is holding hybrid public meetings on June 21st and June 28th. The City is updating its Zoning regulations, which has not been done in over 30 years. He said details can be found on the website. He added that they need to slow down a bit. Ongoing dialogues regarding parking at the Library are taking place.

V. **<u>COUNCIL PRESIDENT</u>**

A. GENERAL COUNCIL BUSINESS:

RESIGNATION AND APPOINTMENTS

There were no resignations appointments or reappointments announced this evening.

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR:

Mr. Burnett announced that this evening's Consent Calendar would be read by Ms. Smyth.

**** MS. SMYTH MOVED TO APPROVE THE FOLLOWING CONSENT CALENDAR:**

VII.A.1, VII.A.2, VII.A.4, VII.C.1, VII.C.2, VII.D.1, VII.D.2, VII.E.3A, VII.E.3B, VII.E.6A, VII.E.6B, VII.F.1, VII.F.2, VII.F.3

VII. COMMON COUNCIL COMMITTEES

A. ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS THERETO AS MAY BE NECESSARY FOR THE CITY OF NORWALK TO RECEIVE GRANT FUNDS FROM THE NATIONAL FISH & WILDLIFE FOUNDATION AND ITS NATIONAL COASTAL RESILIENCE FUND GRANT PROGRAM IN THE AMOUNT OF $211,750.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS THERETO AS MAY BE NECESSARY FOR THE CITY OF NORWALK TO RECEIVE GRANT FUNDS FROM THE STATE OF CONNECTICUT ACTING BY THE CONNECTICUT PORT AUTHORITY THROUGH THE SMALL HARBOR IMPROVEMENT PROJECTS PROGRAM (SHIPP) IN THE AMOUNT OF $44,000.

4. APPROVE THE 2023 APPLICATIONS FOR REFERRAL TO THE CONNECTICUT DEPARTMENT OF REVENUE SERVICES FOR INCLUSION IN THE 2023 CONNECTICUT NEIGHBORHOOD ASSISTANCE ACT TAX CREDIT PROGRAM.

C. COMMUNITY SERVICES COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT PREVENTIVE HEALTH STRATEGIES AT WORK IN CONNECTICUT COMMUNITIES BLOCK GRANT FUNDS FROM THE STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH FOR THE PERIOD OCTOBER 1, 2023, THROUGH SEPTEMBER 30, 2028.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS, OR AMENDMENTS AS MAY

BE NECESSARY TO IMPLEMENT PREVENTIVE HEALTH STRATEGIES AT WORK IN CONNECTICUT COMMUNITIES BLOCK GRANT FUNDS FROM THE STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH FOR THE PERIOD OCTOBER 1, 2023, THROUGH SEPTEMBER 30, 2028.

D. PUBLIC SAFETY & GENERAL GOVERNMENT COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS AND AGREEMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDING UNDER THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION, FY 2023 SPEED &AGGRESSIVE DRIVING ENFORCEMENT GRANT.

2. AUTHORIZE THE POLICE CHIEF, JAMES WALSH, TO EXECUTE ANY AND ALL DOCUMENTS AND AGREEMENTS AS MAY BE NECESSARY TO IMPLEMENT THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION 2023 SPEED & AGGRESSIVE DRIVING ENFORCEMENT GRANT.

E. LAND USE AND BUILDING MANAGEMENT

3A. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO OMNI DATA, LLC FOR SECURITY CAMERA ENHANCEMENTS AT WEST ROCKS, NATHAN HALE, PONUS, ROTON & TRACEY SCHOOLS FOR A TOTAL NOT TO EXCEED $100,540.70.
ACCOUNT NO. 0921 5010 5777 C0537

3B. AUTHORIZE TO ESTABLISH A CONTINGENCY FOR ADDITIONAL SERVICES AS MAY BE REQUIRED FOR A TOTAL NOT TO EXCEED $9,393.00.
ACCOUNT NO. 0921 5010 5777 C0537

6A. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO WILLIAM B. MEYER, INC. FOR MOVING SERVICES AT CRANBURY SCHOOL IN ACCORDANCE WITH STATE CONTRACT #14PSX0161 FOR AN AMOUNT NOT TO EXCEED $39,967.75. FUNDS ARE AVAILABLE IN ACCOUNT NO. 09215010 5777 C0786

6B. AUTHORIZE THE PURCHASING AGENT TO ISSUE CHANGE ORDERS ON THIS PURCHASE ORDER FOR A TOTAL NOT TO EXCEED $10,000.
ACCOUNT NO. 09215010 5777 C0786

F. FINANCE & CLAIMS COMMITTEE

1. CLAIMS COMMITTEE: JUNE 2023

2. NARRATIVE ON TAX COLLECTIONS DATED JUNE 2023 – RECEIVE REPORT AND DISCUSS.

3. MONTHLY TAX COLLECTOR'S REPORTS DATED MAY 2023– RECEIVE REPORT AND DISCUSS.

** **MOTION PASSED UNANIMOUSLY**

VI. **REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS**

A. CORPORATION COUNSEL

Mr. Coppola reviewed the item. Ms. Jessica Vonashek explained that in 2018 the Library completed a strategic and building plan showing a possible expansion and renovation. The building plan looked to modernize the Library to meet the needs of their patrons. They have been working to obtain 11 Belden Avenue and they were able to negotiate a price for 3 Belden Avenue. She said the Common Council will be asked to vote on acquiring 3 Belden Avenue at the end of the month. She added that the Library discussed incorporating the Business Development office into the Library when it does its expansion. Mr. Meek asked Ms. Vonashek if they keep data on foot traffic at the Business Development Center and asked if he could have that information. Ms. Vonashek said she will take care of that.

** **MR. CAMACHO MOVE TO EXERCISE OPTION TO PURCHASE REAL PROPERTY AT 11 BELDEN AVENUE, NORWALK, CT PURSUANT TO A PREVIOUSLY EXECUTED OPTION AGREEMENT WITH AN EFFECTIVE DATE OF AUGUST 31, 2017, BY AND BETWEEN THE CITY OF NORWALK, NORWALK PUBLIC LIBRARY BOARD AND 587 CT AVE, LLC.**

** **MOTION FAILED WITH TWO (2) VOTES IN FAVOR (MR. KYDES AND MR. MEEK) AND TWELVE (12) VOTES IN OPPOSITION (MR. BURNETT; MR. CAMACHO; MR. GOLDSTEIN; MS. NIEDZIELSKI EICHNER; MS. SMYTH; MR. HEUVELMAN; MS. REVOLUS; MS. YOUNG; MS. ALTERMAN; AND MS. SHANAHAN**

VII. COMMON COUNCIL COMMITTEES

A. ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE

** **MR. KYDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ALL DOCUMENTS TO RENEW THE CONTRACT FOR MARKETING SERVICES BETWEEN THE CITY OF NORWALK AND DORENBURG KALLENBACH ADVERTISING, LLC FOR ONE HUNDRED AND FIFTY THOUSAND DOLLARS ($150,000).**
ACCOUNT NO. 01 37 80 5258

Mr. Kydes reviewed the item.

Mr. Meek said that the City is still not highly functional in on line meeting access and it would be better if marketing could inform residents about meetings. He said the City can have hybrid meetings but they have to work.

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

** **MR. KYDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH KERAMIDA INC. IN AN AMOUNT NOT TO EXCEED $31,490 TO COMPLETE A GREENHOUSE GAS INVENTORY AND MODELING.**
ACCOUNT NO. 133710 5796 AEC19

Mr. Kydes reviewed the item.

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

B. PUBLIC WORKS COMMITTEE

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH THE GRASSO COMPANIES, LLC. FOR PROJECT PM2023-4 PAVING AT VARIOUS LOCATIONS FOR A SUM NOT TO EXCEED $609,415.20 WITH THE OPTION TO EXTEND THIS AGREEMENT FOR ONE (1) ADDITIONAL TERM OF ONE (1) YEAR.**
ACCOUNT NO. 09 23 4021 5777 C0021
09 24 4021 5777 C0021

AND TO AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS TO EXECUTE ORDERS ON CONTRACT WITH THE GRASSO COMPANIES,

LLC. FOR PROJECT PM2023-4 PAVING AT VARIOUS LOCATIONS FOR A SUM NOT TO EXCEED $60,941.52
ACCOUNT NO. 09 23 4021 5777 C0021
09 24 4021 5777 C0021

Ms. Smyth reviewed the item.

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE 1ST AMENDMENT TO THE MARCH 14, 2023, AGREEMENT BETWEEN THE CITY OF NORWALK AND BURNS CONSTRUCTION COMPANY, INC., FOR PROJECT PM2023-1, PAVEMENT MANAGEMENT PROGRAM, FOR AN AMOUNT NOT TO EXCEED $2,000,000.00.**
ACCOUNT NO. 09 20 4021 5777 C0021
09 22 4021 5777 C0021
09 23 4021 5777 C0021
09 24 4021 5777 C0021
09 24 4021 5777 C0503
09 18 6030 5777 C0588
09 22 6030 5777 C0588
09 23 6030 5777 C0588
03 00 00 2602
13 4010 5796 APW10

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

** **MS. SMYTH MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A SOLE SOURCE PURCHASE ORDER TO FLT GEOSYSTEMS FOR THE UPGRADE TO THE SURVEY EQUIPMENT FOR AN AMOUNT NOT TO EXCEED $28, 952.00.**
ACCOUNT NO. 03 00 00 2602

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ROCCO IADAROLA GENERAL CONTRACTING COMPANY FOR PROJECT TMP2023-1 DECORATIVE CROSSWALKS AND TRAFFIC CALMING SURFACES AT VARIOUS INTERSECTIONS FOR AN AMOUNT NOT TO EXCEED $150,000.00**

ACCOUNT NO. 09 23 4120 5777 C0441
09 22 4120 5777 C0581
09 23 4120 5777 C0581
09 20 4120 5777 C0649
09 21 4120 5777 C0649
09 22 4120 5777 C0649
09 23 4120 5777 C0649
09 22 3750 5777 C0777
09 23 3750 5777 C0777
09 23 4120 5777 C0823
09 23 4120 5777 C0824

AND TO AUTHORIZE THE DIRECTOR OF TRANSPORTATION, MOBILITY AND PARKING, TO EXECUTE ORDERS ON CONTRACT WITH ROCCO IADAROLA GENERAL CONTRACTING COMPANY FOR PROJECT TMP2023-1 DECORATIVE CROSSWALKS AND TRAFFIC CALMING SURFACES AT VARIOUS INTERSECTIONS, FOR AN AMOUNT NOT TO EXCEED $15,000.00.
ACCOUNT NO. 09 23 4120 5777 C0441
09 22 4120 5777 C0581
09 23 4120 5777 C0581
09 20 4120 5777 C0649
09 21 4120 5777 C0649
09 22 4120 5777 C0649
09 23 4120 5777 C0649
09 22 3750 5777 C0777
09 23 3750 5777 C0777
09 23 4120 5777 C0823
09 23 4120 5777 C0823

Ms. Smyth reviewed the item.

** **MOTION PASSED WITH TWO (2) VOTES IN OPPOSITION (MS. ALTERMAN AND MR. MEEK)**

** **MS. SMYTH MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO EMERY WINSLOW SCALE COMPANY FOR THE SOLE SOURCE PURCHASE OF A 70' TRUCK SCALE FOR A SUM NOT TO EXCEED $143,655.00.**
ACCOUNT NO. 09 22 4021 5777 C0798

Ms. Smyth reviewed the item.

