

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:

January 23, 2018

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

R. Richard Roina, Zoning Commission, Alternate

APPOINTMENTS:

Steven Klocke, Conservation Commission
Shannon O'Toole Giandurco, Facilities Construction Commission
Samuel J. Pride, Fair Rent Commission
Norman J. Weinberger, Board of Health
Colin A. Hosten, Human Relations
Tyrone R. McClain, Public Library Board of Trustees
Andrew T. Conroy, Zoning Board of Appeals, Alternate
David Heuvelman, Zoning Board of Appeals, Alternate
R. Richard Roina, Zoning Commission, Regular

REAPPOINTMENTS:

Lisa M. Cooper, Redevelopment Agency

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Authorization for authority to file Offer of Compromise: Terrance Cummings v. Jermaine Nash, et al.
EXECUTIVE SESSION
2. Authorization to settle bond claim (#106015363) and for Mayor to execute the settlement agreement, covenant not to sue and release.
EXECUTIVE SESSION

B. BOARD OF ESTIMATE AND TAXATION

VII. COMMON COUNCIL COMMITTEES

A. PLANNING COMMITTEE

1. Approve the proposed scope of work for the program of public improvements to support the Phase II Waypointe development as presented in the Pinnacle Utility Infrastructure & Streetscape Upgrade dated January 5, 2018.
- 2a. Authorize the Mayor to execute an Amendment to the existing Agreement with Stantec Consulting Services, Inc. for the Plan of Conservation and Development to authorize additional services related to a planning peer review of the 230 East Avenue TOD application and increase the compensation payable by an additional Seven Thousand Five Hundred Dollars (\$7,500.). [There is no cost to the City because the applicant will be paying the fees from an escrow account established with the City].
- 2b. Authorize the Director of Planning and Zoning to execute an escrow agreement with the applicant, 230 East Avenue LLC, in order to establish the escrow account and terms of payment for the peer review services.

B. PUBLIC WORKS COMMITTEE

1. Approve the honorary naming of the City Hall Drive (Sunset Hill Avenue to Eversley Avenue) to "Honorable Frank J. Esposito Way" in memory of Mayor Frank J. Esposito.
2. Authorize the Mayor, Harry W. Rilling, to execute all required documents related to the execution of the Easement Agreement between the City of Norwalk and the State of Connecticut Department of Transportation for a permanent easement of 23,060+ square feet to construct and maintain the Walk Railroad Bridge as depicted on a map prepared by the State of Connecticut Department of Transportation entitled "Compilation Plan Town of Norwalk Map Showing Easement Acquired From City Of Norwalk By The State Of Connecticut Department of Transportation Walk Railroad Bridge Replacement," dated December 2017, at a scale of 1" = 40' on file in the Department of Public Works in exchange for a payment of \$580,000.00.
3. Authorize the Mayor, Harry W. Rilling, to execute all required documents related to the execution of the Easement Agreement between the City of Norwalk and the State of Connecticut Department of Transportation for a permanent easement of 6,098+ square feet to construct and maintain the Walk Railroad Bridge as depicted on a

map prepared by the State of Connecticut Department of Transportation entitled "Compilation Plan Town of Norwalk Map Showing Easement Acquired From City Of Norwalk By The State Of Connecticut Department Of Transportation Walk Railroad Bridge Replacement," dated December 2017, at a scale of 1" = 40' on file in the Department of Public Works in exchange for a payment of \$154,000.00.

4. Authorize the Mayor, Harry W. Rilling, to execute all required documents related to the execution of the Easement Agreement between the City of Norwalk and the State of Connecticut Department of Transportation for a temporary construction easement of 18,780+ square feet for the purpose of storage of construction materials and to provide access between the Norwalk River and land of the State of Connecticut during the Walk Bridge Replacement project as depicted on a map prepared by the State of Connecticut Department of Transportation entitled "Compilation Plan Town of Norwalk Map Showing Easement Acquired From City Of Norwalk By The State Of Connecticut Department Of Transportation Walk Railroad Bridge Replacement," dated December 2017, at a scale of 1" = 40' on file in the Department of Public Works in exchange for a payment of \$386,000.00.
5. Authorize the Mayor, Harry W. Rilling, to execute all required documents related to the execution of the Easement Agreement between the City of Norwalk and the State of Connecticut Department of Transportation for a permanent easement of 998+ square feet to provide access to the Yankee Doodle Bridge structure as depicted on a map prepared by the State of Connecticut Department of Transportation entitled "Compilation Plan Town of Norwalk Map Showing Easement Acquired From City Of Norwalk By The State Of Connecticut Department of Transportation Rehabilitation of Bridge No. 00059 (Yankee Doodle Bridge) I-95 Over Norwalk River and Hendricks Avenue," dated November 2017, at a scale of 1" = 20' on file in the Department of Public Works in exchange for a payment of \$1,050.00.
6. Authorize the Director of Public Works to execute Change Orders for The Grasso Companies, LLC Project RD2017-2 Concrete Curbs and Sidewalks, for a sum not to exceed \$162,300.00.

Account No. 09 16 1000 5777 C0536
09 17 1000 5777 C0536
09 18 0910 5777 C0287

C. PERSONNEL COMMITTEE

1. Approve revised Grants Coordinator/Communications Manager position description and duties.

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to execute an Agreement with A.V. Tuchy, Inc. for the West Rocks Middle School Windows and Doors Replacement Project-2018 for a total not to exceed \$2,146,088.00. Funds are available in Account No. 09185010 5777 C0610 and 09175010 5777 585.
- 1b. Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$100,000.00.

2. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silver Petrucelli + Associates for the Norwalk High School improvements project 2018 for a total not to exceed \$97,500.00, which includes an allowance of \$25,000.00 for design services relating to the submission of a State grant application.

Account No. 09185010 5777 C0610

3. Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with Family & Children's Agency for the second floor of Ben Franklin Center based on a total of approximately 5,732 square feet at \$2.50/sf/year for utility related expenses for a total of \$14,330.00 per year. Lease period shall be from March 1, 2018 to February 29, 2020 with 3 – one year renewal option. Remaining terms shall be as outlined in Alan Lo's memo dated February 1, 2018
- 4a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Sav-Mor Cooling & Heating Inc. for the City Hall cooling and fire suppression improvement project for a total not to exceed \$149,300.00. Funds are available from the following accounts:

Account No. 0905 7100 5777 C0323
0912 7100 5777 C0439
0914 4071 5777 C0439
0917/18 7100 5777 C0476

- 4b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$14,930.00"
5. RESOLVED, that Harry W. Rilling, Mayor of the City of Norwalk be and hereby is authorized to execute on behalf of this municipal corporation agreements with the State of Connecticut for financial assistance to conduct a Historic Resources Inventory.

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

APPOINTMENTS

CONSERVATION COMMISSION	M/C	Nwtk. Code 35-2
STEVEN KLOCKE (U)		Term Expires 01/01/2020
15 Garner Street		Replacing William Nightingale
Norwalk, CT 06854		
FACILITIES CONSTRUCTION COMMISSION	M/C	Nrwlk. Code 30-15
SHANNON O'TOOLE GIANDURCO (R)		Term Expires 01/01/2022
163 Chestnut Hill Road		
Norwalk, CT 06851		
FAIR RENT COMMISSION	M/C	Nwtk. Code 39
SAMUEL J. PRIDE (D)		Term Expires 07/01/2020
1 Armstrong Court		
Norwalk, CT 06851		
BOARD OF HEALTH	M/C	Nwtk. Code 57-4
NORMAN J. WEINBERGER (D)		Term Expires 12/01/2020
3 Inwood Road		
Norwalk, CT 06850		
HUMAN RELATIONS	M/C	Nwtk. Code 60-3
COLIN A. HOSTEN (D)		Term Expires 09/01/2019
28 Dock Road		Replacing Colin Pfeifer
Norwalk, CT 06854		
PUBLIC LIBRARY BOARD OF TRUSTEES	M/C	Nwtk. Code 87
TYRONE R. MCCLAIN (D)		Term Expires
12/31/2018		
11 Merwin Street		Replacing Stanley Siegel
Norwalk, CT 06850		
ZONING BOARD OF APPEALS	M/C	Nwtk. Code 116
ANDREW T. CONROY (R)		Term Expires 11/01/2020
17 Old Witch Court		Alternate
Norwalk, CT 06853		
DAVID HEUVELMAN (D)		Term Expires 11/01/2020
10 Buckingham Place		Alternate

**COMMON COUNCIL
NORWALK, CONNECTICUT**

**AGENDA
7:30 PM EST**

**FEBRUARY 13, 2018
COUNCIL CHAMBERS**

Norwalk, CT 06851

ZONING COMMISSION

M/C

Nwlk. Code 79

R. RICHARD ROINA (R)

Term Expires 07/01/2018

6 Bayne Street

Replacing Doug Stern

Norwalk, CT 06851

REAPPOINTMENTS

REDEVELOPMENT AGENCY

M/C

CGS 8-126

LISA M. COOPER (D)

Term Expires 11/01/2022

30 Center Avenue

Norwalk, CT 06851

CITY OF NORWALK
NORWALK, CT

JANUARY 23, 2018
COUNCIL CHAMBERS

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

Mayor Rilling called the meeting to order at 7:36 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. Dixon, Assistant City Clerk read the notice stating that the meeting was being videotaped and audio recorded for the public broadcast and that assisted listening devices were available.

I. ROLL CALL

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

Council at Large:	Mr. Gregory Burnett	Mr. Michael Corsello
	Mr. Douglas Hempstead	Ms. Barbara Smyth
	Mr. Douglas Stern	
District A:	Ms. Eloisa Melendez	Mr. Chris Yerinides
District B:	Ms. Faye Bowman	Mr. Travis Simms
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 fourteen (14) Common Council members present and one (1) absent (Mr. Sacchinelli)

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

II. ACCEPTANCE OF MINUTES

Regular Meeting: January 9, 2018

Correct spelling of Mr. Yerinides' name throughout.

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

**** MOTION PASSED UNANIMOUSLY**

III. PUBLIC PARTICIPATION

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

Ms. Gloria Daniel, Ely Avenue spoke in support of Grass Roots Tennis and said they are a great asset to her and her family. They have helped her son reach goals, making him an asset to his family and the community.

Mr. Richard Garavere, Lexington Avenue spoke in support of Grass Root Tennis and said he and his siblings attended their program and that he does not know where he would be without this program.

Mr. Naya Brown, Laura Street spoke in support of Grass Roots Tennis and said the program has been everything to him and his family. He said he does not know where he would be without them.

Ms. Maria Sanchez spoke in support of Grass Roots Tennis and thanked the volunteers and coaches. She said they help her children with their homework and described how the program helps people.

Mayor Rilling thanked Grass Roots Tennis for all they do for young people.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

There were none this evening.

MAYOR'S REMARKS:

Mayor Rilling urged everyone to get their flu shots. A flu clinic will be held on January 25th and it is open to the public. In addition, the Health Department will go to employers and conduct flu clinics.

The Mayor's Ball is on January 26th and will help local charities. The Mayor's Ball started under Mayor Esposito in the early 1990s and since then has donated \$200,000 - \$300,000 to local charities.

Mayor Rilling announced that he closed the deal for additional parking at the Library.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS

Mr. Kydes explained that the public can log into the City's website to get information they need to stay informed.

B. CONSENT CALENDAR

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

CORPORATION COUNSEL

6A1

RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

7A1

7A2

7A3

7A4

7A5

7A7

FINANCE COMMITTEE

7B1

7B2

7B3

HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE

7C1A

7C2B

7C3

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. AUTHORIZATION FOR DISCUSSION: THONY ESTAVIEN V. CITY OF NORWALK EXECUTIVE SESSION

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO AN AGREEMENT WITH JS ENDURANCE, LLC FOR THE USE OF VETERANS PARK AS THE START AND FINISH OF THE SONO HALF MARATHON/5K &

KIDS FUN RUN TO BE HELD SATURDAY, OCTOBER 20, 2018 FROM 7:00 AM – 12:00 PM. SET UP TO TAKE PLACE ON FRIDAY, OCTOBER 19, 2018 AND TEAR DOWN NO LATER THAN 3:30 PM ON SATURDAY, OCTOBER 20, 2018. ESTIMATED ATTENDANCE 1,800.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO AN AGREEMENT WITH ALZHEIMER'S ASSOCIATION CONNECTICUT CHAPTER FOR THEIR USE OF CALF PASTURE BEACH FOR THE WALK TO END ALZHEIMER'S TO BE HELD ON SUNDAY, SEPTEMBER 16, 2018 FROM 8:30 AM – 2:00 PM. SET UP TO TAKE PLACE AT 6:00 AM ON SUNDAY, SEPTEMBER 16, 2018 WITH TEAR DOWN NO LATER THAN 4:00 PM ON SUNDAY, SEPTEMBER 16, 2018. ESTIMATED ATTENDANCE 1,500+.

3. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO AN AGREEMENT WITH THE LUPUS FOUNDATION OF AMERICA FOR THEIR USE OF CALF PASTURE BEACH FOR THEIR WALK TO END LUPUS NOW CT-NORWALK TO BE HELD ON SUNDAY, OCTOBER 14, 2018 FROM 2:00 PM – 7:00 PM. SET UP TO TAKE PLACE AT 9:00 AM ON SUNDAY, OCTOBER 14, 2018 WITH TEAR DOWN NO LATER THAN 9:00 PM ON SUNDAY, OCTOBER 14, 2018. ESTIMATED ATTENDANCE 500-700.

4. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO AN AGREEMENT WITH THE NORWALK SEAPORT ASSOCIATION FOR THE USE OF VETERANS PARK FOR THE 2018 OYSTER FESTIVAL TO BE HELD FRIDAY, SEPTEMBER 7, 2018 FROM 6:00 PM – 11:00 PM, SATURDAY, SEPTEMBER 8, 2018 AND SUNDAY, SEPTEMBER 9, 2018 FROM 11:00 AM – 11:00 PM. SET-UP TO TAKE PLACE FRIDAY, AUGUST 24, 2018 WITH TEAR DOWN NO LATER THAN NOON ON SUNDAY, SEPTEMBER 30, 2018. ESTIMATED ATTENDANCE 35,000.

5. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO AN AGREEMENT WITH THE LOCKWOOD-MATHEWS MANSION MUSEUM FOR THEIR USE OF MATHEWS PARK FOR THEIR OLD FASHIONED FLEA MARKET TO BE HELD ON SUNDAY, SEPTEMBER 16, 2018 FROM 10:00 AM – 5:00 PM. SET UP TO TAKE PLACE AT 7:00 AM ON SUNDAY, SEPTEMBER 16, 2018 WITH TEAR DOWN NO LATER THAN 8:00 PM ON SUNDAY, SEPTEMBER 16, 2018. ESTIMATED ATTENDANCE 3,000.

7. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO TESCA FORD FOR THE PURCHASE OF A 2018 FORD TRANSIT VAN FOR A SUM NOT TO EXCEED \$34,570.00. ACCOUNT # 0918-6030+5777-C0486

B. FINANCE COMMITTEE

1. ACCEPT AND APPROVE THE REPORT OF THE CLAIMS COMMITTEE DATED: JANUARY 11, 2018

2. FOR INFORMATIONAL PURPOSES ONLY: NARRATIVE ON TAX COLLECTIONS DATED JANUARY 11, 2018

3. FOR INFORMATIONAL PURPOSES ONLY: MONTHLY TAX COLLECTOR'S REPORT DATED: DECEMBER 31, 2017

C. HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AN ACCEPT GRANT FUNDS FROM YALE NEW HAVEN HEALTH IN THE AMOUNT OF \$75,217.00 FOR THE PERIOD BEGINNING JULY 1, 2017 THROUGH JUNE 30, 2017 FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS

1B. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS OR AMENDMENTS AS MY BE NECESSARY TO IMPLEMENT THE PUBLIC HEALTH EMERGENCY PREPAREDNESS GRANT FOR THE PERIOD BEGINNING JULY 1, 2017 THROUGH JUNE 30, 2018

Mr. Simms said he needed to bring new people up to speed. He said Springwood Park is a residential park with a restrictive covenant. He said they need to consider the residents in South Norwalk and asked to remove items 6a and 6b.

**** MOTION PASSED UNANIMOUSLY**

**** MR. CORSELLO MOVED THE FOLLOWING ITEMS:**

6A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CLASSIC TURF COMPANY LLC FOR THE SPRINGWOOD ELY PARK TENNIS COURTS DEVELOPMENT PROJECT FOR A TOTAL NOT TO EXCEED \$950,000. ACCT. # 0917/186030 5777 C0321, 09175010 5777 C0585 AND \$300,000 FROM NORWALK GRASSROOTS TENNIS AND EDUCATION (ACCT. # TO BE DETERMINED)

6B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$95,000. ACCT. # 09186030 5777 C0321, 09176030 5777 C0364, 09175010 5777 C0585 AND \$50,000 FROM NORWALK GRASSROOTS TENNIS AND EDUCATION (ACCT. # TO BE DETERMINED)

Mr. Corsello explained that these items are for the construction of two new tennis courts.

