

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

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.org/meetings



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Donna King at dking@norwalkct.org to provide written public comment prior to the meeting.

AGENDA

I. ROLL CALL

II. ACCEPTANCE OF MINUTES

Regular Meeting: January 12, 2021

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

B. CONSENT CALENDAR:

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

- 1a. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the Norwalk Military & Veterans Liaison Committee for the use of Veterans Park for the Memorial Day Parade to be held on Monday, May 31, 2021 from 9:00 AM – 11:00 AM. Set up to begin Monday, May 31, 2021 at 7:00 AM and tear down no later than 11:00 AM. Estimated attendance 500.
- 1b. Approve the use of the Show Mobile by the Norwalk Military & Veterans Liaison Committee for the Annual Memorial Day Parade to be held Monday, May, 31, 2021 from 7:00 AM – 11:00 AM.
- 2a. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the Norwalk Military & Veterans Liaison Committee for the use of Calf Pasture Beach for a Remembrance Event to be held Sunday, May 16, 2021 from 12:00 Noon – 2:00 PM. Set up to begin Sunday, May 16, 2021 at 9:00 AM with tear down no later than 2:00 PM. Estimated attendance 100.
- 2b. Approve the use of the Show Mobile by the Norwalk Military & Veterans Liaison Committee for a Remembrance Event to be held Sunday May 16, 2021 from 9:00 AM – 2:00 PM.
3. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the Norwalk Seaport Association for the use of Veterans Park for the Oyster Festival to be held Friday, September 10, 2021 from 6:00 PM – 11:00 PM, Saturday, September 11, 2021 from 11:00 AM – 11:00 PM and Sunday, September 12, 2021 from 11:00 AM – 8:00 PM. Setup to begin Friday, August 27, 2021 at 8:00 AM with tear down no later than 5:00 PM on Sunday, September 19, 2021. Estimated attendance 30,000.
4. Technical Correction: amend Common Council action of January 12, 2021 Item 1b to correct account number from 0921-6030-5777-C0771 to 0921-6030-5777-C0321.

B. FINANCE AND CLAIMS COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated: January 14, 2021
2. For informational purposes only: Narrative on Tax Collections dated: January 7, 2021.

3. For informational purposes only: Monthly Tax Collector's Report Dated: December 2020.
4. Authorize the Mayor, Harry W. Rilling, to enter into Agreements with: Value Payment Systems, LLC, a sole source provider; T TECH, LLC.; and WorldPay US, Inc., for electronic payment processing services in support of MUNICIPALITY online permits, inspections, fines, and fees, for a period of 36 months, in accordance with the terms and conditions set forth in the agreement. Account 011340-5211.

C. PLANNING COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to execute all forwarding documentation required by HUD for the submission of the PY45 CAPER and approve the advancement of the PY45 CAPER to HUD.

VIII. RESOLUTIONS FROM COMMON COUNCIL

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

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

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.org/meetings Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.

Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.

Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Donna King at dking@norwalkct.org to provide written public comment prior to the meeting.

**CITY OF NORWALK
COMMON COUNCIL
JANUARY 12, 2021
VIA TELECONFERENCE**

Mayor Rilling called the meeting to order at 7:32 p.m. and led the Assembly in reciting the Pledge of Allegiance.

I. ROLL CALL

Ms. King read the announcement and called the Roll:

The following Common Council members were present:

Council at Large:	Mr. Gregory Burnett Mr. Nicholas Sacchinelli	Ms. Dominique Johnson Ms. Barbara Smyth
District A:	Mr. David Heuvelman	Mr. Kadeem Roberts
District B:	Ms. Darlene Young	Ms. Diana Revolus
District C:	Mr. John Kydes	Mr. George Theodoridis
District D:	Mr. George Tsiranides	Mr. Tom Keegan
District E:	Mr. Thomas Livingston	Ms. Lisa Shanahan

At Roll Call there were fourteen (14) Common Council members present and one (1) absent (Mr. Langella). A Quorum was present.

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

II. ACCEPTANCE OF MINUTES

Regular Meeting: December 8, 2020

**** MS. SHANAHAN MOVED TO ACCEPT THE MINUTES AS PRESENTED
** MOTION PASSED UNANIMOUSLY**

II. PUBLIC PARTICIPATION

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

Ms. Diane Lauricella spoke in opposition to DPW item A7, on behalf of the Zero Waste Coalition. She said the waste stream has to be looked at in a holistic way and asked the Common Council to move this item back to Committee.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS RESIGNATIONS:

APPOINTMENTS: There were no appointments announced this evening.

REAPPOINTMENTS:

**** MR. KYDES MOVED TO APPROVE THE FOLLOWING
REAPPOINTMENTS:
MATT PENTZ, CONSERVATION COMMISSION
ED HOLOWINKO, CONSERVATION COMMISSION**

Mr. Kydes spoke in support of the reappointments.

**** MOTION PASSED UNANIMOUSLY**

**** MS. SMYTH MOVED TO APPROVE THE FOLLOWING
REAPPOINTMENTS:
DORIS ASH, ASSESSMENT BOARD OF APPEALS
JO DEUPREE, ASSESSMENT BOARD OF APPEALS
JUDY HYERS, ASSESSMENT BOARD OF APPEALS
JANE READY, ASSESSMENT BOARD OF APPEALS**

Ms. Smyth spoke in support of the reappointments.

**** MOTION PASSED UNANIMOUSLY**

MAYOR'S REMARKS

Mayor Riling said the Vaccine Ad hoc Committee is focusing on ensuring the efficient and effective administering of the COVID-19 vaccine in locations accessible to the most number of people and providing accurate information to the public. He said the City will follow the State guidelines to administer the vaccine. On Thursday, there will be an opportunity for people in Phase 1A to pre-register. He described the on-line registration system and said that as soon as final information is available, it will be communicated to the general public.

The CT Food Bank will hold a food distribution event at Calf Pasture Beach on January 13, 2021. He said this will be a no-contact event. He added that several Common Council members have volunteered to help.

Mayor Rilling stated that due to the pandemic, there will not be a Martin Luther King Day event on January 18, 2021 but one will be planned at a future date. An essay writing contest for local students to commemorate Martin Luther King Day is being sponsored by the Norwalk Public Library.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

Mr. Sacchinelli read the following statement from the Common Council in response to the events that happened at the Capitol:

We, the Common Council of the City of Norwalk, Connecticut, condemn the acts of violence that occurred in our nation's capital on January 6, 2021.

The seditious behavior of the mob of rioters on that day, endangering our national leaders and ravaging our most sacred symbol of democracy, the Capitol building, has no place in our free and open society.

All those who took part in or incited this insurrection should be brought before our justice system and made to answer for their part in this heinous act.