****	MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

****	MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE 1ST AMENDMENT TO THE FEBRUARY 28, 2023, AGREEMENT BETWEEN THE CITY OF NORWALK AND BURNS CONSTRUCTION COMPANY, INC., FOR PROJECT PM 2023-2 PERMANENT ROADWAY REPAIRS AND SURFACE RESTORATION, FOR AN AMOUNT NOT TO EXCEED $150,000.00.**
ACCOUNT NO. 03 00 00 2602

AND TO AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS TO EXECUTE ORDERS ON CONTRACT TO THE FEBRUARY 28, 2023, AGREEMENT BETWEEN THE CITY OF NORWALK AND BURNS CONSTRUCTION COMPANY, INC., FOR PROJECT PM 2023-2 PERMANENT ROADWAY REPAIRS AND SURFACE RESTORATION, FOR AN AMOUNT NOT TO EXCEED $15,000.00.
ACCOUNT NO. 03 00 00 2602

Ms. Smyth reviewed the item.

****	MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

****	MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH FGB CONSTRUCTION COMPANY FOR PROJECT DRG2023-1 CHATHAM DRIVE AND COSSITT ROAD STORM DRAINAGE IMPROVEMENTS FOR A SUM NOT TO EXCEED $864,300.00.**
ACCOUNT NO. 09 21 4021 5777 C0440
09 22 4021 5777 C0440
13 4010 5796 APW05
09 24 4021 5777 C0440

AND TO AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS TO EXECUTE ORDERS ON THE CONTRACT WITH FGB CONSTRUCTION COMPANY FOR PROJECT DRG2023-1 CHATHAM DRIVE AND COSSITT ROAD STORM DRAINAGE IMPROVEMENTS, FOR A SUM NOT TO EXCEED $86,430.00. (10% OF BID AMOUNT).
ACCOUNT NO. 09 21 4021 5777 C0440
09 22 4021 5777 C0440
13 4010 5796 APW05
09 24 4021 5777 C0440

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

** **MS. SMYTH MOVED TOAUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND NEWGEN STRATEGIES AND SOLUTIONS, LLC, FOR MUNICIPAL SOLID WASTE CONSULTING SERVICES- PROJECT #4277 FOR A SUM NOT TO EXCEED $146,770.00.**
ACCOUNT NO. 13 4010 5796 APW11

AND TO AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS TO EXECUTE ORDERS ON THE CONTRACT WITH NEWGEN STRATEGIES AND SOLUTIONS, LLC, FOR MUNICIPAL SOLID WASTE CONSULTING SERVICES- PROJECT #4277 FOR A SUM NOT TO EXCEED $14,677.00.
ACCOUNT NO. 13 4010 5796 APW11

Ms. Smyth reviewed the item.

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

E. LAND USE & BUILDING MANAGEMENT

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE FINANCIAL ASSISTANCE AGREEMENT WITH LOCKWOOD MATHEWS MANSION MUSEUM AT NORWALK, INC. FOR THE INFRASTRUCTURE IMPROVEMENT PROJECT AT THE MUSEUM TO INCREASE THE CITY'S CAPITAL GRANT FUNDS BY AN ADDITIONAL $1,250,000 FOR A REVISED TOTAL OF $6,750,000.**
ACCOUNT NO. 09236310 5777 C0186

** **MOTION PASSED WITH TWO (2) VOTES IN OPPOSITION (MS. ALTERMAN AND MR. MEEK)**

** **MS. SMYTH MOVED TO 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

AND TO 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

Ms. Smyth reviewed the item.

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

Due to a potential conflict of interest, Ms. Shanahan rescued herself from participating in this item.

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS THERETO 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.**
ACCOUNT NO. 0911/12/15/17/18 6030 5775 C0372

Ms. Alexis Cherichetti provided an overview of the request. Mr. Coppola said this will go for an 8-24 review.

** **MS. SMYTH MOVED TO TABLE THE ITEM**

Ms. Smyth asked if there was a map of where the current space is located in the City. She also asked about equity concerns. Ms. Cherichetti said they will review the properties that have been funded. The focus of the fund is to protect natural resources and for water quality protection.

Mr. Richard Baskin, Trustee of the Norwalk Land Trust said they were approached by the property owner to evaluate the land to determine if it was appropriate to be acquired by the Norwalk Land Trust. Ms. Young expressed her thanks for the comments about inclusion and equity.

** **MOTION TO TABLE WAS APPROVED UNANIMOUSLY**

Ms. Shanahan returned to the meeting.

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH RUSSELL AND DAWSON INC. TO**

PROVIDE STRUCTURAL THRESHOLD PEER REVIEW SERVICES FOR THE NORWALK HIGH SCHOOL PROJECT FOR A TOTAL NOT TO EXCEED $32,200.
ACCOUNT NO. 09215010 5777 C0787

AND TO AUTHORIZE A CONTINGENCY FOR ADDITIONAL SERVICES AS MAY BE REQUIRED FOR A TOTAL NOT TO EXCEED $5,000.
ACCOUNT NO. 09215010 5777 C0787

Ms. Smyth reviewed the item.

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

** **MS. SMYTH MOVED TO AUTHORIZE TO INCREASE THE CONTINGENCY ALLOWANCE FOR ADDITIONAL SERVICES FOR ANTINOZZI ASSOCIATES FOR JEFFERSON SCHOOL IMPROVEMENT PROJECT FOR AN ADDITIONAL AMOUNT OF $18,000 AS PART OF THE PROJECT CLOSEOUT.**
ACCOUNT NO. 0919/20 5010 5777 C0619

Ms. Smyth reviewed the item.

** **MOTION PASSED UNANIMOUSLY**

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH RE-TECH LLC FOR THE BROOKSIDE ELEMENTARY SCHOOL, MONTESSORI FIRST GRADE CLASSROOM UPGRADE PROJECT FOR A TOTAL NOT TO EXCEED $51,000.00.**
ACCOUNT NO. 09245010 5777 CO686

AND TO AUTHORIZE THE NPS FACILITIES DEPARTMENT TO ISSUE CHANGE ORDERS ON THIS CONTRACT FOR A TOTAL NOT TO EXCEED $5,100.00. FUNDS ARE AVAILABLE IN ACCOUNT NO. 09245010 5777 CO686

Ms. Smyth reviewed the item.

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH SAL SABIA ELECTRICAL**

CONTRACTORS, INC FOR THE NATHAN HALE MIDDLE SCHOOL HVAC PROJECT FOR A TOTAL NOT EXCEED $992,460.
FUNDS ARE AVAILABLE IN ACCOUNT NO. 0920/21/22/235010 5777 C0652

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

** **MS. SMYTH MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSULTING ENGINEERING SERVICES, INC. (CES) TO PROVIDE CONCEPTUAL HVAC DESIGN SERVICES AND COST ESTIMATING SERVICES NECESSARY IN COMPLIANCE WITH STATE'S INDOOR AIR QUALITY IMPROVEMENT GRANT APPLICATION REQUIREMENTS FOR A TOTAL NOT TO EXCEED $72,000.00.**
ACCOUNT NO. 09175010 5777 C0585

AND TO AUTHORIZE A DESIGN CONTINGENCY ALLOWANCE FOR ADDITIONAL SERVICES AS MAY BE REQUIRED FOR A TOTAL NOT TO EXCEED $10,000.00 ACCOUNT NO. 09175010 5777 C0585

** **MOTION PASSED WITH TWO (2) VOTES IN OPPOSITION (MS. ALTERMAN AND MR. MEEK)**

** **MS. SMYTH MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO M.J. DALY, LLC TO PROVIDE LIFE SAFETY SERVICES (FIRE ALARM AND SPRINKLER SERVICES AND INSPECTIONS) FOR VARIOUS CITY BUILDINGS FOR AN INITIAL TERM OF 3 YEARS IN THE AMOUNT OF $40,908.20 PLUS TWO - ONE (1) YEAR OPTIONS. EFFECTIVE DATES FROM 7/1/2023– 6/30/2026 AND TWO – ONE (1) YEAR OPTIONS FROM 7/1/2026 – 6/30/2028.**
ACCOUNT NO. 013059 5267 013055 5298
013154 5298 014072 5298
014073 5267 014074 5269
014075 5296 014079 5269
014078 5267 014086 5266
016210 5298 016220 5298

** **MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

F. FINANCE & CLAIMS COMMITTEE

****	MR. BURNETT MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTACT WITH SAFEGROUND ANALYTICS INC. FOR REVIEW/ANALYSIS SERVICES IN THE AMOUNT NOT TO EXCEED $45,000 ACCOUNT NO. 011321-5258 TAX ASSESSOR REVALUATION OTHER PROFESSIONAL SERVICES.**

Mr. Burnett reviewed the item.

****	MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

****	MR. BURNETT MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE ORDER FORM WITH BONFIRE INTERACTIVE LTD. FOR A THREE (3) YEAR TERM, A TOTAL AMOUNT NOT TO EXCEED $47,521.44, ANNUAL AMOUNT $15,840.48. FUNDING AVAILABLE FROM ACCOUNT NO. 011361 5234**

AND TO AUTHORIZE THE PURCHASING DEPARTMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $4,752.00.
ACCOUNT NO. 011361 5234

Mr. Burnett reviewed the item.

****	MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

****	MR. BURNETT MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A FIVE YEAR CONTRACT WITH CABLEVISION LIGHTPATH LLC. AS SECONDARY INTERNET SERVICE PROVIDER ANNUAL AMOUNT NOT TO EXCEED $30,000, FOR A TOTAL NOT TO EXCEED $150,000.**
ACCOUNT NO. 011370 5245

****	MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

****	MR. BURNETT MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GOVCONNECTION LLC, IN AN AMOUNT NOT TO EXCEED $394,443.77 FOR SIX CISCO DISTRIBUTION SWITCHES, TWENTY-THREE ACCESS SWITCHES, AND TEN UPLINK MODULES.**
ACCOUNT NO. 09231370 5777 C0375

Mr. Burnett reviewed the item.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

** MR. BURNETT MOVED TO Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the Norwalk Housing Authority for the abatement of real property taxes at a rate of five percent (5%) of the aggregate rents collected with respect to the Oak Grove affordable housing development for a term of either (1) sixteen (16) years from the issuance of certificate of occupancy for the last unit in the project or (2) eighteen (18) years from the date when all parties have signed the agreement, whichever is first.

Mr. Burnett reviewed the item and said that Mr. Bovilsky, Norwalk Housing Authority and Mr. David McCurty, Heritage Housing were present to answer any questions.

Mr. Bovilsky explained there would be 69 units of affordable housing and the financing is coming from various sources.

Mr. Meek asked what the expected revenue loss for the City would be and why that was not on the agenda. Mr. McCurty said he was not prepared to speak to what the loss would be. Ms. Vonashek said this is an eight acre parcel that has been sitting for a decade or so.

Mr. Burnett asked about the next steps. Mr. Bovilksy said they plan to close at the beginning of August and construction should take 15 months. In addition to the 69 units they will have a management office, gym, play area and learning center. Since 1950 this property has not generated any revenue for the City.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MR. MEEK)**

VIII. **RESOLUTIONS FROM COMMON COUNCIL**

There were no resolutions from Common Council members presented 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**

There was no further business, and the meeting was unanimously adjourned at 9:19 P.M.

