

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

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: June 11, 2019

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS: Michael J. DePalma, Oak Hills Park Authority
John C. Goodchild, Oak Hills Park Authority
Isaac W. Storandt, Oak Hills Park Authority
Darius L. Williams, Oak Hills Park Authority

REAPPOINTMENTS: Raeann Bromark, Oak Hills Park Authority

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. FINANCE COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: June 13, 2019.
2. For informational purposes only: Narrative on Tax Collections dated June 13, 2019.
3. For informational purposes only: Monthly Tax Collector's Report Dated: May 2019.
4. Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for the supply of personal computers workstations, laptops, ruggedized data terminals, tablets, and obsolete asset disposal, according to City IT department specifications for an amount not to exceed \$195,000.00, account 09201370-5777-C0375 (budgeted IT capital item; no special appropriation required).
5. Authorize the Purchasing Agent to issue purchase orders to Total Communications, State of Connecticut contract 18PSX0202, for the supply and installation of Cisco routers at each fire station for an amount not to exceed \$26,448.76, account 09201370-5777-C0375 (budgeted 2019/2020 IT Capital item; no special appropriation required).
6. a) Authorize the Purchasing Agent to issue purchase orders to Connection Public Sector Solutions for the supply and installation of a Storage Area Network for Norwalk Police per quotation 24814178.03-W1, National Cooperative Purchasing Alliance contract# NCPA 01-44, for an amount not to exceed \$53,173.47, account 09201370-5777-C0375 (budgeted IT 2019/2020 capital item; no special appropriation required).

b) Authorize the Purchasing Agent to issue purchase orders to Total Communications, State of CT contract 18PSX0202, for the supply of 2 Nexus 10 Gig Switches for Norwalk Police for an amount not to exceed \$13,206.00, account 09201370-5777-C0375 (budgeted IT 2019/2020 capital item; no special appropriation required).
7. Authorize the Purchasing Agent to issue purchase orders to the lowest authorized reseller for the supply of Windows and database server software license upgrades for an amount not to exceed \$142,000.00, account 09201370-5777-C0375 (budgeted IT capital item; no special appropriation required).

B. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to enter into a contract with the Exchange Club of Norwalk, CT for the Parking at Calf Pasture Beach, Shady Beach, Marvin School and Taylor Farm for Annual Norwalk International In-Water Boat Show to be held Thursday, September 19, 2019 through Sunday, September 22, 2019 for a sum not to exceed \$5,000.00. Account #014118-5258.

2. Authorize the Mayor, Harry W. Rilling to enter into an agreement with the BMHS Band Parents, Inc. for the use of Brien McMahon High School Football Field for the Annual Celebration of Sound to be held Saturday, September 14, 2019 from 2:00 PM – 9:00 PM. Set up to begin at 9:00 AM with tear down no later 10:00 PM. Estimated attendance 7,500

C. ORDINANCE COMMITTEE

1. Approve new sections to Chapter 42A – Fire Prevention:
 - § 42A-7 Inspections by Fire Marshal
 - § 42A-8 Abatement of Fire Hazards: Order to remove or remedy; penalties; notification of officials; order to vacate; review by State Fire Marshal

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Norwalk High School Culinary Program Expansion and Toilet Rooms Renovation Project, to accept the Guaranteed Maximum Price (GMP) for a total not to exceed \$4,968,695.00. Funds are available in Acct. #0918/195010 5777 C0610.
- 1b. Authorize the NFCC to issue Change Orders on contract for a total not to exceed \$248,435.00.
- 2a. Authorize the Mayor, Harry W. Rilling, to execute a contract with Hampden Engineer, Corp. for the Norwalk High School Scoreboard Replacement Project for a total not to exceed \$106,250.00 Funds are available in Acct. #09/18195010 5777 C0610.
- 2b. Authorize the NFCC to issue Change Orders on contract for a total not to exceed \$10,625.00.
3. Authorize to increase the contract contingency with J.A. Rosa Construction, LLC for the Norwalk High School freight elevator improvement project for an additional \$24,800. 09185010 5777 C00610.

E. PERSONNEL COMMITTEE

1. Approval of and Vote on Revised Ordinance Pay Plan Schedule.

X. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

APPOINTMENTS

OAK HILLS PARK AUTHORITY	M/C	Nwtk. Code 73-2
MICHAEL J. DEPALMA (U) 110 Perry Avenue Norwalk, CT 06850		Term Expires 06/24/2022
JOHN C. GOODCHILD (D) 118 County Street Norwalk, CT 06851		Term Expires 06/24/2022
ISAAC W. STORANDT (U) 220 Gregory Boulevard Norwalk, CT 06855		Term Expires 06/24/2021
DARIUS L. WILLIAMS (D) 57 Marlin Drive Norwalk, CT 06854		Term Expires 06/24/2021 Replaces Jeffrey Taylor

REAPPOINTMENTS

OAK HILLS APRK AUTHORITY	M/C	Nwtk. Code 73-2
RAEANN BROMARK (U) 80 County Street, #1H Norwalk, CT 06851		Term Expires 06/24/2022

**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**

Mayor Rilling called the meeting to order at 7:30 p.m. and led the Assembly in reciting the Pledge of Allegiance.

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

I. ROLL CALL

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

Council at Large: Mr. Gregory Burnett Mr. Michael Corsello (7:34 P.M.)
 Mr. Nicholas Sacchinelli Ms. Barbara Smyth

District A: Ms. Eloisa Melendez Mr. Chris Yerinides

District B: Mr. Ernest Dumas

District C: Mr. John Kydes Ms. Beth Siegelbaum

District D: Mr. Douglas Hempstead Mr. George Tsiranides

District E: Mr. John Igneri Mr. Thomas Livingston

At Roll Call there were twelve (12) Common Council members present and three (3) absent (Mr. Corsello, Ms. Siegelbaum and Ms. Young).

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

II. ACCEPTANCE OF MINUTES

Regular Meeting: May 14, 2019

**** MR.IGNERI MOVED TO ACCEPT THE MINUTES AS PRESENTED
** MOTION PASSED WITH ONE (1) ABSTENTION (MS. SMYTH)**

III. PUBLIC PARTICIPATION

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

Mayor Rilling reminded speakers that there was a three (3) minute limit and all comments must be for an item on the agenda.

Mr. Corsello joined the meeting at 7:34 p.m.

Mr. Todd Bryant spoke in support of renovating the existing Columbus School as new. He reviewed the history of the building of the existing school including how it was built in response to the Italian-Americans in the Springwood neighborhood.

Mr. John Flynn said he submitted 13 ethics complaints. He said that on page 175 of the 900-page file he sent to the Norwalk attorneys, there is a claim that he threatened to blow everyone's heads off at the Bank of America. Mr. Flynn said that his ethics complaints went nowhere. He said he did not threaten anyone and is a pacifist.

Mayor Rilling asked if anyone else wished to speak. Hearing none, the public participation portion of the meeting was closed.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: There were none.

APPOINTMENTS: Cindy M. Cassuto, Tree Advisory Committee

**** MR. HEMPSTEAD MOVED TO APPROVE THE APPOINTMENT OF CINDY M. CASSUTO TO THE TREE ADVISORY COMMITTEE**

Mr. Hempstead spoke in support of the appointment.

**** MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS: Andrew A. Glickson, Transit District

**** MR. KYDES MOVED TO APPROVE THE REAPPOINTMENT OF ANDREW A. GLICKSON TO THE TRANSIT DISTRICT**

Mr. Kydes spoke in support of the appointment.

Mr. Corsello also spoke in support of the reappointment adding that Mr. Glickson has been on the Transit District for over 30 years and holds institutional knowledge.

**** MOTION PASSED UNANIMOUSLY**

Ms. King administered the Oath of Office to Ms. Cassuto.

MAYOR'S REMARKS:

Mayor Rilling said he had the honor this evening to attend all of the Norwalk middle school graduations ceremonies. Norwalk High School will hold their commencement tomorrow night and Brian McMahon on Thursday. He noted that Norwalk's graduates were accepted to all the best schools in the country, which is a testament to our school system.

Mayor Rilling thanked the Common Council and Board of Education for providing such an education for the students. He added that teaching is a noble profession. He thanked the Common Council for working to support the Board of Education and the students.

June 21st is "Make Music Day" in Norwalk.

Mayor Rilling wished all fathers and those associated with fathers a happy Father's Day.

V. COUNCIL PRESIDENT

Mr. Livingston reminded everyone about the Plastic Bag Ban which takes effect on July 8, 2019.

A. GENERAL COUNCIL BUSINESS:

RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: There were none.

APPOINTMENTS: There were none.

REAPPOINTMENTS: There were none.

B. CONSENT CALENDAR:

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

VI.A.1, VII.A.1, VII.B.1, VII.B.3, VII.B.4, VII.B.5, VII.D.1, VII.D.2A, VII.D.2B, VII.D.3A, VII.D.3B, VII.D.4A, VII.D.4B, VII.D.5, VII.D.6A, VII.D.6B, VII.D.7A, VII.D.7B, VII.D.8, VII.D.9, VII.D.11A, VII.D.11B, VII.D.11C, VII.D.12A, VII.D.12B, VII.D.12C, VILE.1

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. AUTHORIZATION TO SETTLE CLAIM: GOEDELE GUDET V. CITY OF NORWALK, ET AL., FST-CV-18-6034999-S EXECUTIVE SESSION

VII. COMMON COUNCIL COMMITTEES

A. ORDINANCE COMMITTEE

**1. APPROVE PROPOSED REVISIONS TO CHAPTER 32, CODE OF ETHICS:
□ § 32-12(E)(1)(A) – REVIEW OF COMPLAINT □ § 32-12(E)(1)(B) –
APPOINTMENT OF INVESTIGATING PANEL □ § 32-12(E)(2)(C) –
INVESTIGATION OF PROBABLE CAUSE; CONFIDENTIALITY OF INITIAL
PROCEEDINGS**

B. PUBLIC WORKS COMMITTEE

1. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO ALTEC INDUSTRIES, INC. FOR THE PURCHASE OF AN AT37G BUCKET TRUCK FOR A SUM NOT TO EXCEED \$125,500.00. ACCOUNT NO. 09 20 4021 C0650

3. AUTHORIZE THE CITY TO ESTABLISH AN ACCOUNT FOR THE PAVING OF OAK HILLS PARK GOLF COURSE – CART PATH, UNDER PROJECT PM2019-1 PAVEMENT MANAGEMENT PROGRAM, ON BEHALF OF RECREATION AND PARKS. ACCOUNT NO. 09 18 6030 5777 C0588

4. AUTHORIZE THE CITY TO ESTABLISH ACCOUNTS FOR THE PAVING OF MAIN STREET PARKING LOT AND YANKEE DOODLE GARAGE BURNELL BLVD. ENTRANCE, UNDER PROJECT PM 2019-1 PAVEMENT MANAGEMENT PROGRAM, ON BEHALF OF THE NORWALK PARKING AUTHORITY. ACCOUNT NO. 09 18 4095 5777 C0303 09 19 4095 5777 C0303 09 20 4095 5777 C0303

5. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO PROJECT PM2019-1 PAVEMENT MANAGEMENT PROGRAM, FOR MISCELLANEOUS BOARD OF EDUCATION WORK FOR A SUM NOT TO EXCEED \$350,000. ACCOUNT NO. 09 19 5010 5777 C0516 09 20 5010 5777 C0516

C. FINANCE COMMITTEE

4. RESOLUTION: AUTHORIZE A SPECIAL CAPITAL APPROPRIATION TOTALING \$1,518,000 TO INCREASE THE AVAILABLE BALANCE IN BOARD OF EDUCATION ACCOUNT 09-19-5010-5777-C0618 TO FUND ADDITIONAL COSTS RELATED TO NEW CONSTRUCTION AT THE NORWALK GLOBAL ACADEMY SITE AND AUTHORIZE THE ISSUANCE OF \$1,518,000 GENERAL OBLIGATION BONDS OF THE CITY TO FUND SAID APPROPRIATION. *CONSENT TO TABLE*

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A 5-YEAR AGREEMENT WITH ANDY FRAIN SERVICES, INC. TO PROVIDE SECURITY SERVICES AT THE NORWALK PUBLIC LIBRARY (1 BELDEN AVENUE AND 10 WASHINGTON STREET). FEES FOR EACH YEAR SHALL NOT EXCEED THE FOLLOWING:

**FY 2019–20: \$ 98,000 FY 2020–21: \$129,948 FY 2021–22: \$132,547
FY 2022–23: \$135,208 FY 2023–24: \$135,208 FUNDS ARE AVAILABLE IN
LIBRARY OPERATING BUDGET ACCOUNT 016200-5296**

2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH MAGGIORE CONSTRUCTION INC. FOR THE BRIEN MCMAHON HIGH SCHOOL MARINE SCIENCE PATHWAY CONSTRUCTION PROJECT FOR A TOTAL NOT EXCEED \$532,366.00. FUNDS ARE AVAILABLE IN ACCT. #09205010 5777 C0651, #09205010 5777 C0587 AND #15725000-739-57

2B. AUTHORIZE NPS FACILITIES DEPT. TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$53,236.00.

3A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH THE MERCURY ELECTRIC, LLC DBA THE MERCURY GROUP FOR THE KENDALL ELEMENTARY SCHOOL PORTABLE AIR CONDITIONING AND ELECTRICAL PROJECT FOR A TOTAL NOT TO EXCEED \$138,089.00. FUNDS ARE AVAILABLE IN ACCT. #09205010 5777 C0652.

3B. AUTHORIZE THE NPS FACILITIES DEPT. TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$13,809.00.

4A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH KAFA GROUP, LLC FOR THE TRACEY ELEMENTARY SCHOOL CAFETERIA AND KITCHEN UPGRADE PROJECT FOR A TOTAL NOT EXCEED \$217,170.00. FUNDS ARE AVAILABLE IN ACCT. #09205010 5777 C0610.

4B. AUTHORIZE THE NPS FACILITIES DEPT. TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$21,717.00.

5. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO INSALCO CORPORATION FOR THE PURCHASE OF MONTESSORI FURNITURE FOR TWO MONTESSORI CLASSROOMS AT BROOKSIDE ELEMENTARY SCHOOL FOR A TOTAL NOT TO EXCEED \$40,773.60 FUNDS ARE AVAILABLE IN ACCOUNT. # 09205010 5777 C0654 UTILIZING STATE OF CONNECTICUT CONTRACT PRICING PER CONTRACT #16PSX0190.

6A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH SAL SABIA ELECTRIC CONTRACTORS, INC. FOR THE ROTON MIDDLE SCHOOL PORTABLE AIR CONDITIONING AND ELECTRICAL PROJECT FOR A TOTAL NOT EXCEED \$245,000.00. FUNDS ARE AVAILABLE IN ACCT. #09205010 5777 C0652.

6B. AUTHORIZE THE NPS FACILITIES DEPT. TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$24,500.00.