Mr. Simms said he was in full support of Grass Roots Tennis; his issue is not with the program, it is with the City on how they are conducting business and pushing agendas. He said they have to be mindful that this is a park and open space for the residents of South Norwalk and Roodner Court. He asked that be taken into consideration when discussing the building a school in that area. Mr. Simms said he wanted the new Common Council members to do their research and read the materials in the Parks and Recreation office and in Mr. Lo's office.

Ms. Bowman said

VIII. **RESOLUTIONS FROM COMMON COUNCIL**

There were none.

IX. **MOTIONS POSTPONED TO A SPECIFIC DATE**

There were none.

X. **SUSPENSION OF RULES**

There were none.

XI. **ADJOURNMENT**

The meeting was adjourned at 8:07 p.m.

ATTEST: _____
Irene Dixon, Assistant City Clerk

u B IV. A

Steven Klocke

15 Garner Street
Norwalk, CT 06854
(347) 622-3118
stevenklocke@gmail.com

CAREER

**Senior Sustainability
Consultant**

November 2010 - Present

Steven Winter Associates, Inc., Norwalk, CT

- Consulting, energy modeling, testing and verification for high performance sustainable housing

Weatherization Inspector

November 2009 - November 2010

ACTION, Inc., Athens, GA

- Priority-based energy efficiency inspections for low-income homes

**Project Manager,
Principal Architect**

April 2008 - February 2009

U Unlimited Inc., Berkeley, CA

- Full architectural services, construction management, and office management for residential remodels and custom steel fabrication

Associate Architect

January 2004 - April 2008

Cirque Architecture, Berkeley, CA

- Schematic design, design development, and construction drawings for residential remodels and hotel accessibility upgrades

**Project Manager,
Associate Architect**

August 2007 - November 2007

Levitch Associates, Berkeley, CA

- Design development, construction drawings, and construction management for single-family homes and residential remodels

**Principal Architect,
Project Manager**

May 2005 - May 2007

McDonough Structures, North Liberty, Iowa

- Full architectural services and project management for single-family homes, residential remodels, and custom cabinetry

Associate Architect

August 2001 - May 2007

William Nowysz & Associates, Iowa City, Iowa

- Full architectural services for single-family homes, residential remodels, retail, and entertainment

CERTIFICATIONS

2015-present
2011-present
2011-present
2010-present
2006-present

State of New York Architect License #039069
LEED for Homes Green Rater
Home Energy Rating System (HERS) Rater
Building Performance Institute Building Analyst
State of Iowa Architect License #05838

EDUCATION

1996-2001

Bachelor of Architecture, Iowa State University, Ames, Iowa

CONTRIBUTIONS

Member, Mayor's Energy and Environment Task Force, Norwalk, CT, April 2014 - October 2015

Presenter, "Air Sealing for Architects," Architecture Boston Expo, November 2015; Greenbuild, November 2016; New York State Green Building Conference, April 2016

Advisor, Urban Green Council - GPRO Homes Advisory Committee, New York, NY, 2014 - 2015

Co-author, "Challenges of Achieving 2012 IECC Air Sealing Requirements in Multifamily Dwellings," U.S. Department of Energy, Consortium for Advanced Residential Buildings (CARB), September 2014

Advisor, New York City College of Technology, CUNY, Building Performance Workshop, December April 2013 - January 2014

Summary

Administrative support professional offering versatile office management skills and proficient in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to focus on multiple priorities and meet tight deadlines without compromising quality.

Education

Sacred Heart University, BS 2009

Key Skills

<i>Office Skills:</i>	<i>Office Management Administration Notary</i>	<i>Spreadsheets/Reports Event Management Calendaring</i>	<i>Front-Desk Reception Executive Support Travel Coordination</i>
<i>Computer Skills:</i>	<i>Microsoft Office Lotus Notes</i>	<i>Windows AIA Contracts for Construction Projects</i>	

Experience

Tengram Capital

Executive Assistant 2012-present

Executive Assistant to two of Tengram Capital's partners.

- Help oversee the daily operation of the office located in Westport, CT (receptionist duties, records management, email correspondence)
- Travel to the NYC office as needed.
- Manage the calendars, calls and extensive travel of the partners.
- Responsible for monitoring expenses and creating monthly expense reports.
- Work with investors to provide reports and tax documents.

Norwalk Hospital

Executive Assistant 2011 - 2012

Assistant to the President of the Norwalk Hospital Foundation and Vice President Norwalk Hospital.

- Help oversee the operation of the Foundation Office for scheduling and cost management.
- Work with all levels of Hospital staff for meeting preparation and scheduling.
- Event planning for events held on campus and off throughout the year.
- Work with donors to field their requests and needs in a timely fashion.
- Prepare presentations for monthly Board of Directors Meetings.
- Entrusted to handle personnel and donor situations with the utmost discretion.

Stew Leonard's Norwalk CT

Executive Assistant 2005-2011

Assistant to COO, CFO, General Counsel and Vice President for one of Fortune's 100 Best Companies to Work For. Handled multifaceted clerical tasks (data entry, project management and development, filing, records management and verbal/written communication) Coordinated meetings and events for top level executives. Basic travel arrangements, maintained database and prepared presentations in

Word/Publisher/Powerpoint. Quickly became a trusted assistant known for "can-do" attitude, flexibility and high-quality work.

Highlights:

- Communicated effectively with multiple departments within the company and with various businesses on a daily basis. Formed strong relationships to gain support and effectively achieve results.
- Worked closely with Norwalk Chamber of Commerce and many not for profits in the community for both yearly events and day to day communications.
- Entrusted to manage and respond to phone calls/emails of Vice President. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official response letters.
- Served as Owner's Representative on three new stores. Worked with Design Team on development of plans through final set up and opening of each store.
- Proficient in Microsoft Word, Powerpoint, Publisher, Excel, Outlook and Internet Explorer
- Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed assistance.

Community Involvement

Norwalk Chamber of Commerce

Chamber Ambassador 2011-present

Assigned to five new Chamber members each year. Work with them to help with any questions or concerns. Help new members network with existing members and community members.

Oak Hills Park

Authority Member 2011-2013

Mayoral appointment to help oversee the daily operations of Norwalk's municipal golf course. Served as the chairwoman of the marketing committee and in addition served on the Finance and Legal committees.

Elected official City of Norwalk

Member of the Common Council 2013-present

Norwalk's leadership is structured with the Mayor as the head of the city who works in conjunction with a governing body of fifteen elected members. Elected in 2013 and currently chair the Ordinance Committee. Also a member of the Planning, Recreation & Parks and Personnel Committees. Being on the Council has been an amazing opportunity and learning experience.

SAMUEL J. PRIDE

1 Armstrong Court
Norwalk, CT 06851
(214) 455-4862

Pride11292003@yahoo.com

Skills & Qualifications

Equipment Maintenance, Lifting, Problem Solving, Reporting Research Results, Quality Focus, Productivity, Estimating, Product Knowledge, Customer Service, Problem Solving, Safety Management.

Education & Certificates

Denver Automotive & Diesel College – Certificate Automotive Technology	1987-1988
Mitchell College – Certificate in Business	1985-1987
Stamford Catholic High School - Diploma	1981-1985

Work Experience

John Eagle Honda
Service Advisor

01/2007 - 08/2007
Dallas, TX

- Determined automotive problems and services by listening to customer's description of symptoms; clarifying description of problems; conducting inspections; taking test drives; checking vehicle maintenance records; examining service schedules.
- Verifies warranty and service contract coverage by examining records and papers; explaining provisions and exclusions.
- Prepared repair orders by describing symptoms, problems, and causes discovered, as well as repairs and services required; obtaining approval signatures.
- Develops estimates by costing materials, supplies, and labor; calculating customer's payment, including deductibles.
- Maintained customer rapport by explaining estimates and expected return of vehicle; obtaining customer's approval of estimates; obtaining and providing contact telephone numbers; answering questions and concerns; arranging towing and temporary transportation.

Southwest Kia
Service Advisor

01/2006 – 12/2006
Dallas, TX

- Determined automotive problems and services by listening to customer's description of symptoms; clarifying description of problems; conducting inspections; taking test drives; checking vehicle maintenance records; examining service schedules.
- Verifies warranty and service contract coverage by examining records and papers; explaining provisions and exclusions.
- Prepared repair orders by describing symptoms, problems, and causes discovered, as well as repairs and services required; obtaining approval signatures.
- Develops estimates by costing materials, supplies, and labor; calculating customer's payment, including deductibles.
- Maintained customer rapport by explaining estimates and expected return of vehicle; obtaining customer's approval of estimates; obtaining and providing contact telephone numbers; answering questions and concerns; arranging towing and temporary transportation.

Freeman Honda
Service Advisor

09/2004 – 12/2005
Dallas, TX

- Determined automotive problems and services by listening to customer's description of symptoms; clarifying description of problems; conducting inspections; taking test drives; checking vehicle maintenance records; examining service schedules.
- Verifies warranty and service contract coverage by examining records and papers; explaining provisions and exclusions.
- Prepared repair orders by describing symptoms, problems, and causes discovered, as well as repairs and services required; obtaining approval signatures.
- Develops estimates by costing materials, supplies, and labor; calculating customer's payment, including deductibles.
- Maintained customer rapport by explaining estimates and expected return of vehicle; obtaining customer's approval of estimates; obtaining and providing contact telephone numbers; answering questions and concerns; arranging towing and temporary transportation.

Jim McNatt Honda
Assistant Service Manager

02/1998 – 09/2004
Dallas, TX

- Supervised the daily activities of one Service Advisor, one Cashier and six Automotive Technicians.
- Assisted the Service Manager with daily workload.
- Maintained automotive records by recording problems and corrective actions planned.
- Enhanced organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Provided expert technical explanations and resolving product disputes between customer, dealer and manufacturers.

References

Available upon request.

NORMAN J. WEINBERGER, M.D. F.A.A.P.
3 Inwood Road, Norwalk, CT 06850
Phone: (203) 858-7310
DrRows@optonline.net

EDUCATION

1967-69 Children's Hospital of Pittsburgh - Resident Physician Pediatrics
1966-67 Children's Hospital of Pittsburgh - Internship in Pediatrics
1966 M.D. Degree - University of Pittsburgh School of Medicine
1962 B.A. Degree History – Washington & Jefferson College

EXPERIENCE

2006-present Pediatrician - Optimus Health Care, Bridgeport, CT
2004-present Medical Advisor – Westport Public Schools
1995-present Medical Advisor – Norwalk Public Schools
1971-2004 Pediatrician and Senior Partner
Pediatric Associates of Norwalk & Darien, P.C.
1978-1993 Senior Member, Neonatal Intensive Care Team - Norwalk Hospital
1961-1971 Pediatrician, Rank of Major – Malmstrom Air Force Base Hospital

LICENSURE

6/1/71- present State of Connecticut
7/1/67 Diplomat, National Board of Medical Examiners
7/1/67 Diplomat, American Board of Pediatrics

PROFESSIONAL ORGANIZATIONS

Fellow, American Academy of Pediatrics
Connecticut Chapter, American Academy of Pediatrics
Fairfield County Medical Society
Connecticut State Medical Society
Connecticut Chapter, American Medical Association
Phi Delta Epsilon Medical Fraternity

ROWING ACTIVITIES AND ACHIEVEMENTS

Competitive Masters Rower
Founder, Past President and Director – Norwalk River Rowing Association
♦Founder – Youth Rowing Programs
♦Director, Matthew Zucker Fund
♦Committee to establish Reach Out And Row (ROAR) to serve minority youth
♦Member, Campaign Committee to build the boathouse

Colin A. Hosten

28 Dock Road
Norwalk, CT 06854
718-613-9433
chosten@gmail.com

PROFILE

- Writer / Editor with an M.F.A. in Creative Writing, M.S. in Publishing, and a diverse background that includes digital media production and children's book publishing.

PROFESSIONAL EXPERIENCE

Editor, Disney Press

04/01/2017 – Present

Disney Publishing Worldwide, New York, NY

- Responsible for a slate of franchise-based picture books, from concept and storyboarding, through production, including content pools for global licensing and custom book projects for varied clients.

Lecturer, Core Writing

9/02/2014 – Present

Fairfield University, CT

- Faculty Coordinator of The Writing Center
- English 11: Texts and Contexts: Writing as Craft and Inquiry
- English 12: Texts and Contexts II: Writing About Literature
- Completed six-month training in Rhetoric and Composition Theory and Pedagogy

Writer/Editor

9/30/2012 – Present

Misc

- Editor (freelance), Disney Publishing Worldwide, New York, NY
- Editor (freelance), Hallmark Cards Inc., Kansas City, MO
- Managing Editor, Welcome Table Press, New York
- Published in various outlets, such as *OUT Magazine* and *The Essay Review*

Digital Media Coordinator

8/4/2008 – 9/30/2012

Disney Publishing Worldwide, White Plains, NY

- Digital Producer for mobile and custom digital products, from concept to launch.
- Vendor management: Contract execution, Project management, Budget reconciliation
- Collaborate with Finance & Accounting teams to reconcile Digital Media P&L.

Assistant Editor

9/4/2004 – 7/31/2008

Disney Publishing Worldwide, New York, NY

- Evaluated children's book proposals and manuscripts for publication
- Notable series: *Percy Jackson & The Olympians*; *Blue Bloods*; *Dragon Keeper*
- Guided an annual slate of ~12 books to publication, including writing jacket and marketing copy, choosing cover designs, and prepping marketing pitches.

EDUCATION

FAIRFIELD UNIVERSITY, 2014

Fairfield, CT

- Master of Fine Arts in **Creative Writing** with a focus on Nonfiction.

NEW YORK UNIVERSITY, 2006

New York, NY

- Master of Science in **Publishing** with a thesis on Digital Media.

MOREHOUSE COLLEGE, 2004

Atlanta, GA

Colin A. Hosten

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Norwalk, CT 06854
718-613-9433
chosten@gmail.com

PROFILE

- Writer / Editor with an M.F.A. in Creative Writing, M.S. in Publishing, and a diverse background that includes digital media production and children's book publishing.

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EDUCATION

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Fairfield, CT

- Master of Fine Arts in **Creative Writing** with a focus on Nonfiction.

NEW YORK UNIVERSITY, 2006

New York, NY

- Master of Science in **Publishing** with a thesis on Digital Media.

MOREHOUSE COLLEGE, 2004

Atlanta, GA

- B.A. (Summa Cum Laude/PBK) in **English Literature** & Minor in **Spanish**.

(D) A

TYRONE R. MCCLAIN

Address: ~~110 B Olive Street, New Haven, CT 06511~~ | Phone: (203) 727 - 2921 | Email: tyrone.mcclain@gmail.com

11 Merwin Street, 06850

SUMMARY

Results-oriented manager with more than ten years of political and government experience. Demonstrated ability in leading successful teams, hiring and managing staff, fundraising, creating and executing successful campaign plans, spearheading policy, and legislative efforts.

RECENT WORK EXPERIENCE

THE UNITED STATES HOUSE OF REPRESENTATIVES — DISTRICT DIRECTOR, CONGRESSMAN JIM HIMES — CT — (2013-PRESENT)

- Lead a team of nine district office staff members, managing their outreach and constituent services.
- Lead successful competitive process for a Rebuild by Design Federal grant for the City of Bridgeport, which resulted in nearly \$10 million dollars being awarded to enhance housing conditions for some of the poorest communities in the state's largest city.
- Liaise between Governor's Office, State of Connecticut commissioners, elected officials, and business leaders for public speaking event, visits, and meetings.
- Serve as congressman's point-of-contact for high-level political, donor, and constituent relationships in congressional district.

CITY OF BRIDGEPORT, CT — DIRECTOR OF LEGISLATIVE AFFAIRS — BRIDGEPORT, CT — (2008 - 2013)

- Served as liaison to state and federal legislative offices as well as the Governor's Office to coordinate the City of Bridgeport's annual legislative priorities.
- Developed and implemented the lobbying strategy of the paid consultants for the City of Bridgeport.
- Managed and crafted message, along with the Communications Director, for numerous media inquiries.
- Helped negotiate a two - year waiver of obligation between the Police Union, Fire Union and state Legislature to address a pension deficit caused by the stock market collapse.

CITY OF BRIDGEPORT, CT — DIRECTOR OF CONSTITUENT SERVICES — BRIDGEPORT, CT — (2007 - 2008)

- Assisted with development and implementation of Public Works garbage collection at private condominiums complex saving taxpayers over \$400,000 a year.
- Oversaw creation of the Small and Minority Business Resource Office, which is responsible for building capacity and opportunity for small and minority owned businesses.
- Managed and directed two constituent service staff members to respond to constituent concerns.

BILL FINCH FOR MAYOR — CAMPAIGN MANAGER — BRIDGEPORT, CT — (2007)

- Developed and implemented campaign strategy that resulted in the Mayor obtaining over 79% of the vote.
- Assisted in fundraising \$575,000 combined for the primary and general election.
- Managed an overall budget of \$517,500 with a payroll of \$250,000.
- Directed a campaign staff of 10 employees and an additional 100 canvassers.
- Supervised and coordinated 20 city council races in which 90 percent of the candidates were successfully elected to office.