B. CONSENT CALENDAR:

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

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC WORKS COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY FOR THE FOLLOWING TRANSACTION PER THE JOINT MEMORANDUM OF JESSICA CASEY, STEVE KLEPPIN, ANTHONY CARR, AND VANESSA VALADARES DATED NOVEMBER 24, 2020:

I. FOR THE CITY OF NORWALK TO CONVEY THE FOLLOWING EASEMENTS TO SONO TOD, LLC FOR CONSIDERATION OF ONE TWENTY-NINE THOUSAND TWO HUNDRED AND THIRTY-THREE DOLLARS AND 00/100 CENTS (\$129,233.00):

(1) A DRIVEWAY EASEMENT, APPROXIMATELY 7,424 SQ. FT., AS DEPICTED IN THE EASEMENT MAP DEPICTING PROPOSED

DRIVEWAY EASEMENT OVER LAND OF THE CITY OF NORWALK, 30 MONROE STREET, PREPARED FOR SONO TOD, LLC, 1 CHESTNUT STREET, NORWALK, CONNECTICUT, SCALE 1" - 20 FT., DATED NOVEMBER 24, 2020, WILLIAM W. SEYMOUR & ASSOCIATES, P.C., REVISED TO INCLUDE THE 328 SQ. FT. OF 1 CHESTNUT STREET TO FIRST BE CONVEYED FROM SONO TOD, LLC TO THE CITY OF NORWALK AUTHORIZED IN AGENDA ITEM 3.III;

(2) A RAMP EASEMENT, APPROXIMATELY 759 SQ. FT., AS DEPICTED IN THE EASEMENT MAP DEPICTING PROPOSED RAMP EASEMENT OVER LAND OF THE CITY OF NORWALK, 30 MONROE STREET, PREPARED FOR SONO TOD, LLC, 1 CHESTNUT STREET, NORWALK, CONNECTICUT, , SCALE 1" - 20 FT., DATED NOVEMBER 24, 2020, WILLIAM W. SEYMOUR & ASSOCIATES, P.C.;

(3) A SIDEWALK EASEMENT, APPROXIMATELY 2,129 SQ. FT. PLUS 179 SQ. FT., AS DEPICTED IN THE EASEMENT MAP DEPICTING PROPOSED SIDEWALK EASEMENT OVER LAND OF THE CITY OF NORWALK, 30 MONROE STREET, PREPARED FOR SONO TOD, LLC, 1 CHESTNUT STREET, NORWALK, CONNECTICUT, SCALE 1" - 20 FT., DATED NOVEMBER 24, 2020, WILLIAM W. SEYMOUR & ASSOCIATES, P.C.; AND II.

FOR SONO TOD, LLC TO CONVEY THE FOLLOWING EASEMENT TO CITY OF NORWALK FOR CONSIDERATION OF ONE DOLLAR (\$1.00): A SIDEWALK EASEMENT, APPROXIMATELY 656 SQ. FT. PLUS 183 SQ. FT., AS DEPICTED IN THE EASEMENT MAP DEPICTING PROPOSED SIDEWALK EASEMENT GRANTED TO THE CITY OF NORWALK, 30 MONROE STREET, OVER LAND THE LAND OF SONO TOD, LLC, 1 CHESTNUT STREET, NORWALK, CONNECTICUT, SCALE 1" - 20 FT., DATED NOVEMBER 24, 2020, WILLIAM W. SEYMOUR & ASSOCIATES, P.C.

III. FOR THE CITY OF NORWALK TO ACQUIRE FEE SIMPLE TITLE FROM SONO TOD, LLC, IN AND TO APPROXIMATELY 328 SQ. FT. OF LAND OF 1 CHESTNUT STREET, AS DEPICTED IN THE COMPILATION PLAN DEPICTING CONVEYANCE PARCEL TO BE CONVEYED TO THE CITY OF NORWALK BY SONO TOD, LLC, 1 CHESTNUT STREET, NORWALK, CONNECTICUT, SCALE 1" – 20 FT., DATED NOVEMBER 24, 2020, WILLIAM W. SEYMOUR & ASSOCIATES, P.C.

2. RE-AUTHORIZE THE CONVEYANCE OF COMPENSATORY MITIGATION EASEMENTS TO THE STATE OF CONNECTICUT CONCERNING 185 LIBERTY SQUARE AND 15 & 60 SOUTH SMITH STREET (ITEMS VII, C, 2 AND 3 ON THE SEPTEMBER 22, 2020 COMMON COUNCIL AGENDA) AS PERMANENT EASEMENTS.

3. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A TEMPORARY RIGHT OF ENTRY AGREEMENT WITH THE DEPARTMENT OF TRANSPORTATION TO ENTER OVER A CERTAIN PORTION OF 10 N WATER STREET FOR CONSTRUCTION ACCESS, STORAGE OF MATERIALS AND EQUIPMENT STAGING PURPOSES IN CONNECTION WITH PROJECT 0301-176 – WALK BRIDGE REPLACEMENT.

4. AUTHORIZE THE CHIEF OF OPERATIONS & PUBLIC WORKS, TO EXECUTE ORDERS ON CONTRACT WITH DEERING CONSTRUCTION, INC., TO PROJECT PM 2019-1, PAVEMENT MANAGEMENT PROGRAM, FOR AN AMOUNT NOT TO EXCEED \$500,000. ACCOUNT NO. 09 20 4021 5777 C0021 09 21 4021 5777 C0021

5. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND TIGHE & BOND, INC. FOR PROJECT D.P.W. 2020-1 CONSTRUCTION INSPECTION/OBSERVATION SERVICES. THE AGREEMENT IS FOR A PERIOD OF ONE

(1) YEAR, BILLABLE ON AN HOURLY BASIS, FOR A SUM NOT TO EXCEED \$325,000.00, WITH AN OPTION TO EXTEND FOR TWO

(2) ADDITIONAL TERMS OF ONE (1) YEAR EACH.

ACCOUNT NO. 09 21 4021 5777 C0021 ACCOUNT NO. 09 22 4021 5777 C0021 ACCOUNT NO. 09 04 4021 5777 C0234 ACCOUNT NO. 09 06 4021 5777 C0234 ACCOUNT NO. 09 07 4021 5777 C0234 ACCOUNT NO. 09 21 4021 5777 C0234 ACCOUNT NO. 09 22 4021 5777 C0302 ACCOUNT NO. 09 06 4021 5777 C0315 ACCOUNT NO. 09 21 4021 5777 C0315 ACCOUNT NO. 09 22 4021 5777 C0315 ACCOUNT NO. 09 22 4021 5777 C0318 ACCOUNT NO. 09 18 4027 5777 C0440 ACCOUNT NO. 09 21 4021 5777 C0440 ACCOUNT NO. 09 22 4021 5777 C0440 ACCOUNT NO. 09 20 4021 5777 C0643 ACCOUNT NO. 09 21 4021 5777 C0643 ACCOUNT NO. 09 22 4021 5777 C0643 ACCOUNT NO. 09 21 6030 5777 C0658 ACCOUNT NO. 09 21 6030 5777 C0659 ACCOUNT NO. 01 40 30 5258

6. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CLEAN HARBORS ENVIRONMENTAL SERVICES, INC. FOR PROJECT 4079 HOUSEHOLD HAZARDOUS WASTE COLLECTION FOR A SUM NOT TO EXCEED \$30,000. 00. ACCOUNT NO. 01 40 42 5258

8. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH D.W. TRANSPORT & LEASING, INC. FOR PROJECT 4078 TRANSPORTATION & DISPOSAL OF STREET SWEEPINGS / CATCH BASIN GRIT, EXCAVATED MATERIALS AND BROKEN STRUCTURAL CONCRETE FOR A SUM NOT TO EXCEED \$150,000. 00. ACCOUNT NO. 01 40 42 5299

B. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO A CONTRACT WITH CLASSIC TURF COMPANY, LLC FOR PROJECT #4073 BRIEN MCMAHON HIGH SCHOOL TENNIS COURTS FOR A SUM NOT TO EXCEED \$435,000.00, BASE BID (\$400,000.00), ADD ALTERNATE 1 – DRAINAGE WORK (\$35,000.00). ACCOUNT # 0921-6030-5777-C0321.

1B. AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO EXECUTE CHANGE ORDERS ON CONTRACT WITH CLASSIC TURF COMPANY, LLC FOR PROJECT #4073 BRIEN MCMAHON HIGH SCHOOL TENNIS COURTS FOR A SUM NOT TO EXCEED \$43,500.00. ACCOUNT # 0921-6030-5777-C0771.

2A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO A CONTRACT WITH DIAMOND LANDSCAPE AND ATHLETIC FIELDS FOR PROJECT #4072 CALF PASTURE BEACH SOFTBALL FIELDS (3) RENOVATION FOR A SUM NOT TO EXCEED \$43,524.00. ACCOUNT # 0921-6030-5777-C0771.

2B. AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO EXECUTE CHANGE ORDER ON CONTRACT WITH DIAMOND LANDSCAPE AND ATHLETIC FIELDS FOR PROJECT #4072 CALF PASTURE BEACH SOFTBALL FIELDS

(3) RENOVATION FOR A SUM NOT TO EXCEED \$4,352.00. ACCOUNT # 0921-6030-5777-C0771.

C. FINANCE AND CLAIMS COMMITTEE

1. ACCEPT AND APPROVE THE REPORT OF THE CLAIMS COMMITTEE DATED: DECEMBER 10, 2020

2. FOR INFORMATIONAL PURPOSES ONLY: NARRATIVE ON TAX COLLECTIONS DATED DECEMBER 10, 2020.

3. FOR INFORMATIONAL PURPOSES ONLY: MONTHLY TAX COLLECTOR'S REPORT DATED: NOVEMBER 2020. –

4. AUTHORIZE THE COMMON COUNCIL HEREBY APPROVES AND ADOPTS THE REVISED BUILDING PERMIT FEE SCHEDULE APPROVED BY THE BUILDING BOARD OF APPEALS AT ITS MARCH 9, 2020 PUBLIC MEETING. COPY OF REVISED BUILDING PERMIT FEE SCHEDULE ENCLOSED.

5. ACTION REQUESTED - NOVEMBER 2020: AUTHORIZE AN ADDITIONAL \$20,253 PER YEAR AS A CONTINGENCY IF CLAIM FREQUENCY IN ANY ONE YEAR EXCEEDS HISTORICAL AVERAGES FOR AN AUTHORIZED TOTAL OF \$125,000 PER YEAR; AND AUTHORIZE AN ADDITIONAL \$35,759 FOR THE THREE YEAR CONTRACT TERM FOR A TOTAL THREE YEAR TOTAL COST OF \$350,000.

PREVIOUS ACTION REQUESTED EARLIER THIS YEAR: ACTION REQUESTED:

AUTHORIZE THE MAYOR, HARRY RILLING, TO EXECUTE A CONTRACT FOR MANAGEMENT AND ADMINISTRATION OF THE CITY'S WORKERS COMPENSATION AND HEART & HYPERTENSION PROGRAM FOR THE THREE YEAR PERIOD BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2023 AT A COST PER CLAIM BASED ON THE FOLLOWING SCHEDULE: REPORT ONLY CLAIMS - \$27 PER CLAIM COST; MEDICAL ONLY CLAIMS - \$215 PER CLAIM COST; INDEMNITY CLAIMS - \$1,175 PER CLAIM COST; AND HEART & HYPERTENSION CLAIMS - \$1,175 PER CLAIM COST. TOTAL ESTIMATE ANNUAL COST IS \$104,747 AND TOTAL ESTIMATE THREE YEAR COST IS \$314,241. ACCOUNTS: 16-1344-5258 AND 16-5054-5258.

D. ORDINANCE COMMITTEE

1. APPROVE THE FOLLOWING REVISIONS/AMENDMENTS TO CITY CODE SECTION 32-8 OF THE CITY CODE:

• CHAPTER 32-4: CONFLICTS OF INTERESTS; INTERFERENCE WITH DUTIES; PROHIBITED INTERESTS; EXCEPTIONS.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE: MR. BURNETT; MS. JOHNSON; MR. SACCHINELLI; MS. SMYTH; MR. HEUVELMAN; MR. ROBERTS; MS. REVOLUS; MS. YOUNG; MR. KYDES; MR. THEODORIDIS; MR. KEEGAN; MR. TSIRANIDES; MR. LIVINGSTON; MS. SHANAHAN**

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC WORKS COMMITTEE

**** MR. TSIRANIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CITY CARTING, INC. FOR PROJECT 4077 TRANSPORTATION & DISPOSAL OF YARD WASTE MATERIALS FOR A SUM NOT TO EXCEED \$275,000. 00. ACCOUNT NO. 01 40 42 5299**

Mr. Tsiranides said Mr. Carr and Ms. Palladino were present to answer any questions. Mr. Carr described the process and noted that this item was discussed at the Public Works Committee meeting. He said the RFP and the bids will be e-mailed to the Common Council members tomorrow and added that next time it will be included in the back up. It was not intentionally left out.

Mr. Carr described the clean up operations resulting from the August 4th storm and said City Carting was very efficient during that process. He said they were the lowest bidder.

Mr. Carr said he would be happy to speak to Ms. Lauricella; he is open to ideas, but there needs to be some substance to the ideas.

Mr. Keegan said that he has stated before, that sometimes you have to trust the integrity and expertise of the staff. He said he has absolute trust in Mr. Carr.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE: MR. BURNETT; MS. JOHNSON; MR. SACCHINELLI; MS. SMYTH; MR. HEUVELMAN; MR. ROBERTS; MS. REVOLUS; MS. YOUNG; MR.**

KYDES; MR. THEODORIDIS; MR. KEEGAN; MR. TSIRANIDES; MR. LIVINGSTON; MS. SHANAHAN

E. PLANNING COMMITTEE

**** MR. KYDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TPUDC TO CONDUCT AN UPDATE OF THE ZONING REGULATIONS, IN AN AMOUNT NOT TO EXCEED \$190,040.**

Mr. Kydes said this is a request to vote on hiring a company to re-vamp the Zoning regulations.