7A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH KAFA GROUP, LLC FOR THE WEST ROCKS MIDDLE SCHOOL CAFETERIA AND KITCHEN UPGRADE PROJECT FOR A TOTAL NOT EXCEED \$300,637.00. FUNDS ARE AVAILABLE IN ACCT. #09205010 5777 C0610.

7B. AUTHORIZE THE NPS FACILITIES DEPT. TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$30,064.00.

8. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH HYGENIX INC. TO PROVIDE ENVIRONMENTAL TESTING AND MONITORING SERVICES FOR HAZARDOUS MATERIALS REMEDIATION FOR THE PONUS RIDGE SCHOOL ADDITION AND RENOVATION PROJECT FOR A TOTAL NOT TO EXCEED \$75,000.00. ACCT. #09185010 5777 C0608

9. TECHNICAL CORRECTION: RESCIND COMMON COUNCIL ACTION OF MAY 14, 2019 ITEM VII, F. 6A AND 6B. TO CORRECT THE NAME OF THE COMPANY FROM “UNIVERSAL BUSINESS SERVICES, LLC” AND REPLACE WITH THE FOLLOWING: A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH UNIVERSAL BUILDING SERVICES, LLC FOR A TOTAL NOT TO EXCEED \$84,249.39. FUNDS ARE AVAILABLE FROM ACCOUNT 0914 4071 5777 C0439. B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$8,424.00.”

11A. RESOLVED, THAT THE NORWALK FACILITIES CONSTRUCTION COMMISSION (NFCC) IS HEREBY ESTABLISHED AS THE BUILDING COMMITTEE WITH REGARD TO THE JEFFERSON ELEMENTARY SCHOOL, RENOVATE AS NEW PROJECT.

11B. RESOLVED, THAT THE NORWALK COMMON COUNCIL HEREBY AUTHORIZES AT LEAST THE PREPARATION OF SCHEMATIC DRAWINGS AND OUTLINE SPECIFICATIONS FOR THE JEFFERSON ELEMENTARY SCHOOL, RENOVATE AS NEW PROJECT

11C. RESOLVED, THAT THE CITY OF NORWALK COMMON COUNCIL AUTHORIZES THE CITY OF NORWALK BOARD OF EDUCATION TO APPLY TO THE COMMISSIONER OF ADMINISTRATIVE SERVICES AND TO ACCEPT OR REJECT A GRANT FOR THE JEFFERSON ELEMENTARY SCHOOL, RENOVATE AS NEW PROJECT.

12A. RESOLVED, THAT THE NORWALK FACILITIES CONSTRUCTION COMMISSION (NFCC) IS HEREBY ESTABLISHED AS THE BUILDING COMMITTEE WITH REGARD TO THE NEW COLUMBUS SCHOOL, NEW SCHOOL CONSTRUCTION.

12B. RESOLVED, THAT THE NORWALK COMMON COUNCIL HEREBY AUTHORIZES AT LEAST THE PREPARATION OF SCHEMATIC DRAWINGS AND OUTLINE SPECIFICATIONS FOR THE NEW COLUMBUS SCHOOL, NEW SCHOOL CONSTRUCTION.

12C. RESOLVED, THAT THE CITY OF NORWALK COMMON COUNCIL AUTHORIZES THE CITY OF NORWALK BOARD OF EDUCATION TO APPLY TO THE COMMISSIONER OF ADMINISTRATIVE SERVICES AND TO ACCEPT OR REJECT A GRANT FOR THE NEW COLUMBUS SCHOOL, NEW SCHOOL CONSTRUCTION.

E. PLANNING COMMITTEE

1. APPROVE THE 2019 APPLICATIONS FOR REFERRAL TO THE STATE FOR INCLUSION IN THE NAA TAX CREDIT PROGRAM.

**** MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

**** MR. LIVINGSTON MOVED TO SUSPEND THE RULES TO TAKE THE AGENDA OUT OF ORDER**

**** MOTION PASSED UNANIMOUSLY**

B. PUBLIC WORKS COMMITTEE

**** MR. IGNERI MOVED TO APPROVE THE FOLLOWING ITEM**

2. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN AGREEMENT WITH WOODARD & CURRAN IN THE AMOUNT OF \$350,000 TO PROVIDE ON-CALL PROFESSIONAL ENGINEERING SERVICES FOR STORM DRAINAGE SYSTEM EVALUATIONS IN ACCORDANCE WITH THE SCOPE OF SERVICES INCLUDED QUALIFICATIONS PROPOSAL DATED MAY 3, 2019 (COPY OF QUALIFICATIONS AVAILABLE UPON REQUEST). ACCOUNT NO. 09 13 4027 5777 C0425 09 16 4027 5777 C0425 09 19 4027 5777 C0425

Mr. Igneri explained the item. Mr. Anthony Carr said the purpose of this initiative is to identify areas they can work on. He added that the firm is very capable and believes in public outreach.

Mr. Kydes said that in the short amount of time Mr. Carr has been with the City, he has been able to put this plan in place. Mr. Livingston said he had the opportunity to go to one of the outreach meetings and was very impressed. Mr. Burnett said he has already seen improvements, specifically at Andrews Field. Mr. Corsello said that flooding is an acute problem. The City is addressing it as quickly and efficiently as possible. Mayor Rilling said that this is a critical time; this is one of Mr. Carr's areas of expertise.

**** MOTION PASSED UNANIMOUSLY**

D. LAND USE AND BUILDING MANAGEMENT

**** MR. LIVINGSTON MOVED TO TABLE THE FOLLOWING ITEMS**

10A. RESOLVED, THAT THE NORWALK FACILITIES CONSTRUCTION COMMISSION (NFCC) IS HEREBY ESTABLISHED AS THE BUILDING COMMITTEE WITH REGARD TO THE NORWALK GLOBAL ACADEMY SCHOOL, RENOVATE AS NEW.

10B. RESOLVED, THAT THE NORWALK COMMON COUNCIL HEREBY AUTHORIZES AT LEAST THE PREPARATION OF SCHEMATIC DRAWINGS AND OUTLINE SPECIFICATIONS FOR THE NORWALK GLOBAL ACADEMY SCHOOL, RENOVATE AS NEW.

10C. RESOLVED, THAT THE CITY OF NORWALK COMMON COUNCIL AUTHORIZES THE CITY OF NORWALK BOARD OF EDUCATION TO APPLY TO THE COMMISSIONER OF ADMINISTRATIVE SERVICES AND TO ACCEPT OR REJECT A GRANT FOR THE NORWALK GLOBAL ACADEMY SCHOOL, RENOVATE AS NEW.

Mr. Livingston said the purpose of tabling these items is because of the delay in receiving approval for the land swap. He added that the move to table these items has nothing to do with the debate of whether or not to build a new school or renovate the existing building as new.

**** MOTION PASSED UNANIMOUSLY**

C. FINANCE COMMITTEE

**** MR. BURNETT MOVE TO APPROVE THE FOLLOWING ITEM**

1. RESOLUTION: AUTHORIZE SPECIAL CAPITAL APPROPRIATION TOTALING \$3,488,000 TO INCREASE THE AVAILABLE BALANCE IN BOARD OF EDUCATION ACCOUNT 09-18-5010-5777-C0607 TO FUND CONSTRUCTION BUDGET SHORTFALLS FOR THE COLUMBUS AT ELY PROJECT AND AUTHORIZE THE ISSUANCE OF \$3,488,000 GENERAL OBLIGATION BONDS OF THE CITY TO FUND SAID APPROPRIATION.

Mr. Burnett explained the item. Mr. Hempstead said he supported this from day one. He said that building has a lot of pride and that he hates to see old buildings taken down. The renovation provides a good anchor for the neighborhood. Mr. Kydes said that a lot of parents asked him why both projects were not being done at once. They did not realize how one project impacts the other.

**** MOTION PASSED UNANIMOUSLY**

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING ITEM**

2. RESOLUTION: AUTHORIZE A SPECIAL CAPITAL APPROPRIATION TOTALING \$5,453,000 TO INCREASE THE AVAILABLE BALANCE IN BOARD OF EDUCATION ACCOUNT 09-19-5010 5777-C0619 TO FUND CONSTRUCTION BUDGET SHORTFALLS FOR THE JEFFERSON SCHOOL AND AUTHORIZE THE ISSUANCE OF \$5,453,000 GENERAL OBLIGATION BONDS OF THE CITY TO FUND SAID APPROPRIATION.

Mr. Burnett reviewed the item.

**** MOTION PASSED UNANIMOUSLY**

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING ITEM**

3. RESOLUTION: AUTHORIZE A SPECIAL CAPITAL APPROPRIATION TOTALING \$4,653,000 TO INCREASE THE AVAILABLE BALANCE IN BOARD OF EDUCATION ACCOUNT 09-19-5010-5777-C0618 TO FUND CONSTRUCTION BUDGET SHORTFALLS FOR THE NORWALK GLOBAL ACADEMY SITE AND AUTHORIZE THE ISSUANCE OF \$4,653,000 GENERAL OBLIGATION BONDS OF THE CITY TO FUND SAID APPROPRIATION.

Mr. Burnett reviewed the item.

**** MOTION PASSED UNANIMOUSLY**

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING ITEM**

5. RESOLUTION: AUTHORIZE THE REDUCTION IN APPROPRIATIONS FOR THE FOLLOWING PROJECTS: 09-18-5010-5777-C0610, FACILITIES MASTER PLAN BY \$2,444,574; 09-19-5010-5777-C0610, FACILITIES MASTER PLAN BY \$7,423,426; 09-205010-5777-C0610, FACILITIES MASTER PLAN BY \$2,000,000; AND 09-17-5010-5777-C0585, FACILITIES ASSESSMENT STUDY IM BY \$579,000.

Mr. Burnett explained the item.

**** MOTION PASSED UNANIMOUSLY**

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING ITEM**

6. RESOLUTION: AUTHORIZE THE CLOSURE OF THE FOLLOWING BOARD OF EDUCATION PROJECTS: 09-16-5010-5777-C0565, DISTRICT BUILDING MANAGEMENT SYSTEM WITH AVAILABLE BALANCE OF \$500,000; 09-17-5010-5777-C0565, DISTRICT BUILDING MANAGEMENT SYSTEM WITH AVAILABLE BALANCE OF \$500,000; 09-16-5010-5777-C0567, DISTRICT FIRE ALARM SYSTEM WITH AVAILABLE BALANCE OF \$50,000; 09-05-5010-5778-C0237, SCHOOLS FOR THE NEW MILLENNIUM WITH AVAILABLE BALANCE OF \$84,000; 09-04-5010-5778 C0237, SCHOOLS FOR THE NEW MILLENNIUM WITH AVAILABLE BALANCE OF \$13,000.

Mr. Burnett explained this item.

**** MOTION PASSED UNANIMOUSLY**

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were none.

X. SUSPENSION OF RULES

There were none.

XI. ADJOURNMENT

**** MS. MELENDEZ MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:14 p.m.

ATTEST _____

Donna King, City Clerk

Michael J. DePalma



Education

The Johns Hopkins University

- Bachelor of Arts in Political Science

May 2002

Work Experience

Channel Development Manager

- Datto, Inc. March 2015 – present
 - Represents Datto at technology conferences throughout North America.
 - Performs sales trainings for Managed Service Providers and internal Datto employees.
 - Educates the business community on cyber security threats.
 - Manages the North American budget for Marketing and Development funds at Datto.

Project Engineer

- Gilbane Building Company January 2007 – February 2015
 - Responsible for monthly budget updates and cash flow projections for New Haven's \$1.4B School Construction Program.
 - Crafted reimbursement requests, prepared final audit documentation, and drafted new project filing submissions to the Connecticut Bureau of School Facilities.
 - Key contributor in post-audit exit conferences with the Connecticut State Audit Department, including post-audit responses which resulted in an overall reduction to New Haven's share of project expenses \$20MM over a six year span.
 - Instrumental in drafting school construction grant legislation recently passed by the State of Connecticut.
 - Led regular public presentations which detailed the successes of the School Construction Program for the Board of Alderman and the Mayor of New Haven.

Finance Director

- DeStefano for Governor January 2005-November 2006
 - Managed a seven-member finance staff, overseeing statewide fundraising efforts that raised \$5.8 million, more than double the amount of any other Democratic candidate for Governor in state history.
 - Responsible for formulating and implement fundraising strategies.
 - Responsible for identifying potential fundraisers and cultivating the relationships to ensure their potential was maximized.

Financial Specialist

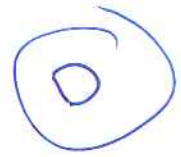
- Wachovia Bank/Wachovia Securities, Norwalk, CT April 2003-December 2004
 - Provided lending solutions for individuals and small businesses throughout the area.
 - Created retirement plans for clients of all ages and income streams by offering investments, annuities and bank products to achieve economic security at the time of retirement.
 - Partnered with specialized bank officers and financial advisors in cases that required unique attention, such as very affluent clients with diverse portfolios and low income customers that qualified for non-conventional mortgages through the Community Reinvestment Act.
 - Responsible for meeting weekly and monthly sales goals through cultivating relationships with existing customers, prospecting outside customers, and building a referral network with professionals in the fields of accounting, law, real estate, among others.

Agent

- New York Life Insurance and Annuity Company August 2002-April 2003
 - Helped clients plan financially through annuities, life insurance, and disability insurance
 - Worked with companies to provide group disability insurance and key person insurance
 - Developed a book of business through cold calling leads, cultivating referrals, and promoting our services at networking events.

JOHN C. GOODCHILD

118 County Street, Norwalk, CT 06851 | 203-219-2175



SKILLS & ABILITIES

Equipment Installation, Blueprint Interpretation, Outstanding Customer Service, Troubleshooting & Diagnostics, Electrical & Mechanical Repairs, Project Management, Preventive Maintenance, Welding & Fabrication, Safety & Compliance

EXPERIENCE

4/16/04-Current Owner, American Heating & Air Conditioning, Norwalk, CT

- Equipment Installation, Blueprint Interpretation, Outstanding Customer Service, Troubleshooting & Diagnostics, Electrical & Mechanical Repairs, Project Management, Preventive Maintenance, Welding & Fabrication, Safety & Compliance

10/23/12-Current Contractor, Gault, Westport, CT

- Install compressors, evaporators, motors, ducts, and piping as well as mechanical/electrical controls; read and interpret blueprints/diagrams.
- Conduct preventive and corrective maintenance on bearings, pumps, polyphase motors, shaft alignments and fans; document all maintenance/repair actions and manage equipment records.
- Troubleshoot breakdowns and repair malfunctioning HVAC systems and components; utilize measuring and testing instruments.

