

Community Services & Personnel Committee

Meeting Agenda

Wednesday, July 21, 2021 at 7:00 p.m.

Via TeleconferenceTo 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 www.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.



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.



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.



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 Lamond Daniels at ldaniels@norwalkct.org to provide written public comment prior to the meeting.

MEETING AGENDA

1. Call to order/ roll call
2. Public comments
3. Approval of minutes from meeting held on June 16, 2021
4. Approval of Adjustment to the Ordinance Employee Pay Plan Schedule
5. Discussion
 - a. Community Services - General Updates
6. Action Items:
 - a. Authorize the Mayor, Harry W. Rilling to execute any and all documents necessary to apply for and accept an American Rescue Plan Grant in the amount of \$21,459 for the benefit of the Norwalk Public Library.
 - b. Authorize the Mayor Harry W. Rilling to execute a contract amendment with the Blue Teapot LLC extending the term of the License Agreement for Café food services at the Library through September 6, 2022.
 - c. Authorize the Mayor, Harry W. Rilling, to accept Department of Children & Families (DCF) grant funds in the amount of \$55,033 and an additional \$12,891 in Enhancement funds to support the operation of the Norwalk Youth Services department and its programs (Restorative Justice, Care Coordination, Peer Connection), as the designated Youth Service

Bureau for the City of Norwalk. Application submission deadline is September 1, 2021. Grant award period is July 1, 2021 thru June 30, 2023. Award amount in the 2023 fiscal year may be adjusted slightly from the 2022 fiscal year per DCF funding guidelines.

7. Adjourn

The next regular meeting is scheduled for Wednesday, August 18, 2021

cc: Mayor Harry W. Rilling
Donna King, City Clerk
Irene Dixon, Assistant City Clerk
Mario Coppola, Corp Counsel

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**COMMUNITY SERVICES AND PERSONNEL COMMITTEE
JUNE 16, 2021
VIA TELECONFERENCE**

ATTENDANCE: Barbara Smyth, Chair; Gregory Burnett; Dominique Johnson; Thomas Keegan; Diana Revolut; Kadeem Roberts; Nicholas Sacchinelli

STAFF: Raymond Burney, Director of Personnel and Labor Relations
Lamond Daniels, Chief of Community Services; Mary Oster, Early Childhood Coordinator

OTHERS: Adam Bovilsky, Executive Director, Norwalk Housing Authority

1. CALL TO ORDER/ ROLL CALL

Ms. Smyth called the meeting to order at 7:04 p.m. and called the Roll as indicated above.

2. PUBLIC COMMENTS

There were no public comments this evening.

3. APPROVAL OF MINUTES FROM MEETING HELD ON MAY 19, 2021

The following corrections were made to the minutes:

Correct the spelling of Mr. Roberts' name.

Page 6 – first sentence should read Ms. Smyth said this is an attempt to take all services to a high level and provide accountability to the elderly and to the taxpayers.

**** MR. BURNETT MOVED TO ACCEPT THE MINUTES AS CORRECTED
** MOTION PASSED UNANIMOUSLY**

Ms. Smyth read the following statement:

RECOMMENDATION FROM THE RECREATION, PARKS AND CULTURAL AFFAIRS COUNCIL COMMITTEE

At the May 12, 2021 meeting of the Recreation, Parks and Cultural Affairs Council Committee, there was a discussion about the maintenance of some of the City athletic fields.

The Members of that Committee voted to “make recommendations to the Personnel Committee to begin Union discussions to outsource some field maintenance.”

Under the Connecticut Municipal Employee Relations Act, the Mayor (or the Mayor's designee) is charged with the responsibility of negotiating the collective bargaining agreements between the City and the Unions that represent the City employees.

The Community Services and Personnel Committee by law, charter and practice, has reviewed the terms of the collective bargaining agreements settlements negotiated by the Mayor (or his designee), and has participated with the rest of the Common Council in approving the negotiated settlements. But this Committee, by design, does not play an active role in the initiation or negotiation of changes to the current collective bargaining agreements.

So it is beyond the scope or this Committee's role and responsibilities to "begin Union discussions" to pursue any initiative or change to the collective bargaining agreements.

However, the concerns of the Recreation, Parks and Cultural Affairs Council Committee have been relayed by me as Chair of this Committee to the Mayor and his staff. They have given assurance that the appropriate City staff members will meet to discuss the issues raised during that Committee's meeting.