ATTEST:__________________________

Irene Dixon, City Clerk

CHITSAMAY LAM, CPA

32 Stagecoach Circle, Milford, CT 06460
chitsamay_lam@yahoo.com • 203-446-1415

EXPERIENCE

Town of Stratford, CT **July 2013-Present**
Assistant Finance Director

- Prepares financial statements and reports in accordance with generally accepted accounting principals.
- Assists with the preparation of departmental budget and other annual and capital budgets.
- Oversees administrative pension activities.
- Prepares cash flow analysis
- Supervises, verifies and performs work in the areas of accounting, payables, receivables, purchasing and payroll.
- Plans, organizes and coordinates work implementing accounting system and accounting procedures and internal controls.

MCGLADREY LLP, New Haven, CT **August 2001-June 2013**
Manager – Government, Not-for-Profit, Commercial

- Management of audit engagement from planning to completion, including driving the process for client deliverables within established time frame and budget.
- Prepare financial reports ranging from statements, footnotes, and supplemental information, as well as all other client deliverables.
- Research accounting topics and document understanding and conclusion for review by appropriate team member.
- Managed all logistics surrounding the conversion of our trial balance maintained within GoSystem Fund into Caseware for New Haven office Government Practice.
- Develop Interns, Associates and Senior Associates, by delegating and training them to be successful in their careers.
- Provide constructive formal and informal feedback in a timely manner to all levels.

MEMBERSHIP

Government Finance Officers Association, *Member*
Government Finance Officers Association of Connecticut, *Member*

EDUCATION

Southern Connecticut State University, New Haven, CT **December 2005**
Master of Business Administration

University of Connecticut, School of Business, Storrs, CT **December 2000**
Bachelor of Science in Accounting

SKILLS

Proficient with Microsoft Word, Excel, and MUNIS

References

Upon request

NORWALK
The Sound of Connecticut

DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 6/6/2023 **DEPARTMENT:** Rec and Parks

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

Check One:

✔	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: $30,742.80 **MUNIS Account:** 014150 5535, 09236030 C0771

VENDOR: MTE Equipment Solutions

Purchasing Agent Signature	**The Purchasing Agent**		**Department Head Signature**
		Supports	[signature]
Purchasing Agent Name		**Does Not Support**	**Department Head Name**
		Single Source Requires Common Council Authorization (in excess of $20,000.00)?	Robert Stowers
Date			**Date** 6/6/2023

JUSTIFICATION:

We currently use the Sand Star field drags to prep our ballfields. MTE is our supplier for these machines and offer a 20% discount per MA FA116 pricing.

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

Vendor 1: ______________

Vendor 2: ______________

EMERGENCY: Explain in detail the nature of the emergency

3

NORWALK

The Sound of Connecticut

DEPT OF FINANCE

Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 6/8/2023 **DEPARTMENT:** Rec and Parks

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

Check One:

☐	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: $383,176.32 **MUNIS Account:** 09236030 5796 C0832

VENDOR: Kompan

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)?	Robert Stowers
Date			Date 6/8/2023

JUSTIFICATION:

The City of Norwalk is interested in installing a boat and water themed playground at Veterans Park, a site containing the City's boat launch and Marina. After reviewing equipment choices with Landscape Structures and Little Tykes, it was determined that Kompan was the only company who manufactured something like this. Kompan is currently on the OMNIA Partners Contract, #2017001135.

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

Vendor 1: Landscape Structures, LLC

Vendor 2: Little Tykes

EMERGENCY: Explain in detail the nature of the emergency

VII.B 9

NORWALK Public Schools

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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: WILLIAM HODEL, DIRECTOR OF FACILITIES & MAINTENANCE

RE: NPS - NATHAN HALE MIDDLE SCHOOL HVAC PROJECT #4272

DATE: MAY 22, 2023

Many of the Norwalk Public Schools are not equipped with air conditioning which forces the schools to close in the late spring, summer and early fall when temperatures are too warm for the students and staff. The Norwalk Public Schools began a program to install air conditioning to all learning spaces & offices at schools that lack conditioned air. This year, NPS is proposing to install electrical distribution and air conditioning to all learning spaces & offices at Nathan Hale Middle School. The City's Purchasing Department solicited requests for proposals to perform electrical upgrades and air conditioning installations. The City's Purchasing Department received one bid to perform this work. After review of the bid response it was determined that Sal Sabia Electrical Contractors, Inc has been selected to perform this work. Sal Sabia Electrical Contractors, Inc, is a local firm from Stamford who provides first class service. They were the chosen firm at the time when the air conditioning & electrical upgrades were conducted at Roton Middle School.

1. Review bid for the Nathan Hale Middle School HVAC project and refer the following to the Common Council for action:

a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with** Sal Sabia Electrical Contractors, Inc **for the Nathan Hale Middle School HVAC project for a total not exceed $992,460. Funds are available in Acct. #09205010 5777 C0652, #09215010 5777 C0652, #09225010 5777 C0652, #09235010 5777 C0652.**

b. **Authorize the NPS Facilities Department to issue Change Orders on this contract for a total of $92,460. Funds are available in Acct. #09235010 5777 C0652.**

CITY OF NORWALK
PURCHASING DEPARTMENT

1.1 RESPONSE FORM

Vendor Name - Sal Sabia Electrical Contractors, Inc		
Address - 83 Virgil Street, Stamford CT 06902		
Phone - 203-323-3321	**Fax -** 203-323-1234	**Email -** frank@salsabiaelectric.com
Manager - Frank Sabia		**Fed ID#** 06-1116700

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

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

The undersigned further agrees, in case of variations of quantities from those shown or specified, the following unit prices will be used in adjusting the contract price. If quantities are authorized by the City, the following amount will be added to the contract as required. Unless otherwise noted, each UNIT PRICE shall include all equipment, tools, labor, permits, fees, etc., incidental to the installation and completion of the work involved.

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

CITY OF NORWALK
PURCHASING DEPARTMENT

1. The following unit prices shall apply to this project:

THIS IS A PREVAILING WAGE PROJECT. PRICING WITH STRAIGHT TIME AND PREMIUM TIME WORK PER DATES IN BID FORM .

Nathan Hale Elementary School Partial Air Conditioning Upgrades		
Rate Time	Dates with partial Premium Rates	Working Hours- Monday - Friday
Construction Start (Straight Time) Dates:	July 5, 2033 - August 25, 2023	7:00 AM – 4:00 PM
Premium Time Dates:	August 28, 2023-September 22, 2023	4:00 PM – 10:00 PM
Lump Sum Cost:	**In Words:**	**In Numbers:**
	Nine Hundred Ninety-two Thousand Four Hundred Sixty	$ 992,460

Memorandum

From: **Darin L. Callahan**

To: **Harry W. Rilling, Mayor**
Greg Burnett, Council President and Finance Committee Chair
Barbara Smyth, Land Use & Building Management Chair
Louis Schulman, Planning & Zoning Commission Chair

Cc: **Tom Livingston, Chief of Staff**
Jessica Vonashek, Chief of Economic and Community Development
Henry Dachowitz, Chief Financial Office
Alan Lo, Building and Facilities Manager
Steve Kleppin, Director of Planning and Zoning
Mario Coppola, Corporation Counsel
Chitsamay Lam, Comptroller

Date: **June 2, 2023**

Re: **Acquisition of 3 Belden Avenue, Norwalk**

As you know, in order to move forward with the expansion of the Norwalk Public Library at 1 Belden Avenue, Norwalk, Connecticut (the "Library") it is necessary to acquire additional abutting land. The City has an opportunity to purchase .53± acres of abutting property located at 3 Belden Avenue (the "Property") currently owned by the First Taxing District ("FTD"). (See Schedule A, attached.) The FTD has confirmed that it is willing to sell the Property to the City for $1,400,000.00 (the "Offer Price"). It is the opinion of the Law Department that the Offer Price represents fair market value for the Property and a very unique opportunity to acquire abutting property at a reasonable price to further the Library expansion plans.

Based on the foregoing, it is the recommendation of the Law Department to consider approving the acquisition of the Property and appropriation of the necessary funding for the same during your respective Regular June Committee / Commission meeting schedule as follows:

06/07/2023: Land Use & Building Management Committee:

1.a. **AUTHORIZATION**: 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: [<<*Pending Assignment and Approval of an Account Number by the Finance Department at its June 8, 2023 Finance & Claim Committee Meeting*>>] re: Acquisition of 3 Belden Avenue, Norwalk, CT.

1.b. **REFERRAL**: Conn. Gen. Stat. § 8-24 Referral for a Municipal Planning Commission Report on the City’s proposed acquisition of 3 Belden Avenue, Norwalk, Connecticut.

06/08/2023: **Finance & Claims Committee**:

1. **RESOLUTION**: Requesting for Building Management Department project in the amount of $1,420,000.00 from the ARPA (American Rescue Plan Act) fund. Account: [<<*Referral for Assignment of Account Number by Finance Department*>>] re: Acquisition of 3 Belden Avenue, Norwalk, CT.

06/21/2023: **Planning & Zoning Commission**:

1. **REFERRAL**: Conn. Gen. Stat. § 8-24 Referral for a Municipal Planning Commission Report on the City’s proposed acquisition of 3 Belden Avenue, Norwalk, Connecticut.

06/27/2023: **Common Council**:

1.a. **AUTHORIZATION**: 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: [<<*Insert Account Number Assigned by Finance Department following Finance Committee Approval*>>] re: Acquisition of 3 Belden Avenue, Norwalk, CT.

1.b. **RESOLUTION**: Requesting for Building Management Department project in the amount of $1,420,000 from the ARPA (American Rescue Plan Act) fund. Account: [<<*Insert Account Number Assigned by Finance Department following Finance Committee Approval* >>] Acquisition of 3 Belden Avenue, Norwalk, CT.

Schedule A


1-36-28-0
1-35-27-0
1-36-30-0
Belden Ave
1-35-21-0
1-35-22-0
1-36-47-0
1-36-48-0
1-35-1-0
1-35-4-0
1-35-29-0
Wall Street
Mott Ave

CITY OF NORWALK
Conservation Office
www.norwalkct.gov
P: 203-854-7744
Norwalk City Hall
Room 129
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

To: Greg Burnett, Council President

From: Alexis Cherichetti, Senior Environmental Officer

Re: Open Space Fund Request
Norwalk Land Trust – Purchase of 12, 14, and 16 Stephen Mather Road

Date: June 21, 2023

Please accept this referral to the Common Council on behalf of the Conservation Commission regarding a request by the Norwalk Land Trust for use of Open Space Fund monies. The Norwalk Land Trust is requesting $200,000 from the City's Open Space Fund in support their acquisition of three (3) vacant properties on Stephen Mather Road for open space.

Following a review of the Open Space Fund balance and the proposal submitted by the Norwalk Land Trust, the Conservation Commission resolved during its May 9, 2023 meeting to recommend $200,000 of the City's Open Space Fund be used to contribute towards the Norwalk Land Trust's purchase of 6.73± acres in West Norwalk on Stephen Mather Road.

The request was considered and forwarded by the Land Use & Building Management Committee of the Council at their June 7, 2023 meeting. A §8-24 Referral was approved by the Planning & Zoning Commission at their June 21, 2023 meeting.

Please find attached the request letter provided by the Norwalk Land Trust. Also attached are background documents:

- Letter, provided by the Norwalk Land Trust, by ecologist Anthony Zemba regarding ecological attributes of the parcels and
- Aerial photo of the three parcels.

The Open Space Fund currently has a fund balance of $461,686, with an additional $50,000 to be added at the beginning of FY 2023-24. The Norwalk Land Trust is requesting $200,000. The Norwalk Land Trust would use the City's contribution towards the $1.05 million purchase price of these three building lots. This property acquisition by the Norwalk Land Trust would meet the encompassing principles of open space the Conservation Commission identifies in their Draft Open Space Plan: Natural Resource Protection and Management, Protection of Public Health and Safety, and Promotion of Community Character and Quality of Life. Permanent protection of this parcel would provide attributes that contribute to each of these core principles.