EDUCATION

Norwalk High School - 1989

Isaac W. Storandt



Phone: (608) 386-4564

220 Gregory Blvd. Norwalk CT 06855

Email: storandti@gmail.com

OBJECTIVE

To Lead and Motivate Team Members with Excellence, Energy and Passion while maintaining Fiscal Prudence and Responsibility throughout the Organization

EDUCATION

University of Wisconsin-Stout

- B.S. Degree, Business Administration
- B.S. Degree, Golf Enterprise Management

CCM-Certified Club Manager (anticipated 2019), Completed the following education BMI's:

- Club Management
- Leadership Principles
- General Manager/Chief Operating Officer
- Golf Management

Certificate of Completion:

- Universitat de les Illes Balears, Palma, Mallorca, Spain
 - Certificate in Wine and Food Pairing
- CPO-Certified Pool Operator

WORK EXPERIENCE

The Shore & Country Club, East Norwalk, Connecticut

Chief Operating Officer-General Manager

March 2015-Current

- Supervision and fiscal responsibility to Shore and Country Clubs \$4.1 million dollar operation with over 460 memberships, including a 99 slip marina, 10 Har-Tru tennis courts, 6 lane Swimming pool with 1 meter diving board and children's wading pool, private beach, seasonal Beach House with full kitchen and bar, junior sailing program, maintenance, security, accounting, administration and tennis departments totaling a staff of 125 employees in peak season
- Acted as owner's rep for \$9 million Beach House construction (2017), including beach storage lockers, men and women's locker rooms, full service kitchen serving 3 dining outlets including a large casual eat-in bar area, à la carte dining of 75 people and snack bar dining
- Organized staged opening and temporary usage of Beach House during construction for members usage, allowing for minimal disruption and maximum benefit to membership
- Oversee Clubhouse room renovations, and other capital projects while maintaining budget allocations and positive communications with local and state agencies
- Analyze and review annual budgets for each department with budgetary allowances of \$4.1 million (operating), \$2 million (dues), \$1.5 million (food and beverage) and \$250,000 (capital)
- Formulated inventory controls to keep food and beverage costs below industry standards, while delivering high level of service and member satisfaction
- Updated employee policy manual and developed a new staff training program
- Work with overseas student exchange programs for summer staffing
- Meet monthly with Board of Governors to report on operations and monthly financial statements
- Oversee and facilitate all special events for the membership
- Issued work orders to maintain a highly attractive and safe facility for members and guests
- Supervision of all personnel

Clubhouse Manager

January 2012-March 2015

- Responsible for entire 1 million dollar F&B Department and its profitability there in
- Oversees Maintenance, Jr Sailing, Beach and Pool facility, Security, Tennis, and Marina Facilities
- Books both Member and Non-Member events in a fiscally responsible manner
- In accordance to club by-laws; required to properly convey Club rules and policies to all staff, members and guests to ensure the preservation of both tradition and culture
- Held weekly Department Head meetings in order to ensure communication and proper flow of

- Implemented and maintained new POS system (MembersFirst/Clubsoft)
- Responsible for day to day operation of entire property; Serves in the capacity of the General Manager in his absence
- Be a highly visual and attentive member of the management staff to best service the needs of the membership

Assistant Manager

September 2010-January 2012

The Los Angeles Country Club, Los Angeles, California

Summer 2010

Clubhouse Operations Intern

- Planned and developed major portions of the zero-based budget for the following fiscal year
- Began implementation of Clubhouse F&B Controls, advised and prepared guidelines for such project
- Prepared spreadsheets and analysis of expense lines as pertaining to department profit centers
- Conducted thorough industry research in preparation for new Director of Security position
- Efficiently and appropriately prepared myself for the next level in quality Club Management

Dallas Country Club, Dallas, Texas

Summer 2009

Clubhouse Intern

Milwaukee Country Club, River Hills, Wisconsin

Summer 2008

Clubhouse Intern

Bald Peak Colony Club, Melvin Village, New Hampshire

Summer 2007

Food and Beverage Intern

Cedar Creek Country Club, Onalaska, Wisconsin

Summer 2006

Grounds Crew

Riverview Inn/The Landing, Melrose, Wisconsin

2003-2010

Food & Beverage Service

HONORS/ACTIVITIES/VOLUNTEER

Club Management Association of America

National Involvement:

- Research Committee Member
- Club of the Future Committee Member
- Student Mentor Facilitator-CMAA World Conference 2016, 2019

Connecticut Club Management Association

Local Chapter Involvement:

- Certification Chair
- Assistant Managers Chair
- Education Committee Member
- Scholarship Committee Member

- International Wine Society-CMAA
 - Recipient of Warren Arseneaux Scholarship 2013
- Elected as 1 of 43 Assistant Managers in the country to attend "Managers of the Future" Conference
- Awarded "Leaders of Our Generation" an award focused on the recognition of University of Wisconsin-Stout students who demonstrate significant effort toward leadership development and contributions to the community
- Past President of University of Wisconsin-Stout's CMAA Student Chapter, held active CMAA student and professional membership since 2005
- Taught and Assisted class sessions for Intro to Hospitality and Hospitality Marketing classes at Norwalk Community College
- Volunteered in the Norwalk Mentor Program; The Program's premise is to match students with positive adult role models that can make a significant difference in the lives of the students
- Volunteer at 2008 US Mid Am Golf Tournament held at Milwaukee Country Club
- Volunteer Scottish Rite Children's Hospital

STRENGTHS

- Sensitive to membership needs
- Organizational Skills
- Work Ethic
- Cost. preparation and service of food and
- Inventory and cost controls
- Leadership and communication with staff
- Building and Grounds Maintenance



DLW

WILLIAMS, DARIUS

57 MARLIN DRIVE, NORWALK, CT 06854

DARIUS.WILLIAMS1029@OUTLOOK.COM | (203)-945-9386

[HTTPS://WWW.LINKEDIN.COM/IN/DARIUSLWILLIAMS](https://www.linkedin.com/in/dariuslwilliams)

SKILLS

Public Speaking
Organizational Leadership
Project Management
Child Development
Get Out the Vote
Microsoft: Word, PowerPoint,
Publisher, & Excel

REFERENCES

Rosie Rodriguez – Mid-Fairfield AIDS Project: (203) 855-9535

Rory Page – GOTV: (617)-6812

Dod March — Steppingstones Museum for Children:

dod@steppinstonesmuseum.org

EXPERIENCE

PAID PROGRAMS & GOTV OUTREACH COORDINATOR • NORWALK DEMOCRATIC TOWN COMMITTEE • OCTOBER 15TH, 2018 – DECEMBER 5TH, 2018

- Create, plan, and execute voter outreach strategies to increase local voter participation
- Social media presence management

EARLY CHILDHOOD /REC-ROOM OPERATOR • BIRCHWOOD COUNTRY CLUB • MARCH 2017 – JANUARY 2018

- Liaise with parents pertaining to pupils' cognizant and sensory motor development

MARKETING COMMUNICATIONS ASSISTANT • MID-FAIRFIELD AIDS PROJECT • (SEASONAL) JUNE 2014 – AUGUST 2017

- Sponsorship outreach & marketing
- Assist in creation, planning, and execution of advocacy efforts
- Social Media management

INTERN • STATE OF CONNECTICUT SUPERIOR COURT • JUNE 2014 – AUGUST 2014

- File appearance forms, closed cases
- Organize re-arrest files

EDUCATION

UNDERGRADUATE FRESHMAN • POLITICAL SCIENCE B.A. • UNIVERSITY OF CONNECTICUT

Expected graduation: June 2022



WILLIAMS, DARIUS

57 MARLIN DRIVE, NORWALK, CT 06854
DARIUS.WILLIAMS1029@OUTLOOK.COM | (203)-945-9386
[HTTPS://WWW.LINKEDIN.COM/IN/DARIUSLWILLIAMS](https://www.linkedin.com/in/dariuslwilliams)

Courses taken: International politics, Macro-economics, Study of Jewish Literature & civilization, Public Speaking

HIGH SCHOOL DIPLOMA • JUNE, 2018 • BRIEN MCMAHON HIGH SCHOOL

Courses taken: AP Psychology, AP Government & Politics, Honors Principles of Biomedical Science

AWARDS & CERTIFICATIONS

- Intellectual & Developmental Disability Training – September 26th, 2015
- Non-violence Conflict Resolution Training - February 4th, 2017
- CPR/AED Training – January 21st, 2017
- Youth Mental First AID Training – November 11th, 2017
- Overdose Prevention Naloxone Training – November 16th, 2017

VOLUNTEER EXPERIENCE & LEADERSHIP

STATE VICE PRESIDENT • CT STATE NAACP YOUTH & COLLEGE DIVISION • JANUARY 1ST, 2018 – PRESENT

- Oversee all in state youth councils & college chapters

EXECUTIVE COMMITTEE MEMBER, CO-CORRESPONDING SECREATRY • NORWALK DEMOCRATIC TOWN COMMITTEE • MARCH 2018 – PRESENT

- Social Media presence management & inter-party communication

EXECUTIVE COMMITTEE MEMBER, CO-EVENTS CHAIR • LEAGUE OF WOMEN VOTERS NORWALK • JANUARY 2017 – PRESENT

- Oversee event & activity execution

CHAPTER PRESIDENT – BEST BUDDIES at Brien McMahon H.S. – SEPTEMBER 2014 – June 2018

- Foster friendships between people with and without Intellectual/Developmental Disabilities

YOUTH COUNCIL PRESIDENT – NORWALK BRANCH NAACP YOUTH COUNCIL - February 2016 – December 31st, 2017

- Serve as Y.C. executive committee chairperson
- Serve as Adult Branch executive committee member



WILLIAMS, DARIUS

57 MARLIN DRIVE, NORWALK, CT 06854
DARIUS.WILLIAMS1029@OUTLOOK.COM | (203)-945-9386
[HTTPS://WWW.LINKEDIN.COM/IN/DARIUSLWILLIAMS](https://www.linkedin.com/in/dariuslwilliams)

**VOLUNTEER /YOUTH LEADER • STEPPINGSTONES MUSEUM FOR CHILDREN •
FEBRUARY 2014 – JUNE 2018**

- Serve as mentor/Youth Leader to incoming youth volunteers

RAEANN BROMARK
80 County Street, #1H, Norwalk, CT 06851
H: (203) 299-1683 • C: (203) 685-6546
raeannbromark@optonline.net
www.linkedin.com/in/raeannbromark

u

PROFESSIONAL PROFILE

Over 15 years of experience in the legal field, concentrating in the areas of Litigation (Federal, New Jersey, Connecticut & New York), Insurance Defense, Medical Malpractice/Wrongful Death, Legal Malpractice, Asbestos Litigation, Lead Paint Litigation, Intellectual Property (Patents & Trademarks), Corporate, Real Estate (Commercial & Residential in Connecticut and New York) and Appellate Practice (Federal, Connecticut & New York). Notary Public in the State of Connecticut.

SKILLS

- Microsoft Office 2003, 2007, 2010 and 2016 (Word, Excel, PowerPoint, Access, Outlook, Publisher) ~ Visio
- MS Project ~ Lexis Nexis ~ Westlaw ~ QuickBooks ~ CaseMap ~ Concordance ~ Case Notebook
- E-filing (CT & NY Judicial Systems & PACER) ~ PracticeMaster ~ Trial Director ~ CT Summation
- TABS III ~ Sage TimeSlips ~ OMEGA ~ WebTime ~ CMS ~ Timematters ~ Abacus Law ~ West Monitor Suite
- Dictaphone ~ Adobe Professional ~ pdfDocs ~ Adobe DreamWeaver ~ X1 Social Discovery

WORK EXPERIENCE

ROSENBLUM NEWFIELD

07/2016 – present

Paralegal

- All phases of the litigation process in Connecticut specializing in medical malpractice
- Calendaring; Short Calendar; drafting of Motions, Pleadings and Discovery; preparing Deposition and Trial Notebooks; Legal Research and assisting attorneys in the Courtroom

MANATT PHELPS PHILLIPS LLP

11/2015 – 3/2016

Contract Litigation Paralegal (MLA Global)

- All phases of the litigation process in multi-state & federal jurisdictions in the areas of Civil, Intellectual Property (Patent & Trademark), Employment, Immigration, Entertainment and Fashion law
- Shepardizing and Blue-booking citations and cases; Unitizing, review and tagging of document productions in Concordance; Legal Research; drafting of Motions and Discovery; preparing Trial and Deposition Notebooks; Patent and Trademark searches

RUSSO & TONER, LLP

01/2015 – 10/2015

Paralegal

- Insurance Defense Litigation (Taxi accidents, Slips & Falls, General Liability and Medical Malpractice)
- Plaintiff Personal Injury
- Preparing Case Summaries, legal research, drafting medical record summaries, trial preparation, Jury Verdict Searches, Cite Checking, processing medical authorizations, drafting of discovery, pleadings & motion responses

WILSON ELSER MOSKOWITZ EDELMAN & DICKER LLP

10/2012 – 11/2014

Paralegal

- Insurance Defense Litigation (General Liability, Slip & Falls, Product Liability, Construction Defects, Lead Paint)
- Preparing case chronologies in CaseMap and Case Notebook, reviewing of medical records and preparing medical chronologies, Deposition summaries, drafting of Discovery Responses, Motions & Pleadings, locating experts & setting up IME's, Legal Research, Jury Verdict reports, Trial/Mediation binders, calendaring EBTs & court appearances, processing of medical authorizations, FOIL requests, assistance in trial preparation, RJIs
- Assist Partner with client compliance of a National Insurance Firm's guidelines by managing and review of spreadsheet
- Member of firm-wide Focus Group on the "Utilization of Paralegals" in a law firm
- Active member of the firm's Pro Bono initiative

RYAN RYAN DELUCA, LLP

10/2010 – 10/2012

Paralegal

- Insurance defense litigation, Medical Malpractice/ Wrongful Death, Legal Malpractice
- Asbestos Litigation, Product Liability (Railroad & Construction), Connecticut Complex Litigation Docket

- Preparing trial notebooks and exhibits, interviewing witnesses, obtaining expert witnesses, preparing medical chronologies, Settlement Agreements, E-discovery, Bates Stamping and Redactions of exhibits, Legal Research
- Filing of Motions & Pleadings (CT & Federal), Preparing case histories in CaseMap, bluebooking, shepardizing, Privilege logs in Concordance, calendaring deadlines, short calendar markings, UCC Filings

CHILDREN IN PLACEMENT/CASA
Court Appointed Guardian ad Litem
(Pro bono/Volunteer)

9/2010 – present

BOEHRINGER-INGELHEIM
Temporary Paralegal
(Yoh Staffing)

3/2010 - 7/2010

LAW OFFICES OF ANNETTE G. HASAPIDIS
Legal Assistant (Part Time)

9/2009 – 12/2009

GENERAL ELECTRIC COMPANY - Global Patent Operation
Patent Paralegal (Contract)
(Kelly Law Registry)

4/2008 – 3/2009

- Prepared and filed patent applications in the US, PCT, national and foreign phases; personally filed 542 patents

EDWARDS ANGELL PALMER & DODGE LLP
Legal Assistant/ Project Assistant

8/2006 – 3/2008

- *Intellectual Property* – Patents, Trademarks, franchise, Licensing and CopyRights; Corporate & Real Estate
- *Administrative Tasks* – Managed attorneys calendars, arranged travel, booked conference rooms and ordered food for meetings

EDUCATION

NORWALK COMMUNITY COLLEGE

Associate's of Science in Paralegal/ Legal Assistant

American Bar Association approved program

MT. IDA COLLEGE

Bachelors of Science / Associates of Arts in Fashion Merchandising & Retail (Business) Management