4. DISCUSSION

a) Personnel - Discussion on the Summary of the Retirement Incentive Program

Mr. Burney explained that in the meeting packet was a summary of the Retirement Incentive Program. He summarized the program and said that of the 91 eligible employees, 41 took the incentive and retired on October 9, 2020. They looked at the vacancies and created a plan to try and achieve the cash and payroll savings that was projected. As of May 2021, they calculated they saved over \$1.3 million and reduced cash and payroll by over \$1 million. Mr. Burney said the program was a success.

Mr. Burnett commended Mr. Burney for an excellent job that is going to save the City dollars. He said this information should be dated. He asked Mr. Burney if he saw any concerns from any departments as a result of this action, or impact to services. Mr. Burney said that everyone wants their vacancies filled yesterday; however, he does not know of any complaints from departments that they are not able to get their work done due to a vacancy or because of the time it takes to fill the position.

Mr. Burnett asked if there were any service enhancements attributed to the employee incentive. Mr. Burney said they did not miss a beat. The objective was to put this in place and support the various departments. He added that he will think further about any enhancements.

Ms. Smyth asked if any departments need more staffing than others. Mr. Burney said they did a heavy lift for the Public Works department and Parks and Recreation so that they were fully staffed for the spring. He said his department asked the Directors and Chiefs to prioritize those positions they need filled. He said that the Committee members were welcome to ask the department heads.

b) Community Services - General Updates

Mr. Daniels provided an update to the Committee.

The department is partnering with non-profits. On June 26th from 11:00 a.m. – 1:00 p.m. a Community Day will be held at Ryan Park. An array of services will be there.

Community Services and Personnel Committee

June 16, 2021

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The Food program continues to serve about 1,000 families weekly at Veteran's Park. Mr. Daniels said he is grateful to be able to offer this to the residents.

A press release will announce the new swing space.

Mr. Daniels recommended encouraging people to get the Covid vaccine. Norwalkers can get the vaccine at several pop-up locations throughout the City. He said they are going where the people are.

A press release will be created to make people aware of the new senior services municipal agency.

Mr. Daniels explained that the Diversity and Inclusion Commission has not been established. He said that it is important to do this right and Led By Us is helping with the design of structure of the Commission. He added that Led By Us has a website: Norwalk Speaks. A Town Hall is planned to provide an update and keep Norwalkers informed.

Ms. Smyth said that Ms. Johnson alerted her to a rumor that was circulating that the Commission had been established. Ms. Johnson suggested having a time line for Led By Us be very visible, especially on Facebook and on the Norwalk Speaks page. Mr. Daniels said he would be sure to share and provide information to Norwalkers.

5. ACTION ITEMS:

**** MR. ROBERTS MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILING TO EXECUTE AN AFTER SCHOOL PARTNERSHIP EXTENSION AGREEMENT WITH THE NORWALK HOUSING AUTHORITY COMMENCING FROM THE END OF THE AGREEMENT'S INITIAL TERM THROUGH JUNE 30, 2023.**

Ms. Oster explained the item. She said that the Norwalk Housing Authority operates after school programs. Two of the facilities are not licensed, but operated if they were licensed. They are not licensed because of their size.

This is a request for the City to continue their agreement until they are able to move both sites to 98 South Main street, when it becomes available.

Ms. Oster said she reviews all of the licensing materials and does drop in visits to both sites when the programs are running. She then reports back to Mr. Bovilsky and Mr. Daniels.

Mr. Daniels said that he is confident, that under Ms. Oster's leadership that the Norwalk Housing Authority meets the standards. He said that she will be assigned as the point person. He noted that both sites already meet the licensing standards.

Ms. Oster explained that 98 South Main Street will become licensed just like the other learning centers. Ms. Smyth noted that the City extended their agreement with the YMCA because they need more time. She asked when they will be able to move into that location. Mr. Bovilsky said that he was in touch with the YMCA this week and they are looking at sometime around January 2023. They thought they would be in there prior to this.

Ms. Revolus asked about accessibility and transportation for the students. Mr. Bovilsky explained that the Norwalk Housing Authority employs drivers for the learning center. They currently transport children to a variety of programs. He added that transportation is part of what they do with the learning centers. They are also looking at transporting the students directly from their school to the programs. Ms. Revolus confirmed that she has seen children being transported.

Mr. Keegan asked about licensing and if there were any concerns. Mr. Bovilsky explained that the Norwalk Housing Authority has substantial insurance and the agreement they have with the City includes full liability and indemnity to the City. He said that the Norwalk Housing authority is well insured and meets all of the licensing criteria except for those two sites.