The Open Space Fund (Article III of Chapter 35 City Code) was established in the spring of 2000. As stated in the Code, "*the purposes of the Open Space Fund shall be to preserve or* *create Norwalk's open space and to protect its natural resources by providing financial support for initiatives and activities that primarily seek to preserve parcels of open space in perpetuity*." The Fund was established as a tool to assist the City in being more proactive and prepared for when an open space acquisition opportunity presents itself. The scramble for funds to complete the acquisition of the Fordor Farm in 1998 was a significant catalyst for establishment of the fund.

There have been questions raised about the equitable use of the open space fund, particularly the lack of use of the fund in the City's urban core. The Open Space Fund was established as a land *acquisition* fund, with a primary goal to "preserve or create Norwalk's open space and to protect its natural resources". Use of the fund has focused on the acquisition of vacant land with natural resource value (Crossland Property on Blake Street in 2002 and 2009, Easement at White Barn on Cranbury Road in 2008, and NLT's acquisition of the Hart Property at Sammis Street in 2011). Urban open space, due to the lack of undeveloped land and pressures to retain housing opportunities, is typically less focused on acquisition and involves leveraging development and using utilizing existing City land & ROW to provide green space and park space. Currently Rec & Parks Department is nearing completion of the Master Plan of Parks; with the adoption of this plan there will be opportunities identified within the urban core to create green space and the Open Space Fund can be tapped into again for creation of open space in locations identified and prioritized by the plan.

The use of the Open Space Fund to contribute to this pending NLT purchase of the three properties on Stephen Mather Road in no way excludes other use of the Fund for other opportunities that arise in the future.

The Conservation Commission is not aware of any other current open space acquisition opportunities for which the fund might be better used. The Commission finds that this proposed use of the Open Space Fund is opportune and consistent with the intent of the Open Space Fund purpose. In summary, the City's assistance with the Norwalk Land Trust's acquisition of the parcel would provide Norwalk with a considerable and unique open space asset.

Please do not hesitate to email (acherichetti@norwalkct.gov) or call (203-854-7769) with any questions regarding the Open Space Fund or this particular proposed use of the Fund.

May 3, 2023

Norwalk Conservation Commission
Norwalk City Hall
125 East Avenue
Norwalk, CT 06851

Dear Chairman Steven Klocke and Commissioners:

The Norwalk Land Trust ("NLT") seeks consideration for a $200,000 grant from the Norwalk Open Space Fund for the purchase of three open space parcels, totaling 6.73 acres on Stephen Mather Road. As this Commission knows, "the purposes of the Open Space Fund shall be to preserve or create Norwalk's open space and to protect its natural resources by providing financial support for initiatives and activities that primarily seek to preserve parcels of open space in perpetuity." This never developed land, with considerable headland wetlands, would support a diversity of pollinators, birds, flora and wildlife in Norwalk. In the future, these contiguous parcels would provide citizens with trails for their enjoyment.

In the densely developed City of Norwalk, it is difficult to find comparable open space. This opportunity should be seized without delay.

Who We Are

The NLT is an all-volunteer non-profit organization, created in 1973, and the only land trust preserving (fee and easement) properties in the City of Norwalk. We currently steward just over 100 acres.

This Parcel

The NLT has a signed offer letter to acquire three parcels of undeveloped land known as 12, 14, and 16 Stephen Mather Road, which consist of approximately 6.73 acres. This property is currently under contract to a family that has offered to sell us these three parcels for the sum of $1,050,00 to close on June 8, 2023.

Significant and Rare Opportunity

This property is one of the last large open spaces in Norwalk, which as an urban city has significant challenges to increase open space. This land is near two significant tracts of conserved property - the 7.1 acres owned by the Stephen Mather Homestead and the 13.8-acre Mather Meadows, owned by the Darien Land Trust ("DLT"). This proximity means that these parcels hold outsized significance as a green corridor for birds, mammal wildlife, as well as for flora, and stormwater management. If we can save these almost 7 acres of land, we would increase the pristine habitat preserved for perpetuity to more than 27 acres in this ecologically sensitive area.

The Norwalk Inland Wetland and Watercourse map shows a wetland and a watercourse that spans these three lots. If these lots are not protected as open space, there would be significant impact to these important waterways. As described in Landtech Certified Ecologist Mr.

Zemba's letter (attached), this property is on the Five Mile River riparian corridor, which has been heavily developed. Mr. Zemba points out, "it is important from a landscape ecology perspective to protect some of the last remaining undeveloped parcels within the drainage basin... {which will} provide wildlife refugia and protect the water quality of the river."

Mather Meadows is maintained by the DLT as natural meadows as part of the disappearing grassland habitat in Connecticut. Open meadows are used by migrating bird species on the Atlantic Flyway and by the monarch butterfly as they stop to feed on their return migration each fall. Employing the best stewardship practices, the DLT has created an oasis of natural biological activity that provides greater diversity of native grasses and wildflowers that in turn support a wide variety of birds and other species dependent upon this ecosystem. The NLT plans to work with the DLT to extend this important stewardship to parts of the Norwalk section of Stephen Mather Road.

In addition to providing wildlife habitat, the NLT plans to build a trail system within this open space to allow residents to enjoy nature and as an educational opportunity to learn more about the importance of meadow land and forested areas to Connecticut's biodiversity.

Norwalk has significant challenges to increase open space to Connecticut's stated goal of 21 percent. In the period of 1985 through 2015, development of our open space increased 4.3 percent, while during that same period our forested areas (including wetlands) decreased by almost 12 percent. There are few seven-acre parcels remaining in Norwalk, and very few that might be close enough to help extend important habitat that is available in this region.

Past Coordination

We have had several successful partnerships with the City of Norwalk in the past, resulting in significant protected acreage. In 2008 your grant helped save 5.5 acres of land commonly known as the White Barn Preserve. Another push to add to that acreage was unsuccessful, and we all mourn the loss of that additional 10 acres, which now holds 15 large homes.

The Open Space Fund was also used in the creation of the Farm Creek Preserve, which combines fee and easement parcels to form a 16-acre site, benefiting Norwalk school children with an annual educational program and Norwalkers with walking trails. A $155,000 grant received in 2011, along with a 10.2-acre easement on the Hart Peninsula granted us by Mayor Moccia on Earth Day 2007, allowed us to fund this $4.3 million property.

Because of the seller's deadline, we request this matter be put on the agenda for your upcoming meeting when we will provide maps and additional information about this property.

Very truly yours,
The Board of Directors
Norwalk Land Trust
PO Box 34
Norwalk, CT 06853

LANDTECH

Civil Engineering · Site Planning
Environmental Science & Engineering
Landscape Architecture · Land Surveying
Permit Coordination & Management
Construction Management & Financing

May 5th, 2023

City of Norwalk
Conservation Commission Chairman Steven Klocke
Conservation Commission Members
125 East Avenue
Norwalk, CT 06851
Via email: acherichetti@norwalkct.org

Subject: Funding for the acquisition of three properties on Stephen Mather Road, Norwalk, CT

Dear Chairman Klocke and Commission Members:

I write this letter in support of the Norwalk Land Trust's consideration of the purchase of three properties along Stephen Mather Road, Norwalk, CT. Said properties consist of the following:

- 12 Stephen Mather Road (5-60-25-0)
- 14 Stephen Mather Road (5-60-26-0), and
- 16 Stephen Mather Road (5-60-24-0).

LANDTECH conducted a rapid ecological assessment in February, 2023 to identify existing Biological Indicators of Diversity and Ecosystem Health (BIDEH) on these properties which collectively comprise the site. Data was obtained on the site's habitats, characteristic species of flora and fauna, soils, wetlands, and other contributing attributes. This information was assessed at the following three levels of scale:

1. Landscape level
2. Natural community level, and
3. Species level.

First, on a landscape level, the site was found to have importance as part of a wildlife corridor between land preserved to the west owned by the Darien Land Trust (e.g., the 16-acre Mather Meadows, etc.), and the Five Mile River riparian corridor to the east. The Five Mile River riparian corridor has been developed with nearly contiguous residential development over the years within the city. It is important from a landscape ecology perspective to protect some of the last remaining undeveloped parcels within the drainage basin. It will provide wildlife refugia and protect the water quality of the river.

Secondly, on a community scale, the site contains largely wooded habitats with a well-developed canopy layer comprised of mostly native forest trees. Gaps in the canopy have allowed for the formation of a dense shrub layer. Although the shrub layer is dominated mostly by non-native invasive shrub species, it does provide important wildlife cover for small mammals and nesting songbirds. Some native shrubs are still interspersed throughout the forest community, and would benefit from the control and removal of the non-native species. A palustrine wetland system supported by groundwater discharge seeps emanate from the hillside of the site and flow southeasterly adding cool, clear, presumably high-quality water contributions to the Five Mile River downgradient and off-site. These wetlands, and their supporting upland buffers offer a number of beneficial functions and values to humans and wildlife within the area including but not necessarily limited to groundwater discharge, nutrient retention, soil and sediment stabilization, flood flow alteration, wildlife habitat, aesthetic value, etc. The acquisition of these parcels as open space by the Norwalk Land Trust would provide additional value as a site for passive recreation, and the ecological value of the site's habitat would increase under the Land Trust's purview via various management measures.

Lastly, on a species scale, a number of species identified in the CT Wildlife Action Plan as Greatest Conservation Need (GCN) were either observed on, or are expected to occur on the site. With the stewardship offered by the Norwalk Land Trust, the site's flora and fauna would further benefit from the Land Trust's demonstrated habitat management measures.

I urge you to favorably consider the proposed acquisition of these properties by the Norwalk Land Trust for the reasons mentioned herein and assist them in this endeavor by providing the Land Trust with City Open Space funding.

I hope you find this information helpful. Should you have any additional questions regarding the information provided herein, please don't hesitate to contact me at 203.454.2110 ext. 190 or via email at Azemba@landtechconsult.com.