PROFESSIONAL/ COMMUNITY ACTIVITIES and NATIONAL HONORS

- NFPA/"National Federation of Paralegal Associations" (2003-2004 Pro Bono Co-Coordinator, 2010 Student Member Growth Coordinator), Ethics Board (2014 - 2016 Chair); Regulation Committee
- New York City Paralegal Association (Vice President, Policy & Procedures Coordinator, Membership Coordinator & ESAPA Primary Representative); 2014-2016 ESAPA Vice President
- American Bar Association; Connecticut Bar Association Paralegals Committee (2011 newsletter editor, 2012 Legislative Liaison); Connecticut Association of Paralegals (various Board positions); American Alliance of Paralegals, Inc.; Women In E-Discovery; NCC Legal Advisory Council (2007-present Secretary); Briarcliffe College Legal Advisory Council; Bronx Community College Legal Advisory Council; Fairfield County Bar Association (2012 - 2015 Paralegals Committee Co-Chair)
- Have published articles in Legal Assistant Today and The Paralegal Reporter, Feature in Contract's Textbook published by Prentice Hall; have developed and taught a Job Searching 3 Part Series for Paralegals; Numerous speaking engagements including the 2011 CT Bar Association Annual Meeting (Social Media), 2003 NFPA Annual Convention, IPE Instructor (4 CLEs), Lorman Instructor (2016 Advanced Contracts), CLE seminars (2014 NYCPA "Trial Boot Camp" and 2015 NYCPA "Legal Research & Writing") and Norwalk Community College
- 2003 LAT Rookie of the Year (Honorable Mention); 2012 Paralegal Gateway Paralegal Superstar
- KEEN NY Volunteer; American Legion Auxillary (2014-2016 Secretary, 2013-Present Annual Tree Lighting Program Editor); Oak Hills Women's Golf Association – Social Media Administrator

[Type here]

AGENDA

VII.A

JUNE 13, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
ACAR LEASING LTD	17-MV-400243 (\$140.16)	PRORATION
	17-MV-400139 (\$559.87)	PRORATION
CCAP AUTO LEASE LTD	17-MV-311381 (\$299.96)	PRORATION
DAIMLER TRUST	17-MV-403533 (\$282.67)	PRORATION
FINANCIAL SER VEH TRUST	17-MV-322490 (\$106.10)	PRORATION
	17-MV-800528 (\$43.86)	PRORATION
	17-MV-322727 (\$120.16)	PRORATION
HAAN AUTO TRUST	17-MV-328299 (\$83.54)	PRORATION
HAAN AUTO TRUST	17-MV-328295 (\$417.11)	PRORATION
HONDA LEASE TRUST	17-MV-330737 (\$582.84)	PRORATION
HYUNDAI LEASE TITLING TRUST	17-MV-332167 (\$320.58)	PRORATION
	17-MV-332477 (\$261.40)	PRORATION
JP MORGAN CHASE BANK NA	16-MV-334989 (\$211.81)	PRORATION
	17-MV-335154 (\$235.39)	PRORATION
LABATTE DAVID STEVEN	16-MV-407993 (\$11.97)	PRORATION
	17-MV-337685 (\$37.37)	PRORATION
LAKE MERIDETH ZAMPINO	17-MV-337920 (\$16.12)	PRORATION
LAZORO HECTOR	17-MV-338661 (\$34.46)	PRORATION
MARTINEZ-BONILLA	17-MV-409656 (\$32.49)	PRORATION
MEJIA PAOLA	17-MV-344070 (\$101.37)	PRORATION
MMCA LEASE LTD	17-MV-345280 (\$282.42)	PRORATION
MUNIZ ADRIENNE C	17-MV-346736 (\$65.66)	PRORATION
NISSAN INFINIT LT	17-MV-348049 (\$152.92)	PRORATION
	17-MV-348157 (\$334.67)	PRORATION
	17-MV-348200 (\$310.78)	PRORATION

[Type here]

AGENDA

JUNE 13, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
NISSAN INFINITI LT	17-MV-348670 (\$283.95)	PRORATION
	17-MV-348730 (\$275.01)	PRORATION
	17-MV-372552 (\$102.20)	PRORATION
NISSAN INFINITI LT	17-MV-348835 (\$165.55)	PRORATION
NISSAN INFINITI LT	17-MV-410927 (\$324.51)	PRORATION
NISSAN INFINITI LT	17-MV-348869 (\$456.75)	PRORATION
PEREZ-MARTINEZ EVER ISAI	17-MV-352480 (\$171.71)	PRORATION
TOYOTA LEASE TRUST	17-MV-SEE BACK UP (\$8243.25)	PRORATION
VAUGHN CATHERINE	17-MV-415249 (\$309.93)	PRORATION
VW CREDIT LEASING LTD	17-MV-370677 (\$230.05)	PRORATION
VW CREDIT LEASING LTD	17-MV-370650 (\$475.73)	PRORATION
VW CREDIT LEASING LTD	17-MV-370909 (\$421.13)	PRORATION
 CORELOGIC		
123 OLD BELDEN HILL RD UNIT 13		PYMT XFER/
5-36-8-13	17-RE-119917 (\$413.98)	OVER PAYMENT
 ESTATE OF VIRGINIA SMITH		
C/O TRACY KIRK EXECUTRIX		
105 RICHARDS AVE UNIT 2502		
5-70-27-2502	17-RE-125097 (\$2751.62)	DUP PAYMENT
 IVANOV MARIA & MORRISON VERA IVANOV		
27 GEORGE AVE	15-RE-112919 (\$330.00)	ABATE FEE NOT
5-4-7-0	16-RE-112949 (\$335.00)	CONNECTED PER WPCA

[Type here]

AGENDA

JUNE 13, 2019

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
WELLS FARGO	15-RE-115665 (\$1148.26)	
61 RAMPART RD	16-RE-115681 (\$1159.18)	CLERICAL ERROR
5-73A-23-0	17-RE-115730 (\$1200.44)	

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
17-366369	5AATV0	5TDXK3DC0G5738564	\$ 106.87
17-366619	5707DD	JTDKN3DU9F0427808	\$ 145.11
17-366727	3AWMU2	4T4BF1FK9FR478247	\$ 106.10
17-414548	868WBA	JTJBARBZJ2152778	\$ 565.55
17-414556	2AULT1	JTHCZ1BL4JA008323	\$ 521.19
17-414557	390ZGC	NMTKHMBX4JR007582	\$ 191.35
17-414562	5AVFX7	2T1BURHE2JC974314	\$ 191.35
17-414564	483ZLT	JTMBFREV0JJ723729	\$ 286.63
17-414569	387WLD	4T1B21HK4JU001270	\$ 266.22
17-414580	1AWXK2	2T1BURHE7JC969044	\$ 170.15
17-414583	1ATJM1	2T1BURHE6JC048580	\$ 170.15
17-414584	732SZY	58ABK1GG5JU094595	\$ 374.86
17-414600	8AUJEP3	JTMRFFREV8JJ732726	\$ 248.01
17-414696	6APSG0	JTMBFREV6HJ164018	\$ 425.40
17-414706	2AAAW5	5TDDZ3DC5HS156203	\$ 496.62
17-414725	1AVRJ5	JTHC81D22J5026741	\$ 442.36
17-414733	7ATRN2	5TDJZRFH9JS533264	\$ 506.77
17-414737	3ADMG7	JTJBARBZ3J2159328	\$ 442.36
17-414771	949ZBS	2T2BZMCA8JC139547	\$ 404.21
17-414779	3AUMG5	NMTKHMBX8JR029911	\$ 142.83
17-414782	917ZHB	JTMBFREVXJJ727075	\$ 222.79
17-414788	839ZFG	2T2BZMCA2JC137051	\$ 405.15
17-414794	6AVFX3	JTMRJREV2JD184199	\$ 191.90
17-414796	3AUMG6	JTMBFREV5JJ728425	\$ 191.07
17-414810	943XTD	JTMDJREV8JD170298	\$ 173.99
17-414829	287ZTZ	JTMRFFREV8JD239174	\$ 177.39
17-414845	6AUAU0	JTJBARBZ8J2177534	\$ 230.88
17-414866	6AXDF5	JTMBFREV2JD243531	\$ 95.56
17-414882	7ASPT4	2T3BFREV9JW720927	\$ 350.43
TOTAL			\$ 8,243.25



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

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

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

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: June 13, 2019
Re: Narrative for May, 2019 Tax Collector's Report

As of the end of May 2019, with only one month remaining in our current fiscal year, we had collected nearly \$321 million, or **98.55%** of our \$325 million adjusted tax levy. In addition, as of the end of May, 2019, we collected more than \$16 million of our sewer use levy, or **98.75%**. We also collected 87.6% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly behind with regard to both current taxes (-0.42%) and sewer use (-0.13%). However, we have already achieved our budgeted collection goals for the current fiscal year ending on June 30.

Through the month of May, 2019, we also collected more than \$4.1 million in back taxes, interest, lien fees and other fees. This amount is \$868,653 more than what had been collected in the prior fiscal year as of the end of May, but less than what we reported last month (\$4.2 million), due to recent tax refunds. As always, our figures are *net of refunds and credits* that have to be given due to court cases where taxpayers successfully appealed their assessment and were due money back, or cases where taxpayers simply overpaid / paid in error.

As 2019 is not a tax sale year, we focus on business personal property and motor vehicle collection enforcement when we are not in a current collection period. A mandatory wage garnishment for city and board of education employees who owed Norwalk property taxes is still in effect, and we continue to work with the Department of Health to deny health permit renewal to any establishment owing back taxes for longer than one year. Maintaining a high current collection rate by efficiently enforcing collection of current and past due taxes allows budget making authorities to set lower mill rates, because there can be less of an 'allowance' for anticipated uncollectibles. A lower mill rate is effectively 'tax relief' for every taxpayer, and arguably the most equitable and widespread form of tax relief.

Although our new fiscal year has not yet begun, our office is already collecting taxes on the new grand list of October 1, 2018. Those bills come 'due' July 1, 2019, and are payable without interest by August 1, 2019. Our bills are currently at the printer, and we expect them to be mailed by June 21.

We endeavor to get the bills in the mail as early as possible, in order to extend the collection period to five or six weeks, instead of only four. Taxpayers can view their new tax bills on the city website, and taxpayers are already coming into City Hall to pay. We will be doing some community outreach via our website and the press to publicize our tax collection period, and the various methods and options taxpayers can use to pay their taxes, including on line payments, "E Checks" (ACH payments), or in person payments at bank branches, as well as the more traditional methods of paying by check or paying in person at our office. Some of our 'end of year' processes were accomplished in recent months, thus freeing up time to concentrate on the new tax billing. For example we filed our tax lien continuing certificates in March, had our suspense list approved in April, and filed some of our state reports in May. There are a number of other reporting obligations and year end functions still left to perform, but we look forward to a smooth closeout of our current fiscal year in the coming weeks.

**TAX COLLECTOR'S REPORT
MAY 2019**

FISCAL YEAR 2018-2019 (2017 GRAND LIST)	ADJ. TAX COLLECTIONS		COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
	ORIGINAL LEVY	JUN 18 - MAY 19				
AUTOMOBILE-REGULAR	\$19,785,892.64	\$18,456,971.57	93.28%	\$19,401,918.98	(\$383,973.66)	95.13%
AUTOMOBILE-SUPPLEMENTAL	\$3,590,970.07	\$3,098,860.30	86.29%	\$3,517,790.76	(\$73,179.31)	88.09%
PERSONAL PROPERTY	\$21,248,718.54	\$20,620,563.91	97.04%	\$21,242,059.64	(\$6,658.90)	97.07%
REAL ESTATE	\$280,979,420.26	\$278,724,123.69	99.20%	\$281,453,232.81	\$473,812.55	99.03%
TOTAL TAX	\$325,605,001.51	\$320,900,339.47	98.56%	\$325,615,002.19	\$10,000.68	98.55%
SEWER USE	\$15,844,431.00	\$16,070,579.36	101.43%	\$16,272,566.00	\$428,135.00	98.76%
IPP FEE	\$207,250.00	\$181,342.12	87.50%	\$207,000.00	(\$250.00)	87.60%
FISCAL YEAR 2017-2018 (2016 GRAND LIST)						
AUTOMOBILE-REGULAR	\$18,742,512.33	\$17,519,145.62	93.47%	\$18,411,397.00	(\$331,115.33)	95.15%
AUTOMOBILE-SUPPLEMENTAL	\$3,260,045.73	\$2,913,173.29	89.36%	\$3,246,013.24	(\$14,032.49)	89.75%
PERSONAL PROPERTY	\$20,774,746.28	\$20,384,843.96	98.12%	\$21,004,357.94	\$229,611.66	97.05%
REAL ESTATE	\$269,517,650.23	\$267,377,422.11	99.21%	\$268,742,190.66	(\$76,459.60)	99.49%
TOTAL TAX	\$312,294,954.60	\$308,194,584.98	98.69%	\$311,403,958.84	(\$890,995.76)	98.97%
SEWER USE	\$15,371,652.00	\$15,328,994.18	99.72%	\$15,601,311.00	\$129,659.00	98.89%
IPP FEE	\$204,250.00	\$188,266.34	92.17%	\$214,750.00	\$10,500.00	87.67%
TAX DIFFERENCE 2017 G.L. vs. 2016 G.L. INCREASE/(DECREASE)	\$13,310,046.91	\$12,705,754.49	-0.13%	\$14,211,043.35	\$900,998.44	-0.42%

SEWER DIFFERENCE 2017 G.L. vs. 2016 G.L. INCREASE/(DECREASE)	\$472,779.00	\$741,635.18	1.71%	\$771,255.00	\$298,476.00	-0.13%
---	--------------	--------------	-------	--------------	--------------	--------

IPP DIFFERENCE 2017 G.L. vs. 2016 G.L. INCREASE/(DECREASE)	\$3,000.00	(\$6,924.22)	-4.68%	(\$7,750.00)	(\$10,750.00)	-0.08%
---	------------	--------------	--------	--------------	---------------	--------

BACK TAXES COLLECTED	FISCAL YR 2017-2018		CUR YR vs. PRIOR YR INC/(DEC)
	FISCAL YR 2018-2019 (JUL 18 - MAY 19)	FISCAL YR 2017-2018 (JUL 17 - MAY 18)	
PRIOR TAXES	\$1,874,625.54	\$1,342,110.67	\$532,514.87
PRIOR SEWER USE FEE	\$268,233.22	\$44,391.86	\$223,841.36
PRIOR IPP FEE	\$12,433.43	\$9,886.37	\$2,547.06
TOTAL PRIOR TAX, SEWER & IPP	\$2,155,292.19	\$1,396,388.90	\$758,903.29
CURRENT INTEREST	\$789,766.30	\$746,991.14	\$42,775.16
PRIOR INTEREST	\$686,834.22	\$819,284.14	(\$152,449.92)
SEWER USE FEE INTEREST	\$66,801.32	\$81,630.96	(\$15,829.64)
IPP FEE INTEREST	\$7,634.99	\$6,083.12	\$1,551.87
TOTAL INTEREST COLLECTED	\$1,550,036.53	\$1,653,993.36	(\$123,956.83)
PRIOR LIEN FEE	\$11,070.21	\$14,036.08	(\$2,965.87)
CURRENT LIEN FEE	\$8,285.58	\$8,221.39	(\$1,936.81)
TOTAL LIEN FEE COLLECTED	\$17,355.79	\$22,257.47	(\$4,901.68)
MISC FEES COLLECTED**	\$407,113.19	\$188,508.13	\$238,605.06
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$4,109,797.70	\$3,241,143.86	\$868,653.84

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS
 ** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS



CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: 2019/2020 Technology Refresh Program

Date: June 7, 2019

City Information Technology maintains an inventory database of personal computer workstations, laptops, and printers in City Hall, Libraries (both staff and public access), Public Works Center, Health, and Police Department and Fire Stations, including mobile data terminals and tablets in police and fire vehicles.