Mr. Burnett asked if the operation of the learning center will fall under the YMCA when they move to 98 South Main Street. Mr. Bovilsky said the Norwalk Housing Authority will continue to serve their own students. This is about a bigger and better space for the children and the ability to consolidate the two centers under one roof.

Mr. Burnett asked if it will create an added liability to have the learning centers under the roof of the YMCA. Mr. Bovilsky said that space was used by Head Start. He said he strongly believes there will not be a problem as far as having other uses in the building. He said the bathrooms will be in the classroom.

Mr. Roberts asked if the space at 98 South Main Street was guaranteed for the Norwalk Housing Authority. Mr. Bovilsky said they have not used that space before. The space has been promised and they are finalizing the Memorandum of Understanding. He noted that the YMCA is relying on them as a funding source.

Ms. Smyth said that from the numerous meetings with Mr. McDowell of the YMCA, they are very committed to the building and the programs.

Mr. Bovilsky explained that when he joined the Norwalk Housing Authority, he looked at ways to fund programs. There was a tremendous deficit. He said they work to break the

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cycle of poverty through education. He said they needed a funding source and identified Care for Kids. To qualify, they need to be licensed or under this same type of situation. When they applied, Care for Kids conducted an inspection and they were very supportive of the program as long as the exemption from the City or Board of Education was maintained.

Mr. Daniels said that Ms. Oster makes unannounced visits to the sites and under Mr. Bovilsky's leadership, he has full faith and confidence. He said this is a temporary situation. Once they move to 98 South Main Street, this exemption will expire. The goal is that Ms. Oster will maintain a relationship with the team and from there will move to 98 South Main Street under their own license. He said he wants to be sure the children get the services they need. This is a tool to achieve that.

**** MOTION PASSED UNANIMOUSLY**

6. ADJOURN

**** MR. BURNETT MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 7:52 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

The next regular meeting is scheduled for Wednesday, July 21, 2021



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: Community Services and Personnel Committee

From: Ray Burney, Director of Personnel & Labor Relations

Date: July 15, 2021

Re: 2021 Annual Salary Adjustments for Ordinance Employees

In accordance with the revised Pay Plan for Non-Union, Appointed and Elected Officials, the City is requesting the Common Council's authorization and approval for the Mayor to adjust the pay schedule of employees covered by this Plan by 2.35% effective July 1, 2021. This adjustment to this pay schedule is consistent with the pay rate adjustments received by the City's Unionized workforce in the settlement of the collective bargaining agreements. There are currently 21 City employees covered by this Pay Plan, and the funding has been allocated in the approved City budget for fiscal year 21-22.

1. Library name: Norwalk Public Library
2. Library address: One Belden Avenue
3. Library director: Sherelle Harris
4. Director phone: 203.899.2780
5. Director e-mail: sharris@norwalkpl.org
6. Federal Employer Identification Number: 060888486
7. DUNS number: 075410415
8. Name and address of agency to which grant is to be paid: Norwalk Public Library
9. Does this agency have an Automated Clearing House (ACH) account set up to receive direct deposits from the State of Connecticut? Yes

10. Projected budget:

1.	Personal Protective Equipment (PPE)	\$999
2.	Furniture & Equipment – indoors	\$9,260 Chairs \$8,000 Office/Study Room Pod
3.	IT Equipment, Software, Systems, Consulting	\$
4.	Cleaning and Supplies	\$
5.	Security	\$
6.	Other (attach explanation)	\$3,200
7.	Indirect costs	\$
	Total Amount	\$ 21,459

11. Provide a detailed description of what you intend to purchase with these grant funds.

Personal Protective Equipment (PPE)

One definite result of the COVID-10 pandemic is a more health and safety conscious Norwalk Public Library staff. We have a heightened awareness of protocols that many won't soon forget. The grant will allow us to purchase enough PPE to get us to 2022. We do not know for how long our City will have a pandemic relief account and we want to be prepared for the results of any variants of COVID-19, and for the flu season. We would also like to have masks on hand for patrons who forget theirs and for staff and patrons who are sick, even post pandemic. The pandemic taught us that is a good idea to have masks for staff/patrons who are not feeling well.