CT DEMOCRATIC PARTY — POLITICAL DIRECTOR — HARTFORD, CT — (2005 - 2007)

- Coordinated state conventions for Congress, U.S. Senate, Governor, Secretary of State, State Treasurer and Attorney General.
- Responsible for communicating with State Legislature on bill proposals and other key legislation such as campaign finance.
- Served as Democratic Party liaison to Democratic Town Chairs.
- Responsible for organizing and implementing campaign training to town committees and congressional campaign staffers.

ADDITIONAL WORK EXPERIENCE

- **JOHN DESTEFANO FOR MAYOR — CAMPAIGN MANAGER — NEW HAVEN, CT — (2005)**
- **NEW HAVEN BOARD OF EDUCATION — BUSINESS MANAGER — NEW HAVEN, CT — (2005)**

EDUCATION

WHEATON COLLEGE — BACHELOR OF ARTS — NORTON, MA (2004)

- Major/Concentration: Sociology

PROFESSIONAL VOLUNTEER ACTIVITIES

- **ALPHA COMMUNITY SERVICES, YMCA — BOARD MEMBER**
- **CONNECTICUT HAWKS TRACK CLUB — BOARD MEMBER**

Tyrone McClain is Director, Public Affairs for Oncology at Pfizer. In this role, McClain is responsible for developing policy advocacy and public affairs strategies to advance development of and access to treatments in lung and prostate cancer.

McClain brings a wealth of knowledge and expertise to Pfizer with more than a decade of government and political experience, holding leadership roles under elected officials on both the local and federal level.

McClain joined Pfizer in 2017, following a four-year stint in the United States House of Representatives as the District Director for Congressman Jim Himes, who represents Connecticut's 4th congressional district.

As District Director under Congressman Himes, McClain managed relationships with state and local elected officials, stakeholders and community leaders throughout the district. In 2015, McClain led a successful Federal grant process that resulted in a \$10 million award from the U.S. Department of Housing and Urban Development (HUD) to the City of Bridgeport to improve housing conditions and reduce flood risk in one of poorest communities in Connecticut's largest city.

From 2008 to 2013, McClain served under the mayor of Bridgeport as Director of Legislative Affairs. In this role, he liaised with state and federal leaders to coordinate the City of Bridgeport's annual legislative priorities. During his tenure, McClain worked with administrators and elected officials to help to secure millions of dollars in state funding to build new schools, improve roads and create jobs in Bridgeport.

A native of New Haven, McClain gained his first political experience working in his hometown on former Mayor John DeStefano's campaign in 2003. In 2005, McClain managed Mayor DeStefano's successful re-election campaign.

The NAACP recognized McClain as one of the 100 most influential black leaders in Connecticut in 2013 and 2015.

McClain attended Wheaton College in Norton, Massachusetts where he was a standout athlete on the track team. He graduated in 2004 with a Bachelor of Arts in Sociology.

17 Old Witch Ct.,
Norwalk, CT 06853

203.838.3636 voice only
andy@andyconroy.name



E

Andrew T. Conroy

Public Service	Present (to 2013, Nov.) Norwalk Maritime Authority 2007, Nov. – 2011, Nov. Norwalk Common Council Member, Dist. E 2005, Nov. – 2009, Jul. Treasurer, Sixth Taxing District 1995, Nov. – 2001, Nov. Norwalk Common Council Member-At-Large 1995 Norwalk Zoning Commissioner 1993 - 1995 Vice-Chairman/Co-Chairman of the Rowayton School Ad Hoc Building Committee. Begun during an emergency period, the committee played a major role in uncovering and directing the repair of construction defects. 1990–2005 Member various not-for-profit boards, each for two to five years: Rowayton Library, Norwalk Senior Center, N.E.O.N., Rowayton School PTA (Carnival Chairman).
Business, Current	❖ Principal, CHA LLC, Rowayton, Norwalk, CT
Business, History	❖ 1995–Present Online advertising & Internet presence development. Serving: larger small business; smaller Corp. divisions. ❖ 1989–1995 Marketing and Operations Management consulting. Emphasis – consumer products and creative development. 1980–1988 Max Factor & Company Hollywood, CA–Stamford, CT Director, Marketing Administration Planning support for the re-launch of the cosmetics lines; administration and planning for on-going and promotional US business. Max Factor US became profitable and was sold to Revlon. 1976–1980 Bergen Brunswick Medical and Surgical Los Angeles, CA Regional Manager – preceded by various management positions Restructured Los Angeles and San Diego operations; 100% profit increase. As Operations Manager, resuscitated New Jersey unit: profit up 200% following year. 1974–1976 California State University, School of Bus. Fullerton, CA Graduate / Teaching Assistant, Business Planning and Development
Education	1973–1976 California State University at Fullerton California M.B.A., B.A., Business Administration, Mgmt and Economics. Summa Cum Laude.
Military Service	1969–1973 US Army. Stationed in (West) Germany and in South Korea.

17 Old Witch Ct.,
Norwalk, CT 06853

203.857.0382
atconroy@gmail.com

Andrew T. Conroy

Public Service thru October 2016	2012, May – present Norwalk Zoning Board of Appeals 2011, Nov. – 2015, Nov. Norwalk Maritime Authority 2007, Nov. – 2011, Nov. Norwalk Common Council Member, Dist. E 2005, Nov. – 2009, Jul. Treasurer, Sixth Taxing District 1995, Nov. – 2001, Nov. Norwalk Common Council Member-At-Large 1995 Norwalk Zoning Commissioner 1993 - 1995 Vice-Chairman/Co-Chairman of the Rowayton School Ad Hoc Building Committee. Begun during an emergency period, the committee played a major role in uncovering and directing the repair of construction defects. 1990–2005 Member various not-for-profit boards, each for two to five years: Rowayton Library, Norwalk Senior Center, N.E.O.N., Rowayton School PTA (Carnival Chairman), and others in the City and region.
Business, Current Business, History	❖ Principal (self employed), CHA LLC, Rowayton, Norwalk, CT Retained clients still serviced, but in process of ceasing bus. operations. ❖ 1995–Present Online advertising & Internet presence development. Serving -- larger small businesses, and smaller corporate divisions. ❖ 1989–1995 Marketing and Operations Management consulting. Emphasis – consumer products and creative development. 1980–1988 Max Factor & Company Hollywood, CA – Stamford, CT Director, Marketing Administration Planning support for the re-launch of the cosmetics lines; administration and planning for on-going and promotional US business. Max Factor US became profitable and was sold to Revlon. 1976–1980 Bergen Brunswig Medical and Surgical Los Angeles, CA Regional Manager – preceded by various management positions Restructured Los Angeles and San Diego operations; 100% profit increase. As Operations Manager, resuscitated New Jersey unit: profit up 200% following year. 1974–1976 California State University, School of Bus. Fullerton, CA Graduate Teaching Assistant, Business Planning and Development
Education	1973–1976 California State University at Fullerton California M.B.A., B.A., Business Administration, Mgmt and Economics. Summa Cum Laude.
Military Service	1969–1973 US Army. Stationed in (West) Germany, then in South Korea.

2 BA
0922

D dest A

David Heuvelman

Production/Event Management - Technical Direction - Design

Profile

20 years of Production Management and Technical Direction/Design experience in Theatre and Events. Scheduling, logistics and site management of large installations with multiple vendors. Management of small to large installations and balancing multiple projects with hard deadlines. Theatrical design, Technical Direction, Rigging, Lighting and Sound design and practical experience. Strong supervisory skills. Strong understanding of the budgeting process carried through the production process to achieve the client and designer vision.

Experience

Adjunct Faculty, Sacred Heart University, Fairfield, CT 2016-present.

Teach course in basic Stage Craft techniques. Assist with technical theatre systems when consulted.

Director of Operations, Essay Video LLC, Norwalk, CT 2015-present.

Video Production Company involved in event video production and permanent installations. Responsible for all warehouse operations and maintenance of equipment. Logistics for all jobs and scheduling of gear movement. Consulting with project managers on equipment, rigging and installation techniques. Assist with technical drawing and R&D of new installations.

Designer/Technical Director/Production Manager, MUSIC THEATRE OF CONNECTICUT, Norwalk, CT 2009-2010; 2014-2015

Small professional theatre company and school in Norwalk, CT. Consulted on Design and Construction of new space in Norwalk, CT. Designed, Built and installed scenery for Professional Season including "Driving Miss Daisy" and "Little Shop of Horrors". Designed lighting and programming for the student productions.

Technical Services Coordinator/Site Manager, Van Wyck & Van Wyck, NYC, NY 2012-2014

Working closely with project managers to execute designs for large corporate and private events. Helping to maintain budgets and schedules. Manage multiple vendors in execution and delivery of all technical aspects of event. Manage large site installations including tenting, lighting, sound, video, scenic, décor, HVAC, and all related ancillary elements. Discrete corporate and private client base. www.vanwyck.net

Project Manager, BERNHARD LINK THEATRICAL LLC, Fairview, NJ 2003-2012

Project management of Events, Fashion Shows, and Theatrical Productions. Working with clients and Designers to realize all elements of production overseeing, staging, rigging, lighting, sound, video and decor. Manage large crews on-site to deliver quality product. Originally, free-lanced with this company for many years before becoming full time. Clients include: 373-NY, Van Wyck & Van Wyck, Ann Taylor, Ferragamo, Creative Technologies, Unscene Productions, Salvation Army.

Technical Director, DORSET THEATRE FESTIVAL, Dorset, VT July-August 2010

Technical Director for premiere production of Theresa Rebeck's THE NOVELIST. Managed all scenic aspects of production from technical drawings to load-in for a 10 day build and 2 day changeover/install. Included engineering of moving scenery and implementation using intern shop staff. Designer Alexander Dodge.

Managing Partner, GEST SCENIC CREATIONS LLC, Long Island City, NY 2005-2009

Owner manager of Scenic Company. Project Manager /Technical Director for many Off-Broadway theatre and Event set construction projects and installations. Worked with large crews and small to build and install custom works. Other duties included bookkeeping, human resources, and general business management. Clients include: 2nd STAGE THEATRE, MCC, Cherry Lane, The Acting Company, Ballet Tech, Van Cleef and Arpels Diamonds, Teen Vogue, Lincoln Center Institute, David Korins Design, Glow Design Group and Nightmare House Productions.

Education

Carroll University, Waukesha, WI Technical Direction and Scenic Design Degree: BA

University of Alabama-Alabama Shakespeare Festival/PATP Degree: MFA

Skills

Multi-tasking

Complete Theatre systems background.

Consulting for new theater layouts and renovations

Microsoft Office literate

Mac & Windows User

Technical Drawing: Vectorworks, AutoCAD LT(mac)

Wood: High level of experience in all major shop tools. High level of skill at joinery, rough and finish work.

Steel: Mig welding, arc welding, plasma cutting.

Knowledge of rigging applications.

REFERENCES AVAILABLE ON REQUEST

R. Richard Roina

ATTORNEY AND COUNSELLOR AT LAW

38 Post Road West
Westport, CT 06851

e-mail: rroina@att.net

Telephone (203) 838-8804 X 2
Facsimile (203) 222-7788

RESUME

6 Bayne St,
06851

EXPERIENCE:

January 1, 1994 to Present:

Sole Practitioner, 160 Water Street, Norwalk, Connecticut 0685; with a move in 2006 to 11 Goldstein Place, Norwalk, Connecticut 06855; with a move November 2010 to 16 River Street, Norwalk, CT 06855 and a move in February 2014 to 38 Post Road West, Westport, CT 06880

Approximately 97% of practice devoted to residential and commercial real estate acquisition and financing.

June 1979 to 1994:

Partner, Roina, Fiore & Fiore, 96 East Avenue, Norwalk, Connecticut 06851

Approximately 95% of practice devoted to residential and commercial real estate acquisition and financing, developer representation.

August 1975 to 1979:

Sole Practitioner, 189 East Avenue, Norwalk, Connecticut 06851 with a move in 1977 to 96 East Avenue, Norwalk. Equal split between real estate and civil litigation.

August 1973 to 1975:

Tierney, Anthony & Whelan, 7 Benedict Court, Greenwich, Connecticut 06830

General Practice: Focused on civil litigation

EDUCATION and LICENSE:

New England School of Law
Boston, Massachusetts
Juris Doctor Degree
Graduated Cum Laude

June, 1973

Admitted to Connecticut Bar

September 11, 1973

Juris No. 050824

LISA M. COOPER
30 Center Avenue
Norwalk, CT 06851
203.846.0176 (home) 203.904.3604 (cell)
lucoo@aol.com



A

PROFESSIONAL EXPERIENCE:

May 2008 – Present

Human Services Council, Norwalk, CT

Director, Mid-Fairfield Substance Abuse Coalition

- Responsible for supporting, coordinating, and providing technical resources and support for DMHAS funded Local Prevention Councils in Norwalk, Westport, Weston, and Wilton.
- Develop and conduct Needs Assessments, Surveys, and data collection in the areas of ATOD prevention for Mid-Fairfield.
- Solicit funds from private and public sources for program development.
- Promote legislative advocacy regarding ATOD throughout Mid-Fairfield.
- Work closely with community and business leaders, local and state politicians, Norwalk Public School personnel, and police and probation officers.
- Provide training, awareness, and education to local merchants and community organizations about laws, trends, and usage associated selling tobacco, alcohol and other drugs.
- Support public policy initiatives involving environmental strategies to aid in prevention throughout the State.
- Chair of a community collaborative of over twenty-five individuals representing a cross section of constituencies within the region.

July 2006 – September 2007

Human Services Council, Norwalk, CT

Director, Community Prevention Task Force

- Responsible for organizing, overseeing, and implementing a comprehensive and community-wide plan for the Norwalk community in addressing service gaps as they relate to areas of substance abuse, teen pregnancy prevention and youth violence prevention.
- Developed and solicited funds from private and public sources for on-going and new program initiatives.
- Worked closely with community and business leaders, local and state politicians, Norwalk Public School personnel, and police and probation officers.
- Supervised and developed needed community programs and services while leading a community collaborative of over forty individuals representing more than thirty social service agencies.
- Assessed the changing social service needs of lower Fairfield County, particularly for the at-risk populations in the area.
- Organized citywide, community, middle and high school events.

August 2004 – July 2006

George Washington Carver Center, Norwalk, CT

Senior Program Manager, Youth Development Program

- Responsible for developing, directing and administering an academic and enrichment program for at-risk adolescents.
- Liaison for students, parents, and the Norwalk Public School.
- Created and implemented educational plans.
- Collected data, generated reports, and monitored effectiveness to ensure program met outcome objectives.
- Organized major social and enrichment events throughout the academic school year.
- Supervised program staff (tutors, case manager and education specialist).

OTHER PROFESSIONAL EXPERIENCE:

July 1995 – April 2000

Nine West Group Inc., White Plains, NY

Production Manager (August 1999 – April 2000)

- Managed the flow of goods in production to ensure division and customer needs are fulfilled by delivery period.
- Assisted VP of Merchandising in relaying color commitments to China and monitored availability on a weekly basis.
- Compiled, interpret, analyzed, and summarized information for reporting purposes.
- Provided information to Account Coordinators and Management regarding availability, deliveries, and style changes.
- Supervised Merchandise Coordinator.

Merchandise Allocator (September 1997 – August 1999)

- Responsible for determining daily allocations.
- Analyzed flow of inventory compared to on-order with regards to subbing, ads, new store openings, oversold and reserved orders.
- Monitored flow of merchandise from manifest report to receipt of inventory.
- Maintained daily contact with distribution center in regards to shipping, receipt of goods, bad Po's, air sheets, hot sheets, and tracking of goods.
- Monitored inventory ownership; executed jobber and closeout orders.
- Advised management of first production and worked with sample room manager in ordering cases for inspection and fit test.

Merchandise Coordinator (July 1995 – September 1997)

- Maintained reports in regards to shipping, master breakdowns and availability.
- Assisted in monitoring inventory ownership and prioritizing contracts.
- Responsible for flagging in the system oversold styles and styles completely received.
- Advised management of first production and worked with sample room manager in ordering cases for inspection and fit test.

December 1991 – May 1995

Caldor Inc., Norwalk, CT

Administrative Assistant

- Provided administration support for *two* Divisional Merchandise Managers.
- Prepared reports and analysis for management team.
- Handled various requests as assigned including, but not limited to, travel arrangements, preparing for meetings, research and projects.
- Managed personal/business mail and calendar.
- Supervised office clerical.

March 2004 – August 2004

APT Foundation, Residential Services Div., Bridgeport, CT

Residential Counselor II (Transitions Program)

- Provided direct supervision and individual counseling to adolescent residents 16 to 21 years of age in a therapeutic program for substance abuse and/or behavior.
- Implemented activities and services as specified in individual treatment plans.
- Performed psychosocial assessment of new residents.
- Facilitator of crisis intervention and life skills group.
- Responsible for daily documentation of all residents.