Very truly yours,

LANDTECH

Anthony J. Zemba

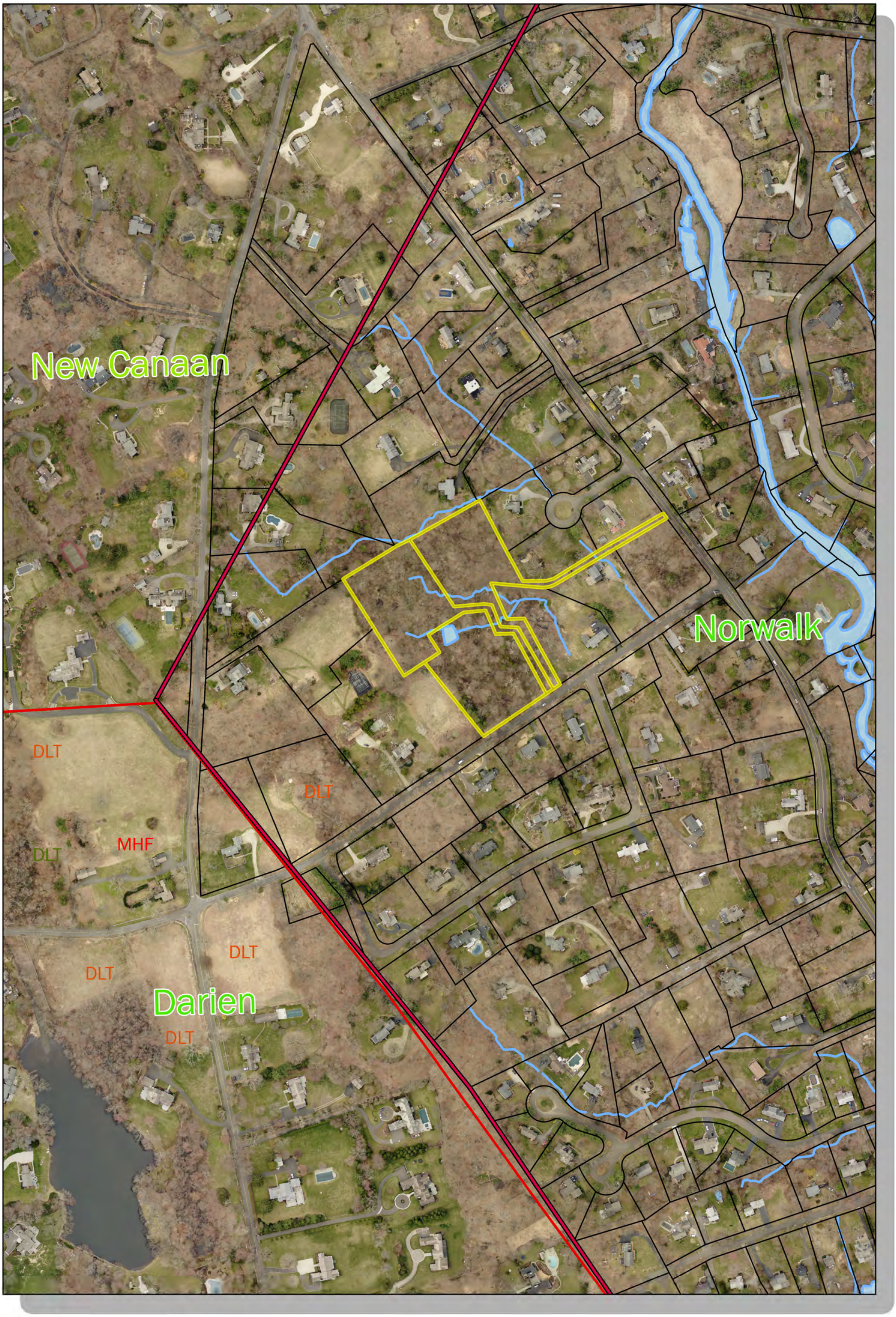
Anthony Zemba,

Certified Ecologist / Soil Scientist

0 25 50 100 150 200
Feet

1 inch equals 100 feet

NORWALK
The Sound of Connecticut



N
W E
S

1 inch equals 300 feet

LEGEND

Subject Properties to be Acquired by NLT

Town Boundaries

2019 Aerial Photograph

NORWALK PLANNING & ZONING COMMISSION
125 East Avenue
Norwalk, Connecticut

MEMORANDUM June 22, 2023

TO: Alexis Cherichetti, Senior Environmental Officer/Asst. Director of Planning & Zoning

FROM: Bryan Baker, Principal Planner

SUBJECT: #2023-37 8-24 Referral – Norwalk Land Trust – Purchase of 12, 14 and 16 Stephen Mather Road

Ms. Cherichetti,

At their June 21, 2023, special meeting, the Norwalk Planning & Zoning Commission made the following decision regarding #2023-37 8-24 Referral – Norwalk Land Trust – Purchase of 12, 14 and 16 Stephen Mather Road:

THEREFORE, BE IT RESOLVED by the Norwalk Planning & Zoning Commission that application #2023-37 8-24 Referral – Norwalk Land Trust – Purchase of 12, 14 and 16 Stephen Mather Road be **APPROVED**.

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

1. Per the goal to, "Protect and manage Norwalk's sensitive environmental resources and its inland and coastal waters to enhance water quality, wildlife habitat, biodiversity, public health, and enrichment of community character," utilizing the policy to, "Use city decision making to enhance environmental protection," through the action to, "Continue working with the Norwalk Land Trust and other nonprofits to protect wetlands, coastal resources and other environmentally sensitive resources." (Chapter 8: Sustainability & the Norwalk Environment); and
2. Per the goal that, "Norwalk's recreation system and programs serve residents throughout the city while protecting and managing natural resources." (Chapter 7: Enhancing Open Space, Park, Train & Recreation Systems).

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

Sincerely,

Bryan Baker

Bryan Baker
Principal Planner
City of Norwalk
203-854-7705
bbaker@norwalkct.gov

Memorandum

From: **Darin L. Callahan**

To: **Harry W. Rilling, Mayor**
Greg Burnett, Council President and Finance Committee Chair
Barbara Smyth, Land Use & Building Management Chair
Louis Schulman, Planning & Zoning Commission Chair

Cc: **Tom Livingston, Chief of Staff**
Jessica Vonashek, Chief of Economic and Community Development
Henry Dachowitz, Chief Financial Office
Alan Lo, Building and Facilities Manager
Steve Kleppin, Director of Planning and Zoning
Mario Coppola, Corporation Counsel
Chitsamay Lam, Comptroller

Date: **June 2, 2023**

Re: **Acquisition of 3 Belden Avenue, Norwalk**

- -

As you know, in order to move forward with the expansion of the Norwalk Public Library at 1 Belden Avenue, Norwalk, Connecticut (the "Library") it is necessary to acquire additional abutting land. The City has an opportunity to purchase .53± acres of abutting property located at 3 Belden Avenue (the "Property") currently owned by the First Taxing District ("FTD"). (See Schedule A, attached.) The FTD has confirmed that it is willing to sell the Property to the City for $1,400,000.00 (the "Offer Price"). It is the opinion of the Law Department that the Offer Price represents fair market value for the Property and a very unique opportunity to acquire abutting property at a reasonable price to further the Library expansion plans.

Based on the foregoing, it is the recommendation of the Law Department to consider approving the acquisition of the Property and appropriation of the necessary funding for the same during your respective Regular June Committee / Commission meeting schedule as follows:

06/07/2023: Land Use & Building Management Committee:

1.a. **AUTHORIZATION**: 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: [<<*Pending Assignment and Approval of an Account Number by the Finance Department at its June 8, 2023 Finance & Claim Committee Meeting*>>] re: Acquisition of 3 Belden Avenue, Norwalk, CT.

1.b. **REFERRAL**: Conn. Gen. Stat. § 8-24 Referral for a Municipal Planning Commission Report on the City's proposed acquisition of 3 Belden Avenue, Norwalk, Connecticut.

__06/08/2023__: __Finance & Claims Committee__:

1. **RESOLUTION**: Requesting for Building Management Department project in the amount of $1,420,000.00 from the ARPA (American Rescue Plan Act) fund. Account: [<<*Referral for Assignment of Account Number by Finance Department*>>] re: Acquisition of 3 Belden Avenue, Norwalk, CT.

__06/21/2023__: __Planning & Zoning Commission__:

1. **REFERRAL**: Conn. Gen. Stat. § 8-24 Referral for a Municipal Planning Commission Report on the City's proposed acquisition of 3 Belden Avenue, Norwalk, Connecticut.

__06/27/2023__: __Common Council__:

1.a. **AUTHORIZATION**: 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: [<<*Insert Account Number Assigned by Finance Department following Finance Committee Approval*>>] re: Acquisition of 3 Belden Avenue, Norwalk, CT.

1.b. **RESOLUTION**: Requesting for Building Management Department project in the amount of $1,420,000 from the ARPA (American Rescue Plan Act) fund. Account: [<<*Insert Account Number Assigned by Finance Department following Finance Committee Approval* >>] Acquisition of 3 Belden Avenue, Norwalk, CT.

Schedule A


1-36-28-0
1-35-27-0
1-36-30-0
Belden Ave
1-35-21-0
1-35-22-0
1-36-47-0
1-36-48-0
1-35-4-0
1-35-1-0
1-35-29-0
Wall Street
Mott Ave

GRANT ASSIGNMENT CERTIFICATION

SFY 2024 (JULY 1, 2023 THRU JUNE 30, 2024)		
Name of Municipality	*City of Norwalk*	
Name of Coordinating Entity	*Norwalk Transit District*	
Please check the box (to the right) acknowledging the municipality (named above) is participating in a consolidated grant application under the State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program (MGP). The municipality hereby assigns its grant apportionment from the State program to the above listed entity who will coordinate the operation of transportation services.		☒

You may digitally enter your signature on the following line (please submit in WORD) or

DIGITAL SIGNATURE

X ______________________

You may enter your name, title, and date below then printout and sign (please submit in pdf):

Click here to enter text.
Name

X ______________________
Signature

Chitsamay Lam, Comptroller

Title (i.e., Chief Fiscal Officer)

Click or tap to enter a date.
Date

ADDITIONAL COMMENTS
Click here to enter text.

GRANT ASSIGNMENT CERTIFICATION

SFY 2024 (JULY 1, 2023 THRU JUNE 30, 2024)		
Name of Municipality	*City of Norwalk*	
Name of Coordinating Entity	*Norwalk Transit District*	
Please check the box (to the right) acknowledging the municipality (named above) is participating in a consolidated grant application under the State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program (MGP). The municipality hereby assigns its grant apportionment from the State program to the above listed entity who will coordinate the operation of transportation services.		☒

You may digitally enter your signature on the following line (please submit in WORD) or

DIGITAL SIGNATURE

X

You may enter your name, title, and date below then printout and sign (please submit in pdf):

Click here to enter text.
Name

X
Signature

Harry W. Rilling, Mayor

Title (i.e., Chief Fiscal Officer)

Click or tap to enter a date.
Date

ADDITIONAL COMMENTS
Click here to enter text.

City of Norwalk

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20241 FY2024 CITY OPERATING BUDGET FOR PERIOD 99

ACCOUNTS FOR: GENERAL FUND			2022 ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2024 requested	2024 Recommend	2024 Tentative Approve	COMMENT
070	GRANTS								
017002	TRANSIT DISTRICT								
017002	5B0620	GRANTS	629,414.00	660,885.00	660,885.00	660,885.00	660,885.00	660,885.00	________
	TOTAL TRANSIT DISTRICT		629,414.00	660,885.00	660,885.00	660,885.00	660,885.00	660,885.00	________
		GRAND TOTAL	629,414.00	660,885.00	660,885.00	660,885.00	660,885.00	660,885.00	________

** END OF REPORT - Generated by Agnes Cawai **

VII.D

Contract Staff Summary

Department/Staff Contact	Community Services Department/Lamond Daniels
Common Council Committee	Community Services Committee
Date Approved by Committee	June 15, 2023
Purpose/Scope	Enrichment Summer Camp Programs for Public School children
Vendor (Indicate if new or existing vendor)	The Carver, Inc. (existing)
Term of Contract	June 30, 2023 July 1, 2024
Method of Procurement (Indicate if sole source)	
Cost of Contract	$196,000.00 (June 30, 2023 $46,000) (July 1, 2024 $150,000)
Funding Source/Account Number	Account # 012010-5A0620
Additional Information/Other Details	

Contract Staff Summary

Department/Staff Contact	Community Services Department/ Lamond Daniels
Common Council Committee	Community Services Committee
Date Approved by Committee	June 15, 2023
Purpose/Scope	Children's Connection Dr. Robert E. Appleby School Based Health Centers
Vendor (Indicate if new or existing vendor)	Human Services Council (existing)
Term of Contract	June 2023
Method of Procurement (Indicate if sole source)	
Cost of Contract	Total $ 40,000 (Children's Connection $16,310) (Dr. Robert E. Appleby School Based Health Centers $23,690)
Funding Source/Account Number	Account #012010-5A0620
Additional Information/Other Details	

CITY OF NORWALK
Lamond Daniels, LCSW, MPA
Chief of Community Services
ldaniels@norwalkct.org

norwalkct.org
P: 203-854-7718 /C: 475-459-8532

Norwalk City Hall
125 East Avenue, Room #202
Norwalk, CT 06856-5125

To: Members of the Common Council Community Services Committee
From: Lamond Daniels, LCSW, MPA, Chief of Community Services
Re: Grant authorization from the previous program commonly referred to as "Grants to Outside Agencies.
Date: June 13, 2023

BACKGROUND:

For many years, the City of Norwalk has provided financial resources to support nonprofit organizations that address the needs of City residents. The finance department led an ad hoc committee called "Grants to Outside Agencies" made up of the Chair of BET and community members to administer this program. In Fiscal Year 22, the City planned to move the funding to Community Services. However, due to the challenges faced by many of the non-profits, the transition was delayed, and the funding continued under the previous structure.