Mr. Kleppin reviewed the request and said that TPUDC did a great job on their presentation. What stuck out was their plan for public participation.

Mr. Livingston spoke in support of the item and said it is a great item and that hopefully the end result will be a user-friendly set of regulations. He commended Mr. Kleppin and the Zoning staff.

Mayor Rilling thanked Mr. Kydes, the Planning Committee and Mr. Kleppin. He noted there has been a need to update the Zoning Regulations for some time.

**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE: MR. BURNETT; MS. JOHNSON; MR. SACCHINELLI; MS. SMYTH; MR. HEUVELMAN; MR. ROBERTS; MS. REVOLUS; MS. YOUNG; MR. KYDES; MR. THEODORIDIS; MR. KEEGAN; MR. TSIRANIDES; MR. LIVINGSTON; MS. SHANAHAN**

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

**** MR. ROBERTS MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 8:16 p.m.

ATTEST: _____
Donna King, City Clerk

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

VII.A

PLEASE PRINT

ORGANIZATION NAME: Norwalk Military + Veterans Liaison Committee PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes _____ No _____

NAME OF BENEFICIARY: Jeff DeWitt Is this an Annual Event: Yes X No _____ # of years 100?

NAME OF CORPORATE OFFICER AUTHORIZED:

TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____

YOUR NAME: Jeff DeWitt TITLE: _____

ADDRESS: 28 Holiday Dr E-MAIL ADDRESS: jeffdw121@gmail.com

CITY: Norwalk STATE: CT ZIP CODE: 06851

HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 480-266-5729

FACILITY REQUESTED: Veterans Park FACILITY & EVENT INFORMATION
OF PARTICIPANTS 500

EVENT: Memorial Day Parade DATE REQUESTED: 5/31/2021

SET UP TIME: 7:00 STARTING TIME: 9:00 BREAKDOWN TIME: 11:00 END TIME: 1:00 RAIN DATE: N/A

(RAIN DATE FOR BEACH RENTALS ONLY)

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

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

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

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

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

BEACH PERMITS ONLY:

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

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO.

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES _____ NO _____

If yes, name of person(s): _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

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

APPLICANT'S SIGNATURE: Jeff DeWitt

DATE: November 22, 2020

OFFICE USE ONLY

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

RECREATION AND PARKS SHOWMOBILE

2019 - 2020 RENTAL APPLICATION FORM

APPLICATION

NAME OF ORGANIZATION: Military + Veterans Liaison Committee
REPRESENTATIVE NAME: Jeff DeWitt
ADDRESS: 28 Holiday Drive
EMAIL: jeffed1121@gmail.com
CITY: Norwalk
BUSINESS PHONE: 480-266-5729 REPRESENTATIVE PHONE: _____
RENTAL DATES: May 31, 2021 TIME: 7:00 AM - 1:00 PM
LOCATION OF RENTAL: City Hall - East Avenue Side
PURPOSE OF RENTAL: City officials Viewing Area service
INSURANCE COVERAGE: YES
FEE: N/A DEPOSIT: N/A BOND: N/A
APPLICANT SIGNATURE: Jeff DeWitt (LEGH) DATE: 12/7/20
APPROVED BY: _____ DATE: _____
COMMITTEE APPROVAL: _____ DATE: _____

POLICY

A. USE OF SHOWMOBILE

1. The Director of Recreation and Parks will allocate the use of the Showmobile to Norwalk based non-profit organizations subject to availability. The Recreation and Parks Committee and the Norwalk Common Council will decide which non-Norwalk organizations and for profit organizations are allowed to rent the Showmobile
2. Organizations using the Showmobile will not be allowed to mask any logo or any other portion on or in the Showmobile, nor can tape of any kind be used on any of its surfaces
3. Only authorized Personnel of the Recreation and Parks Department will be allowed to move and operate the Showmobile. Personnel must be hired to deliver, set up, close up and return it to the Norwalk Parks Department

B. RENTAL FEES: DEPOSITS AND BONDS

1. The Director shall establish all rental fees based on all Department costs of providing the Showmobile to the renting organization. The minimum fee for the use of the Showmobile is \$500.00 for Norwalk based non-profit organizations and \$700.00 for all other organizations. The Norwalk Exchange Club is exempt from the rental fee
2. A deposit of \$100.00 must accompany all applications. The deposit will only be refunded if the application is denied. In all cases where applications are approved the deposit will be used toward the final rental fee. All rental fees and operating costs exceeding the deposit must be paid in full 45 days prior to the organizations rental date
3. The Director may require a bond of up to \$1,000.00 on any rental, as well as specified insurance coverage
4. All organizations must name the City of Norwalk as additionally insured on a standard \$1,000,000.00 liability policy
5. All organizations must pay the operating costs for transportation, set up and removal of the Showmobile (NO EXCEPTIONS)

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

PLEASE PRINT

ORGANIZATION NAME: Norwalk Military & Veterans Liaison Committee PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes _____ No _____
NAME OF BENEFICIARY: Jeff DeWitt Is this an Annual Event: Yes X No _____ # of years 20+
NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____
YOUR NAME: Jeff DeWitt TITLE: Chairman
ADDRESS: 28 Holiday Dr E-MAIL ADDRESS: _____
CITY: Norwalk STATE: CT ZIP CODE: 06851
CELL HOME PHONE: 480-266-5729 BUSINESS PHONE: N/A CELL: 480-266-5729

FACILITY REQUESTED: Calf Pasture Beach FACILITY & EVENT INFORMATION
OF PARTICIPANTS: 100
EVENT: Remembrance Event DATE REQUESTED: May 16, 2021
SET UP TIME: 9:00am STARTING TIME: 12:00pm BREAKDOWN TIME: 2:00pm END TIME: 2:00pm RAIN DATE: N/A
(RAIN DATE FOR BEACH RENTALS ONLY)
ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEYS? YES NO

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

SERVING FOOD: YES (NO) ARE YOU USING A FOOD TRUCK? YES (NO) NAME: _____

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

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

BEACH PERMITS ONLY:

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

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

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

APPLICANT'S SIGNATURE: Jeff DeWitt DATE: November 22, 2020

OFFICE USE ONLY

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

Norwalk Recreation and Parks
SHOWMOBILE RENTAL APPLICATION FORM

CONTACT INFORMATION

APPLICANT'S NAME Jeff DeWitt

SPONSORING ORGANIZATION Military & Veterans Liaison Committee

ADDRESS 28 Holiday Drive CITY Norwalk ST CT ZIP 06851

EMAIL jeffdl121@gmail.com

RENTERS CELL PHONE 480-266-5729

RENTERS WORK PHONE N/A

DATE OF APPLICATION January 14, 2021

SHOWMOBILE REQUEST

RENTAL DATE REQUESTED May 16, 2021

TIME 8:00AM - 2:00PM

EXPLANATION OF EVENT (sound system not included)