January 2001 – June 2004

Norwalk Board of Education, Norwalk, CT

Paraprofessional (Jefferson Elementary School)

- Assisted supervising teacher by performing instructional, monitoring, and clerical duties associated with the classroom education and behavioral development of students
- In absence of supervising teacher, performed all classroom education and behavioral developmental tasks

October 2000 – August 2003
(Part-time)

George Washington Carver Center, Norwalk, CT

Educational Coordinator

- Provided at-risk youth a comprehensive service through a structured academic program consisting of tutoring, counseling, and recreational activities.
- Maintained and updated statistical records pertaining to program and youth development.
- Supervised peer tutors.

EDUCATION:

University of Bridgeport, Bridgeport, CT

Master of Science, Education & Human Resources, May 2004

Specialization: Community Counseling

South Carolina State University, Orangeburg, SC

Bachelor of Science, Business Administration, May 1991

AFFILIATIONS:

Alcohol and Drug Awareness of Weston, Connecticut Prevention Network, MATCH Coalition, Mid-Fairfield Substance Abuse Coalition, NAACP- Youth and College Division, Norwalk After School Alliance, Norwalk Collaborative CRC-System of Care, School Based Health Center Advisory Council, Underage Drinking Task Force-Wilton, Wilton Youth Council

SKILLS:

Microsoft Excel, Word, PowerPoint, Publisher; Sierra 8.0 Print Artist; Typing 80 – 85 wpm

REFERENCES:

Will be furnished upon request

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL**

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

VII-A.1

TO: MEMBERS, NORWALK COMMON COUNCIL

FROM: SUSAN SWEITZER, SENIOR PROJECT MANAGER

RE: DECD \$3M WAYPOINTE INFRASTRUCTURE IMPROVEMENTS
PHASE II

DATE: FEBRUARY 5, 2018

.....

In 2017, the City of Norwalk received a \$3M grant from the State Department of Community & Economic Development for the construction of public infrastructure improvements in the second phase of the Waypointe development project on West Avenue. In addition, the City of Norwalk committed a \$1M match to the State funds. The geography of Phase II is primarily the mixed-use construction on the Loehmann's Plaza block for *The Pinnacle* (see the attached project map *Limit of Work Exhibit*).

The project scope of work includes material and labor to complete street lighting, streetscape and utility improvements in the public right of way (see attached budget summary *Infrastructure and Streetscape Improvements – City of Norwalk*). The proposed improvements are to facilitate the removal of overhead telephone, electric and cable wires and also includes utility capital investment fees for water, sewer and electric. DECD has reviewed the proposed scope of work. It is anticipated that construction for this work will be completed by mid-2019.

ACTION REQUESTED: Approve the proposed scope of work for the program of public improvements to support the Phase II Waypointe development as presented in the *Pinnacle Utility Infrastructure & Streetscape Upgrade* dated January 5, 2018.

Job: 7439D-9

Date: January 5, 2018

Infrastructure and Streetscape Improvements - City of Norwalk

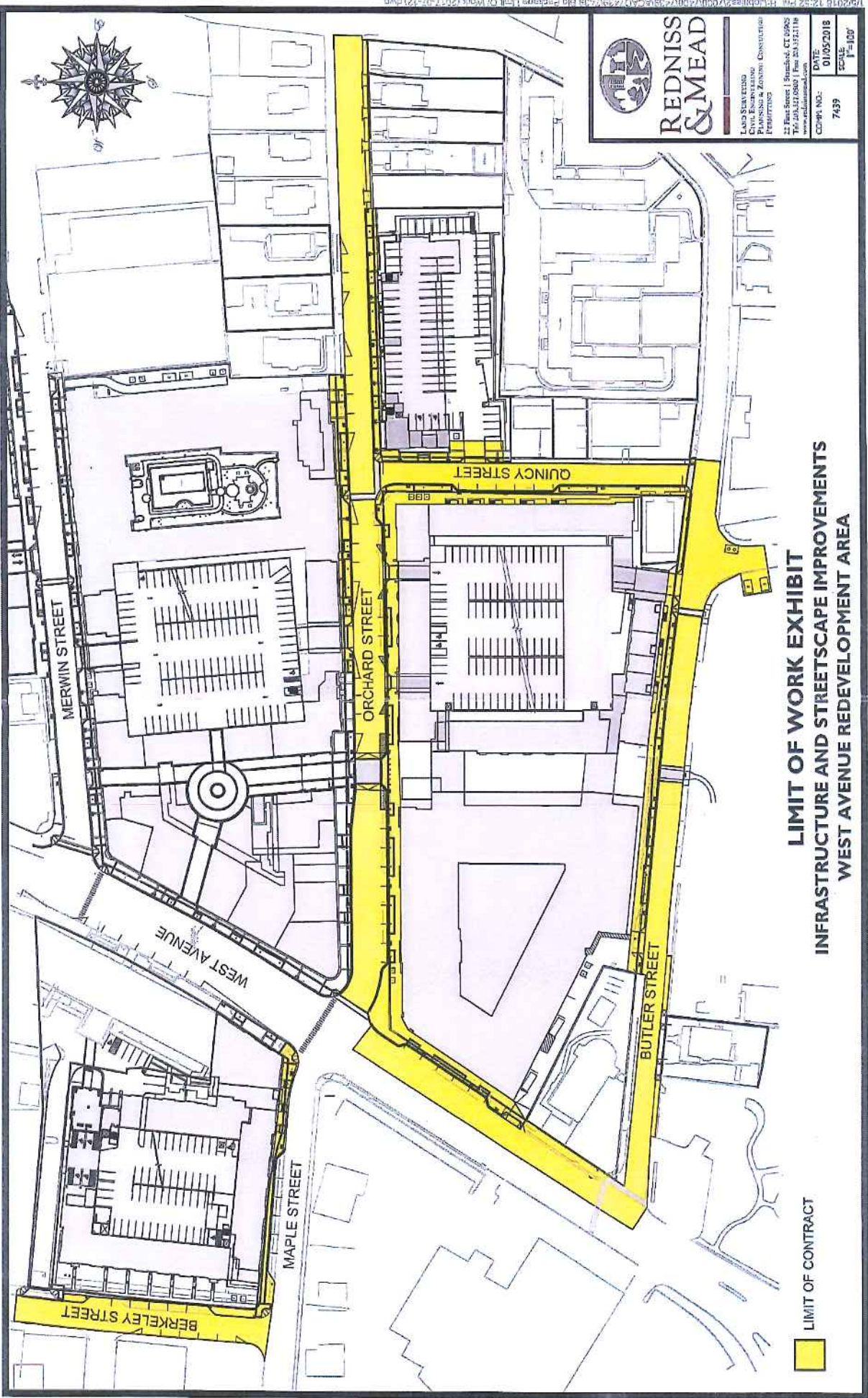
Waypointe District - West Ave Redevelopment Plan Area

Opinion of Probable Construction Costs

Engineer's Estimate

Summary Sheet

<u>Item</u>	<u>Total</u>
Materials and Labor (CT DECD Grant)	
Streetscape Repairs, Trenching, and Street lights	\$315,290.00
Roadway Repave (West Ave)	\$55,990.26
Electric	\$472,000.00
Telecommunication & Cable	\$115,170.00
Storm	\$121,925.00
General	\$209,519.54
Maintenance and Traffic Protection	\$42,000.00
Mobilization	\$39,956.84
Eversource Construction Budget	\$1,100,000.00
Frontier Telecommunications Construction Budget	\$150,000.00
Cablevision Construction Budget	\$95,000.00
Subtotal	\$2,716,851.65
Connection Fees	
WPCA Sewer Connection Capital Investment Fees	\$123,880.00
First District Water Dept. Capital Investment Fees	\$99,300.00
Subtotal	\$223,180.00
Administration	
DECD Grant Administration	\$7,500.00
CT DECD Grant Total	\$2,947,531.65
Materials and Labor (Norwalk Grant)	
Roadway Repave, Crosswalks, and Striping	\$796,521.99
Streetscape	\$53,812.40
Maintenance and Traffic Protection	\$37,000.00
Mobilization	\$26,620.03
Subtotal	\$913,954.42
Administration	
Norwalk Redevelopment Agency Grant Administration	\$7,500.00
Norwalk Grant Total	\$921,454.42
Grand Total	\$3,868,986.07





**REDNISS
& MEAD**
LAND SURVEYING
PLANNING
ENGINEERING
32 Elm Street | Stamford, CT 06902
Tel: 203.327.0000 | Fax: 203.327.1118
www.rednissandmead.com

DATE	01/05/2018
SCALE	1"=100'
CDPW NO.	7439

LIMIT OF WORK EXHIBIT
INFRASTRUCTURE AND STREETScape IMPROVEMENTS
WEST AVENUE REDEVELOPMENT AREA

 LIMIT OF CONTRACT

VII. A. 2



Memorandum

February 8, 2018

To: Common Council

From: Steve Kleppin, Planning & Zoning Director 

Re: Addendum to Stantec POCD Contract for Peer Review: 230 East Avenue

In 2017 the Zoning Commission (Commission) amended their regulations requiring applicants to pay for outside peer review for certain projects that require outside expertise. These scenarios often relate to traffic, engineering and planning/architecture. Prior to the regulation amendment, outside peer review had been conducted but it was only at the acquiescence of the applicant and come with budgetary constraints. Recent examples of outside peer review were for traffic concerns regarding the SONO Collection and The Village. The regulation amendment allows the Commission flexibility on scope and timing. Staff and the Commission are well aware of extra cost burdens on the applicant and utilize outside peer review only when necessary or required by the regulations, such as for design review.

The request before you is related to the proposed TOD development at 230 East Avenue. The City was awarded a \$125,000 grant in December to prepare a TOD plan for East Norwalk centered at the East Avenue rail stations. Around that same time frame the Commission received an application for a TOD project directly adjacent to the western portion of the East Avenue station platform. In a perfect world we would not move ahead with any projects of this magnitude until the study was conducted, but given the nature of the proposal, staff's position is that the future TOD study will conclude that higher density is appropriate in close proximity to the stations. Given that, we are comfortable that this proposal can be properly evaluated before the East Avenue TOD plan is conducted or the Plan of Conservation and Development (POCD) update is complete.

Last year Council authorized a contract for WSP USA to be the Commission's on-call traffic consultant. They have begun performing that service for the Commission on this project. However, we do not have an on-call consultant under contract yet to conduct outside peer review for architectural or planning services, which is necessary for this application considering the scope of the proposal and the fact that the planning studies haven't been conducted yet. As you are aware, Stantec is updating the city's POCD. As part of their Scope of Work they were going to conduct a preliminary assessment of TOD at East Avenue, provided we didn't receive the grant, so they have a working knowledge of the area and understand TOD potential at this location. Stantec has agreed to conduct a peer review of the 230 East Avenue proposal for a maximum fee of \$7,500 as an addendum to their existing contract. The applicant has agreed to this fee and will give the City a check for that amount which will be deposited into an account from which we will reimburse Stantec directly. Any funds remaining at the conclusion of the application process will be returned to the applicant. In summary, there is no cost to the City!

Feel free to reach out to me with any questions.

END



January 18, 2018

Attention: Steven Kleppin, Director of Planning and Zoning

City of Norwalk
125 East Avenue, Room 233
Norwalk, CT 06856

Reference: Addendum to Norwalk POCD contract for peer review services

Dear Mr. Kleppin:

This letter serves as an addendum to the agreement dated July 26, 2017 between the City of Norwalk CT and Stantec Consulting Services, Inc. for preparing an update to the city's Plan of Conservation and Development. The City has requested that Stantec provide peer review services for a proposed project at 230 East Avenue. If you approve, please sign the statement at the end of this letter to give us the notice to proceed.

Scope of Services:

Stantec will review all documents relevant to the 230 East Ave proposal.

Stantec will consult by telephone with the Director of Planning and Zoning.

Stantec will provide a memorandum including the following:

- Review of the project
- Evaluation of the project in the context of POCD planning directions based on existing conditions analysis, existing City policies and plans, results of the POCD community process so far, and the draft vision and principles
- Evaluation of the project in terms of best practices for Transit-Oriented Development
- Stantec will be available to present findings and answer questions for up to two public hearings.

Timeline:

Stantec will provide a draft report to the Director of Planning and Zoning by February 12 and make any requested revisions so that the report can be sent to the Planning Commission and the applicant on February 15.

Staff:

The peer review will be performed by the following Stantec staff: Larissa Brown and Philip Schaeffing.



January 18, 2018
Steven Kleppin, Director of Planning and Zoning
Page 2 of 2

Reference: Addendum to Norwalk POCD contract for peer review services

Fee and payment:

The work will be performed on an hourly basis with a fee not to exceed \$7500 including all expenses. Hourly rates are as follows:

- Larissa Brown - \$188/hr
- Phil Schaeffing - \$158/hr

We appreciate the opportunity to work with you on this project. The signature below signifies the City of Norwalk's approval of this Addendum incorporating the scope of services and fee above. Receipt of the signed addendum authorizes us to begin work on this peer review. Please return the signed document and retain a copy for your records.

Sincerely,
Stantec Consulting Services, Inc.

Larissa Brown
Principal
Phone: 617-654-6070
larissa.brown@stantect.com

ACCEPTED BY:

[Print Name and Title]

Date

Signature



CITY OF NORWALK
Paul L. Sotnik, P.E.
Senior Civil Engineer
psotnik@norwalkct.org

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

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

VII.B

MEMORANDUM

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

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

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

REF: Walk Bridge Project Easements – 60 South Smith Street

DATE: January 31, 2018

The Department of Public Works has received plans prepared by the State of Connecticut Department of Transportation for the "Walk Bridge Project" for easements to be acquired from the City of Norwalk for the City parcel located at 60 South Smith Street (Wastewater Treatment Facility). The three easements are for the purposes indicated below. Please see the attached maps labeled Exhibits A and B.

- Easement to construct and maintain the railroad bridge. This area of this easement is 23,060± square feet and it is a permanent easement. (See Exhibit A).
- Easement to construct and maintain the railroad bridge. This area of this easement is 6,098± square feet and it is a permanent easement. (See Exhibit B).
- Construction easement for the purpose of storage of construction materials and to provide access between the Norwalk River and land of the State of Connecticut during the Walk Bridge replacement project. This easement is 18,780± square feet. This easement is a temporary construction easement and will be extinguished upon completion of the project, unless extinguished sooner by the State. The area disturbed as part of this construction easement will be restored upon the completion of construction. (See Exhibit A).

The State of Connecticut made an original offer of compensation to the City of Norwalk in June 2017 of \$350,500.00 for the permanent easement to construct and maintain the railroad bridge (23,060± S.F.) and \$350,000.00 for the temporary construction easement (18,780± S.F.) for a total of \$700,500.00. Please see the attached letter from Ms. Lorna Bennett of the State of Connecticut Department of Transportation dated June

16, 2017 labeled Exhibit C. After negotiations with the Office of the Corporation Council, they have increased that offer to \$966,000.00. Since then, they have also requested the additional permanent easement to construct and maintain the railroad bridge (6,098± S.F.) and offered to compensate the City in the amount of \$154,000.00 for that easement. The new total offer of compensation is \$1,120,000.00. See E-mail from James Mason to Brian McCann dated January 26, 2018 labeled Exhibit D.