Since then, the Community Services Department has been allocated the funding and transitioned the program into a competitive RFP process to make strategic grants to non-profit organizations that provide direct services to Norwalk residents. The program aims to address issues of the greatest need.

The following objectives guide the program's framework for accountability:
1. Establish an effective system for holding service providers accountable by developing performance measures and demonstrating quality in programs.
2. Increase collaborations and monitor unnecessary and ineffective duplication of services to avoid supporting organizations in a vacuum.
3. Leverage dollars for greater impact through strategic collaboration to maximize tax dollars, resources, scope, and impact.

REQUEST:

Under the old process, two organizations have requested continued support for the last fiscal year as the program is officially sunsetting. Other organizations that received funding were informed and acknowledged the change. Starting on July 1, 2023, the Community Services

Department will launch the Community Impact Grant Program. Human Services is requesting is $40,000 and Carver Center is requesting $150,000.

RECOMMENDATION:

After a productive meeting with the organization, the community services department would like to respectfully propose returning to the previous method for distributing the designated funds that will conclude the program. It is important to note that we will no longer be providing funds to external entities. Instead, organizations will be expected to participate in a competitive RFP process.

WE REQUEST THE FOLLOWING AUTHORIZATIONS:

1. **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 amount of $40,000.00 Account # 012010-5A0620.**

   Program Description:

   The Dr. Robert E. Appleby School Based Health Centers (SBHCs) Our SBHCs are currently the only, official School Based Health Centers in Norwalk Public Schools and the only provider of medical services in the schools. We provide a model of service delivery that ensures comprehensive care to children and adolescents in the Norwalk, CT schools – helping improve the overall physical and emotional health of students in order to maximize their educational experiences and potential. This model has a tremendous impact on eliminating the barriers to accessing healthcare. The necessity of the SBHCs is evident as we continue to serve an ever-increasing number of uninsured and underinsured youth, including undocumented families living in poverty. Oftentimes, SBHCs are the only place many of Norwalk's children receive healthcare. This is due in large part to their families' lack of health insurance, high co-pays, or their undocumented status. The school-based health centers reduce healthcare inequities, improve health outcomes for underserved youth, attract harder to-reach populations, and do a better job at getting patients crucial services such as behavioral healthcare and high-risk behavior screenings.

   The SBHCs' unique combination of medical care and counseling, coupled with a strong health education component, reinforces healthy lifestyles, and promotes the prevention and early intervention of serious problems.

   A continuing internal challenge facing the SBHCs is limited funding for mental health service provision, private insurance will not reimburse for much of support provided through HSC's mental health outreach at the middle school sites is covered through generosity of private donor agencies. Over the past several years we have been successful in keeping these outreach programs available to those in need, despite the ever-shrinking pool of funding resources. The SBHC model has a tremendous impact on eliminating the barriers to accessing healthcare. 30% of the students enrolled with the SBHCs do not have commercial or private insurance coverage, and all of our services are provided at no out-of-pocket costs to these families. Population Served: HSC provides services to over 8,000 children and adolescents each year. The majority of our services are directed at the City of Norwalk. 60% of the students in the Norwalk Public Schools are minorities (Hispanic and Black).

Children's Connection – Provides quality, caring services to more than 3,000 abused and neglected children in the greater Norwalk community every year since 1974; the Children's Connection provides a single site multi-disciplinary team approach which supports children and families who are in crisis, through all phases of the investigative process and increases awareness in the community regarding child abuse and neglect, through education and training.

Children's Connection brings investigative partners together & coordinates joint investigations to:

- -Reduce trauma to the victims through the elimination of repeated interviews
- -Cut costs of investigations with less duplication of efforts
- -Reduce vicarious fatigue and burn out for first responders by providing support and
- training and by working together to share the workload.
- -Hold more offenders accountable through successful prosecution with cases that are
- conducted properly from the beginning of the case.
- Through our Stop Child Abuse and Neglect (SCAN) Educational

2. **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 July 1, 2023 to June 30, 2024 in the amount of $150,000.00 Account # 012010-5A0620**

Program Description:
Summer Transition Program for Rising 9th Graders at Brien McMahon and Norwalk High Schools
The summer transition program is designed to help incoming 9th-grade students transition into Norwalk's two high schools. Programming includes individualized instruction, parental involvement, small group learning experiences, diverse enrichment activities, free transportation, and full-day activities benefiting working families. Students learn the basics of navigating their respective new schools. The incoming 9th-graders learn how to read a transcript, understand graduation requirements, earn credits in courses, and look ahead to potential career options. Students use Naviance/Family Connection to develop an individualized Student Success Plan.
In the latest available research for this program, in every case, students that were in a lower achievement in Spring (before summer) grew faster when we include the summer impact, compared to the prior academic year alone. Specifically, strong improvement in Math was seen, with 24% more students meeting growth goals (NWEA MAP results). In these high school summer transition programs, High Needs students showed consistent improvement in Math, with Free/Reduced (5% more), ELL (33% more), and SPED (27% more) students meeting growth goals at a faster rate when we include summer (NWEA MAP results). National research shows that students who connect learning to purpose improve their grades (particularly the low performers), attend and finish college at greater rates, and spend twice as much time on academic tasks because they looked forward to a future payoff.

This five-week summer program, Monday through Friday, 9:00 am to 4:00 pm, includes lunch and periodic field trips. Programming Includes:
Science | Journalism | Creativity | High School 101 | Math for YOU | Digital Tools for School | History | S.W.A.G. Skills (STUDY, WORK, ACHIEVE, GRADUATE). Featuring the essential learning strategies for becoming a better student, this course helps students learn how to prepare for class, develop textbook reading strategies, use effective notetaking techniques, strengthen their test-taking skills, and carry their skills forward | Whole Group Assembly – Each day ends with all the students and teachers participating in a large group meeting with guest speakers from inside and outside the school community. On Fridays, student's effort is celebrated with shout-outs and prizes | On Track Coordinators – Teacher's check-in with students on their transition to high school. They will address some of the social and emotional challenges that adolescents of this age face and develop strategies for students to best manage them.

Contract Staff Summary

Department/Staff Contact	Community Services Department/ David Walenczyk
Common Council Committee	Community Services Committee
Date Approved by Committee	June 15, 2023
Purpose/Scope	To support the Youth Services, Juvenile Review Board program
Vendor (Indicate if new or existing vendor)	DCF grant (existing)
Term of Contract	July 1, 2023 to June 30, 2024
Method of Procurement (Indicate if sole source)	
Cost of Contract	estimated at $35K
Funding Source/Account Number	
Additional Information/Other Details	

THIS DOCUMENT IS DUE NO LATER THAN MAY 31, 2023.

Name of JRB: NORWALK

Address of JRB: 125 EAST AVE., P.O. Box 5125, NORWALK, CT 06856-5125

Name of Fiduciary Agency: CITY OF NORWALK

Address of Fiduciary (if different than JRB address):

Name AND Title of JRB Administrator: DAVID WALENCZYK, DIRECTOR OF NORWALK YOUTH SERVICES

EMAIL address AND Phone number of JRB Administrator: dwalenczyk@norwalkct.gov 203-854-7782

List all towns served by your JRB: NORWALK AND WESTON

Current Population of the town(s) your JRB serves (or most recent census info):

DCF Region: _101,538_Region 1 ____Region 2 ____Region 3 ____Region 4 ___Region 6

II. JRB SPECIFIC INFORMATION:

1. Please list the number of cases seen each year listed below (leave blank if your JRB was not active in that year).

2018-19: 130 2019-20: 147 2020-21: 107 2021-22: 185 2022-23: 140

2. What is the average number of case management hours used for JRB administration and case management on a WEEKLY basis (HISTORICALLY)? Please select from below:

__ 1-5 hours __6-10 hours __11-15 hours __16-20 hours __21-35 hours _X_35+ hours

a. Has the number of hours gone back up since the pandemic? _____Yes ____No

b. Did you add any JRB staff since the pandemic? __X___Yes ____ No

c. Do you utilize interns for your JRB? _X___Yes ____No;

If yes, what is their role? (please explain): case management and liaising with collateral staff such as school personnel.

3. What types of referrals does your JRB accept? (check all that apply)

_X__Criminal referrals from Police (with arrest) _X_Criminal referrals directly sent from Juvenile Court

_X__ "FWSN" behavior referrals from police (runaway/beyond control, etc.) _X__ "FWSN" behavior Referrals from parents (runaway/beyond control, etc.) _X__Truancy/Defiance referrals from schools

_X__ Non-Arrest referrals from Police _X__Other School Referrals __ Other (please define):

a. Has the type of referral accepted changed in the last 2-3 years? ____ Yes _X__No
b. If so, what kinds of additional/new cases are you accepting?

4. Does your JRB currently accept Truancy/Defiance of School Rules cases? _X___Yes ____No

a. If yes, do they come through your YSB first? __X__Yes ____ No

b. If you do not accept Truancy cases, do you have a separate FWSN/Truancy Board that sees those cases? ___Yes ___No

c. If no, do you have plans to begin accepting Truancy referrals or creating a separate Board? ___Yes ___No

5. If you do see Truancy cases, have you seen increases in truancy cases in the last 2-3 years?

_X__Yes ___No

a. If yes, has this put an additional burden on staffing/resources for your JRB? _X__Yes ___ No

6. Does your JRB accept community "FWSN" behavior cases from the YSB (Beyond Control, Runaway, Indecent/Immoral Conduct)? _X__ Yes ___ No

7. Do you accept 2nd time offenders? _X__ Yes ___ No

a. If yes, is it only on a case by case basis? _X__Yes __No (meaning all 2nd time offenders are accepted)

8. Have you received an increase in referrals from Juvenile Court through Risk Based Case Handling?

_X__Yes ___No

9. How many cases referred from Juvenile Court did you receive between July 1 and Dec 31 of 2022? _5__
And how many cases referred from Juvenile Court did you receive between Jan 1, 2023 and June 30, 2023? _5__

10. Were you able to accept all of the cases that were referred from Juvenile Court through Risk Based Case Handling? _X__Yes ___No; If no, why did you not accept those cases (please explain):

11. Are you currently utilizing the OHIO Scales Screening tool for all your JRB clients? ___ Yes _X__ No (And if NO, then please explain why) We are awaiting staff training which is scheduled for 5/16/23; thereafter the Ohio Scales will be implemented.