Remembrance Event for Shea-MaGrath

LOCATION/ADDRESS FOR SHOWMOBILE RENTAL SET-UP (Please provide map with exact location for approval prior to the event)

Will confirm with Ken Hughes prior to event

NUMBER OF PERFORMERS USING SHOWMOBILE 10

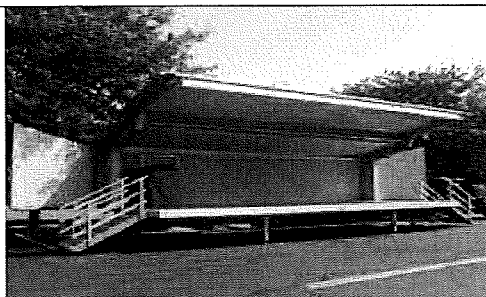
ANTICIPATED EVENT ATTENDANCE 75-100

MUST BE ON SITE

AND SET UP BY: 8:00AM

TAKE DOWN MAY BEGIN

AT: 2:00PM



SHOWMOBILE FEES

The Director shall establish all rental fees based on all Department costs of providing the Showmobile to the renting organization. The minimum fee for the use of the Showmobile is \$500.00 for Norwalk based non-profit organizations and \$700.00 for all other organizations. The Norwalk Exchange Club is exempt from the rental fee

- A deposit of \$100.00 must accompany all applications. The deposit will only be refunded if the application is denied. In all cases where applications are approved the deposit will be used toward the final rental fee. All rental fees and operating costs exceeding the deposit must be paid in full 45 days prior to the organizations rental date
- The Director may require a bond of up to \$1,000.00 on any rental, as well as specified insurance coverage
- All organizations must name the City of Norwalk as additionally insured on a standard \$1,000,000.00 liability policy
- All organizations must pay the operating costs for transportation, set up and removal of the Showmobile (NO EXCEPTIONS)

SHOWMOBILE USE AND RENTAL AGREEMENT

1. All requests for use of the Showmobile must be made on Application Form
2. Applications must be submitted at least 60 days prior to event date
3. Events that have occurred in the past years are considered "Annual" events. Annual events have first right of refusal on the corresponding date each year
4. Applicants are required to submit a "Certificate of Insurance with the CITY OF NORWALK RECREATION& PARKS named as an additional insured. The applicant must submit the certification 30 business days prior to the date of the reservation
5. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the MPRB against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the NR&P may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the NR&P will survive the termination or expiration of this application
6. Applicant is responsible for any and all damage to the Showmobile that happens during the event
7. The Showmobile will not travel beyond the City of Norwalk
8. All cancellations must be submitted in writing to the NP&R. All fees are non-refundable and non-transferable unless NR&P determines otherwise. If cancelling less than 14 days from your event date, you will be charged your \$100 deposit fee

SHOWMOBILE SPECIFICATIONS:

STAGE DIMENSIONS

With roof/canopy, hydraulic stage and end panels fully open:

Length	32'
Depth	18'
Height off Ground	Varies
Canopy Height	Varies

APPLICANT SIGNATURE _____

DATE _____

APPROVED BY _____

DATE _____

COMMITTEE APPROVAL _____

DATE _____

SHOWMOBILE CONTACT INFORMATION

Erin E. Herring	Ken Hughes
203-854-7289	203-505-5681
eeherring@norwalkct.org	khughes@norwalkct.org

City of Norwalk Recreation & Parks Department

Facility Rental Event Application Form

PLEASE PRINT

ORGANIZATION NAME Norwalk Seaport Assoc. PERSONAL/FAMILY COMPANY/BUSINESS
 NAME OF BENEFICIARY Norwalk Seaport Assoc. Is this an Annual Event: Yes ☐ No ☒ # of years _____
 NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Mike Reilly TITLE: Pres.
 YOUR NAME: Jerry Tom TITLE: Business Manager
 ADDRESS: 213 Liberty Sq. E-MAIL ADDRESS: _____
 CITY: Norwalk STATE: CT ZIP CODE: 06855
 HOME PHONE: 203 853 1575 BUSINESS PHONE: 203 838 9444 CELL: 203 858 3257

FACILITY REQUESTED: Veterans Park FACILITY & EVENT INFORMATION # OF PARTICIPANTS: _____
 EVENT: Oyster Festival DATE REQUESTED: Sept 10, 11, 12, 2021
 SET UP TIME: _____ STARTING TIME: 8/27 BREAKDOWN TIME: _____ END TIME: _____ RAIN DATE: NONE
 (RAIN DATE FOR BEACH RENTALS ONLY)

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

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

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

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

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

BEACH PERMITS ONLY:

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

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☒
 If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

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

APPLICANT'S SIGNATURE: Jerry Tom DATE: NOV. 2, 2021

OFFICE USE ONLY

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

AGENDAJANUARY 14TH 2021CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:BILL No & AMOUNT REFUNDEDREASON**MOTOR VEHICLE**

CAB EAST LLC	19-MV-309063 \$296.45	PRORATION
CCAP AUTO LEASE LTD	19-MV-311485 \$170.97	PRORATION
DOUGLAS ADANA	18-MV-318847 \$63.28	PRORATION
FINANCIAL SER VEH TRUST	18-MV-322565 \$346.36	PRORATION
	19-MV-322634 \$300.94	PRORATION
FINANCIAL SER VEH TRUST	19-MV-SEE ATTACHED \$6,638.97	PRORATION
FINANCIAL SER VEH TRUST	19-MV-322570 \$187.31	PRORATION
	19-MV-322780 \$42.02	PRORATION
FINANCIAL SER VEH TRUST	19-MV-322636 \$43.48	PRORATION
	19-MV-322598 \$455.68	PRORATION
	19-MV-322803 \$372.92	PRORATION
FINANCIAL SER VEH TRUST	19-MV-322726 \$70.34	PRORATION
FINANCIAL SER VEH TRUST	19-MV-322635 \$316.01	PRORATION
FINANCIAL SER VEH TRUST	17-MV-405155 \$662.89	PRORATION
FISCHER MEREDITH BLACKWELL	18-MV-323010 \$262.97	PRORATION
	19-MV-323181 \$292.44	PRORATION
GRANJA JIMMY	19-MV-327652 \$17.84	PRORATION
HARRIS FERRON	17-MV-328864 \$89.02	PRORATION
	17-MV-328865 \$196.41	PRORATION
HONDA LEASE TRUST	19-MV-331396 \$781.60	PRORATION
HONDA LEASE TRUST	19-MV-330962 \$89.51	PRORATION
	19-MV-331188 \$286.75	PRORATION
HONDA LEASE TRUST	19-MV-331032 \$35.28	PRORATION
HONDA LEASE TRUST	19-MV-SEE ATTACHED \$2,450.95	PRORATION