Heirarchy Chairs (Demco)

During FY2019 The Norwalk Public Library children's department offered 1,450 programs with 27,854 people in attendance for the year. A Lithuanian group, out of appreciation for the programming and the collaboration the library offers them, purchased chairs that work well with child height tables and computer stations. These chairs offer ease of storage, movability, and stackability, in addition to ease of cleaning and disinfecting. The COVID-19 pandemic also heightened our awareness of furniture hygiene. We would like to rid the library of cushioned chairs and purchase furniture that is easy to deep clean and to spot clean. Additionally, having the same chair, throughout the department—chairs that are also modern—will give the room an aesthetic boost. The grant money will allow us to purchase more chairs in the same style that the Lithuanian groups so benevolently purchased for us.

0M5 Active Chairs (Spectrum Industries)

Similar to our children's department, our adult department is also heavily used and in need of hygienic and modern chairs. In 2019 the adult department offered 1,030 programs with 13,456 people in attendance. The department had many cushioned chairs that were used at computer stations and for general seating at tables. These chairs are not easily cleaned. During the pandemic, when we began to let in the public to use the computers, we opted to use the new chairs we had previously purchased for Studio One--our maker space area--for the computer stations. The grant money will allow us to replace the chairs taken from Studio one, to complete the seating throughout the adult computer area, and for general seating at tables in the department.

Soundproof Acoustic Office/Study Room Pod (Sohomod)

When the Norwalk Public Library surveyed its residents, we learned that they want the following from their public library: A café, better parking, a drive-up book drop, and study and meeting space. Public libraries in many of our neighboring towns were renovated and have optimal study spaces. We created as many spaces as possible with our existing structure; however, in 2019 we lost one of those rooms when we added the Blue Teapot Café to meet the community's request for a café. During FY2019 we had 3,500 study room requests. During FY2020 we had 2,328 study room requests. The decline is because we closed the library in March due to the pandemic and because of the lost room. There is also a growing need for temporary office space within our library. We will use the grant money to purchase a soundproof acoustic study/office pod that will allow for studying, one-on-one tutoring, and temporary office space.

One of my goals for the Norwalk Public Library is health literacy and adding consumer health information to help residents navigate the complex issues of healthcare, insurance and aging. The latest trend, particularly during the COVID-19 pandemic, is telehealth. The soundproof acoustic study/office pod that will allow for studying, one-on-one tutoring, temporary office space, and eventually telehealth. The enclosed pod will offer privacy and protected social distance from others. Should we offer disposable thermometers, blood pressure monitors and blood sugar testing devices, patrons would be able to meet with their healthcare professional(s) privately via the virtual meeting platform of choice. The healthcare professional would be able to view the patron's temperature, blood pressure and blood sugar levels during the virtual meeting. This grant will help Norwalk Public Library further close the digital divide while ushering in telehealth for those who need it. Patrons can borrow laptops for in-house usage and access the library's free WiFi for studying, tutoring sessions, meetings, telehealth appointments and more.

Outdoor Solar Charging Station (Sun Charge Systems, Inc.)

Norwalk Public Library is both an indoor and outdoor library. We have a free book cart outside that is heavily utilized and many patrons sit outside to read, to use their electronic devices, and to socialize with friends.

The City of Norwalk is a biking and walkable City. Fitness and outdoor activities are encouraged. Many people pass the Norwalk Public Library during these excursions.

We would like to offer an outdoor charging station to both groups of people. While it will be a convenience to both groups, perhaps the passersby will consider utilizing the library when they stop to charge their devices and learn about the services and programs offered by their local library.

The City of Norwalk is becoming more efficient as it considers solar options when building or renovating structures. We will use the grant money for the convenience of library users and passersby to charge their devices outdoors. The outdoor solar station will be the beginning of our library's contribution toward solar efficiency.

12. Explain how this budget proposal addresses one or more of the high priority spending categories as defined by IMLS.

The Norwalk Public Library plans be PPE prepared for both staff and patron. We will not advertise that we will supply PPE for patrons, but we certainly want to have PPE—masks and gloves, in particular—for patrons who want to use the library, but either forgot their PPE or cannot afford to keep a steady supply. We also want to be prepared for whatever the COVID-19 variants and the coming flu season may bring.

The Norwalk Public has also become a library with a furniture hygiene consciousness. We would like to offer our patrons seating that can easily be cleaned, particularly heavily used furniture at tables and computer stations.