12. Are you utilizing the data from the OHIO Scales for case planning/contract requirements?

___ Yes _X__ No

13. Are you conducting a case closing hearing (either with the full board or with the case manager at minimum)?

_X__Yes ___No

a. If No, how do you close a case? PLEASE EXPLAIN/DESCRIBE:
b. If yes, is it with the entire board? And do you have them do the Ohio Scales again?
Sometimes it involves the entire board, but most often it is with the case manager. Once we begin to utilize the Ohio scales it will be conducted at closing as well.

14. Has the JRB Administrator and/or Case Manager completed training on Restorative Practices?

_X__ Yes ___ No

a. **If no, are the Administrator and/or Case manager planning on completing training in RP?**
___ Yes ___ No

15. Have members of your Board completed training on Restorative Practices? _X__ Yes ___ No

a. If yes, what percentage of your Board has completed RP training? _100%___

16. Have members of your Board completed training in Trauma Informed Practices?

a. If yes, what percentage of your Board has completed this training? _X 75% Yes ____ No

b. If no, are you interested in having your Board members trained in Trauma Informed Practices?
____ Yes ____ No

17. Did you spend down your full award this past year (or plan to fully spend down) (2022-23)?

__X___ Yes _____ No (and if NO, then please explain why)

III. NARRATIVE QUESTIONS: (please FULLY answer each question below)

1. Please describe the types of services you plan on making referrals to for your JRB clients using the DCF JRB funding. The DCF JRB funding will be used to fund specialized mentorship slots for select JRB clients. The provider / subcontractor for this activity will be: Elm Village's Critical Messenger program based in New Haven, CT. This is a program that utilizes individuals with lived experience relative to many of the youth likely to be connected with this program. Yahkeem Howard is the principal with this organization. Juvenile Probation also contracts with this provider and recommends their program. Some monies will also be allocated for flex-spending for identified JRB clients. Examples might be a JRB client who was recommended to, and wanted to attend, the DCF Wilderness School but lack supplies, i.e., boots, necessary to attend the program and the family lacked resources to provide these. Other uses may be for equipment or registration fees for programs deemed appropriate for a JRB involved youth who lacks the resources to cover these costs i.e., a sports program or tutoring.

2. Please describe what services exist that would be appropriate for referral that you are *unable to refer to or have difficulty using as a referral*. *Please list the primary reason(s) you are unable to/find it difficult to refer cases to these services (i.e., cost of program, lack of transportation/difficult location, other restrictions, not eligible, etc.). Mentoring programs in general are difficult to find and utilize due to limited capacity, especially for males, and black or Latino males. Although we are using our funds for mentoring the capacity in general for mentors is limited. The ability to pay mentors vs. most mentoring programs utilizing volunteers would create an opportunity to broaden this pool.

3. Please describe your use of the Restorative Justice foundation in your process: We are ensuring the victims have a voice in the process. We are utilizing mediation services for all appropriate cases. We are implementing wrap-around services to ensure all needs are addressed in the domains of home, school, and community. We are building on the strengths of the youth. We are addressing the needs of the family, not just the referred youth.

4. What did you learn in the past two years in terms of your needs, gaps in services, case management needs, etc.? As our JRB is very mindful of Restorative Practices we believe a need exists to develop an additional service within our program to focus on the needs of the victims and their families more fully.

5. What kind of technical assistance would be helpful for your JRB? Ohio Scales training which is currently scheduled for 5/16/2023.

6. Are you receiving FWSN behaviors for your JRB? If yes, do they go through the YSB first? FWSN referrals and truancy referrals are received by our JRB and are generally referred to Care Coordination services within our YSB.

7. Do you need support in better working with your school district(s) regarding Truancy cases? Our JRB readily collaborates with the school system to address truancy concerns. We have an excellent working relationship and collaboration between our YSB, JRB, and local school system.

8. Has your JRB "bounced back" since the pandemic? Are you seeing more cases? Did anything change in your process as a result of the pandemic? Our JRB has returned to pre-pandemic volume and most notably we're seeing a marked increase in the number of referrals due to assaults and arrests involving female youth.

9. Would you be willing to take cases from neighboring communities without a JRB? If yes, would you require a formal contract or MOU? We already have contracts for JRB services from two nearby communities. Westport and Weston. Westport's contract is per referral and the last several years they have not made referrals. Weston's contract is for a fixed price, set number of referrals, and they are actively using our JRB.

IV. <u>FUNDING</u>:

1. Explain, in detail, how you will use funding to enhance and support your JRB for the 2022-23 year. <u>Please also describe how this is the same or different than what you used the funds for last year</u>. Because funding was received very late in the fiscal year our intent is to continue our pilot relationship with the Critical Messenger mentoring program and then more fully assess its value for our JRB participants. We have also intended to set aside a small amount of funds to support programmatic needs of JRB involved youth as described in section III, question 1. This is more or less how we used funds for this fiscal year, but this may be adjusted in future years based on funding levels and evaluation.

V. BUDGET:

Total amount REQUESTED: $35,000

(Subject to change/approval based on total amount of total funding available)

Breakdown of Funds:

1. **Total Amount for Case Management hours: $**
2. **Total Amount for Pro Social activities: $ 4,060**
3. **Total amount for Direct Services $ 30,940**

(*Total for Direct Services should equal the total amount of the 4 areas below*)

-Transportation total: $

-Youth Employment Services: $

-Treatment Services: $

-Tutoring: $30,940 (Critical Messenger, specialized mentoring)

***If there are other ways you would like to use the funding that do not fit into the above DCF specified Direct Service categories, please list the type of activity and amount requested (subject to approval):**

VI. BUDGET NARRATIVE:

Explain, IN DETAIL, how the budget amounts were developed and how the funds will be spent. Be specific.

1. Case Management: (# of hours per week, hourly rate, number of weeks, etc. plus any benefits)

2. Pro Social activities (including memberships, clubs, leagues, PYD activities, etc.). Please break down by cost per youth or per service:

$ 4,060.00* estimate for flex funding to be used directly to support JRB youth for programmatic services and needs for which they and their families lack the resources to support. These may be program fees, equipment, transportation, etc.

***$295 Sports activity enrollment fee (Hoop Haven) x 8 = $2,360**
***$115 equipment fees shoes / other gear x 12 = $1,610**
***$ 10 food / snacks x 9 = $90**

3. Direct Services: (provide detail/breakdowns for each of the Direct Service categories listed above in the Budget)

Transportation:

Youth Employment Services:

Treatment Services:

Tutoring: Critical Messenger mentoring program budget:

$ 85.00 per hour inclusive of all program related costs.
$ 340.00 per week based on avg. 4 hours of mentoring per week per youth.
$ 8,840.00 per mentoring period of avg. 26 weeks.
$30,940.00 total cost of estimated 3 to 4 youth to participate in program during grant period. *

***This is a new pilot program / service we would be using within our JRB and if it is successful, we hope to augment it with other to be identified funds.**

Other (if appropriate and subject to approval):

(CONTINUE TO CONTRACT PAGE BEOW)

(PLEASE CAREFULLY AND FULLY READ THE SUBCONTRACT TERMS OF AGREEMENT PRIOR TO SIGNING)

SUBCONTRACT TERMS OF AGREEMENT/SCOPE OF SERVICES

The __*NORWALK JRB*__________________agrees to the following terms and conditions presented below and agrees to comply with all requirements of this funding. Failure to comply may result in the termination of the contract, return of any unspent funds previously distributed, and loss of future funding. This document will become effective and enforceable upon the successful completion and acceptance of the enclosed application. The amount of the grant will be determined through review of the application and may be different than the amount requested in your application.

SCOPE OF SERVICES:

- **Agree to serve a target population of children and youth, ages 10-17 from the town(s) your JRB serves. Target population can include pre-arrest cases, cases from Juvenile Court Diversion, those who have been arrested, and any other youth appropriate for diversion.**
- **Operate your JRB based on a service delivery model that is community based.**
- **Demonstrate meeting on a regular basis and servicing youth**
- **Require that the youth and family acknowledge responsibility.**
- **Require that the youth/parent enter into a contract with the JRB to make reparations for their referred behavior.**
- **Operate using a Restorative Justice model/mindset in the JRB process and utilize its principles for the provision of services.**
- **Make recommendations for the youth, if necessary and appropriate, that may include but are not limited to: positive youth development activities, mental health, or substance abuse assessment and/or treatment, restitution, apology letter, mediation, restoration/repair of harm caused, appropriate community service related to the incident.**
- **JRB will help the youth develop competencies in the areas of education, social skills, problem solving, employment/vocational opportunities, and life skills.**
- **Minimum of 50% of all JRB Board members have completed training in Restorative Justice.**
- **JRB will adopt and adhere to the JRB Protocols and Procedures Guide to the best of their ability and agree to utilize the new standards when they are released.**
- **Ensure that contract completion will be monitored by the JRB case manager and/or Board members.**
- **All cases must have a case closing panel meeting or at minimum a meeting with the case manager to officially close the case (when successful).**
- **Utilize the post completion survey from CYSA for parents and youth on satisfaction with the process.**
- **JRB will have police departments refer cases to the JRB and will accept cases referred from Juvenile Court unless they are unable to accommodate an individual case.**
- **JRB will encourage middle and high schools to refer appropriate/arrestable cases (if capacity at the JRB exists to accommodate this).**
- **JRB will use the funds to expand case management services to increase capacity and/or enhance current services.**
- **JRB will coordinate interventions with other service providers whenever possible to minimize costs and to make sure services are not already available "in kind" or "at no cost".**

FUNDING MAY BE USED FOR:

- **Case management hours for the JRB to increase referral capacity and success rates by providing a qualified Case Manager to the JRB for an agreed amount of time or to increase hours devoted to JRB duties by an existing JRB Case Manager.**
- **Memberships or scholarships for Pro Social activities that foster positive development such as youth development programs, clubs, leagues, gyms, etc. These should be organized to provide structure and opportunity for social skills building and for sustained benefit.**
- **Direct Service Funding in the following categories:**
    - ***Transportation:* for youth and family to participate in the JRB or Board recommended activities and services.**
    - ***Youth Employment Services:* stipends or funded worksite, or other subsidized employment opportunities not otherwise available in the community. Existing, federally or locally funded programs should be exhausted first.**
    - ***Treatment Services:* may include evaluation, counseling services, mentoring and mediation services not otherwise available in the community.**
    - ***Tutoring***

DATA REQUIREMENTS:

- **JRB will collect and report on required data as required by DCF in a format provided by CYSA. Data collection may include, but will not be limited to the following:**
    - **Fiscal accounting for support and enhancements**
    - **Educational data for youth receiving supports or enhancements including attendance, grades, etc. (for the time period that youth have an open case) when appropriate.**
    - **Client outcomes such as recidivism, attendance, academic success (for the time period that youth have an open case)**
    - **Demographic information**
    - **Other required data to be determined by DCF or CYSA**
    - **Performance measures for the above-mentioned data points may include:**
        - **Percentage of youth who had no further involvement with the Juvenile Justice System (during the time period youth had an open JRB case)**
        - **Percentage of youth who had an increase in school attendance (during the time period youth had an open JRB case)**
        - **Percentage of youth who had a reduction in school suspensions or negative behavior in school (during the time period youth had an open JRB case)**
        - **Percentage of caretakers reporting improved functioning of the youth (during the time period youth had an open JRB case)**
        - **Percentage of youth and parents reporting positive outcomes from the JRB process through the use of the JRB survey**

OTHER REQUIREMENTS:

- **All JRB cases must remain open for a MINIMUM of 6 months in order to more appropriately measure success.**
- **Parent and youth must sign a contract requiring them to be present at a case closing meeting (unless there are special circumstances) and to complete all necessary paperwork before the case is officially closed.**
- **JRB must conduct a "case closing" meeting with youth and parent/guardian in attendance (case manager can conduct the case closing if full board cannot meet).**
- **Parent and youth must be "strongly encouraged" to complete the provided exit surveys at case closing as a part of the case completion requirements.**

By signing this document, I, _David Walenczyk, (Director of Norwalk Youth Services), certify that I have read, understand and agree with all of the requirements of this contract. I also certify that I am authorized to sign this contract on behalf of the _*NORWALK* _*JRB*.