From this inventory, IT annually assesses the condition of all the workstations and tablets relative to: equipment age, reliability, supportability, utilization, and overall performance. Based on this assessment, IT develops an annual Technology Refresh Plan and Schedule.

The 2019/2020 Technology Refresh Plan calls for the replacement of 213 personal computer workstations with new workstations, tablets, laptops, and monitors including 10 ruggedized mobile data terminals with mobile printers for public safety, which are specified to the City IT equipment and software standards.

The public safety mobile data terminal and mobile printer portion of the Refresh plan accounts for \$51,315 of the total Plan. The mobile data terminals are now scheduled for refresh on a 3 year cycle as these units are in use 24x7x365 and installed in vehicles that are subject to extremes in temperature and other demanding conditions. This capital year request will refresh 1/3 of the Police mobile data terminals inventory. The total Public Safety investment in the Plan, which includes Police, Fire and Combined Dispatch, is \$109,469.00

IT, after discussion with the respective department heads, assigns a replacement schedule for each workstation based on its condition and performance. Older PCs that are replaced, but deemed having some useful life, will be "cascaded" to other uses such as training, temporary, loaner/repair, single-use kiosk, or occasional-use systems.

The Technology Refresh continues the electronic asset disposal program started in 2005 which inventories, sanitizes the disk drives (erase to DoD specification), and disposes of obsolete computer equipment in accordance with City Procurement Guidelines and in an environmentally responsible manner.

The 2019/2020 Information Technology Capital budget requested and received approval for the funding of **\$195,000.00** for the Technology Refresh. No special appropriation is required for this project.

This Technology Refresh Plan was unanimously approved by the ITT Committee at its June 5, 2019 meeting.

The specific action I am requesting is as follows:

- a. Authorize the Purchasing Agent to issue purchase orders in accordance with City Procurement Guidelines for the supply of personal computers workstations, laptops, ruggedized data terminals, tablets, and obsolete asset disposal, according to City IT department specifications for an amount not to exceed \$195,000.00, account 09201370-5777-C0375 (budgeted IT capital item; no special appropriation required) and forward onto the Common Council for further action.*

ATT: ITT Approval Form



City of Norwalk

Information Technology Department

125 East Ave., Rm203

Norwalk, CT 06850

Phone: 203-854-7714 Fax: 203-854-7803

ITT Request Form



Telephone System Routers Refresh - Fire Stations

Request Number: TSRTFD Modification Number: 0 Date of Request: 5-Jun-19

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes

BUDGET ACCOUNT: 09201370-5777-C0375

VENDOR DATA

Total Communications

333 Burnham St, East Hartford, CT 06108

860-622-4121

janetococonnell@totalcomm.com

ship to: Rodney Garcia, IT Suite 203, City Hall
125 East Ave, Norwalk, CT

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
1	Equipment & SmartNet			\$20,077.56	\$20,077.56
1	Installation			\$5,920.00	\$5,920.00
1	SRST modules			\$451.20	\$451.20
					\$0.00
					\$0.00
Shipping					
not to exceed				Total Price	\$26,448.76

Date Presented: 5-Jun-19 Date Approved: 5-Jun-19

PROJECT Routers Tele FD

ITT Signature: signature on file



City of Norwalk

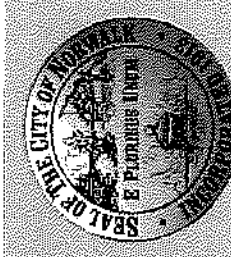
Information Technology Department

125 East Ave., Rm203

Norwalk, CT 06850

Phone: 203-854-7714 Fax: 203-854-7803

ITT Request Form



2019 2020 Desktop Refresh Program - PCs, Rugged Data Terminals, Tablets

Request Number: DRF2019/2020 Modification Number: 0 Date of Request: 5-Jun-19

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes
BUDGET ACCOUNT: 09201370-5777-C0375

VENDOR DATA

Various Vendors

Separate Reqs to follow over next 12 months

TO ENCUMBER FUNDS ONLY

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
	Public Safety desktops, laptops	rugged mobile data terminals	various	various	\$110,000.00
	Library desktops and laptops for	staff and public use	Dell various	various	\$22,000.00
	DPW	staff and public use	Dell various	various	\$19,500.00
	Health		Dell various		\$16,100.00
	City Hall and All others		Dell various		\$27,400.00
Shipping					
Total Price					\$195,000.00

Date Presented: 5-Jun-19 Date Approved: 5-Jun-19

PROJECT 2019 2020 Desktop Refre:

ITT Signature: signature on file



CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: Telephone System Routers Refresh

Date: June 7, 2019

The City's digital telephone and voice mail system services over 1500 telephones and 1700 voice mail users at: City Hall; Police Headquarters, Marine Base, and Animal Control; Fire Stations 1-5 and apparatus maintenance; Health Department; Board of Education Central Office; three high schools and four middle schools; Main and South Norwalk Libraries; and Public Works Garage.

The digital phone and voice mail system was initially installed in 2005 and underwent a major feature/technology upgrade in 2017, targeting the primary, core system. As this was a major upgrade in both scope and cost, we did not upgrade the twelve year-old teleco interface gateways located at City Hall and Police nor the IP routing equipment located at each smaller City facility at that time.

Recognizing the three routers and seven gateways were outdated and still required attention, IT planned to replace the equipment in two phases. IT requested and received \$21,496 of funding for the first phase of the project in FY 2018/2019. This phase is complete. IT requested and received funding for this second phase of the project, upgrading the routers and the fire stations and apparatus maintenance facility in its 2019/2020 capital budget request.

IT will be procuring the equipment and installation for this project using a State of Connecticut contract bid.

The ITT Committee unanimously approved this project at its June 5, 2019 meeting.

The specific action requested is:

- a. Authorize the Purchasing Agent to issue purchase orders to Total Communications, State of Connecticut contract 18PSX0202, for the supply and installation of Cisco routers at each fire station for an amount not to exceed \$26,448.76, account 09201370-5777C0375 (budgeted 2019/2020 IT Capital item; no special appropriation required) and forward onto the Common Council for further action.*

Att: ITT Approval Form



CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: Police Dept Storage Area Network and Data Center Switch Upgrade

Date: June 7, 2019

A storage area network, or SAN, is a separate device which provides all an organization's storage needs and is connected to their network. The current SAN at the Police Department provides storage capacity for approximately 35.2 billion printed pages.

The benefits of a SAN:

- provides a separate network for accessing all data, separating storage network traffic from local user traffic, and therefore increasing response times.
- provides modular scalability, high-availability, increased fault tolerance, and centralized storage management.
- provides improved disaster recovery and business continuity possibilities.
- greatly reduces costs by consolidating all storage and by reducing the number of physical servers we need to purchase, power and cool.

The Police Department stores forms, surveillance, interview and 3rd party video, case information and evidence, patrol reports, accident reports, arrest information, photos, dispatch records, maps, correspondence, 911 recordings.

The current SAN device was installed in 2012 and is reaching the end of its useful life and expansion capability. In 2018, the City replaced the SAN at the Fire data center which replicates to Police. Keeping the SANs similar and updated is important for replication purposes.

This request also includes refreshing the two 6 year old network switches that control data traffic between the servers and SAN in the Police data center. The new, high-performance switches are 10X faster than the existing units

which will provide police with greater throughput and faster data transfer and downloads, especially for large video files. In addition, the new switches are scalable to 40 gig and consume 25% less power than existing technology.

During the 2019/2020 capital budget development process, IT identified replacing the Police Department SAN and the supporting data switch as priority capital projects. IT requested funding for both replacements which was approved.

The IT department, having received confirmation from the Purchasing Agent on process, will procure the SAN equipment via a prior, public-bid contract with the National Cooperative Purchasing Alliance of which Norwalk is a member. The supporting 10 gig switch will be procured using State of CT 18PSX0202 contract for this equipment. The ITT Committee approved the procurement of this equipment at its June 5, 2019 meeting.

The specific action requested is:

- a) Authorize the Purchasing Agent to issue purchase orders to Connection Public Sector Solutions for the supply and installation of a Storage Area Network for Norwalk Police per quotation 24814178.03-W1, NCPA contract# NCPA 01-44, for an amount not to exceed \$53,173.47, account 09201370-5777-C0375 (budgeted IT 2019/2020 capital item; no special appropriation required).
- b) Authorize the Purchasing Agent to issue purchase orders to Total Communications, State of CT contract 18PSX0202, for the supply of 2 Nexus 10 Gig Switches for an amount not to exceed \$13,206.00, account 09201370-5777-C0375 (budgeted IT 2019/2020 capital item; no special appropriation required).

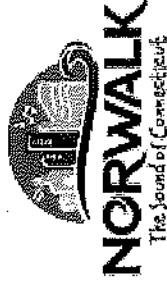
And forward such authorizations onto the Common Council for further action.

Att: ITT Approval Forms



City of Norwalk

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



Storage Area Network replacement for Police Data Center

Request Number: SAN-1-PD Modification Number: 0 Date of Request: 5-Jun-19

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes
BUDGET ACCOUNT: 09201370-5777-C0375

VENDOR DATA

Connection Public Sector Solutions

Contract NCPA 01-44; Quote 24814178.03-W1

per quotation

antony.forno@connection.com

Ship to: Gabriel Asare, Norwalk Dept of Police Services
1 Monroe St., Norwalk, CT 06854

Inside delivery required;

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
1	WesternDigital Tegile T4200 SAN	Flash dual ctrl4 chip 448GB	T4200	\$33,939.67	\$33,939.67
1	5 years premier support	24 X 7 onsite 4 hr response	T4200-5YR-4HR	\$14,023.64	\$14,023.64
1	Training	Intro/Admjun 2 day instructor	EDU-ILT-ADM	\$10.00	\$10.00
1	Installation	Proservepm-stnsb	PROSERVPM-STNSUB	\$2,685.30	\$2,685.30
2	Dual port 10Gbps Ethernet SFP+	CTLR NIC	CARD-10G-E-2-SFP+	\$1,257.43	\$2,514.86

Shipping

Total Price \$53,173.47

Date Presented:

5-Jun-19

Date Approved:

5-Jun-19

PROJECT: SAN PD

ITT Signature:

signature on file



City of Norwalk

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



Data Center Switch 10G for Police Data Center

Request Number: PDNexus Modification Number: 0 Date of Request: 5-Jun-19

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes
BUDGET ACCOUNT: 09201370-5777-C0375

VENDOR DATA

Total Communications

333 Burrham St, East Hartford, CT 06108

860-622-4121

janetocconnell@totalcomm.com

Ship to: Gabriel Asare, Norwalk Dept of Police Services
1 Monroe St, Norwalk Ct 06854

STATE OF CT CONTRACT 18PSX0202

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
2	Nexus 3524X, 24 Port 10 G	switch	N3K-C3524P-10GX	\$5,720.00	\$11,440.00
2	SNTC-8X5XNBD NEXUS 1 YEA	maintenance	CON-SNT-3524P10X	\$882.91	\$1,765.82
					\$0.00
					\$0.00
					\$0.00
Shipping				Total Price	\$13,205.82
not to exceed					

Date Presented: 5-Jun-19 Date Approved: 5-Jun-19

PROJECT PD Nexus

ITT Signature: signature on file



CITY OF NORWALK
Department of Information Technology

To: Members of the Finance Committee

From: Karen Del Vecchio, Director IT

Re: Windows and Database server software license upgrades

Date: June 7, 2019

The City's core infrastructure servers are currently at Windows server version 2012R2 and SQL Server versions a mix of 2005-2012. This request is to upgrade to Windows Server Datacenter 2019 and SQL 2017. Forty percent of this project will directly support public safety operations.

Microsoft is dropping support for these older server versions and database servers in 2020. This is to purchase licensing for 84 servers with 700 end users, and 5 SQL database servers, including law enforcement systems and other various City database systems.

The City's Purchasing Office will solicit bids from authorized Microsoft resellers for the procurement of these licenses. The ITT Committee reviewed the project scope and plan and unanimously approved moving forward at its June 5, 2019 meeting.

The specific action requested is:

- 1 a) Authorize the Purchasing Agent to issue purchase orders to the lowest authorized reseller for the supply of Windows and database server software license upgrades for an amount not to exceed \$142,000.00, account 09201370-5777-C0375 (budgeted IT capital item; no special appropriation required).

And forward such authorizations onto the Common Council for further action.

Att: ITT Approval Form



City of Norwalk

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



Windows and Database Server Software Licenses

Request Number: WINSQLLIC Modification Number: 0 Date of Request: 5-Jun-19

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes
BUDGET ACCOUNT: 09201370-5777-C0375

VENDOR DATA

Ship to: Dave Ross, IT Suite 203
City Hall, 125 East Ave, Norwalk, CT 06854

Lowest Authorized Bidder

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
42	Microsoft Gov't MPSA Windows	Server Datacenter 2-core license	AAA-30380	\$858.91	\$36,074.22
725	Microsoft Gov't MPSA Windows	Server User Cals	AAA-03788	\$47.17	\$34,198.25
10	Microsoft Gov't MPSA SQL Serv	Standard 2-core licence	AAA-03752	\$3,999.64	\$39,996.40
2	Microsoft Gov't MPSA SQL Serv	Enterprise 2-core license	AAA-03757	\$15,336.92	\$30,673.84
					\$0.00

Shipping

not to exceed \$140,942.71
Total Price

Date Presented: 5-Jun-19 Date Approved: 5-Jun-19

PROJECT Win D/C and D/B licenses

ITT Signature: signature on file



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



Windows and Database Server Software Licenses

Request Number: WINSQLLIC Modification Number: 0 Date of Request: 5-Jun-19

FUNDED IN CURRENT CAPITAL OR EXPENSE BUDGET: YES CONSISTENT WITH CITY TECHNOLOGY PLAN: Yes
BUDGET ACCOUNT: 09201370-5777-C0375

VENDOR DATA

Ship to: Dave Ross, IT Suite 203
City Hall, 125 East Ave, Norwalk, CT 06854

Lowest Authorized Bidder

PRICING INFORMATION

QTY.	DESCRIPTION	MAKE	MODEL	PRICE/UNIT	EXT PRICE
42	Microsoft Gov't MPSA Windows	Server Datacenter 2-core license	AAA-30380	\$858.91	\$36,074.22
725	Microsoft Gov't MPSA Windows	Server User Cals	AAA-03788	\$47.17	\$34,198.25
10	Microsoft Gov't MPSA SQL Serv	Standard 2-core license	AAA-03752	\$3,999.64	\$39,996.40
2	Microsoft Gov't MPSA SQL Serv	Enterprise 2-core license	AAA-03757	\$15,336.92	\$30,673.84
					\$0.00

Shipping

not to exceed \$140,942.71
Total Price

Date Presented: 5-Jun-19 Date Approved: 5-Jun-19

PROJECT Win D/C and D/B licenses

ITT Signature: signature on file

W. B.



EXCHANGE

THE EXCHANGE CLUB OF NORWALK, CT

150 Connecticut Avenue * Norwalk, CT 06854-1930 * 203-852-1800

May 20, 2019

Nick Roberts
Director, Recreation & Parks Dept.
City Hall
East Avenue
East Norwalk, CT 06851

Dear Nick;

Please let this letter serve as a formal request to renew our contract for the parking at the annual **Norwalk International In-Water Boat Show**.