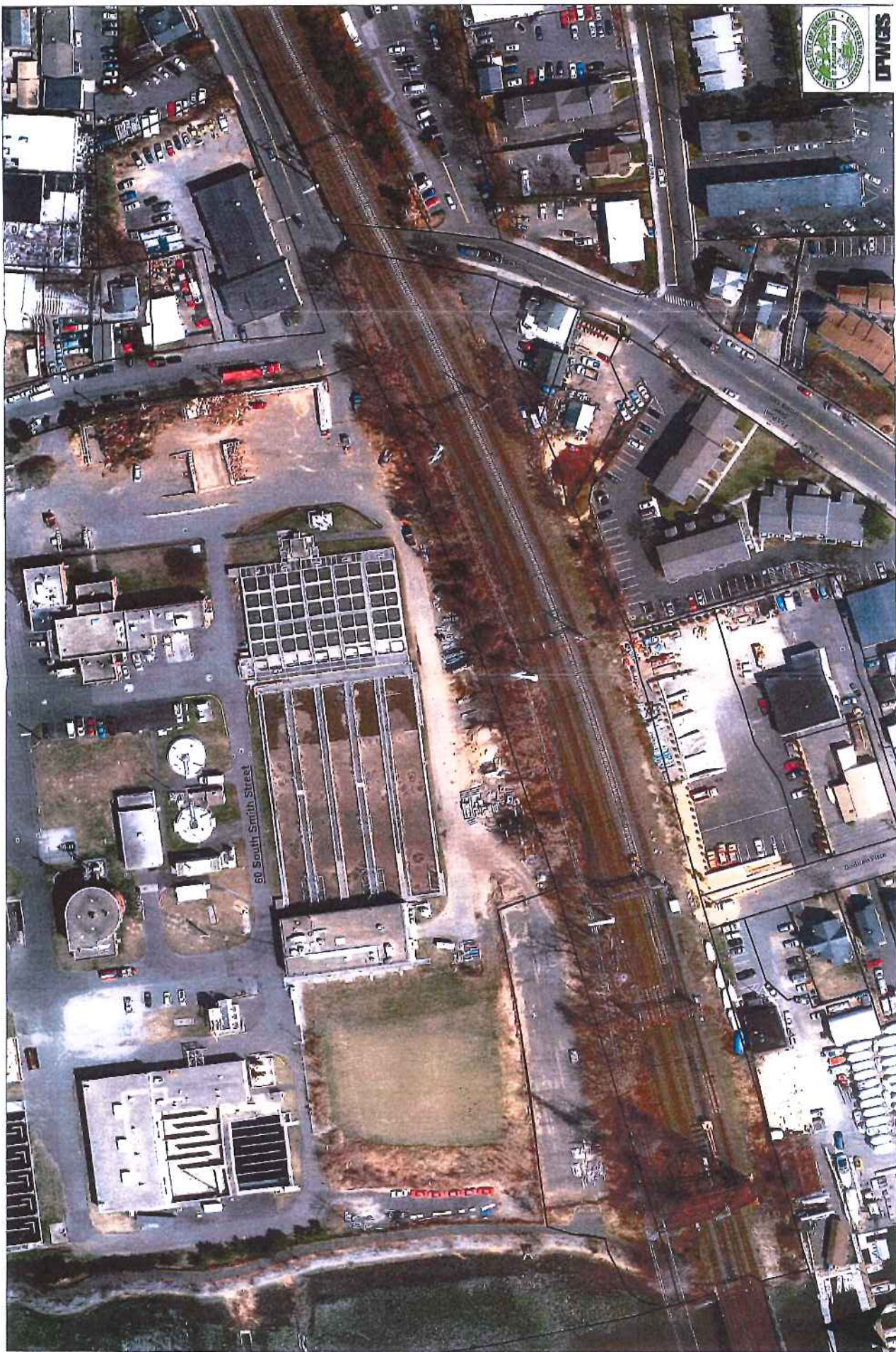
Therefore, I would like to request that the following items be included on the agenda for the February 6, 2018 meeting of the Public Works Committee of the Common Council for approval.

- 1.) Authorize the Mayor, Harry W. Rilling, to execute all required documents related to the execution of the Easement Agreement between the City of Norwalk and the State of Connecticut Department of Transportation for a permanent easement of 23,060± square feet to construct and maintain the Walk Railroad Bridge as depicted on a map prepared by the State of Connecticut Department of Transportation entitled "Compilation Plan Town of Norwalk Map Showing Easement Acquired From City Of Norwalk By The State Of Connecticut Department Of Transportation Walk Railroad Bridge Replacement," dated December 2017, at a scale of 1" = 40' on file in the Department of Public Works in exchange for a payment of \$580,000.00.
- 2.) Authorize the Mayor, Harry W. Rilling, to execute all required documents related to the execution of the Easement Agreement between the City of Norwalk and the State of Connecticut Department of Transportation for a permanent easement of 6,098± square feet to construct and maintain the Walk Railroad Bridge as depicted on a map prepared by the State of Connecticut Department of Transportation entitled "Compilation Plan Town of Norwalk Map Showing Easement Acquired From City Of Norwalk By The State Of Connecticut Department Of Transportation Walk Railroad Bridge Replacement," dated December 2017, at a scale of 1" = 40' on file in the Department of Public Works in exchange for a payment of \$154,000.00.
- 3.) Authorize the Mayor, Harry W. Rilling, to execute all required documents related to the execution of the Easement Agreement between the City of Norwalk and the State of Connecticut Department of Transportation for a temporary construction easement of 18,780± square feet for the purpose of storage of construction materials and to provide access between the Norwalk River and land of the State of Connecticut during the Walk Bridge replacement project as depicted on a map prepared by the State of Connecticut Department of Transportation entitled "Compilation Plan Town of Norwalk Map Showing Easement Acquired From City Of Norwalk By The State Of Connecticut Department Of Transportation Walk Railroad Bridge Replacement," dated December 2017, at a scale of 1" = 40' on file in the Department of Public Works in exchange for a payment of \$386,000.00.

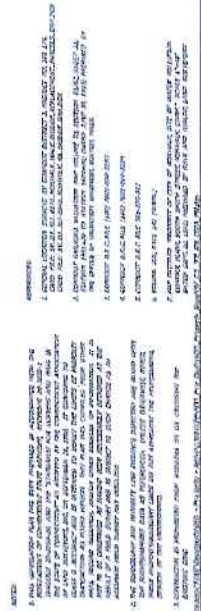
If you have any questions, please do not hesitate to contact me.



DPW&S



34

[illegible]

CENSILATION PLAN

TOWN OF NORWALK
NOR SHOWING EASEMENT ACQUIRED FROM
CITY OF NORWALK

THE STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

WALK RAILROAD BRIDGE REPLACEMENT

SHEET 1-40P

DESIGNER: B. J. GRIFFIN, P.E.
DATE: 06/29/2017

COPY: 06/29/2017 10:00 AM

EXHIBIT C



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone: (860) 594-2390

June 16, 2017

CERTIFIED MAIL

The Honorable Harry Rilling
Mayor, City of Norwalk
125 East Avenue
P.O. Box 5125
Norwalk, Connecticut 06856

Dear Mayor Rilling:

Subject: File No.: 301-176-012
Owner: City of Norwalk
Town: Norwalk

The State of Connecticut Department of Transportation (Department) is now acquiring property for the project known as Walk Railroad Bridge Replacement I the City of Norwalk. In connection therewith, we enclose our map with revision dated February 24, 2017, detailing the acquisition of -0- square feet of land, as well as certain easements and right(s).

The state's offer, as evidenced by the enclosed offer letter, is \$700,500.00. This offer is based on the analysis of sales of land sharing similar utility. A copy of the state's appraisal will be made available upon request.

As is standard of real estate acquisitions of this type, the conveyance of "good and sufficient title" is required from the owners of record. Should the Department's title examination of your property reflect encumbrances that prohibit the transfer of adequate title, your assistance will be required. In this regard, a copy of our title reports cover page is enclosed for your review and comment.

If the offer is acceptable, please execute the enclosed acceptance agreement and W-9 form and return them to my attention. Kindly retain the copy marked "Duplicate" for your records. In addition, please complete and return the W-9 tax form that is included, and provide me with a copy of your resolution designating the person authorized to sign on behalf of the City.

Oral representations or promises made during the negotiation process are not binding on the Department.

I am available to meet with you to review the offer, the construction plans, and answer any questions you may have. Please contact me at the above telephone number or address no later than July 15, 2017.

Very truly yours,

Lorna Bennett
Acquisition/Relocation Section
Division of Rights of Way

Enclosures



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone: (860) 594-2390

June 16, 2017

OWNER: City of Norwalk
(Sewer Maintenance Department)

PROPERTY FILE NO. 301-176-012

ADDRESS: 60 South Smith Street

TOWN: Norwalk

Pursuant to Connecticut General Statute(s) and as required for the Walk Railroad Bridge Replacement in the City of Norwalk, the Commissioner of Transportation finds it necessary to acquire from you -0- square feet of land and/or the following property rights and/or easements as described on the attached map; with revision dated February 24, 2017.

Compensation payable to you for the proposed acquisition and all legal damages to any remainder is as follows:

Value of easement to construct/maintain bridge to be acquired (23,060 ±sf): \$ 350,500.00

Value of temporary construction easement to be acquired (18,780 ±sf): \$350,000.00

Total Compensation \$ 700,500.00

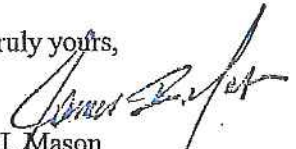
Building, structure and other improvements: N/A

Tenant owned improvements not covered in offer: N/A

The above represents an offer of just compensation for the property rights as developed by the Division of Rights of Way. Should you wish to accept this offer, please review and execute page two of this offer letter.

If you have any questions regarding this matter, please contact Ms. Lorna Bennett at the telephone number or address shown above.

Very truly yours,


James L. Mason
Rights of Way Assistant Director
Connecticut Department of Transportation

Attachment: Taking Map

Sotnik, Paul

From: McCann, Brian
Sent: Friday, January 26, 2018 11:07 AM
To: Sotnik, Paul
Subject: Fwd: 6DG0A.pdf

----- Forwarded message -----

From: "Mason, James I." <James.I.Mason@ct.gov>
Date: Jan 26, 2018 10:40 AM
Subject: RE: 6DG0A.pdf
To: "McCann, Brian" <BMcCann@norwalkct.org>
Cc: "Illinger, Craig J." <Craig.Illinger@ct.gov>, "Melzen, Thomas H." <Thomas.Melzen@ct.gov>

Brian,

This will confirm our conversation regarding the Department's settlement proposal for the acquisition under project file number 301-176-12 as acquired by eminent domain on September 29, 2017 and subsequently appealed by the City of Norwalk. It will also serve to address the Department's proposed acquisition under Serial number 12A.

Serial No. 12:

The Department proposes a settlement based on a valuation of \$42 per square foot for the permanent easement at a percentage of 60% of fee value (\$25.20 per sq. ft.) or **\$580,000.00**. The Department initially valued the easement at \$38 per square foot with a percentage of 40%, while the City's appraisal was at \$46 per square foot with a percentage at 100%. It should be noted there is no rationale for using 100% of fee value as the acquisition an easement not a fee taking.

With respect to the acquired construction easement there wasn't a significant divergence between the respective appraisal evaluations (Department's value = **\$350,000**, and City's value = \$330,000). Applying the same proposed \$42.00 sq. ft. unit value equates to \$386,000 for a total of \$966,000.00.

Serial No. 12A:

In the interest of expediting negotiations, the Department is proposing **\$154,000.00** for the proposed additional permanent easement as a settlement offer. This amount reflects the same unit value (\$42 sq. ft.) and 60% of fee value.

As discussed, for simplicity we would like to address this acquisition as part of the appeal settlement for a total of **\$1,120,000.00** for all three easements.

I trust this addresses your need.

James

James I. Mason
Assistant Director
Division of Rights of Way

State of Connecticut

Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington Ct. 06131

Tel: (860) 594-2396
Fax: (860) 594-2494

James.I.Mason@ct.gov

From: McCann, Brian [<mailto:BMcCann@norwalkct.org>]

Sent: Thursday, January 25, 2018 4:08 PM

To: Mason, James I.

Subject: RE: 6DG0A.pdf

Yes. I think they would prefer to see something in writing.

If possible. Sorry for the trouble.

Brian L. McCann, Esq.
Assistant Corporation Counsel
City of Norwalk
125 East Avenue
Norwalk, CT 06851
Phone: (203) 854-7750
Fax: (203) 854-7901

From: Mason, James I. [<mailto:James.I.Mason@ct.gov>]

Sent: Thursday, January 25, 2018 4:01 PM

To: McCann, Brian

Subject: RE: 6DG0A.pdf

Brian,

If the issue is having something in writing from the State regarding the (all inclusive) settlement proposal, I can send an email or letter. But the initial offer is of record and as such satisfies our statutory obligations, we can't change it.

Please let know; thanks.

James I. Mason
Assistant Director
Division of Rights of Way

State of Connecticut
Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington Ct. 06131

Tel: (860) 594-2396

Fax: (860) 594-2494

James.I.Mason@ct.gov

From: McCann, Brian [<mailto:BMcCann@norwalkct.org>]
Sent: Thursday, January 25, 2018 3:57 PM
To: Mason, James I.
Subject: RE: 6DG0A.pdf

James,

Do you think it would be possible to update the offer letter to include the latest offer? Some of the council members asked if they could use it for a background/basis for their decision.

Brian L. McCann, Esq.
Assistant Corporation Counsel
City of Norwalk
125 East Avenue
Norwalk, CT 06851
Phone: (203) 854-7750
Fax: (203) 854-7901

From: Mason, James I. [<mailto:James.I.Mason@ct.gov>]
Sent: Tuesday, January 23, 2018 3:29 PM
To: McCann, Brian
Subject: 6DG0A.pdf

Brian,

Here you go.



CITY OF NORWALK
Paul L. Sotnik, P.E.
Senior Civil Engineer
psotnik@norwalkct.org
P: 203-854-7891 / F: 203-857-0143
Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

MEMORANDUM

TO: Bruce J. Chimento, P.E. – Director of Public Works
CC: Lisa Burns, P.E. - Principal Engineer
FROM: Paul L. Sotnik, P.E. - Senior Civil Engineer *P.L.S.*
REF: Yankee Doodle Bridge Project Easement
DATE: January 31, 2018

The Department of Public Works has received plans prepared by the State of Connecticut Department of Transportation for the "Yankee Doodle Bridge Project" for easements to be acquired from the City of Norwalk for the City parcel located along Interstate Route 95 and the south side of the King Industries, Inc. (1 Science Road) parcel. The easement is for the purpose of providing access to the Bridge structure. It is to be used for travel only and is not to be used for the storage of equipment or materials. Please see the attached map labeled Exhibit A. This area of this easement is 998± square feet and it is a permanent easement.

The State of Connecticut is making an offer of compensation to the City of Norwalk of \$1,050.00 for the permanent easement. Please see the attached letter from Mr. James Mason of the State of Connecticut Department of Transportation dated November 1, 2017 labeled Exhibit B.

Therefore, I would like to request that the following items be included on the agenda for the February 6, 2018 meeting of the Public Works Committee of the Common Council for approval.

- 1.) Authorize the Mayor, Harry W. Rilling, to execute all required documents related to the execution of the Easement Agreement between the City of Norwalk and the State of Connecticut Department of Transportation for a permanent easement of 998± square feet to provide access to the Yankee Doodle Bridge structure as depicted on a map prepared by the State of Connecticut Department of Transportation entitled "Compilation Plan Town of Norwalk Map Showing Easement Acquired From City Of Norwalk By The State Of Connecticut Department Of Transportation Rehabilitation of Bridge No. 00059 (Yankee

Doodle Bridge) I-95 Over Norwalk River And Hendricks Avenue," dated November 2017, at a scale of 1" = 20' on file in the Department of Public Works in exchange for a payment of \$1,050.00.

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



YANKEE DOODLE BRIDGE EASEMENT



2016 AERIAL PHOTO DATA





STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone: (860) 594-2418

OWNER: City of Norwalk

PROPERTY FILE NO. 102-348-2

ADDRESS: Crescent Street

TOWN: Norwalk

Pursuant to Connecticut General Statute(s) and as required for the Rehabilitation of Bridge No. 59 (Yankee Doodle Bridge), the Commissioner of Transportation finds it necessary to acquire from you the following property rights as described on the attached map; as revised November 2017.

Compensation payable to you for the proposed acquisition and all legal damages to any remainder is as follows:

Value of easements to be acquired:	\$ 1,050.00
Improvements: (Contributory Value *)	\$ 0.00
Damages to the remainder (Severance):	\$ 0.00
Total Compensation	\$ 1,050.00

Building, structure and other improvements: * none

Tenant owned improvements not covered in offer: _____

The above represents an offer of just compensation for the property rights as developed by the Division of Rights of Way. Should you wish to accept this offer, please review and execute page two of this offer letter.

If you have any questions regarding this matter, please contact Marie B. Gaj at the telephone number or address shown above.

Very truly yours,

James I. Mason
Rights of Way Assistant Director
Connecticut Department of Transportation

Attachment: Taking Map
bcc: Workflow File



MEMORANDUM

TO: Bruce Chimento, P.E. - Director of Public Works

FROM: Aaron Ho, E.I.T. - Junior Engineer

CC: Elisabeth Burns, P.E. - Principal Engineer
Drew Berndlmaier, P.E. - Senior Civil Engineer

REF: Public Works Committee Agenda Item -- Project RD2017-2 Concrete Curbs and Sidewalks at Various Locations

DATE: February 2, 2018

I would like to request that the following items be included on the agenda for the February 6, 2018 Public Works Committee meeting.

1) Authorize the Director of Public Works to execute Change Orders for Project RD2017-2 Concrete Curbs and Sidewalks, for a sum not to exceed \$162,300.

Account Nos.	09161000 5777 C0536	(Fair Rent - \$50,276.26)
	09171000 5777 C0536	(Fair Rent - \$24,723.74)
	09180910 5777 C0287	(Redevelopment \$87,300.00)

The \$162,300 value consists of \$75,000 from the Department of Fair Rent and \$87,300.00 from the Redevelopment Agency.

The \$75,000 from the Department of Fair Rent is funding that was allocated for the improvement of sidewalks in the South Norwalk area, and will be used for the replacement of concrete curbs and sidewalks to be performed on South Main Street in 2018. See associated email correspondence.

The \$87,300 from the Redevelopment Agency corresponds to the estimated cost of performing the replacement of additional sidewalks and curbs on Henry Street and Chestnut Street in conjunction with the construction project at Side By Side School. The estimate is based on field measurements and Contract unit prices, and includes a 10% contingency.