***Applicant agency signature*:**

David Walenczyk, Director Norwalk Youth Services ____5/22/2023____
Name and Title **Date**

____
Signature

Harry W. Rilling, Mayor, City of Norwalk ________________
Name and Title **Date**

____
Signature

***CYSA signature*:**

_______________________________ ________________
Name and Title **Date**

____
Signature

City of Norwalk Department of Youth Services/ Restorative Justice Program Proposal

Proposal Summary

Elm Village Inc will provide Coaching/Mentoring services to youth under the care of the City of Norwalk Department of Youth Services/ Restorative Justice Program. The purpose of this partnership is to provide youth with personal career coaching to help them define their identity, regain focus, develop healthy habits, and establish obtainable goals. In addition to the personal career coaching, students will have the opportunity to take advantage of our sports, entrepreneurship, and arts coaching programs if it relates to their career goals.

Coaching Services

Personal Career Coaching

The students have the opportunity to learn an important component of career development is following their passion, and doing what they love to do. Eliminating the notion of easy money for minimal work out of the equation is a tenet of our program. By finding out what their passions are we can show the students the steps to reach their goals. Give the students the opportunity to identify personal career and life goals that align those with who they are as individuals. Helping them establish short-term and long-term goals, and helping them understand the differences. We will provide professionals from different career backgrounds to present their careers. For example, police, doctors, entrepreneurs, bankers, artists, and many more.

Sports Coaching

Sports players have to balance their time with family, school, training, traveling, and competing. The lack of guidance in learning effective strategies to manage each can cause imbalance and stress. This course is geared to assist participants with obtaining peak performance and reaching their full potential, through mental and physical sports training. Our coaches will be there to support them through each step of development. Also, challenging student's weaknesses, highlighting strengths, and finding local resources to help elevate their career in sports.

Entrepreneurship Coaching

Our youth entrepreneurship coaching helps students plan, develop, and market their own profitable business. Participants will receive step by step business coaching from multiple successful local business owners. The curriculum is project-based learning, with training to build strong leadership values and skills, strategic business planning/marketing, and identifying strengths/weaknesses. Here we turn youth entrepreneur's ideas into action and reality. The goal is to get young leaders to find their passions and turn them into business initiatives to help reshape their lives and the world around them.

Artist Coaching

Artists are individuals who are in love with making nothing into a masterpiece. We work with artists seeking a career in the music industry, graphic design, painters, and more. Emerging artists benefit from coaching, by developing the necessary skills and knowledge needed to express their creativity and imagination. Our coaches have personal experience, and professional expertise, in working with local artists and celebrities. We measure the success of the artists by monitoring their effectors and evaluating their steps.

Referral Process

Please fill out a youth coaching referral form for each youth that will be participating in our coaching program. After successful submission of the referral form, the youth may begin receiving coaching immediately.

Payment Process

Elm Village Inc will send a monthly invoice for the amount of rendered hours of coaching for each client. The rate for coaching is $85 per hour. For this pilot program we seek to conduct two hours of coaching per client per week. The City of Norwalk restorative justice program will determine the total number of client's referred.

Progress Reports

Progress reports will been sent monthly with the invoices for each client. The reports will include what occurred in each session and the client interaction. Check-in inquiries may be made during the month between Elm City and City of Norwalk restorative justice staff.

Location

Designated space at the Main Norwalk Library on Mott Avenue in Norwalk has been allocated for client meetings but other spaces may be added as necessary.

Contract Staff Summary

Department/Staff Contact	Community Services Department/Lamond Daniels
Common Council Committee	Community Services Committee
Date Approved by Committee	June 15, 2023
Purpose/Scope	
Vendor (Indicate if new or existing vendor)	Mid-Fairfield Child Guidance Center, Inc., (existing)
Term of Contract	July 1, 2023 to June 30, 2024
Method of Procurement (Indicate if sole source)	
Cost of Contract	$399,996
Funding Source/Account Number	Account #012010-5298
Additional Information/Other Details	

CITY OF NORWALK
Norwalk Police Department

To: Councilwoman Jenn McCurrer

From: Chief James Walsh

Re: Liberation program – Action Item for Common Council

Date: June 2nd, 2023

In October 2022 the Norwalk Police Department established its Behavioral Health Unit (BHU) in partnership with the Recovery network. Currently, BHU is staffed with one sworn officer, one full-time clinician, and one part-time clinician. As of July 1, 2023, the part-time clinician will become full-time with newly approved funding. The goals of the BHU are to provide social work resources to the residents of Norwalk by providing social work outreach, and referrals.

In April of 2023, the department was contacted by Liberation Programs with a proposed partnership with their agency as an addition to our current BHU. The program is referred to as the CLEAR (Community and Law Enforcement for Addiction Recovery Participants). This no-cost program to the City of Norwalk will provide a social worker 8-1 2 hours a week to provide outreach to those at risk of overdose, and to reduce overdose occurrences. The Police department will be required to provide a liaison to the Liberation clinical when on outreach calls, and to track and gather data on overdose investigations occurring in the city to provide outreach services.

Liberation programs will provide diversion training to officers and have agreed to compensate for any overtime cost incurred by the City. I have attached the MOU for your review which was also reviewed by Norwalk Corporation Counsel.

DRAFT

Memorandum of Understanding between Liberation Programs Inc. and Norwalk Police Department

The purpose of this Memorandum of Understanding (MOU) is to establish a partnership to address the overdose epidemic in the community. This agreement brings Law Enforcement and Behavioral Health together to a common goal of outreach to those at risk of overdose and to reduce overdose occurrences. The program is referred to as the CLEAR (Community and Law Enforcement for Addiction Recovery Participants) Initiative. In order to provide the best quality program and outcomes, each agency will follow the protocols below.

Liberation Programs Inc. (LPI) will:

- Employ a CLEAR Project Site Lead for the region, to administer the Project's operation. All assignments of outreach events will be approved and directed by the Project Site Lead. This includes the approval and assignment of individuals on the outreach team and any collaborative partners assigned to the response and follow up visits.
- Establish and maintain collaborative relationships with local partners as deemed appropriate.
- Organize regular training opportunities for the outreach team including training in deflection, data entry, and pertinent areas of outreach, case management and recovery support services.
- Employ a Program Manager who will support the outreach team and assist in monitoring Cordata, scheduling co-responses and follow-up visits, in addition to providing logical assistance with community spike alert responses.
- Employ and train outreach staff for overdose response and follow up with each incident within 24-72 hours.
    - When conducting outreach visits, the outreach team will assist individuals in a range of recovery supports, including navigation of availability and access for those who accept treatment referral options, and for those struggling with substance use, a range of recovery support services including harm reduction, access to MAT, IOP, etc.
    - If a visit is with a family member outreach teams will assist family members to locate resources, connect with a clinician if interested, and a Family dedicated resource will offer services.
- Liberation Programs Inc. agrees to compensate Norwalk Police Department at a rate of ($49.38-$61.23) per hour spent on conducting the agreed upon activities; the total funds allotted for each fiscal year, for the activities listed is $15,000, up to $36,500, over the term of the contract, as per the schedule below;
    - Year 1 - May 1st – Sept 31st 2022 (no funds allocated as year is dedicated to planning and implementation)

- Year 2 - Oct 1st – Sept 30th 23 (up to $15,000 allocated towards Norwalk PD overtime, as required)
- Year 3 - Oct 1st – Sept 30th 24 (up to $15,000 allocated towards Norwalk PD overtime, as required)
- Year 4 – Oct 1st – March 30th 25 (up to $6,500.00 allocated towards Norwalk PD overtime, as required)

Additional funds may become available throughout the contract term for additional training opportunities and may be negotiated as necessary.

The Norwalk Police Department will:

- Provide team members to respond to overdoses on designated days of each week providing adequate staffing is available.
- Respond to overdose calls with a minimum of two team members.
- Enter data into a secured database within the shift of the incident into a database provided by Liberation Programs Inc. or it's subcontractor.
- Identify and send officers to necessary training including the 16-hour Deflection Academy. Participate in training by Department Leadership and Officers in Deflection techniques throughout the program.
- Allow team members to utilize their discretion regarding on scene arrest. Assure that team members abide by CT state laws pertaining to persons with arrest warrants and persons in violation of protection, and restraining orders. To assure that team members conduct outreach interactions without causing fear of arrest to those in need.
- Understand that Norwalk Police Officers are mandated reporters and must report any findings of wrong doings, issues impairing the morals of children, and situations where a child is in danger to the Department of Children and Families.
- Participate in an initial two-hour PMAT (Project Management Adherence Tool) and a two-hour summary PMAT to assess the needs of the service area. Conduct PMAT surveys yearly during award term.
- Assign Data Designees to enter and maintain the IPIS database reporting system.
- Recognize the program methodology for Outreach and Harm Reduction.
- Maintain procedures for the Norwalk project commander or team leader with a goal to contact outreach response team members to conduct an initial contact with overdose survivors within 36-72 hours of an overdose.
- Meet with Liberation responders at a designated location where a briefing will be conducted. In the briefing Norwalk Police Team members will provide Liberation responders with a response risk assessment outlining the person in need of resources to include, arrest history, residence, photo (if possible) and any and all relevant information that will assure safety to all responders. The Norwalk Police response team will be in plan clothing, and will wear a body camera.
- Maintain a complete outline of every response by a team member. The outline will consist of the risk assessment, team members who responded, initial findings, treatment plan, and suggestions.

DRAFT

Hold Harmless, indemnification and Insurance. Parties will to the extent permitted by law, indemnify, defend, and hold harmless one another including their respective board of trustees or directors, officers, agents, and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages, injuries, and liabilities arising from any accident, death, or injury whatsoever, however, caused to any person or property, because of, arising out of, or related to the active negligence of the other(s). Such indemnity will survive this MOU. Parties will be responsible for their acts and omissions and will be liable for the expense related to that portion of any and all claims, liabilities, injuries, suits, and demands and expenses of all kinds resulting or arising out of any alleged malfeasance or neglect caused or alleged to have been caused by said Party, its trustees, directors, officers, employees or agents in the performance or omission of any act or the responsibility of said Party under this MOU. If a claim is made against any Party, the Parties will cooperate with one another in the defense of said claim and to cause their respective insurers to do likewise. Parties will, however, retain the right to take all actions necessary to protect their respective interests.

Each of the POLICE Department and Liberation Programs Inc. shall be solely liable for its handling of HIPAA protected information and will be responsible for any improper handling of such information. The Hold Harmless and Indemnification provisions of this MOU shall apply to any mishandling of HIPAA protected information.

Both parties agree to the responsibilities and procedures stated above. Any changes to this MOU will be made with the approval of both parties. This agreement will be in effect on date signed below until either party provides a 30-day written notice requesting termination.

______________________________	_______________________________
Norwalk Police Department Chief James Walsh	Liberation Programs Inc. John Hamilton, CEO
Dated: ___________________	Dated: _________________________