This event will be taking place on **September 19-22, 2019** at Cove Marina.

If you have any questions, please call, write or email.

Sincerely,

Ray A. Cooke

Ray A. Cooke
Past President, Norwalk Exchange Club
ray@exchangeclub.com

Potrykus, Patty

From: Roberts, Nick
Sent: Tuesday, May 21, 2019 8:23 AM
To: Potrykus, Patty
Subject: June Recreation Agenda addition

Patty,
Please add to the June Recreation Committee Agenda.

Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the Exchange Club of Norwalk, CT to contract for the parking at Calf Pasture Beach, Shady Beach, Marvin School and Taylor Farm for the Annual Norwalk International In-Water Boat Show to take place Thursday, September 19, 2019 through Sunday, September 22, 2019 for a sum not to exceed \$5,000.00. Account #014118-5258.

Nick Roberts CPRP
Director Recreation and Parks



NORWALK

Recreation & Parks

City of Norwalk

125 East Ave. Room 129

Norwalk, CT. 06851

203.854.7725 Office

475.889.0896 Cell

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

PLEASE PRINT

PERSONAL/FAMILY _____
COMPANY/BUSINESS _____

ORGANIZATION NAME: BmHS Band Parents Inc NON-PROFIT (501C3) Yes ☒ No ☐

NAME OF BENEFICIARY: BmHS Band Parents Inc Is this an Annual Event? Yes ☒ No ☐ # of years 27

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Joe Buellshach TITLE: Treasurer

YOUR NAME: Joe Buellshach TITLE: Treasurer

ADDRESS: 3 Yorkshire Rd E-MAIL ADDRESS: jbuellshach@optonline.net

CITY: Norwalk STATE: CT ZIP CODE: 06854

HOME PHONE: 203.838.6685 BUSINESS PHONE: _____ CELL: 203.247.5831

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: BmHS Football Field # OF PARTICIPANTS: 7500

EVENT: Celebration of Sound DATE REQUESTED: 9/14/19

SET UP TIME: 9:00 STARTING TIME: 2:00 BREAKDOWN TIME: 9:00 ENDTIME: 10:00 RAIN DATE: none
(RAIN DATE FOR BEACH RENTALS ONLY)

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

~~PLEASE NOTE: NO GLASS OR HOT LIPS ALLOWED AT CITY PARKS PROPERTY INCLUDING OAKBURY PARK~~

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? YES ☒ NO ☐ NAME: _____

ARE YOU REQUESTING A TENT? YES ☐ NO ☒ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☒ NO ☐
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☒ NO ☐
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☒ NO ☐
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☒ NO ☐

*near ball field
Port-o-potty*

BEACH PERMITS ONLY:

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

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☒
If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

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

APPLICANT'S SIGNATURE: [Signature] DATE: 5/7/19

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: 4/2/19 YES ☐ NO ☐ N/A ☐
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES ☐ NO ☐ N/A ☐

Chapter 42A

§ 42A-7. Inspections by Fire Marshal

A. Purpose

Pursuant to the Fire Safety Code and Connecticut General Statutes § 29-305, as amended from time to time, the Fire Marshal is required to conduct inspections for a variety of occupancy classifications to ensure that the requirements specified in said code or statute have been satisfied. Depending on the type of occupancy, these inspections are mandated to occur as often as annually, or up to every four years.

The purpose of this ordinance is to streamline the Fire Marshal's inspection process for all occupancy classifications that are regulated by the Fire Safety Code and the Connecticut General Statutes § 29-305, as amended from time to time. These inspections are conducted to ensure that the occupants are safe and that the requirements specified in said code or statute have been satisfied.

B. Inspections

Pursuant to the Fire Safety Code and Connecticut General Statutes § 29-305, as amended from time to time, all occupancy classifications are required to undergo periodic inspections by the Fire Marshal. The Fire Marshal shall be provided with access, by the owner, designee or legal occupant, to the structures subject to the occupancy classifications to complete the inspection to ensure that the requirements specified in the Fire Safety Code and Connecticut General Statutes § 29-305, as amended from time to time, have been satisfied.

The owner and/or designee must schedule an inspection with the Fire Marshal within the time period mandated by the Fire Safety Code and Connecticut General Statutes § 29-305, as amended from time to time. If the owner and/or designee schedules and completes an inspection prior to the expiration date as prescribed in the Fire Safety Code and Connecticut General Statutes § 29-305, as amended from time to time, then the Fire Marshal shall not charge the owner and/or designee a fee. However, if the owner and/or designee fails to schedule and complete the inspection prior to the expiration date, as prescribed in the Fire Safety Code and Connecticut General Statutes § 29-305, as amended from time to time, then the Fire Marshal shall send a letter to the owner and/or designee advising that the inspection is delinquent. The owner and/or designee shall have thirty (30) days from the date of the initial letter to schedule and complete the inspection. If a delinquent inspection occurs, the Fire Marshal shall charge the owner and/or designee an amount as established in the Office of the Fire Marshal's schedule of fees for permits and licenses.

C. Duration of Inspection

The duration of an inspection is based upon the occupancy classification as identified in the Fire Safety Code. Depending on the type of occupancy, these inspections are mandated to occur as often as annually, or up to every four years.

D. Penalty for Offenses

Any person violating this ordinance shall be punished as follows:

- (1) an owner and/or designee that fails to complete an inspection in a timely manner, as prescribed in the Fire Safety Code and Connecticut General Statutes § 29-305, as amended from time to time, shall be subject to an initial fine of \$250.00;
- (2) each day that the violation exists shall constitute a separate violation; and
- (3) following the initial violation, each subsequent day that the violation exists shall be subject to a \$100.00 fine.

Chapter 42A

§ 42A-8. Abatement of Fire Hazards: Order to remove or remedy; penalties; notifications of officials; order to vacate; review by State Fire Marshal

- (a) When the Fire Marshal ascertains that there exists in any building, or upon any premises, (1) combustible or explosive matter, dangerous accumulation of rubbish or any flammable material especially liable to fire, that is so situated as to endanger life or property, (2) obstructions or conditions that present a fire hazard to the occupants or interfere with their egress in case of fire, or (3) a condition in violation of the statutes relating to fire prevention or safety, or any regulation made pursuant thereto, the remedy of which requires construction or a change in structure, the Fire Marshal shall order such materials to be immediately removed or the conditions remedied by the owner or occupant of such building or premises. Any such removal or remedy shall be in conformance with all building codes, ordinances, rules and regulations of the City of Norwalk. Any person, firm or corporation which violates any provision of this subsection shall be fined not more than one hundred dollars or be imprisoned not more than three months, or both, and, in addition, may be fined fifty dollars a day for each day's continuance of each violation, to be recovered in a proper action in the name of the City of Norwalk.
- (b) Upon failure of an owner, designee or occupant to abate a hazard or remedy a condition pursuant to subsection (a) of this section within a reasonable period of time as specified by the Fire Marshal, such Fire Marshal shall promptly notify in writing the prosecuting attorney having jurisdiction in the City of Norwalk in which such hazard exists of all the facts pertaining thereto, and such official shall promptly take such action as the facts may require, and a copy of such notification shall be forwarded promptly to the State Fire Marshal. The Fire Marshal may request the chief executive officer or any official of the City of Norwalk authorized to institute actions on behalf of the City of Norwalk in which the hazard exists, or the State Fire Marshal, for the purpose of closing or restricting from public service or use such place or premises until such hazard has been remedied, to apply to any court of equitable jurisdiction for an injunction against such owner, designee or occupant; or the State Fire Marshal, on his/her own initiative, may apply to such court for such injunction. When such hazard is found to exist upon premises supervised or licensed by a state department or agency, the Fire Marshal shall promptly notify the administrator of such department or agency of his findings and shall issue orders for the elimination of such hazard.
- (c) If the Fire Marshal, his or her designee, the Fire Department, or the Norwalk Police Department determines that there exists in a building a risk of death or injury from (1) blocked, insufficient or impeded egress, (2) failure to maintain or the shutting off of any fire protection or fire warning system required by the Fire Safety Code (Connecticut State Agency Regulations § 29-292-1e, et seq., as amended from time to time) or State Fire Prevention Code (Connecticut General Statutes § 29-291 et seq., as amended from time to time), (3) the storage of any flammable or explosive material

without a permit or in quantities in excess of any allowable limits pursuant to a permit, (4) the use of any firework or pyrotechnic device without a permit, or (5) exceeding the occupancy limit established by the State Fire Marshal or the Fire Marshal, such Fire Marshal, his or her designee, or Police Officer may issue a verbal or written order to immediately vacate the building. Such Fire Marshal, his or her designee, or Police Officer shall notify or submit a copy of such order to the State Fire Marshal if such Fire Marshal, his or her designee, or Police Officer anticipates that any of the conditions specified in subdivisions (1) to (5), inclusive, of this subsection cannot be abated in four hours or less from the time of such order. Upon receipt of any such notification or copy, the State Fire Marshal shall review such order to vacate, and after consultation with the Fire Marshal, his or her designee, or Police Officer, determine whether to uphold, modify or reverse such order, with any further conditions the State Fire Marshal deems appropriate to protect any person from injury.

- (d) Any person, firm or corporation who violates subsection (c) of this ordinance shall be subject to penalties and/or fines in the manner authorized in Section 29-295 of the General Statutes, as amended from time to time.



VII.D 1

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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
NFCC

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER

RE: **NORWALK HIGH SCHOOL – CULINARY EXPANSION AND TOILET ROOM
RENOVATION**

DATE: MAY 29, 2019

The Norwalk Board of Education is committed to providing a comfortable, safe and healthy learning environment. To achieve this goal, the Board of Education authorized the development of a facilities and capital needs study for the Norwalk Public School system. One of the findings of the report was the realization that the existing toilet rooms in Norwalk High School do not meet current Americans with Disabilities Act (ADA) requirements. During the study it was discovered that very little renovations/upgrades occurred to the toilet rooms since the construction of Norwalk High School in 1971. As a result the toilet rooms in the building will be improved to the extent possible to current ADA requirements.

In addition to the facilities study the Norwalk Board of Education evaluated the curriculum at the two High Schools and recently developed “pathways” for certain curricula. One of these is the Hospitality Management/Culinary Arts program at Norwalk High School. Currently there is a waiting list of 245 students. The expansion of the culinary facilities will allow Norwalk High School to eliminate its current wait list.

In an effort to meet summer construction schedule, we expedited the design phases and the submission of the projects to the State in order to be eligible for reimbursement. These projects are currently out for bids and bid opening is scheduled for June 6, 2019. Thereafter, our Construction Manager will develop a Guaranteed Maximum Price (GMP) for City approval.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Amendment to the agreement with Newfield Construction, Inc. as the Construction Manager (CM) for the Norwalk High School Culinary Program Expansion and toilet Rooms Renovation Project, to accept**

the Guaranteed Maximum Price (GMP) for a total not to exceed \$4,968,695.00. Funds are available in Acct. #0918/195010 5777 C0610.

- b. Authorize the NFCC to issue Change Orders on contract for a total not to exceed \$248,435.00"



225 Newfield Avenue
Hartford, CT 06106
860-953-1477
Fax 860-953-1712

Amendment One

June 18, 2019

Mr. Alan Lo, Building and Facilities Manager
City of Norwalk
125 East Avenue
Norwalk, CT 06856

RE: Project Number 3900 - Miscellaneous Projects at Norwalk High School
Trade Contract Awards, Guaranteed Maximum Price (GMP)

Dear Alan:

Newfield Construction, Inc. ("CMR") hereby submits to the City of Norwalk, Connecticut ("Owner") this document regarding Contract Amendment Partial Guaranteed Maximum Price (GMP) for trade bid packages 01 Final Cleaning, 02 Hazmat and Select Demolition, 06 General Trades, 09.3 Resilient and Resinous – Base and Flooring, 09.4 Painting, 10 Visual Display & Toilet Room Equipment, 22 Plumbing, 23 Mechanical, 26 Electrical for the construction at Norwalk High School Miscellaneous Projects in accordance with the CMR Agreement dated May 3, 2019, ("Agreement"). This document includes the requested items indicated in the Table of Contents below.

Table of Contents

- a. Partial GMP Amount
 - b. List of Drawings
 - c. List of Specifications
 - d. Clarifications and Assumptions
 - e. Allowances
 - f. Unit prices
 - g. Alternates
 - h. Project Schedule
 - i. Formal Recommendation for Approval of Listed Trade Contractors
 - j. Trade Rejection Letters for Non-compliance
- a. Amendment One Amount – See attached breakdown**
- The Amendment One amount is. Four Million Nine Hundred Sixty Eight Thousand Six Hundred Ninety five Dollars, \$4,968,695.00.
- b. List of Drawings - See attached**
- c. List of Specifications - See attached**
- d. Clarifications and Assumptions - See attached**
- e. Allowances - See attached (allowances are included in GMP)**
- f. Unit Prices - See attached**
- g. Alternates - See attached (alternates are not included in GMP)**
- h. Project Completion Schedule - See attached**

i. Recommendations for Approval of Listed Trade Contractors

Pursuant to the attached bid tabulation Newfield Construction has conducted scope reviews with the apparent low qualified bidders for bid package work required to be performed. We recommend for award the following qualified low Bidders:

Bid Package 01	Final Cleaning	Conny Inc, d/b/a Orange Cleaning Services
Bid Package 02	Hazmat and Select Demo	Oscar's Abatement LLC.
Bid Package 06	General Trades	G. Donovan Associates, Inc.
Bid Package 09.3	Resinous/Resilient Base & Flooring	Mackenzie Painting Company
Bid Package 09.4	Painting	M. Brett Painting Company, Inc.
Bid Package 10	Visual Display/Toilet Equipment	CSNE, LLC
Bid Package 22	Plumbing	Sullivan/Benson, LLC.
Bid Package 23	HVAC	Sullivan/Benson, LLC.
Bid Package 26	Electrical	Sullivan/Benson, LLC.