From: Young, Darlene
Sent: Tuesday, January 16, 2018 2:39 PM
To: Berndlmaier, Drew <DBERNDLMAIER@norwalkct.org>
Cc: Principe, Jazmin <JPrincipe@norwalkct.org>
Subject: ADA Funding for South Norwalk Sidewalk Improvement Project

Hi Drew,

Per our conversation, please find the account numbers and dollar amounts from the Human Relations Dept. Capital Budget. These funds have been allocated for improvements to sidewalks in the South Norwalk area as part of the ADA Transition & Compliance Plan. The total amount allocated to this project is \$75,000.

Acct. # 0916000 5777 C0536 / \$50,276.26

Acct.#09171000 5777 C0536 / \$24,723.74

Please keep us informed with the P.O. process so we keep track of our accounts.

Thank you,
Darlene
Darlene Young
Program Coordinator



City of Norwalk
Fair Rent/Human Relations
125 East Ave., Rm 125
Norwalk, CT 06856
Ph: 203.854.7702
dyoung@norwalkct.org

Ho, Aaron

From: Ho, Aaron
Sent: Thursday, January 25, 2018 10:23 AM
To: Sweitzer, Susan
Subject: FW: Cost estimate for additional work on Henry Street and Chestnut Street

Susan,

Here is the email again. With a 10% contingency, the total dollar value would be \$87,300.00

Thanks,

Aaron Ho
Junior Engineer



Department of Public Works
P.O. Box 5125
125 East Avenue
Norwalk, CT 06851-5125

Phone: (203) 854-7268
Email: aho@norwalkct.org

From: Ho, Aaron
Sent: Wednesday, July 12, 2017 4:23 PM
To: Sweitzer, Susan <SSweitzer@norwalkct.org>
Cc: Berndlmaier, Drew <DBERNDLMAIER@norwalkct.org>; Little, Thomas <tlittle@norwalkct.org>
Subject: Cost estimate for additional work on Henry Street and Chestnut Street

Susan,

Here is the cost estimate we have for the additional work that Mark requested in relation to Side-By-Side school. See below for the details, but in general, the work will cost approximately \$79,370 more, not including any contingency on top of that.

Abutting Parking lot across from school on Henry St

Granite Curb:	129	\$	6,192.00
Conc. Sidewalk	1032.5	\$	9,292.50

Conc. Driveway	160	\$	1,600.00
Collector Patch	28.67	\$	3,010.35
Total:		\$	20,094.85

Remainder of Henry St, not including abutting parking

Granite Curb	174	\$	8,352.00
Conc. Sidewalk	1352	\$	12,168.00
Conc. Driveway	160	\$	1,600.00
ADA Ramp	8	\$	288.00
Collector Patch	38.67	\$	4,060.35
Total:		\$	26,468.35

On Chestnut Street

Granite Curb	218.5	\$	10,488.00
Granite Inlet Curb	5	\$	325.00
Conc. Sidewalk	1564	\$	14,076.00
Conc. Driveway	450.45	\$	4,504.50
Reset CB	1	\$	500.00
Local Patch	48.56	\$	2,913.60
Total:		\$	32,807.10

Thanks,

Aaron Ho
Junior Engineer



Department of Public Works
P.O. Box 5125
125 East Avenue
Norwalk, CT 06851-5125

Phone: (203) 854-7268
Email: aho@norwalkct.org



VII. C

CITY OF NORWALK
Personnel & Labor Relations
Ray Burney
Director of Personnel & Labor Relations
rburney@norwalkct.org
P: 203-854-7724 / F: 203-854-7329
125 East Avenue, PO BOX 5125
Norwalk, CT 06856

To: Members of Common Council

From: Ray Burney, Director of Personnel & Labor Relations 

Date: February 7, 2018

Re: **Revised Position Description for Ordinance Position**

This memo is in support of the revisions and additions to the Ordinance position currently known as Grants Coordinator. The revised position title is Grants Coordinator/Communications Manager and the revised and expanded duties are included in the attached position description. Briefly stated, this revised position description retains all of the essential duties of the current Grants Coordinator position while added additional responsibilities of the City's Communications Manager. The responsibilities of this position and the details of the position description have been fully reviewed by the members of the Personnel Committee.

This initiative is a position description change to an existing and fully funded Ordinance position and is not a request to establish a new position. The proposed annual salary range for this position is \$56,315 to \$81,344. This is an approximate \$35,000 reduction in salary costs from the existing salary range of \$93,858 to \$118,886.

We request that the Common Council approve the revised position description.

Title: Grants Coordinator/Communications Manager
Department: Mayor's Office
Grade:

Job Code: 2014
Classification: Ordinance
Status: Full-Time
Date: 1/24/2018

General Responsibilities:

A professional administrative position working under the general direction of the Mayor's Office in cooperation with City Department Heads in the area of internal and external communications, media relations, public information and grants coordination and development. Actively maintains day-to-day contact with the media and general public. Assists all City Departments in obtaining new grant sources and funds. Coordinates activities of City Departments in monitoring, applying for and receiving intergovernmental assistance. Responsible for drafting grant applications, press releases, and correspondence on behalf of the Mayor and the City.

Specific Duties:

Reports to the Mayor's office and is responsible for the following:

- Establishes communications protocols for city departments and staff.
- Manages internal communications and initiates actions to continually improve such communications.
- Records & tracks City of Norwalk public communications and assists in managing responses and follow through.
- Collaborates with various departments in revising, updating, and maintaining information on the city website.
- Collaborates with various departments in managing and creating content for the City's social media accounts (Facebook, Twitter, etc.).
- Compiles and analyzes performance measure data through the Mayor's Dashboard application.
- Manages multimedia communications with media, public, special events or other activities as assigned.
- Provides quality control for all City of Norwalk messaging and external communications.
- Works closely with the Mayor's office staff to plan, write and disseminate communications, including letters, press releases, presentations and electronic messages, targeting staff and the community.
- Develops and maintains a messaging strategy and media schedule aligned to City of Norwalk goals and priorities.
- Assists in identifying, acquiring and implementing grant programs in partnership with all City Departments.
- Administers activities of the City in compiling an inventory of existing grants, coordinating current grant programs, maintaining reporting requirements, identifying new sources of funding and assisting City Departments in the preparation of new and existing grant applications.
- Develops and implements the control mechanisms necessary to assure compliance with the requirements established by the various funding sources and provide efficient identification, acquisition and administration of grant resources available to the City.

- Assists City Departments in acquiring necessary legislative and executive approvals for grant applications and appropriations and facilitates grant contract execution.
- Performs contract compliance with assistance of Comptroller's office including budget preparation, quarterly reports, budget revisions, audit of programs and project closeout.
- Reports quarterly to the Mayor, Common Council and Board of Estimate & Taxation on grant activity experienced during each year, the forecast of grant activity and the budget effect of expected grant activity. Identifies materials for, and maintains, a central grants library for use by City Departments.
- Assists in program evaluation with City Department Heads upon project closeout.

Qualifications Profile:

Bachelor's degree in public relations, public administration, political science, mass communications, journalism, or similar discipline is required. Two years of experience in public relations and/ or communications. Two years of grant writing or equivalent experience is required. Equivalent combinations of experience and training may be considered.

- Ability to communicate effectively orally and through written presentations on deadline and for multiple audiences.
- Knowledge of the principles and practices of journalism and media relations, including social media.
- Ability to develop and maintain strong relationships with members of the media and the community.
- Ability to use technology and social media platforms (Twitter, Facebook, etc.) to engage staff and to communicate with members of the public.
- Ability to assist Department Heads in giving priorities to grant requirements, developing indirect overhead factors and identify systems necessary to effective grants management.
- Ability to establish and maintain effective working relationships with City Department Heads, local legislators and state and federal officials, consultants, contractors, and general public.
- Ability to apply principles of administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.
- Ability to speak and write clearly and concisely.
- Fluency in Spanish language skills is preferred.
- Ability to coordinate work and projects among numerous departments.



VII. D

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

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

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

RE : WEST ROCKS SCHOOL WINDOW REPLACEMENT
PROJECT - 2018

DATE: FEBRUARY 2, 2018

The existing exterior windows and doors at West Rocks Middle School are original to the building which were installed in 1956. The windows have single pane glass. These windows are in extremely poor condition which pose a risk of falling out. In the recently completed facilities study, the consultants identified the replacement of these windows to be a high priority item. The City of Norwalk completed Phase I of the West Rocks Middle School Windows and Doors Replacement Project in the Summer of 2017 and has since received approval from the State to proceed with the next phase to begin this summer.

Recently, the Purchasing Department advertised and received 7 bids. A summary of the bids is herein attached. Subsequent to the bid opening, City staff met with Board of Education to consider the scope and funding availability. The bid format includes a base bid, add alternate #1 – creation of a secured lobby and alternate #2 – windows on the back and side portions of the school. Although the total bid is higher than the original budget amount, we feel it is important to accept both alternate items. Sufficient funding is available in another school improvement account to cover the difference.

Based on the bid results, I would like to recommend A.V. Tuchy for this project. A. V. Tuchy is a successful local general contractor and was the contractor for Phase I. They made every effort to expedite the work and completed the project in

time for opening of school. Norwalk Glass is their subcontractor and the "team" has a highly successful working relationship.

ACTION REQUESTED:

- a. **Authorize the Mayor, Harry W. Rilling, to execute an Agreement with A.V. Tuchy, Inc. for the West Rocks Middle School Windows and Doors Replacement Project-2018 for a total not to exceed \$2,146,088.00. Funds are available in Acct. #09185010 5777 C0610 and #09175010 5777 585**
- b. **Authorize the NFCC to issue Change Order on Contract for a total not to exceed \$100,000**

Firm	Total Lump Sum Base Bid	CENTEX LUMPY		PUNCHED OPERATIONS		Base Bid + Alt 1	Base Bid + Alt 2	Base Bid + Alt 1 & 2
		Add Alternate 1	Add Alternate 2	Add Alternate 1	Add Alternate 2			
1 Deluca Construction Company	\$ 1,639,000.00	\$ 220,000.00	\$ 289,000.00	\$ 1,859,000.00	\$ 1,928,000.00	\$ 1,928,000.00	\$ 1,928,000.00	\$ 2,148,000.00
2 A.V. Tuchy, Inc.	\$ 1,777,768.00	\$ 168,840.00	\$ 199,480.00	\$ 1,946,608.00	\$ 1,977,248.00	\$ 1,977,248.00	\$ 1,977,248.00	\$ 2,146,088.00
3 Niram, Inc.	\$ 1,873,000.00	\$ 167,000.00	\$ 154,000.00	\$ 2,040,000.00	\$ 2,027,000.00	\$ 2,027,000.00	\$ 2,027,000.00	\$ 2,194,000.00
4 J.A. Rosa Construction, LLC	\$ 1,889,257.00	\$ 200,846.00	\$ 530,702.00	\$ 2,090,103.00	\$ 2,419,959.00	\$ 2,419,959.00	\$ 2,419,959.00	\$ 2,620,805.00
5 L. Holzner Electric Company	\$ 1,986,000.00	\$ 118,000.00	\$ 122,000.00	\$ 2,104,000.00	\$ 2,108,000.00	\$ 2,108,000.00	\$ 2,108,000.00	\$ 2,226,000.00
6 A. Secondino & Son, Inc.	\$ 2,093,000.00	\$ 143,000.00	\$ 297,000.00	\$ 2,236,000.00	\$ 2,390,000.00	\$ 2,390,000.00	\$ 2,390,000.00	\$ 2,533,000.00
7 WBCT, Inc.	\$ 3,060,313.46	\$ 189,424.80	\$ 172,869.30	\$ 3,249,738.26	\$ 3,233,182.76	\$ 3,233,182.76	\$ 3,233,182.76	\$ 3,422,607.56



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, BUILDING & FACILITIES MANAGER *ll*

RE: NORWALK HIGH SCHOOL IMPROVEMENT PROJECT

DATE: FEBRUARY 2, 2018

Norwalk High School has an enrollment of 1,616 students. The building was constructed in 1971 and has approximately 310,000 square feet. In 2005, the City implemented a major improvement project which included the construction of a new science wing, a new music wing, replacement of the HVAC system, various infrastructure improvements and code updates. Most of the work was reimbursable by the State leaving substantial needed, but non-reimbursable, improvements untouched.

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

The final Facilities Improvement Plan identified specific deficiencies in each of Norwalk's schools, including Norwalk High School, and recommendations to correct them. Parallel to this effort, in March of 2017, the Norwalk High School's School Governance Council, prepared a study of their own, identifying programmatic and aesthetic improvements for Norwalk High School. Subsequent to the Board of Education's approval of the Facilities Improvement Plan, the City allocated \$1,500,000 as part of the City's 2017-2018 Capital Budget for improvements at Norwalk High School.

With the approval of the budget in April of 2017, the school facilities improvement team (the Team), consisting of City staff, Norwalk Public Schools staff and members of the Norwalk High School, School Governance Council met to review both the Board of Education's Facilities plan and the Norwalk High School's Governance Council's report to identify and collate projects into specific categories; reimbursed projects and non-reimbursed projects. In order to expedite the improvements on the High School it was decided by the Team to identify a number of projects that were not reimbursable

(therefore they do not have to go through the State's approval process) and could be started in the summer of 2018 if not sooner.

Once the projects were identified a Request for Proposals (RFP) was issued and publically advertised. A total of 6 proposals were received for the Norwalk High School improvement project summer 2018. An Interview Committee was created which consist of:

- Jim Giuliano, Program Manager
- Bill Hodel, Facilities Director, NPS
- Sharon Conners, Purchasing Officer
- Lori Sackowitz, Norwalk High School, School Governance Council
- myself

The interview committee shortlisted the proposals and interviewed 3 firms (Silver Petrucelli, BL Companies and Antinozzi Associates). Upon conclusion of the interviews, the Committee arrived at a recommendation and is hereby referring its recommendation of Silver Petrucelli + Associates to be the architect for the Norwalk High School improvements project summer 2018 for approval. The Committee was very impressed with Silver Petrucelli + Associates qualifications, presentation and proposal specifically their understanding of the scope of work and Norwalk High School.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silver Petrucelli + Associates for the Norwalk High School improvements project 2018 for a total not to exceed \$97,500.00, which includes an allowance of \$25,000 for design services relating to the submission of a State grant application. Acct. # 09185010 5777 C0610

	A. Programming & Schematic Design Services	B. Design Development Phase	C. Construction Documents Phase	D. Bidding / Negotiation Phase	E. Contract Administration Phase (6 Months)	TOTAL FEE (A-E)
BL Companies Connecticut, Inc.	\$ 15,400.00	\$ 19,000.00	\$ 22,500.00	\$ 2,300.00	\$ 17,200.00	\$ 76,400.00
Silver, Petrucci & Associates, Inc.	\$ 14,700.00	\$ 12,000.00	\$ 14,300.00	\$ 3,200.00	\$ 28,300.00	\$ 72,500.00
Geddis Architects	\$ 11,640.00	\$ 7,760.00	\$ 27,160.00	\$ 7,760.00	\$ 23,280.00	\$ 77,600.00
Wiles + Architects, LLC	\$ 14,784.00	\$ 24,640.00	\$ 34,496.00	\$ 4,928.00	\$ 19,712.00	\$ 98,560.00
Antinozzi Associates PC	\$ 12,000.00	\$ 16,000.00	\$ 28,000.00	\$ 3,500.00	\$ 42,000.00	\$ 101,500.00
O'Riordan Migani Architects, LLC	\$ 7,392.00	\$ 11,088.00	\$ 33,264.00	\$ 3,596.00	\$ 18,480.00	\$ 73,920.00

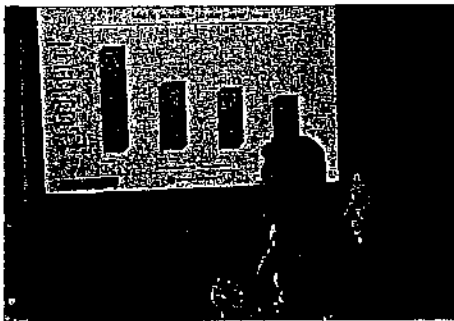
EXECUTIVE SUMMARY

Silver / Petrucelli + Associates (S/P+A) is an architecture, engineering and interior design collaborative located in Hamden. We have been providing services in Connecticut for more than twenty-six years. These services include architecture, M/E/P/FP engineering, interior design, specifications writing and construction administration. We are award-winning designers and ranked #265 on *Architectural Record's* Top 300 Design Firms for 2017. The firm has been part of this distinguished list for five consecutive years.

Silver / Petrucelli & Associates has been selected by many communities, such as Norwalk, to provide leadership in the development and implementation of their educational planning. The quality and depth of our report for the City of Norwalk's 19 schools earned praise from your Superintendent, Dr. Steven Adamowski, and we are honored to be acknowledged by such a nationally recognized education reformer.