AGENDA

JANUARY 14TH 2021

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

<u>PAY TO:</u>	<u>BILL No & AMOUNT REFUNDED</u>	<u>REASON</u>
LABBADIA BARBARA	19-MV-337949 \$30.39	PRORATION
MCGUIRK JOHN F JR	19-MV-344259 \$80.79	PRORATION
	19-MV-344260 \$17.05	PRORATION
ROMANO RICHARD	19-MV-357747 \$28.99	PRORATION
SEXTON SANDRA	19-MV-320704 \$246.16	PRORATION
SUCHENSKI MICHAEL N JR	19-MV-364463 \$38.46	PRORATION
TOYOTA LEASE TRUST	19-MV-367414 \$100.57	PRORATION
	19-MV-366956 \$96.52	PRORATION
	19-MV-367654 \$78.84	PRORATION
USB LEASING LT	19-MV-368925 \$458.78	PRORATION
VAULT TRUST	19-MV-369880 \$215.75	PRORATION
VAULT TRUST	19-MV-370087 \$93.40	PRORATION
	19-MV-370099 \$100.32	PRORATION
VISCARDI STEVE P	18-MV-370575 \$14.14	PRORATION
VW CREDIT LEASING LTD	19-MV-371495 \$64.29	PRORATION

REAL ESTATE

MASSARO GIANCARLO

149 WATER ST UNIT 24 GB

2-83-8-24GB	19-RE-117034 \$92.63	REFUND INT PYMT
-------------	-------------------------	-----------------

TORTORELLO TRACEY &

GORGLIONE CHRISTIAN

5 CANTERBURY RD

5-19-154-0	19-RE-120078 \$3,477.29	PAID IN ERROR
------------	----------------------------	---------------

AGENDA

JANUARY 14TH 2021

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:

BILL No & AMOUNT REFUNDED

REASON

SPECIAL REQUEST

AGW SONO PARTNERS LLC	2018-2019-SEE ATTACHED \$25,719.02	COURT STIP
CP IV WAYPOINTE BP I LLC	2016-2018 SEE ATTACHED \$1,246,674.21	COURT STIP

HONDA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
19-331071	AF01654	1HGCR2F59HA072310	\$ 325.56
19-331351	AH28209	2HKRM4H46GH607124	\$ 269.99
19-331407	AR93130	19XFC2F58HE215130	\$ 210.31
19-331441	AG23912	19UUB1F33GA011695	\$ 343.24
19-331494	AG22582	5J6RM4H53GL119103	\$ 317.11
19-331497	AG65796	19XFC1F95GE221964	\$ 320.66
19-331529	AH39733	2HKRM4H5XGH726609	\$ 253.94
19-331545	9ADED3	1HGCR2F1XHA033710	\$ 306.68
19-331736	457YTL	5FNYP6H75HB017735	\$ 103.46
TOTAL			\$ 2,450.95

FINACIAL SER VEH TRUST

BILL #	PLATE #	VIN#	AMOUNT
19-322528	AH51327	5UXWX7C55H0S19214	\$ 269.17
19-322539	AG27367	WBA8B7G55GNT95584	\$ 551.45
19-322548	6AWDJ5	WBA8D9G3XHNU62136	\$ 86.84
19-322589	AF94976	5UXKR6C57H0J83870	\$ 794.57
19-322605	AJ67437	WBA4E5C32HG811028	\$ 240.79
19-322616	AJ02148	WBXHT3C35H5F79525	\$ 174.40
19-322642	AG60675	WMWLU5C59H2C45837	\$ 384.44
19-32655	AJ76909	WBA4P3C31HK707299	\$ 358.36
19-322656	AK75947	5UXKROC39H0V79486	\$ 65.24
19-322669	AH51338	WBA8K3C31HA022953	\$ 361.13
19-322686	483YSH	WMWZC5C55GWU21963	\$ 67.84
19-322723	325YMK	WBA4U1C33H5A16449	\$ 486.07
19-322733	AG09153	5UXWX9C58H0T13843	\$ 468.60
19-322742	AV03744	WBA8D9C31HA005860	\$ 86.84
19-322743	AL27569	WBXHT3C38H5F85609	\$ 436.27
19-322761	AF94936	WBA8E3G55GNU04266	\$ 365.85
19-322762	AG16671	5UXKROC36H0V72785	\$ 458.15
19-322824	AJ67407	5UXKROC34H0V83753	\$ 196.46
19-322827	AH51344	5UXWX9C36H0W72168	\$ 187.31
19-322840	AK71570	WMWWG9C59H3C80738	\$ 39.47
19-322870	AG77246	WBA8D9G54HNU59055	\$ 433.18
19-322893	AU70578	WMZYT5C31H3D79858	\$ 126.54
			\$ 6,638.97



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

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

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

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: January 7, 2021
Re: Narrative for December 2020 Tax Collector's Report

As of the end of December, 2020, halfway through the fiscal year that began on July 1, we had collected nearly \$211 million, or **59.83%** of our now \$352 million adjusted current tax levy on the 2019 grand list. Since my last report, the levy increased by \$2.2 million, with the addition of the supplemental motor vehicle billing, due January 1, 2021, representing vehicles newly registered between October 2, 2019 and August 31, 2020. As of the end of December 2020, we also collected more than \$9.7 million of our sewer use levy, or **57.97%**. We also collected 78.38% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority.

Compared with the prior fiscal year, we ended December slightly behind with regard to taxes (-2.29%), sewer use collections (-2.57%), and the IPP fee (-1.17%). The drop is likely due to the extended grace period, the effects of COVID 19 in general, and the fact that in 2020 we issued delinquent (demand) notices at the very end of October, whereas in 2019 and prior years, they were sent earlier.

With regard to prior years' collections, through December, 2020, we showed a net collection of more than \$2.5 million in back taxes, interest, lien fees and other fees. This amount is only about \$84,000 less than what we collected during the same time period in the prior fiscal year. Note also that this figure is net, meaning we lose some prior year revenue due to settlements of court cases initiated by taxpayers who appealed their tax assessments.

Regarding our tax sale, as of the end of December 2020, we had collected a total of \$3.4 million since November 2019 on properties originally slated for sale in July 2020. The sale was put on hold in the spring of 2020 due to COVID 19. Since then, the state lifted the prohibitions on tax sales, and I rescheduled the sale to July 19, 2021. 92 of the accounts we began working on in November 2019 have been paid in full. The extended grace period for the January 1, 2021 current tax installment will make working on the sale somewhat more challenging because our tax sale work is all done in-house.

The current tax collection period is underway. Second installment bills were mailed the week of December 21, about ten days later than usual. Contrary to what I reported in December, we now know that most Norwalk taxpayers will have until Thursday, April 1, 2021 to pay their second installment without interest. On December 16, well after our bills were already at the printer and ready for mailing, the state of Connecticut issued an executive order authorizing municipalities to once again offer the same extended grace period that was offered in the summer of 2020, due to COVID 19. So, in accordance with the recommendation of Mayor Harry Rilling and the vote taken by the Common Council in March 2020, the grace period for the January 1, 2021 installment payment is extended an additional two months. Instead of February 1 being the last day to pay, most taxpayers will have until April 1, 2021.