In light of the above Newfield Construction requests the partial GMP package be approved so the work can be contracted and scheduled.

Respectfully Submitted,



Stephen Buccheri
Project Executive
Newfield Construction, Inc.



Miscellaneous Projects at Norwalk High School
City Project No. 3600
GMP Recapitulation

Amendment One Part A
8/17/2019

Bid Package	Trade	Projected Trade Contractor	Bid Amount	Scope Review Completed	Notes
1	Final Cleaning	Donny Inc, dba Orange /Cleaning Services	43,348	No	
2	Selective Demo & Abatement	Oscar's Abatement	350,000	Yes	
8	General Trades	G.Donovan	1,768,000	Yes	
9.3	Resinous and Resilient Base & Flooring	Mackenzie	195,845	Yes	
9.4	Painting	M Brett	60,000	Yes	
10	Visual Displays/Toilet Room Equipment	CSNE LLC	218,026	Yes	
22	Plumbing	Sullivan/Benson	1,708,000	Yes	Combo Bid Award BP 22, BP 23 and BP 26
23	Mechanical	Sullivan/Benson	In combo above	Yes	Combo Bid Award BP 22, BP 23 and BP 26
26	Electrical	Sullivan/Benson	In combo above	Yes	Combo Bid Award BP 22, BP 23 and BP 26
31	Site Construction	NO BIDS	73,000	No	
		Total Trade Bids	4,413,218		
	CM ALLOWANCES		14,850		See Part E for Breakdown
	CM CONTINGENCY 3.0%		132,842		
	GL INSURANCE 0.45%		20,524		
	PERMIT FEE 1.5%		In soft costs		By City
	CM GENERAL CONDITIONS		227,800		
	PRECON FEE		In soft costs		
	CM BOND 0.80%		38,472		
	CM FEE 2.5%		121,188		
		Projected GMP	4,968,869		



Miscellaneous Projects at Norwalk High School
City Project No. 3600
General Conditions

Description	Qty	Unit	Unit Cost	Extension
Project Manager	397	hrs	\$ 115	\$ 45,655
Superintendent	32	wks	\$ 4,200	\$ 134,400
Project Engineer	173	hrs	\$ 65	\$ 11,245
Field Office	8	mo	\$ 600	\$ 4,800
Furniture & Equip.	1	ea	\$ 3,500	\$ 3,500
Office Supplies	6	ea	\$ 150	\$ 900
Postage Fedex	8	mo	\$ 200	\$ 1,600
Computer	1	ea	\$ 3,000	\$ 3,000
IT Support	8	mo	\$ 350	\$ 2,800
Phones & Data	8	mo	\$ 350	\$ 2,800
Cell Phones	8	mo	\$ 250	\$ 2,000
Copier	8	mo	\$ 500	\$ 4,000
Water & Coffee	8	mo	\$ 125	\$ 1,000
First Aid	1	ls	\$ 1,500	\$ 1,500
Small Gear	1	ls	\$ 2,500	\$ 2,500
Gen Liability Insurance	\$ 4,100,000	\$	0.45%	in recap
Photos	6	ea	\$ 400	\$ 2,400
Reproduction	1	ls	\$ 3,500	\$ 3,500
Perf & Payment Bonds	\$ 4,100,000	\$	\$ 0.008	in recap
				\$ 227,600



2

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

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
NFCC

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

RE: NORWALK HIGH SCHOOL – SCOREBOARD REPLACEMENT PROJECT

DATE: MAY 29, 2019

As part of the funding for school facilities improvement program, the Norwalk High School Governance Council identified the need to replace the existing scoreboard at Norwalk High School Athletic field. As a result the City's Purchasing Department solicited bids for new scoreboard to be installed. The new scoreboard project includes a full matrix LED video display with score keeping displays, control equipment and all new wiring.

ACTION REQUESTED:

- a. Authorize the Mayor, Harry W. Rilling, to execute a contract with Hampden Engineering, Corp. for the Norwalk High School Scoreboard Replacement Project, in an amount not to exceed \$106,250. Funds are available in Acct. #0918/195010 5777 C0610.
- b. Authorize the NFCC to issue Change Orders on contract for a total not to exceed \$10,625.

NORWALK HIGH SCHOOL – SCOREBOARD REPLACEMENT PROJECT – BID SUMMARY

	Picco Construction LLC	Hampden Engineering Corporation
Lump Sum Price	\$148,000.00	\$106,250.00
Alt-1 Deduct Alternate: Provide cost to re-use existing steel supports and footing, all costs and engineering required for certification of existing steel shall be included and provided by the Contractor.	\$0	(\$8,000.00)
Alt - 2 Provide labor and material to install scoreboard wiring and connections on home side of field for outdoor scoreboard controller connection to scoreboard	\$5,000.00	\$6,600.00
Alt - 3 Furnish and Install new decorative top to scoreboard. Decorative top to match existing scoreboard. See attached photo provided for reference.	\$5,000.00	INCL. IN BASE


FAIR-PLAY

Forest Green Paint / White Trim

S10498

model no: 01-8120-285-1

Design Proposal

TL Vision

TL Energy

Fair-Play

Conceptual illustration only. Customer must provide press-ready custom artwork for best results.
www.fair-play.com 800.247.0265 @copyright2019



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

3

TO: LAND USE & BUILDING MANAGEMENT COMMITTEE
NFCC

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

RE: NORWALK HIGH SCHOOL – ELEVATOR REPLACEMENT PROJECT

DATE: JUNE 19, 2019

As part of the Norwalk High School Projects, the existing freight elevator was identified to be replaced. This elevator is original to building (1971) and features all original, now outdated machinery and equipment. This freight elevator is the only elevator of the two elevators in the building that stops at all floors of the building, and hence, it is essential for this elevator to be ADA accessible. This project was awarded last year in the amount of \$248,182.

As part of the demolition of the elevator which began last week, the hydraulic piston which lifts and lowers the elevator needed to be removed and replaced. In a typical situation this work is included by the elevator contractor and removed as part of the project using standard methods. In the case of this elevator, the piston was stuck and locked in the ground and could not be removed. A specialty drilling contractor was called in to remove the piston. The cost of this work was \$24,640.00 which exhausted the construction contingency. Looking ahead, we are anticipating that some upcoming electrical modifications relating to the tie-in of the elevator to the emergency generator will be required and together with other potential unforeseen conditions, we would like to request an additional contingency in the amount of \$24,800.

ACTION REQUESTED:

Authorize to increase the contract contingency with J.A. Rosa Construction, LLC for the Norwalk High School freight elevator improvement project for an additional \$24,800.
09185010 5777 C00610.

Sterling Elevator Consultants, LLC

www.sterlingec.com

Northeast Region
195 West Main Street, Suite 5
Avon, CT 06001
Tel: (800) 209-9909
(860) 674-1919
Fax: (860) 674-1920

Mid-Atlantic Region
184 Narrow Shore Road
Aydlett, NC 27916
Tel: (800) 209-9909
(860) 674-1919
Fax: (860) 674-1920

June 13, 2019

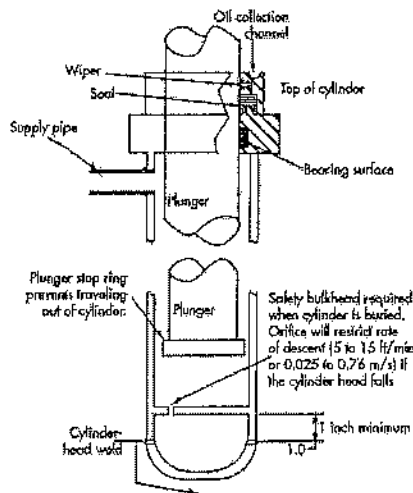
Mr. Rob Francis
Construction Administration
Silver / Petrucelli & Associates
3190 Whitney Avenue, Building 2
Hamden, CT 06518

Re: Norwalk High School Elevator Modernization Project, Norwalk, CT.

Dear Mr. Francis:

The purpose of this letter is to provide additional insight into the challenges associated with replacement of the in-ground hydraulic cylinder on Elevator 103-0163 that is presently being modernized by Otis Elevator Company at Norwalk High School.

Replacement of the cylinder was included in the project scope based on it having been in service for more than forty-five (45) years, and the recent adoption of the 2013 elevator code by the State of Connecticut (reference copy attached). Under the 2013 code, single-bottom hydraulic cylinders installed prior to 1973 are no longer in compliance. The subject cylinder was installed in 1970 per mechanical drawings in the machine room dated 4-16-70. The following is an illustration of a code compliant double-bottom cylinder configuration:



Otis reported that their mechanics applied upwards lifting pressure of approximately 7,500 pounds during their attempts to dislodge the hydraulic cylinder from the ground to facilitate lifting and removal. They identified a blockage approximately 30 feet down and determined that the last 5 feet were obstructed by what is believed to be cement utilized during the original installation.

The next practical step was for Otis to solicit the attached quote from specialty contractor United Drilling Company to provide additional services associated with dislodging the existing cylinder. United's quote is structured in three (3) separate phases subject to their progress with each phase. Otis would also have to provide standby labor during this process per State code.

It is our opinion that this is the only viable approach to this project phase and that United's billing rates are current and standard for the elevator industry.

Once the cylinder removal and replacement has been successfully completed it would be necessary to confirm that the pit area is waterproof. The services of a sealing company would be required if water infiltration is evident.

Please feel free to contact me with any questions or comments.

Thanks and best regards,

John F. Mundt, Jr.

John F. Mundt, Jr.
Vice President

Burney, Ray

To: Personnel Committee
Subject: Pay Plan Revision

The Pay Plan For Non-Union , Appointed and Elected Officials is revised and updated on a regular basis by the Human Resources (Personnel) Department and submitted to the Personnel Committee, and then the Common Council, for approval. Attached is the most recent version of that Pay Plan.

As you can see , the schedule of salary ranges was adjusted in 2016 and in 2017. However, no changes have been made to the Plan or to the Schedule since then. In both 2017 and 2018, the City requested, and the Common Council approved, salary increases of 2.36%, effective July 1, for all employees covered by this pay Plan. (These annual 2.36% increases to pay were consistent and identical to the wage adjustments received by the 600+ unionized employees of the City during the same fiscal years). A merit pool of \$50,000 was also requested and granted in each of these prior fiscal years for the Mayor to distribute at his discretion, in accordance with the terms of this Pay Plan.

For the Fiscal year 2019-2020 and going forward, the City is proposing a change to the Pay Plan schedules. The current Pay Plan creates inequities amongst City employees in similar positions and does not adequately address issues of compression, the competitive market, attraction and retention of employees, equal pay principles, and the "at will " status of most of the employees covered by this Plan. Here are a few examples of the problems with the current Pay Plan provisions:

- Executive Secretaries- There are two Executive Secretaries covered by the Pay Plan. These two employees in those positions have work for the City for almost 10 years each. Their current salaries are \$64,369 and \$71,725. These salaries are different only because each of these employees were hired at different starting salaries in 2010. Since then, they have received the annual wage adjustments received by all other employees in this Pay Plan. Their functions, roles and responsibilities are similar. Had both of these employees been hired into a unionized Executive Secretary position, they would both now have an annual salary of \$75,985. This is because the unionized workforce of the City is subject to a wage progression that moves the employee through the wage steps as each year goes by. The NMEA, representing most clerical/administrative positions, has a 5 year wage progression to the top rate. Because these two Executive Secretaries perform "confidential" tasks, they are not permitted to be in a union, but the nature and quantity of the work they perform is certainly comparable to the Unionized Executive Secretary. Their compensation should be the same.
- Manager level positions- There are 5 or 6 Manager level positions that are covered by the Pay Plan. Like the Executive Secretaries, these positions are not in a Union because of the confidential nature of the work they perform for the City. But the contributions and responsibilities of these Managers is equivalent to the Managers that are covered by the Union contracts. However, the compensation paid to these Managers in the Pay Plan is far below the compensation of Managers represented by either the NMEA or NASA. For example, one Manager covered by the Pay Plan has worked for the City for 19 years and currently has an annual salary of \$91,656. Had his position been subject to Union representation and the wage progression, this Manager would have a current salary of \$114,267.
- Senior level positions- The Comptroller position for the City is covered by the NASA agreement and is subject to the 11 year wage progression in that contract. The Director of Management and Budgets is subject to the Pay Plan. Both of these positions are direct reports to the Chief Financial Officer and perform critical functions for the City. They are peers in the City hierarchy and are both responsible for managing significant staffs and initiatives. The Director of Management and Budgets has an annual salary of \$134,531. The Comptroller has an annual salary of \$144,046 and will move up in the wage progression on 7/1/19 to \$150,138. The Comptroller will continue to move through the contractual wage progression steps for the next 9 years. There is no mechanism under the current Pay Plan for the Director of Management and Budgets to receive an increase in salary except for annual wage increases. The inequity between the compensation level of these two positions will continue to grow and will never be resolved.

In order to remedy the multiple problems and inadequacies with the current Pay Plan, the City is proposing that the positions covered by the Pay Plan be subject to wage progression steps similar to the wage progression in the NASA agreement. The NASA agreement is a valid benchmark because there are similar positions covered in that contract, and the Common Council has previously decided that the benefits provisions in the NASA agreement will govern the benefits available to the employees covered by the Pay Plan. (Vacations, personal days, sick leave, H&W benefits, pension and 401a plans for employees covered by the Pay Plan are the same as set forth in the NASA agreement).

In order to establish the 11 step wage progression for employees covered by the Pay Plan (NASA has an 11 step wage progression), the minimum, midpoint and maximum salaries from 1/1/17 were adjusted to reflect the 2.36% wage increase granted on 7/1/18 and the 2.36% increase requested for 7/1/19. After these adjustments, the difference between the recalculated minimum and maximum salaries were divided into 9 equal steps, to create an 11 step wage progression. This spreadsheet is attached.

The City will place each of the employees covered by this Pay Plan into the appropriate step on this new matrix. As with the NASA wage progression, employees covered by this revised Pay Plan will move through these steps on each succeeding July 1 until the employee reaches the final step. Again, as with the Unionized employee wage progressions, this matrix will be adjusted on an annual basis to reflect the authorized waged increases. The City can place the employees in the appropriate step on this matrix and stay within the budgetary amount previously set aside in the budget process for salary adjustments to this group of employees.

The City requests that the Personnel Committee, and then the Common Council, approve this revised wage step matrix for employees subject to this Pay Plan, approve the budgeted 2.36% of wages to fund the placement of employees at the appropriate step on the matrix, and to approve the budgeted \$50,000 merit pool to be distributed at the mayor's discretion. No salary adjustments nor merit payments will be made until performance appraisals are completed on employees subject to the performance appraisal process.