"You've done a wonderful job," Superintendent of Schools Steven Adamowski said to the consultants. "I don't think we could expect anything more thorough, insightful, thoughtful and data based than what you have presented."

- from Nancy on Norwalk



S/P+A's John Ireland, AIA and Michelle Miller, Assoc. AIA, present in Norwalk

S/P+A understands that successful educational planning is a long-term relationship. It begins with collaborative planning/design visioning where educators, citizen groups, community and district representatives have the opportunity to share and learn how the facilities can best serve the overall needs of the community. We take great care in working with school districts and building committees to guide study results, proposed solutions and preliminary cost estimates through

SCGR, town meeting, budget and/or referendum processes.

This project will be managed by John Ireland, AIA, and assisted by architect Michele Miller, designers already familiar to the City of Norwalk and this project. They will be supported by our team of 49 architects, mechanical, electrical and fire protection engineers and interior designers as well as specification writers and construction administrators.

We are joined by long-time consultants to Silver / Petrucelli + Associates to address specific projects within the scope of services. These are Sterling Elevator Consultants out of Avon and Michael Horton Associates, Structural Engineers, out of Branford.



Architecture

- Feasibility Studies and Building Assessments
- Architectural Design
- Sustainable Design
- Historic Preservation
- Adaptive Reuse
- Construction Administration
- Grant Assistance

Engineering

- Mechanical Engineering
- Electrical Engineering
- Plumbing/Fire Protection Engineering
- Geothermal System Design
- Utility Rebate Assistance
- Energy Analysis and Audit
- Life-Cycle Analysis

Interior Design

- Space Planning
- Programming
- Casework Elevations and Detailing
- Floor Pattern Planning
- Finish Selection (paint, flooring, ceilings, etc.)
- Furniture, Furnishings & Equipment (FF&E) Inventory
- FF&E Specification

Principals

William R. Silver, AIA
Dean A. Petrucelli, AIA
David A. Stein, AIA
Kenneth J. Sgorbati, P.E.
Robert R. Banning, P.E.

Associates

Paul E. Jorgensen, AIA
Christopher T. Nardi, AIA
Amanda M. Cleveland, IIDA



SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

Norwalk School System

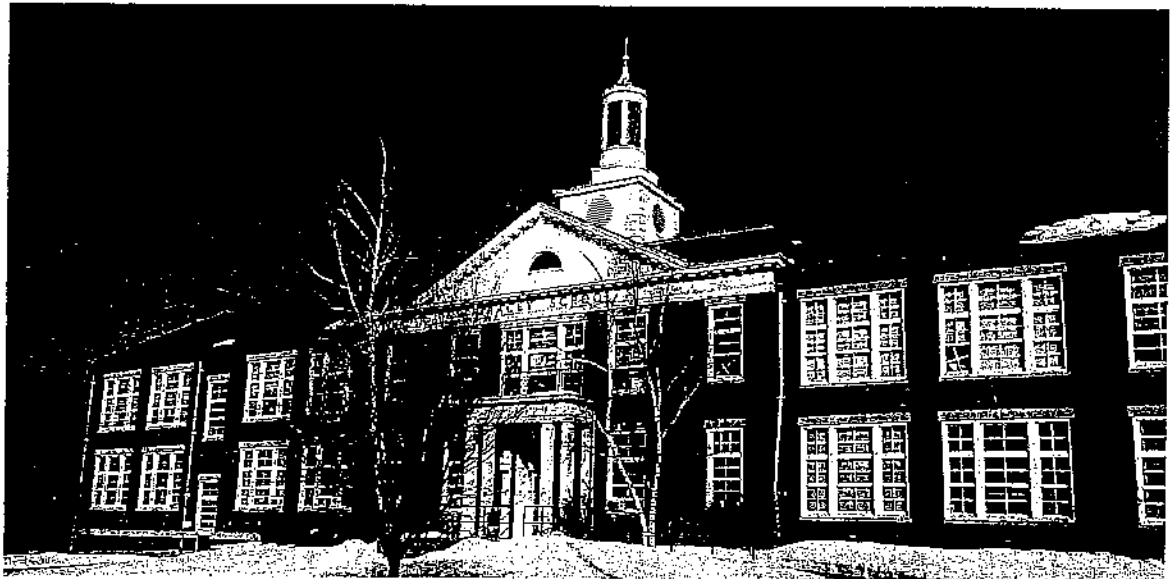
Norwalk, Connecticut

Project Scope: Facilities Feasibility Study &
Long Range Plan

Project Size: 1.6 Million SF

Construction Estimate: \$220 million

Owner: Norwalk Public Schools



As part of the City's responsibility to study the needs for school facilities and prepare a long-term building program the school system is conducting a district-wide facilities feasibility study encompassing all 19 schools and serving 11,000 students.

The study applies Connecticut Department of Education standards as a guide for continuous planning, changes and improvements to facilities and programs.

Aspects of the study include:

Demographic Analyses – future housing development and its impact on current and future student enrollments and school capacity requirements.

Physical Condition Assessments - condition of the school facilities, including parking lots, school grounds, and septic systems, with regard to code compliance, deferred maintenance, potential hazards, and compliance with depreciation/replacement schedules for roofs, heating systems, ADA issues, and other facility issues.

Design Options – renovation/addition/consolidation alternatives to addressing space, program, facility and staffing needs.



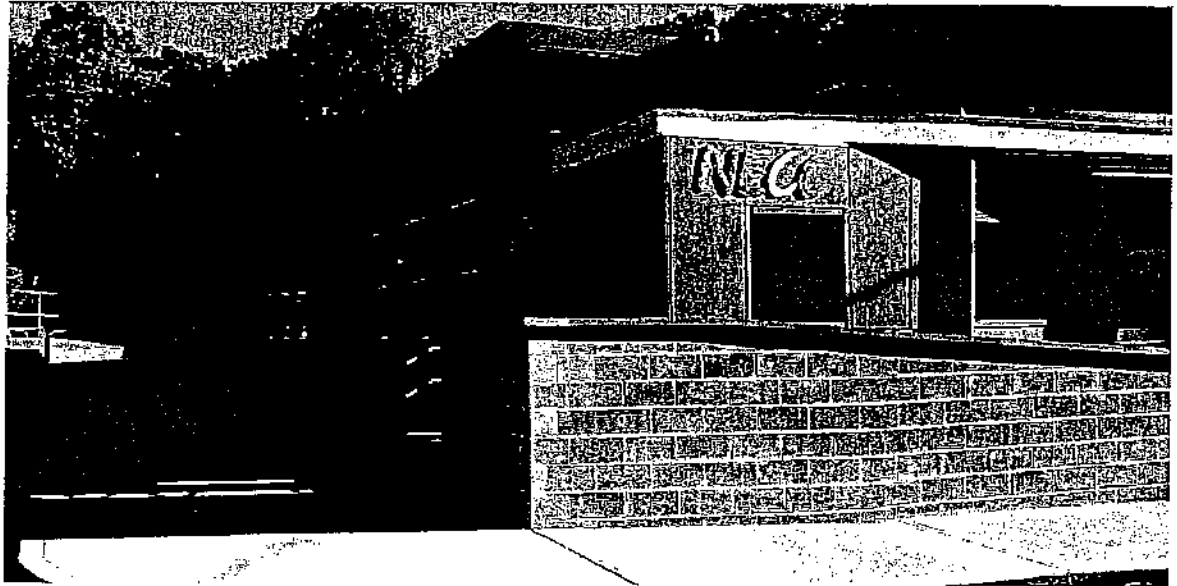


SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

Norwalk Early Childhood Center

Norwalk, Connecticut

Project Scope: Renovation and Alteration
Project Size: 12,800 SF
Details: PreK; 216 students
Construction Cost: \$2.7 Million
Owner: City of Norwalk



A study was completed by our firm encompassing several design options, a building evaluation, and cost estimates for a project at Roosevelt School that would consolidate early learning programs in the City of Norwalk.

Norwalk Early Childhood Center (NECC) is a special education Pre-K center at the former Roosevelt School. Previously, there were eight special education Pre-K classrooms at five schools in the district. NECC consolidates six of those classrooms to one location.

The construction included the renovation of six classrooms and hallways. Each classroom has direct access to new toilet facilities. The project also includes the construction of a main office, conference room, adult bathrooms, eight therapy rooms and a nurse's office. The existing gymnasium serves as an active play area and multi-purpose space.

The project also includes several exterior upgrades.



SCOPE OF SERVICES/PROJECT APPROACH

At the walkthrough on December 20, 2017 the City confirmed it will not be seeking reimbursement from the State Office of School Construction Grants and Reimbursement (OSCG&R) for this project. The City also eliminated the auditorium sound system and stage rigging from the architectural Scope of Work and confirmed that hazardous materials investigations would be conducted by the City not the consultant.

Our Project Approach below is for the following list of improvements needed at Norwalk High School.

- Rehabilitation of the existing freight elevator
- Investigate and report on the structural integrity of spalled concrete on the third floor location within the High School
- Convert the existing water-cooled refrigerator and freezer to an air-cooled refrigerator and freezer.
- Paint existing wood paneling throughout the interior
- Re-finish wood doors throughout the interior
- Painting of the entire exterior (except metal panels)

Conceptual/Schematic Design

We establish the preferred design concept during the schematic design phase which will include the following tasks:

- ▶ Perform field investigation to document existing conditions (site, structural, M/E/P/FP, ADA accessibility).
- ▶ Review available documentation of existing conditions.
- ▶ Coordinate any environmental testing with the City's consultant.
- ▶ Develop preliminary construction cost estimate.
- ▶ Meet with the City to review findings.
- ▶ Develop two, three or more concepts to bring to the City.
- ▶ Final conceptual documents, including plans, elevations and sections are developed for final owner review and comment. Accessibility details are included.



The Schematic Design submission includes the following:

- ▶ Schematic site layout.
- ▶ Schematic layouts of utility services to the proposed project.
- ▶ Architectural floor plans and interior elevations.
- ▶ Interior equipment layouts and interior elevations.
- ▶ Preliminary structural, mechanical and electrical engineering concepts and layouts.
- ▶ Schematic Design narrative, environmental findings, including agency/town approval submission requirements, and preliminary approval schedule.

Design Development

This phase takes the approved schematic design and refines the plan with more specific details including:

- ▶ Energy efficient engineering systems will be designed incorporating rebates and incentives for lighting and mechanical installations.
- ▶ The one requested project estimate will be refined and developed.
- ▶ Plans will be submitted to the City and regulatory boards for approval.

Contract Documents

A comprehensive set of construction documents with finalized cost estimates and construction schedules to include:

- ▶ Cover sheet and general information
- ▶ Code sheets and code information, including existing and new code information
- ▶ Remediation plans and floor plans if any, equipment plans, reflected ceiling and roof plans
- ▶ Elevations, sections, details, miscellaneous details, enlarged floor plans
- ▶ Structural plans, details, sections and special notes.
- ▶ HVAC plans, sections, and details including equipment schedules.
- ▶ Plumbing plans, sections, details and equipment schedules.
- ▶ Fire Protection plans, sections, details and equipment schedules.
- ▶ Electrical lighting and power plans, sections, details and equipment schedules.
- ▶ Furniture equipment layouts, floor pattern plans, color boards and furniture cuts and samples
- ▶ Hazardous Materials plans and sections (if applicable) to address the removal of interior asbestos materials; exterior asbestos materials; lead based paint; PCB containing electrical equipment or sealants and mercury fluorescent lights.

Bid Phase Assistance

Bid phase services will include the following:

- ▶ Attend pre-bid walk-thru.
- ▶ Answer Contractor's questions and issue Addenda as required.
- ▶ Assist with evaluation of bids.

Contract Administration

Because Silver / Petrucelli has a full-time construction administration department, we designate a dedicated Construction Administrator during project design to act as the point person for all correspondence and documents as well as a liaison between the Owner and the contractor. Having one dedicated individual handling all correspondence allows for ease of communication, as all involved parties know whom to go to for answers. Our typical CA services include:

- ▶ Shop drawing review and approval
- ▶ Design modifications and sketch preparation
- ▶ Requisition review and approval
- ▶ Job coordination and progress meetings
- ▶ Contract interpretation and response to inquiries
- ▶ Periodic site visits to assure quality standards are being met and general conformity to the construction documents
- ▶ Change order preparation and review
- ▶ Punch list and contract closeout such as review of submittals (including Record Drawings and O&M Manuals) produced by contractor.



Project Close Out

We will respond to inquiries regarding the warranties and corrective work required by the contractor during the warranty period. We conduct a post construction evaluation of the project, determining the financial and schedule performance of the team, the responsiveness of the designs to the program and other related issues. We will assist the City in preparing and submitting the close out documentation required by the State, including final change order summaries and financial reports. We respond to any grant source audit inquiries providing information to the Town for resubmission up to two years after the project is substantially complete.



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

TO : MEMBERS OF LAND USE AND BUILDING MANAGEMENT
COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE : BEN FRANKLIN CENTER – PROPOSAL FROM
FAMILY & CHILDREN AGENCY

DATE: FEBRUARY 1, 2018

Ben Franklin Center is located at 165 Flax Hill Road. In 1992, the building was converted from an old school to a mixed-use community services building. Total building is approximately 65,000 square feet. Current occupants include:

- Crystal Theatre which operates a children theatre program in the auditorium;
- Recreation and Parks Department which operates its basketball programs in the gymnasium;
- CDI's Headstart programs and Growing Seeds Early Childhood Preparedness programs are on the first floor;
- Spring Harvest Ministry which occupies the community room and two classrooms on the second floor; and
- Family Children Agency which operates various afterschool programs on the third floor.

Majority of spaces on the second floor have been vacant since NEON vacated the premises. Recently, a Request for Proposals was issued by the Purchasing Department for a potential tenant to occupy the remaining of the second floor. The City received one proposal from Family Children Agency. Excerpts from the proposal are herein attached.

Family Children Agency has been an excellent tenant on the third floor. Their ASPIRE afterschool program has been very successful and provides valuable

services to the community. The terms of their Proposal for the second floor consist of the following:

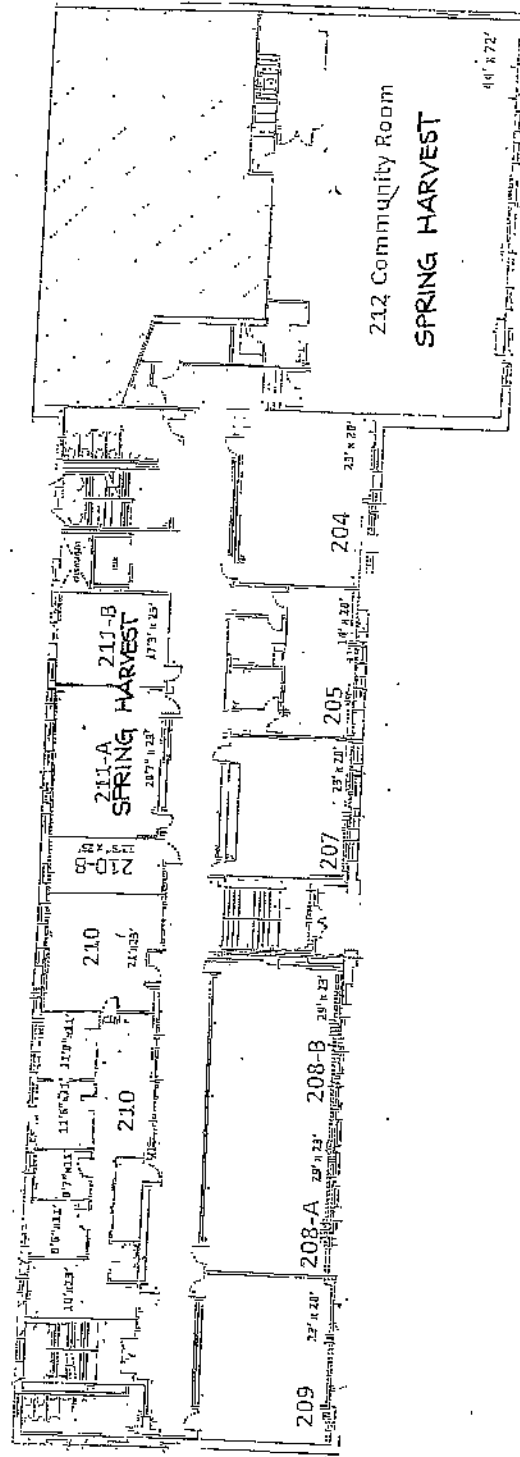
- Agreement period: Initial term from March 1, 2018 to February 29, 2020 with 3 – one year options by both parties.
- Payment shall be calculated by the City based on \$2.50 per square foot per year to cover utility costs which does not cover facility repair and maintenance costs. Total lease area is approximately 5,732 square feet (see attached floor plan). Total annual payment shall be approximately \$14,330. Payment shall be made quarterly at the beginning of each quarter. Payment for option years to be negotiated.
- Subleasing subject to City approval
- Lessee will provide general liability insurance coverage
- Both parties have the rights to terminate within 90 days of written notice
- The Office of Building Management may incorporate other operating requirements necessary for the proper management and operation of the building.
- Lessee shall obtain prior approval from Office of Building Management for all tenant fit-up and improvements, including but not limited to, painting, replacement light fixtures, door hardware, etc.
- Lessee shall be responsible for all tenant fit-up, telecommunication/IT installation and security upgrades throughout the Leased Premises.
- Lessee will be responsible for janitorial services of the Leased Premises as well as common areas (hallways, bathrooms, etc.). It is anticipated that Spring Harvest Ministry will continue to occupy spaces on the second floor and the Lessee will coordinate for shared use/access of the second floor common spaces. The repair and replacement of building systems/infrastructure (except repairs that are caused by misuse or vandalism by the Lessee) shall be the responsibility of the City
- It is the responsibility of the Lessee to secure and maintain all program required licenses for the operation of its programs.
- Lessee shall provide required general liability and property damages insurance coverage.