There are two restrictions. First, if taxes are paid by an escrow agent, the escrow agent is not eligible for the extension. Second, if the taxes are levied on a rental property, the landlord must exercise “similar forbearance” to tenants, or the extension may be revoked. Our bills were printed with a pay-by date of February 1, 2021, but we have done our best and will continue to attempt to publicize the extension through signage, our website, press releases, published legal notices, advertising, and other means.

In our division we are still adhering to distancing directives, including wearing masks, remaining six feet apart, working in split shifts, and doing work from home when possible. Tax collecting is different from many other types of municipal work, in that the nature of our work, security issues, and proper cash management and internal control procedures preclude us from performing many of our functions off site. There are some things that can be done from home, but many things cannot. The split shift directive means that at any given time, only half our staff is on site. We are challenged to keep up to date during a collection period, when normally we would have had eight fulltime employees in the office working 37.5 hours a week plus overtime. We currently have one vacancy, and one employee is still out sick but trying to work from home. Because of this, we have adjusted our in-person hours. We now take in-person customers from 9 am to 1 pm only, Monday through Friday, with no appointment needed.

On January 4, our office in Room 105 re-opened to the public during these hours. The payment station that was originally situated in front of the city hall building had been relocated inside the main lobby in December, due to the onset of winter weather. However, that location proved problematic because of customers queuing in line in the foyer and not maintaining proper physical distance. Accordingly, the decision was made to move our operations back to our office. Now, taxpayers coming to City Hall to pay their taxes go to the security desk; present identification for contact tracing purposes; get their temperature checked; and then proceed to our office. We have at most two stations open, again due to physical distancing. Building Management and security are in charge of the procedures at the security desk. Taxpayers do not need an appointment to do this; however, they are required to wear a mask that covers their nose and mouth, and are required to maintain proper physical distance while inside the building.

Taxpayers have numerous options and can pay their property taxes by mail, over the telephone, online, or in person. Information is available on the tax collector’s home page, www.norwalkct.org/taxcollector. When paying online, taxpayers may use an electronic check (ACH payment), or a debit, credit or ATM card. The cost of an electronic check is only \$0.95. We are encouraging taxpayers to consider using this as a convenient, cost effective and safe alternative that avoids the delays inherent in mailing payment, and allows for a contact-less transaction.

Taxpayers who wish to pay in person also have the option to pay at one of 11 Norwalk bank branches that participate in our satellite collection program. Taxpayers do not need to be a customer of that particular bank. The banks participate in this program subject to their own COVID 19 restrictions and protocols but in general the taxpayer need only go to the branch with their most current tax bill, submit their payment and receive a receipt from the branch at the point of payment. Our office then receives the information from the branches and our records are updated. This is a convenient and efficient option for taxpayers who want to pay in person but might not want to come to City Hall.

Email remains the best way to communicate with us when we are not in the building. Although we are open for in-person transactions only until 1 pm, we are all working a full day, from 8:30 am – 4:30 pm., whether on site or remotely. We consider ourselves ‘essential’ in terms of both function and service, and will continue to update our operations to deal with changing circumstances.

**TAX COLLECTOR'S REPORT
DECEMBER 2020**

FISCAL YEAR 2020-2021 (2019 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 20 - DEC 20	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$20,760,190.24	\$18,314,941.74	88.22%	\$20,481,759.70	(\$278,430.54)	89.42%
AUTOMOBILE-SUPPLEMENTAL	\$2,974,458.75	\$138,476.10	4.66%	\$2,991,146.96	\$16,688.21	4.63%
PERSONAL PROPERTY	\$20,000,411.00	\$11,336,959.10	56.68%	\$19,992,841.50	(\$7,569.50)	56.71%
REAL ESTATE	\$310,928,205.46	\$181,015,219.85	58.22%	\$308,903,662.44	(\$2,024,543.02)	58.60%
TOTAL TAX	\$354,663,265.45	\$210,805,596.79	59.44%	\$352,369,410.60	(\$2,293,854.85)	59.83%

SEWER USE	\$16,883,967.00	\$9,787,384.94	57.97%	\$16,883,036.26	(\$930.74)	57.97%
IPP FEE	\$200,500.00	\$157,930.25	78.77%	\$201,499.78	\$999.78	78.38%

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	JUN 19 - DEC 19				
AUTOMOBILE-REGULAR	\$20,298,846.95	\$17,928,764.40	88.32%	\$19,941,605.79	(\$357,241.16)	89.91%
AUTOMOBILE-SUPPLEMENTAL	\$3,411,633.59	\$656,994.79	19.26%	\$3,400,042.19	(\$11,591.40)	19.32%
PERSONAL PROPERTY	\$18,801,474.70	\$11,118,067.45	59.13%	\$18,804,254.84	\$2,780.14	59.13%
REAL ESTATE	\$292,525,761.66	\$177,644,782.40	60.73%	\$291,655,494.37	(\$870,267.29)	60.91%
TOTAL TAX	\$335,037,716.90	\$207,348,609.04	61.89%	\$333,801,397.19	(\$1,236,319.71)	62.12%

SEWER USE	\$16,686,428.00	\$10,040,822.73	60.17%	\$16,585,006.00	(\$101,422.00)	60.54%
IPP FEE	\$203,250.00	\$166,065.07	81.70%	\$208,750.00	\$5,500.00	79.55%

TAX DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	\$19,625,548.55	\$3,456,987.75	-2.45%	\$18,568,013.41	(\$1,057,535.14)	-2.29%
---	------------------------	-----------------------	---------------	------------------------	-------------------------	---------------

SEWER DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	\$197,539.00	(\$253,437.79)	-2.21%	\$298,030.26	\$100,491.26	-2.57%
---	---------------------	-----------------------	---------------	---------------------	---------------------	---------------

IPP DIFFERENCE 2019 G.L. vs. 2018 G.L. INCREASE/(DECREASE)	(\$2,750.00)	(\$8,134.82)	-2.94%	(\$7,250.22)	(\$4,500.22)	-1.17%
---	---------------------	---------------------	---------------	---------------------	---------------------	---------------