Ray Burney
Director of Personnel and Labor Relations
City of Norwalk
125 East Ave.
Norwalk, CT 06851
Office: (203) 854-7724
Cell: (203) 984-8591



Ray Burney
Director of Personnel and Labor Relations
City of Norwalk
125 East Ave.
Norwalk, CT 06851
Office: (203) 854-7724
Cell: (203) 984-8591

DEPARTMENT OF PERSONNEL & LABOR RELATIONS

CITY OF NORWALK

PAY PLAN

FOR

**NON-UNION*, APPOINTED AND ELECTED
OFFICIALS**

As approved by the Common Council *

* Non-Union employees shall include all Ordinance positions

Submitted to:
Personnel Committee
City of Norwalk
Adopted: January 23, 2007
Rev: February 13, 2013
April 12, 2016
October 11, 2016

Introduction:

A. **Background:** This Pay Plan covers non-union, appointed and elected officials.

1. The Personnel Director, with the approval of the Personnel Committee, and the Common Council, shall establish the salaries of the Elected and Ordinance employees.

B. **Pay Plan Objectives:**

1. Internal equity;
2. Competitive with the municipal market;
3. Links pay and performance;
4. Easy to administer;
5. Provides continuity and flexibility.

I. Administration of the Pay Plan for Non-Union, Appointed and Elected Officials:

A. **Appointments:** The minimum rate of pay for a classification shall normally be paid upon new appointment. An appointing authority may recommend a new appointment or reappointment at a rate higher than the minimum rate established for the classification, by written request to the Personnel Director. The Personnel Director may approve a starting or reappointment rate beyond the minimum of the salary range.

B. **Promotions:** In the event an employee is promoted from one position covered by this salary plan to another position included in a different grade of this salary plan, the salary of the employee shall increase at least 10% but not more than 20%, except in such cases when the increase would place the salary beyond the maximum established for the grade of that position or below the minimum established for that position. In the former case, the maximum rate of pay for that classification will be paid and in the latter case, the minimum rate of pay for that classification will be paid. The determination of the actual percentage increase will be made by the individual's supervisor based on that individual's salary in the range subject to the approval of the Director of Personnel.

C. **Within Grade Salary Increase:** All employees covered by this plan (except elected officials) shall receive increases based solely on performance appraisals, on forms approved by the Personnel Committee. For employees with less than a year's tenure, the increases shall be on a pro rata basis. For employees with less than three months tenure, no increases shall be given. Performance appraisal forms are appended hereto and made a part hereof. Performance appraisal forms shall be based on job descriptions, tasks and standards developed for each position covered by this pay plan. Salary increases shall be determined by the Merit Matrix approved by the Council. A salary adjustment shall be given if the evaluation indicated the individual "meets expectations". If the employee fails to meet expectations, he or she shall not be eligible for a salary adjustment. . With respect to the Director's positions that directly report to the Mayor, the Personnel department shall send to members of the Common Council the attached form whereby members of the Council can provide feedback to the Mayor regarding their assessment of

the individual Directors. Effective July 1st each year's salaries shall be adjusted based on the terms and condition outlined herein. In the event, the increase moves the salary above the range, a lump sum payment will be given.

As condition precedent, Personnel Appraisal Forms must be completed and submitted to the Personnel Department by the date established by the Personnel department for the individual to be eligible for a merit increase.

D. Performance Bonus Awards:

In addition to the increases awarded pursuant to the Merit Matrix, employees may be eligible for increases from a discretionary bonus pool. The Director of Personnel shall submit with the "Annual Merit Matrix a request for an amount to fund the discretionary bonus pool. The distribution of the bonus amounts shall be at the Mayor's discretion; however, no employee shall receive an annual bonus of more than five (5%) percent of base pay. Bonuses received by employees whose salary is in the bottom quarter of their salary range shall be added to their base pay.

E. Pay Rates for New Positions: In the event a new Ordinance classification is established, the Personnel Department shall recommend to the Personnel Committee the appropriate pay grade. The Personnel Committee shall vote on the appropriate pay grade.

F. Reallocation of Positions: In the event of significant changes in the job content of a particular Ordinance position, the Personnel Director shall recommend to the Personnel Committee the appropriate pay grade.

Reallocation of a position does not impact the salary of any incumbent unless the incumbent is below the minimum or above the maximum of the new grade. In the event of the former, the incumbent's salary shall be adjusted to the minimum of the grade. In the latter case, the incumbent's salary shall remain fixed until the maximum of the new range reaches the incumbent's salary.

G. Elected Officials: The salary for elected officials and certain appointed officials shall be as follows:

Mayor	Midpoint of Director of Finance
Town Clerk	Minimum of Grants Coordinator
Registrar of Voters	At the 10 th Percentile of the Salary Range for Executive Assistant

As changes in the ranges are made, the above salaries will be adjusted accordingly. Changes in the salaries for elected officials shall be effective December 31st, of the year they are elected or reelected.

H. Position Status: All salary ranges and recommendations are for full time positions. If positions are filled on less than a full time basis, salaries shall be prorated and adjusted accordingly.

I. Maintenance of Salary Plan Objectives: In order to maintain the salary plan objectives, the Personnel Committee shall review the salary ranges. This review shall be as requested by the Personnel Committee and the results of such review shall be reported to the Common Council. If ranges need to be adjusted beyond what exist, then the new ranges must be approved by the Personnel Committee and the Common Council.

- J. Effective **July 1, 2016** allocation of positions to grade shall be as follows:

<u>Category</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1. <u>Elected Officials</u>			
Mayor	Minimum of Dir. of Finance Effective 12/31/ 2012		
	Midpoint of Director of Finance Effective 12/31/2013		
Town Clerk	Minimum of Grants Coordinator Effective 12/31/2013		
Registrar of Voters	Minimum of Executive Assistant Effective 12/31/2012		
	10 th Percentile of Sal Range for Executive Assistant Eff. 12/31/2016		
2. <u>Department Heads</u>			
Director of Finance	\$121,498	\$142,761	\$164,023
Director of Public Works	\$115,424	\$136,686	\$157,948
Dir. Rec/Parks/Bldg. Mgmt.	\$115,424	\$136,686	\$157,948
Dir. of Health	\$115,424	\$136,686	\$157,948
Dir. of Personnel and Labor Rel.	\$115,424	\$136,686	\$157,948
Dir Combined Dispatch	\$94,277	\$111,953	\$129,629
Corporation Counsel (PT)	\$76,949	\$91,124	\$105,299
3. <u>Supervisors/Administrators</u>			
Deputy Corporation Counsel	\$115,424	\$136,686	\$157,948
Dir. of Mgmt. & Budgets	\$109,349	\$130,612	\$151,875
Assist. To Mayor	\$88,384	\$100,169	\$111,953
Grants Coordinator	\$91,124	\$103,274	\$115,424
Risk Manager	\$91,124	\$103,274	\$115,424
Personnel Administrator	\$78,975	\$91,124	\$103,273
Benefits Manager	\$78,975	\$91,124	\$103,273
Deputy Director of Emergency Preparedness Planning	\$72,899	\$85,049	\$97,200
Associate Corporation Counsel	\$67,987	\$79,772	\$91,557
City Clerk	\$66,825	\$78,975	\$91,124
Assist. Corporation Counsel (PT) 2/3 of the Asst. Corp. Counsel Minimum			
4. <u>Support Staff</u>			
Executive Assistant	\$54,675	\$66,825	\$78,975
Executive Secretary	\$54,675	\$66,825	\$78,975
Assistant City Clerk	\$54,675	\$66,825	\$76,600

Effective July 1, 2017 allocation of positions to grade shall be as follows:

<u>Category</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1. <u>Elected Officials</u>			
Mayor	Minimum of Dir. of Finance Effective 12/31/ 2012		
	Midpoint of Director of Finance Effective 12/31/2013		
Town Clerk	Minimum of Grants Coordinator Effective 12/31/2013		
Registrar of Voters	Minimum of Executive Assistant Effective 12/31/2012		
	10 th Percentile of Sal Range for Executive Assistant Eff. 12/31/2016		
2. <u>Department Heads</u>			
Director of Finance	\$125,143	\$147,043	\$168,944
Director of Public Works	\$118,886	\$140,786	\$162,687
Dir. Rec/Parks/Bldg. Mgmt.	\$118,886	\$140,786	\$162,687
Dir. of Health	\$118,886	\$140,786	\$162,687
Dir. of Personnel and Labor Rel.	\$118,886	\$140,786	\$162,687
Dir Combined Dispatch	\$94,277	\$111,953	\$129,629
Corporation Counsel (PT)	\$79,257	\$93,858	\$108,458
3. <u>Supervisors/Administrators</u>			
Deputy Corporation Counsel	\$118,886	\$140,786	\$162,687
Dir. of Mgmt. & Budgets	\$112,629	\$134,531	\$156,431
Assist. To Mayor	\$88,384	\$100,169	\$111,953
Grants Coordinator	\$93,858	\$106,372	\$118,886
Risk Manager	\$93,858	\$106,372	\$118,886
Personnel Administrator	\$81,344	\$93,858	\$106,371
Benefits Manager	\$81,344	\$93,858	\$106,371
Deputy Director of Emergency Preparedness Planning	\$75,086	\$87,601	\$100,116
Associate Corporation Counsel	\$67,987	\$79,772	\$91,557
City Clerk	\$68,830	\$81,344	\$91,124
Assist. Corporation Counsel (PT) 2/3 of the Asst. Corp. Counsel Minimum			
4. <u>Support Staff</u>			
Executive Assistant	\$56,315	\$68,830	\$81,344
Executive Secretary	\$56,315	\$68,830	\$81,344
Assistant City Clerk	\$56,315	\$68,830	\$78,898

- K. **Effective Date of Pay Plan:** January 1st, 2007; however, the initial adjustment to the salary ranges shall occur on January 1st, 2008. **Revised, effective February 13, 2013. Revised pay ranges effective July 1, 2016 and July 1, 2017(Approved Common Council 4/12/2016). Revised pay for Registrar of Voters (Approved Common Council 10/11/2016).**

7/1/2019 2.36%	7/1/2019 Ranges													
	Minimum	Midpoint	Maximum	1	2	3	4	5	6	7	8	9	10	11
Chief Financial Officer	\$131,119	\$154,066	\$177,012	\$131,119	\$135,708	\$140,298	\$144,887	\$149,476	\$154,066	\$158,655	\$163,244	\$167,834	\$172,423	\$177,012
Chief of Operations & Pub Wrks	\$124,565	\$147,510	\$170,455	\$124,565	\$129,154	\$133,743	\$138,332	\$142,921	\$147,510	\$152,099	\$156,688	\$161,277	\$165,866	\$170,455
Chief of Economic & Com Dev	\$124,565	\$147,510	\$170,455	\$124,565	\$129,154	\$133,743	\$138,332	\$142,921	\$147,510	\$152,099	\$156,688	\$161,277	\$165,866	\$170,455
Chief of Staff	\$124,565	\$147,510	\$170,455	\$124,565	\$129,154	\$133,743	\$138,332	\$142,921	\$147,510	\$152,099	\$156,688	\$161,277	\$165,866	\$170,455
Chief of Community Services	\$124,565	\$147,510	\$170,455	\$124,565	\$129,154	\$133,743	\$138,332	\$142,921	\$147,510	\$152,099	\$156,688	\$161,277	\$165,866	\$170,455
Chief of Human Resources	\$124,565	\$147,510	\$170,455	\$124,565	\$129,154	\$133,743	\$138,332	\$142,921	\$147,510	\$152,099	\$156,688	\$161,277	\$165,866	\$170,455
Dir. Of Recreation & Parks	\$124,565	\$147,510	\$170,455	\$124,565	\$129,154	\$133,743	\$138,332	\$142,921	\$147,510	\$152,099	\$156,688	\$161,277	\$165,866	\$170,455
Dir. of Health	\$124,565	\$147,510	\$170,455	\$124,565	\$129,154	\$133,743	\$138,332	\$142,921	\$147,510	\$152,099	\$156,688	\$161,277	\$165,866	\$170,455
Dir. Com Dispatch	\$104,898	\$124,564	\$144,230	\$104,898	\$108,831	\$112,764	\$116,698	\$120,631	\$124,564	\$128,497	\$132,430	\$136,364	\$140,297	\$144,230
Corporation Counsel (PT)	\$91,306	\$108,125	\$124,944	\$91,306	\$94,670	\$98,034	\$101,397	\$104,761	\$108,125	\$111,489	\$114,853	\$118,216	\$121,580	\$124,944
Deputy Corporation Counsel	\$124,565	\$147,510	\$170,455	\$124,565	\$129,154	\$133,743	\$138,332	\$142,921	\$147,510	\$152,099	\$156,688	\$161,277	\$165,866	\$170,455
Dir. of Mgmt. & Budgets	\$118,008	\$140,955	\$163,902	\$118,008	\$122,597	\$127,187	\$131,776	\$136,366	\$140,955	\$145,544	\$150,134	\$154,723	\$159,313	\$163,902
Risk Manager	\$98,340	\$111,453	\$124,565	\$98,340	\$100,963	\$103,585	\$106,208	\$108,830	\$111,453	\$114,075	\$116,698	\$119,320	\$121,943	\$124,565
Personnel Administrator	\$85,229	\$98,340	\$111,451	\$85,229	\$87,851	\$90,473	\$93,096	\$95,718	\$98,340	\$100,962	\$103,584	\$106,207	\$108,829	\$111,451
Benefits Manager	\$85,229	\$98,340	\$111,451	\$85,229	\$87,851	\$90,473	\$93,096	\$95,718	\$98,340	\$100,962	\$103,584	\$106,207	\$108,829	\$111,451
Deputy Dir of Emg Plan	\$78,672	\$91,785	\$104,898	\$78,672	\$81,295	\$83,917	\$86,540	\$89,162	\$91,785	\$94,408	\$97,030	\$99,653	\$102,275	\$104,898
Associate Corporation Counsel	\$75,646	\$88,759	\$101,871	\$75,646	\$78,269	\$80,891	\$83,514	\$86,136	\$88,759	\$91,381	\$94,004	\$96,626	\$99,249	\$101,871
City Clerk	\$72,117	\$85,229	\$98,340	\$72,117	\$74,739	\$77,362	\$79,984	\$82,606	\$85,229	\$87,851	\$90,473	\$93,095	\$95,718	\$98,340
Grants Coord/Com Manager	\$59,004	\$72,117	\$85,229	\$59,004	\$61,627	\$64,249	\$66,872	\$69,494	\$72,117	\$74,739	\$77,362	\$79,984	\$82,607	\$85,229
Executive Assistant	\$59,004	\$72,117	\$85,229	\$59,004	\$61,627	\$64,249	\$66,872	\$69,494	\$72,117	\$74,739	\$77,362	\$79,984	\$82,607	\$85,229
Executive Secretary	\$59,004	\$72,117	\$85,229	\$59,004	\$61,627	\$64,249	\$66,872	\$69,494	\$72,117	\$74,739	\$77,362	\$79,984	\$82,607	\$85,229
Assistant City Clerk	\$59,004	\$72,117	\$85,229	\$59,004	\$61,627	\$64,249	\$66,872	\$69,494	\$72,117	\$74,739	\$77,362	\$79,984	\$82,607	\$85,229