ACTION REQUESTED:

“Authorize the Mayor, Harry W. Rilling, to execute a Lease Agreement with Family & Children’s Agency for the second floor of Ben Franklin Center based on a total of approximately 5,732 square feet at

\$2.50/sf/year for utility related expenses for a total of \$14,330.00 per year. Lease period shall be from March 1, 2018 to February 28, 2020 with 3 – one year renewal option. Remaining terms shall be as outlined in Alan Lo's memo dated February 1, 2018"

07/2/10



Ben Franklin Center Second Floor

Second Floor Class Rooms measurements

Room - 204	23' x 28' = 644 sq. ft.
Room - 205	14' x 28' = 392
Room - 207	23' x 28' = 644
Room - 208B	23' x 29' = 677
Room - 208A	23' x 29' = 677
Room - 209	23' x 28' = 644
Room - 210	23' x 78' = 1794 (suite)
Room - 210B	11' 3" x 23 = 260
Room - 211A	23' x 28' 7" = 660
Room - 211B	23' x 17' 3" = 398
Room - 212	44' x 72' = 3168

5,132 s.f.
Total square feet for second floor = 9,958-

ATTACHMENT # 1

COMMERCIAL RECREATION ESTABLISHMENT -- A business establishment engaged in providing leisure time activities and open to the public for a fee, and which may include as an accessory use the sale, rental or repair of recreation equipment and the serving of refreshments to patrons. A "commercial recreation establishment" may include, but is not limited to, tennis and paddle tennis courts, golf driving range, bowling lanes, ice skating and shooting ranges. A billiard parlor or pool hall shall not be permitted as a "commercial recreation establishment." [Added effective 12-7-1990]

COMMISSION -- The Zoning Commission of the City of Norwalk. [Added effective 12-11-1975]

COMMUNITY CENTER -- A nonprofit facility for recreation, social or cultural activities under the management and unified control of the membership or the city. [Added effective 6-12-1987]

* COMMUNITY CENTER (D RESIDENCE ZONES) -- A nonprofit facility where social services are provided and recreation, social, educational, developmental or cultural activities take place under the management and unified control of the City of Norwalk, a public or nonprofit agency or the membership. Permitted programs and activities may include the following: child day-care and summer camp programs, after school and tutoring activities, social services assessment, advocacy and counseling, job training and neighborhood organization; provided that the facility continues to be available for the general public. [Added effective 5-28-1993]

COMMUNITY RESIDENCE -- A facility which houses eight (8) or fewer mentally ill adults and the staff of such facility and which is licensed by the State of Connecticut. [Added effective 6-12-1987]

CONGREGATE HOUSING -- An assisted living facility providing independent or partially independent living quarters, congregate meals, housekeeping, professional caregiving, and other supportive services to persons 60 years of age or older who, because of infirmities and other functional limitations, including those related to beginning and intermediate Alzheimer's disease, cannot live in a completely independent environment. [Added effective 7-25-1980; amended effective 9-27-1996]

CONTRACTORS OFFICE -- A structure used predominantly for offices necessary for the operation of a contracting business, which may include as an accessory use the interior storage of contractor's equipment and materials used in the construction trade. Off-street parking for contractor's vehicles, which do not exceed one-ton rated capacity nor more than two axles, shall be permitted only if all equipment and supplies are stored predominantly within the vehicle. The number of such vehicles shall not exceed the number of parking spaces designated for their use, in addition to the number of spaces required for the office use and all other on-site uses. Outside storage of contractor's equipment or vehicles exceeding one-ton rated capacity or more than two axles shall not be permitted on the premises. [Added effective 1-26-2001]

CONTRACTOR'S STORAGE YARDS -- A parcel of land, with or without structures, a minimum of 12,500 square feet in size, used for the storage of equipment and materials used in the construction, landscaping, landscape nursery, masonry or arborist trade; including, but not limited to, trucks, vans, bulldozers, backhoes and other similar equipment and/or stockpiles of construction or property improvement materials, such as concrete, gravel, woodchips, logs, plant stock, masonry, plumbing or electrical supplies, and other similar materials. All such equipment and material shall be stored in an environmentally safe manner behind the front setback line and no closer than five feet (5') to the side or rear property lines. All such stockpiles shall be limited to a maximum height of twenty feet (20') and shall be effectively screened from view from adjacent properties. [Added effective 10-25-1996; amended eff. 10-28-2011]

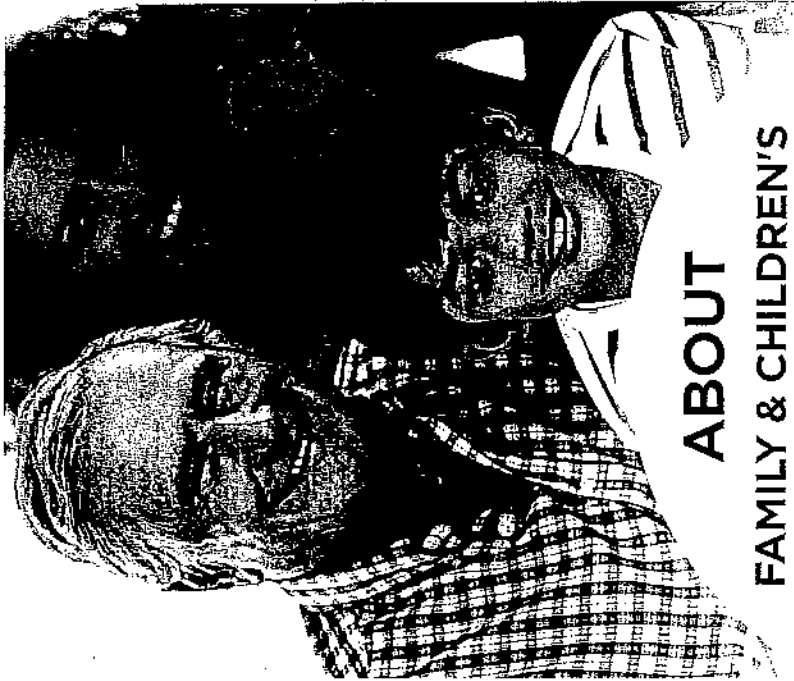
- **Name and contact information for the organization**
Family & Children's Agency
9 Mott Avenue, Norwalk, CT 06850
T: (203) 855-8765
E: RCashel@FCAgency.org
- **Name of authorized representative**
Robert Cashel, President & CEO
- **Organization's business registration – provide documentation**
Please see attached.
- **Description or business brochure of the organization's mission statement or service programs**
Please see attached.
- **Description of services to be provided at the Leased Premises**
Family & Children's Agency (FCA) will utilize the 5,732 square feet of the 2nd floor of the Ben Franklin Center as a non-profit community center in accordance with Norwalk Zoning Regulations Article 30. More specifically, the 2nd Floor of the Ben Franklin Center will be used to for FCA's Child & Family Development programs, which include:
 - Parents as Teachers
 - Nurturing Families Network
 - Minding the Baby
 - Maternal Outreach and Mentoring Services

Each of the aforementioned programs are home visiting programs that promote positive parenting skills, facilitate connections to supportive services and educate parents on child development to mitigate risk factors and strengthen families. In fact, FCA is the largest provider of home visiting services in Norwalk, positioning the Agency as a critical player in the city to turn the curve on key early childhood wellbeing indicators that impact kindergarten readiness.

In addition to working in the homes of our clients, the Child & Family Development programs offer on-site services to strengthen children and families. Operating out of this space, the Agency will provide social services (social service assessment; advocacy and counseling) and social, educational and developmental activities as per the city's definition of "Community Center [D Residence Zones]" in Article 10 of Norwalk's Zoning Regulations.

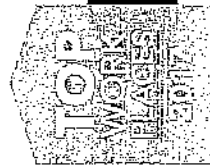
- **Proposed annual lease payment based on cost per square foot**
\$14,330 (\$2.50 per square foot)

- **The City is assuming a two (2) year lease with three (3) one-year renewal options, but the lease term is flexible**
Family & Children's Agency is seeking a two (2) year lease with the City of Norwalk, with the option to renew.
- **Identify any proposed lease terms or conditions which deviate from requirements as outlined in the Request for Proposals**
FCA is in agreement with all lease terms and/or conditions outlined in the RFP, including the City's Standard Terms and Conditions and the City's Living Wage Ordinance.
- **Projected occupancy date: March 1, 2018**

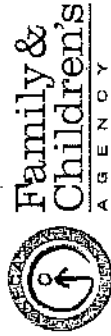


ABOUT FAMILY & CHILDREN'S AGENCY

Family & Children's Agency (FCA) is a leading, nonprofit human service organization committed to building better lives by increasing the social and emotional well-being of our clients. We provide strength-based, solution-focused services that meet the needs of our families throughout the life cycle, including children & families, youth, adults and seniors. Our acquired knowledge and skill has enabled us to be responsive to the changing needs in the communities we serve.



NEAREST CONNECTICUT
MEDIA GROUP



Family &
Children's
AGENCY

9 Mott Avenue | Norwalk, CT 06850
203-855-8765 | Fax: 203-338-3325

FamilyandChildrensAgency.org

GET INVOLVED

As a supporter of Family & Children's Agency you're a part of our community, and your support makes everything we do possible. Your generous donations and time help us build better lives for more than 13,000 people throughout Fairfield County, spanning infancy through adulthood.

Ways to Give

- Donations online
- Donations by check
- Donations of stock
- Donations of gift cards to grocery or super stores
- Become a corporate partner
- Support an FCA event

Ways to Volunteer

- Provide homework help in FCA's ASPIRE after-school program
- Offer tax assistance in FCA's Volunteer Income Tax Assistance (VITA) program
- Provide office support for an FCA program
- Purchase snacks for an FCA program
- Organize a collection or host a drive
- Sponsor an activity or field trip
- Facilitate a workshop or be a guest speaker

STAY CONNECTED



Family &
Children's
AGENCY



TOGETHER
WE CHANGE
LIVES

FamilyandChildrensAgency.org

Children & Families

Helping children & families thrive in safe, nurturing and strong families through:

- Specialized Foster Care services
- Behavioral Health and Counseling services
- Intensive In-home Child & Adolescent Psychiatric Services (IICAPS)
- Family Support programs
- Child & Family Development programs
- Domestic and International Adoption programs

Youth

Improving the lives of middle and high school students in Norwalk by motivating, educating and developing their ability to be productive and independent young adults through our:

- ASPIRE, after-school programs

AGENCY FAST FACTS

- Ninety cents of every dollar donated goes directly toward Agency programs and services.
- Supports children & families, youth, adults and seniors in the community during times of crisis and transition.
- Impacts the lives of more than 13,000 people throughout Fairfield County annually.
- Voted 2017 Top Workplace by Hearst Media.
- Provides free tax preparation for local families through the Volunteer Income Tax Assistance (VITA) program (a partnership with the IRS).
- One of the largest private adoption agencies in Connecticut, with offices in CT and NY.

Adults

Supporting adults during times of crisis and transition through:

- Project REWARD, an addiction recovery program for women
- Community Connections, providing support for homeless adults
- Behavioral Health and Counseling services

Seniors

Helping seniors remain safe and independent in their homes through our Home Care services:

- Home Health Aides and 24-Hour Live-In Support
- Assisted Transportation
- Homemakers and Companions
- Personal Alert, Emergency Response System
- Social Work Services



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Community Volunteer

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Vice-Chair

Charles Pieterse

Whitman Breed Abbott & Morgan LLC

Area of expertise: Legal

Ridgefield, CT

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Wilton, CT

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Area of expertise: Legal

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Area of expertise: Legal

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Area of expertise: Insurance

Norwalk, CT

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Community Volunteer

Area of expertise: Pharmaceuticals

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FM Home Loans, LLC

Area of expertise: Finance

Westport, CT



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

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

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

DATE: FEBRUARY 2, 2018

RE: CITY HALL IT ROOMS COOLING & FIRE SUPPRESSION UPGRADES

In 1987, the City completed the renovation of the old Norwalk High School into the new Norwalk City Hall. As part of the renovation project, two IT equipment rooms were constructed that were protected by halon fire suppression system. With the advances in IT technology in the past 15 years, the City constructed two new IT equipment centers at the Police Headquarters and Fire Headquarters. The existing IT equipment rooms are no longer function as the IT equipment centers.

On December 7, 2017 the City's Purchasing Department solicited bids for upgrading the City's and Board of Education's IT Equipment Rooms HVAC & fire suppression systems. The existing halon fire suppression systems were partially abandoned some years ago. The individual cooling systems in the area are also obsolete and no longer serviceable. In addition, the buildings main HVAC system does not extend into these areas.

The following is a summary of bids received:

FIRM	TOTAL LUMP SUM BID
Sav-Mor Cooling & Heating Inc.	\$149,300.00
Stewart Mechanical Services Inc.	\$176,895.00
West State Mechanical Inc.	\$177,500.00
L. Holzner Electric Company	\$246,700.00

After reviewing the submissions for the above referenced project, the Purchasing Department and the Office of Building Management would like to recommend the award to Sav-Mor Cooling & Heating Inc. as the lowest responsible bidder. Sav-Mor Cooling & Heating Inc. has successfully completed both large and small projects for the City in the past.

ACTION REQUESTED:

a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Sav-Mor Cooling & Heating Inc. for the City Hall cooling and fire suppression improvement project for a total not to exceed \$149,300.00. Funds are available from the following accounts:

0905 7100 5777 C0323

0912 7100 5777 C0439

0914 4071 5777 C0439

0917/18 7100 5777 C0476

b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$14,930.00



December 11, 2017

Planning Committee
Common Council, City of Norwalk
125 East Avenue
Norwalk, CT 06850

Dear Chairman Kydes and Common Council Members:

The City of Norwalk Historical Commission is applying for two grants from the State of Connecticut Historic Preservation Office, which is part of The Department of Economic and Community Development (DECD):

- 1) Historic Resource Inventory - \$30,000. This grant will pay for consultants to update a portion of our local historic structures inventory of 250 structures between West Avenue and Golden Hill Streets that was last done in the 1970s.
- 2) Ground Penetrating Radar Survey of Kellogg-Comstock Cemetery - \$5,820. This is a small city-owned cemetery located at the corner of Ponus and Nursery Streets. The survey will determine if there are additional unmarked burials within the cemetery for research purposes only.

We are requesting that the Planning Committee approve and refer to the full council:

Resolution 1

Resolved, that Harry W. Rilling, Mayor of the City of Norwalk be and hereby is authorized to execute on behalf of this municipal corporation agreements with the State of Connecticut for financial assistance to conduct a Historic Resources Inventory.

In addition, that Harry W. Rilling, Mayor is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.

Resolution 2

Resolved, that Harry W. Rilling, Mayor of the City of Norwalk be and hereby is authorized to execute on behalf of this municipal corporation agreements with the State of Connecticut for financial assistance to conduct a Ground Penetrating Radar Survey of Kellogg-Comstock Cemetery.

In addition, that Harry W. Rilling, Mayor is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.

Sincerely yours,

David G. Westmoreland
Chairman

Attachment

SAMPLE SIGNATORY AUTHORIZING RESOLUTION

I, Donna King, the duly qualified and acting Clerk of the
City Norwalk of Norwalk, Connecticut, do hereby certify that
(Town/city/organization)
the following resolution was adopted at a Common Council meeting of the
(regular/special)
City of Norwalk, held on _____, and is on file and of record,
(Town/City/Governing body) *(date)*
and that said resolution has not been altered, amended or revoked and is in full force and effect.

RESOLVED:

That the Mayor is authorized and
(First Selectman, Mayor, City Manager, Town Manager, Executive Director)
directed to file an application on forms prescribed by the Department for Economic and Community Development
for financial assistance in accordance with the provisions of provisions of Public Act 03-06 of the Connecticut
General Assembly, in an amount not to exceed \$ 30,000, and upon approval said request to enter into
and execute a funding agreement with the state for such financial assistance to this municipality
for Historic Resource Inventory
(grant project)

(Signature of clerk or secretary)

(date)

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

****SPECIAL MEETING****

1. Roll Call
2. Presentation of the 2018-19 Operating Budget by the City Finance Director
3. Adjournment