BACK TAXES COLLECTED	FISCAL YR 2020-2021 (JUL 20 - DEC 20)	FISCAL YR 2019-2020 (JUL 19 - DEC 19)	CUR YR vs. PRIOR YR INC/(DEC)
PRIOR TAXES	\$1,357,542.59	\$1,589,320.92	(\$231,778.33)
PRIOR SEWER USE FEE	\$103,197.29	\$102,710.87	\$486.42
PRIOR IPP FEE	\$6,234.22	\$5,174.89	\$1,059.33
TOTAL PRIOR TAX, SEWER & IPP	\$1,466,974.10	\$1,697,206.68	(\$230,232.58)
CURRENT INTEREST	\$432,413.88	\$386,891.38	\$45,522.50
PRIOR INTEREST	\$550,375.01	\$427,943.54	\$122,431.47
SEWER USE FEE INTEREST	\$35,423.34	\$51,872.95	(\$16,449.61)
IPP FEE INTEREST	\$3,056.13	\$2,927.10	\$129.03
TOTAL INTEREST COLLECTED	\$1,021,268.36	\$869,634.97	\$151,633.39
PRIOR LIEN FEE	\$8,812.36	\$8,827.96	(\$15.60)
CURRENT LIEN FEE	\$0.00	\$0.00	\$0.00
TOTAL LIEN FEE COLLECTED	\$8,812.36	\$8,827.96	(\$15.60)
MISC FEES COLLECTED**	\$66,497.63	\$71,976.97	(\$5,479.34)
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$2,563,552.45	\$2,647,646.58	(\$84,094.13)

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS

** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS



CITY OF NORWALK

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: January 14, 2021

TO: Members of the Finance and Claims Committee

FROM: Chitsamay Lam, Comptroller

RE: Value Payment Systems (VPS)

Value Payment Systems (VPS) is a full-service electronic payment company located in Nashville TN. processing electronic payments for all levels of government agencies since 2008. Currently VPS has over 600 clients nationwide. These clients include the IRS for federal tax payments, the department of revenue for 5 different states and hundreds of counties, cities and towns across the country. Yearly, VPS processes over 4 billion dollars in volume with over 5 million transactions on it flexible and easy to integrate platforms and payment channels. VPS is PCI level one certified and carries a 5-million-dollar professional liability insurance policy as required by the IRS. VPS is also certified and listed in the Visa Global Registry as well as audited and compliant with FISMA and SOC2 Type II standards.

As an Integrated Software Partner of VPS, Municipality/SCA includes highly scalable and industry-leading payment solutions through a direct integration to proprietary Hosted Checkout Service for web-based payments and semi-integrated Ingenico POS solutions for in-office payments.

Approval of this resolution will allow departments to offer electronic payment processing services in support of MUNICIPALITY online permits, inspections, fines and fees.

ACTION REQUESTED:

3. Authorize the Mayor, Harry W. Rilling, to enter into Agreements with: Value Payment Systems, LLC, a sole source provider; T TECH, LLC.; and WorldPay US, Inc., for electronic payment processing services in support of MUNICIPALITY online permits, inspections, fines, and fees, for a period of 36 months, in accordance with the terms and conditions set forth in the agreement. Account 011340-5211.

SOLE SOURCE PROCUREMENT REQUEST

Date - January 6, 2021

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

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

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

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

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

Value Payment Systems, LLC, is the preferred electronic payment processing partner for Muncicity, the City's permit and inspection system. Muncicity has tightly integrated it's code with VPS for seamless online credit card, ACH and echeck processing. The City will use this system to accept online permit application fees, fines, and other costs. The Agreement with VPS is for 36 months. VPS also uses TTech LLC, and WorldPay US Inc in support of online payment processing.

Department Head's Signature

The Purchasing Agent

Corporation Council

☒ Supports

☐ Does not support

☐ Supports

☐ Does not support

This request for a sole source purchase

Signature

Signature

SOLE SOURCE PROCUREMENT

Definition.

A proprietary vendor or sole source, as generally understood is one whose product is the only one which will meet a particular need.

A contract may be awarded for a supply, service, or construction item without competition when the Purchasing Agent, and Corporation Counsel or a designee of either office determines in writing that there is only one source for the require supply, service or construction item.

Application.

The provisions of this Regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Policy on Emergency Procurements.

Conditions for Use of Sole Source Procurements.

Sole source procurements is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item. The following are examples of circumstances which could necessitate sole source procurement:

- (a) where the compatibility of equipment, accessories, or replacement parts is of paramount consideration ;
- (b) where the sole supplier's item is needed for trial use or testing;
- (c) where the sole supplier's item is to be produced for resale or donation.
- (d) where public utility services are to be used.

The determination as to whether a procurement shall be made as a sole source is to be made by the Purchasing Agent, based on written justification put forward by the requesting Department. Such determination and the basis thereof are to be in writing. The Agent may specify the application of such determination and the duration if its effectiveness.

The Purchasing Agent's determination is to be reviewed by Corporation Council and, if over \$3,000.00, approved by the Common Council.

In cases of reasonable doubt, competition should be solicited. Any request by a Department that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

Negotiation In Sole Source Procurement.

The Purchasing Agent will conduct negotiations, as appropriate, as to price, delivery, and terms.

THE PLANNING COMMITTEE OF THE COMMON COUNCIL

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

VII.C

TO: MEMBERS OF THE NORWALK COMMON COUNCIL

FROM: BRIAN BIDOLLI, EXECUTIVE DIRECTOR

RE: PY45 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

DATE: JANUARY 20, 2021

.....

Norwalk's Consolidated Annual Performance and Evaluation Report (CAPER) is a review of the CDBG program for Program Year 45 (July 1, 2019 - June 30, 2020). In keeping with the City's *Citizen Participation Plan*, the CAPER was made available for public comment between December 31, 2020 and January 15, 2021. On January 7, 2021 the Redevelopment Agency held a public hearing for the CAPER and the members of the Planning Committee. The Agency received no comments at the public hearing or during the comment period.

Program Beneficiaries

The City made \$1,046,185 in funds available for its PY45 Community Development Block Grant Program. During the PY45 year, 1214 people benefited from services provided by the CDBG grants. 3 public facilities, 4 owner occupied housing units, 28 renter occupied housing units were rehabilitated. Modernization improvements were made to 3 parks. 35 persons received employment training.

Achieving ConPlan Objectives and Strategies

After the final year of the five-year period (PY41-PY45), the city has achieved the following goals:

- Basic Services: 162%
- Code Enforcement: 1000%
- Community Cleanups – Public Facility/Infrastructure: 196%
- Community Cleanups – Public Service Activities: 43%
- Community Cleanups – Brownfield Remediation: 213%
- Economic Development: Technical Assistance: 350%
- Employment Training: 79%
- Health & Mental Health Services: 502%
- Housing Services – Public Facilities: 27%
- Housing Services – Homelessness Prevention: 538%
- Improve Public Infrastructure: 209%
- Public Facility Rehabilitation: 77%
- Residential Rehab – Public Facility or Infrastructure: 100%
- Residential Rehab – Rental Units: 70%
- Residential Rehab – Homeowner Units: 103%

ATTACHMENT: PY45 Draft CAPER: <http://www.norwalkct.org/1412/Community-Development-Block-Grant>

ACTION REQUESTED: Authorize the Mayor to execute all forwarding documentation required by HUD for the submission of the PY45 CAPER and approve the advancement of the PY45 CAPER to HUD.