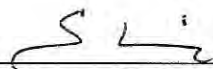
13. Do any of these items have an individual unit cost of \$5,000 or more? Yes

If the applicant intends to use any ARPA funds to purchase computers or peripherals used to access the Internet or to pay for direct costs associated with accessing the Internet, the applicant must comply with the requirements of the Children's Internet Protection Act (CIPA).

Signature below certifies that they are in compliance with CIPA or are not using ARPA funds for such purposes.

The CT State Library reserves the right to terminate a grant if it is determined that the grantee is not in compliance with Federal and state regulations.

Application signature below acknowledges accuracy of application and responsibility for submitting all required project deliverables.



Signature of Library Director

6.30.21

Date

Sherelle Harris

Typed Name of Library Director



Search W.B. Mason



QUICK ORDER

CART

CHECKOUT

100 Items \$999.00

TRACK MY ORDERS

SHOP

SERVICES

SUPPORT

ORDERS

ACCOUNT CENTER

FAVORITES

[Selected List](#)
[Create Favorites Lists](#)

** View Our Independence Day Schedule **

SHOPPING CART

< continue shopping



Deliver To
Westport, 06880
[Change Zip Code](#)

[Empty Your Cart](#)

Sub-Total: \$999.00

[CONTINUE TO CHECKOUT](#)

+ QUICK ENTRY Add items to cart without leaving the page

Select Action... ▾

Sort By...



Item Price

Total Cost



W.B. Mason Co. Individually Wrapped
3-Ply Face Masks, 50/BX
NWLMASK3PLYDISINDV

\$9.99 BX

\$999.00

100

Low Stock

Normal 2-3 day lead times may not apply.

[Remove From Cart](#)

Select Action... ▾

Sort By...



Sub-Total: \$999.00

[CONTINUE TO CHECKOUT](#)

[Empty Your Cart](#)

[continue shopping >](#)



QUOTATION

P.O. Box 7488
Madison, WI 53707-7488
PH 800-356-1200 FAX 800-245-1329

Reference: G1181049
Contract/Bid ID: C20081
Today: 6/30/21
Quote Expiration Date: 7/30/21

NAME: Norwalk Public Library
CONTACT: VICKI OATIS
PHONE: 203-899-2780
EMAIL: voetlis@norwalkpd.org

Line	Qty	Product	Product Description	Colors/Finished/Options	Unit Price	Discount	Ext Total
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1	8	W13765370	Hierarchy Chair Leg Base	18"H Seat 33-1/2Hx18-3/4Wx22D	102.99	7%	766.25
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Color
Navy
Frame color
Platinum

PLEASE NOTE: This item may not be returned unless damaged or defective.

2	8	W13765360	Hierarchy Chair Leg Base	16"H Seat 31-3/4x18-1/2x20-1/4	92.64	7%	689.25
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Color
Navy
Frame color
Platinum

PLEASE NOTE: This item may not be returned unless damaged or defective.

*Delivery Provisions: This quote has been specifically prepared to deliver with:
Tailgate Delivery : 494.47
Call Ahead ~ Delivery App: 0.00
Inside Delivery : 40.00
Power Lift Gate : 70.00

Order Provisions: Please note the attached freight terms.

BILL TO:

Norwalk Public Library
1 Beiden Ave
Norwalk CT 06850

SHIP TO:

Vicki Oatis
Norwalk Public Library
1 Beiden Ave
Norwalk CT 06850-3397

CONTACT:

VICKI OATIS
NORWALK PUBLIC LIBRARY
1 BEIDEN AVE
NORWALK CT 06850-3397

Order Subtotal	1,455.50
*Shipping/Processing	604.47
Sales Tax	Exempt
Grand Total	2,059.97



ALES QUOTE

GovConnection, Inc.

732 Milford Road

Fax: 603-683-0827

Account Executive: Anthony Forno

Phone: (800) 800-0019 ext. 75004

QUOTE # WHEN ORDERING

PLEASE REFER TO THE ABOVE Merrimack, NH 03054

Email: anthony.forno@connection.com

Date:

25218577.01

7/1/2021

Valid Through:

7/31/2021

Account #:

Account Manager:
S01766

Customer Contact: Dawn Kravarik

Email: dkravarik@norwalkpl.org

Phone: (203) 899-2780 x15140

Fax: (203) 866-7982

QUOTE PROVIDED TO:

AB#: 8973161
NORWALK PUBLIC LIBRARY
ACCOUNT PAYABLE
1 BELDEN AVENUE
NORWALK, CT 06850

(203) 899-2780

SHIP TO:

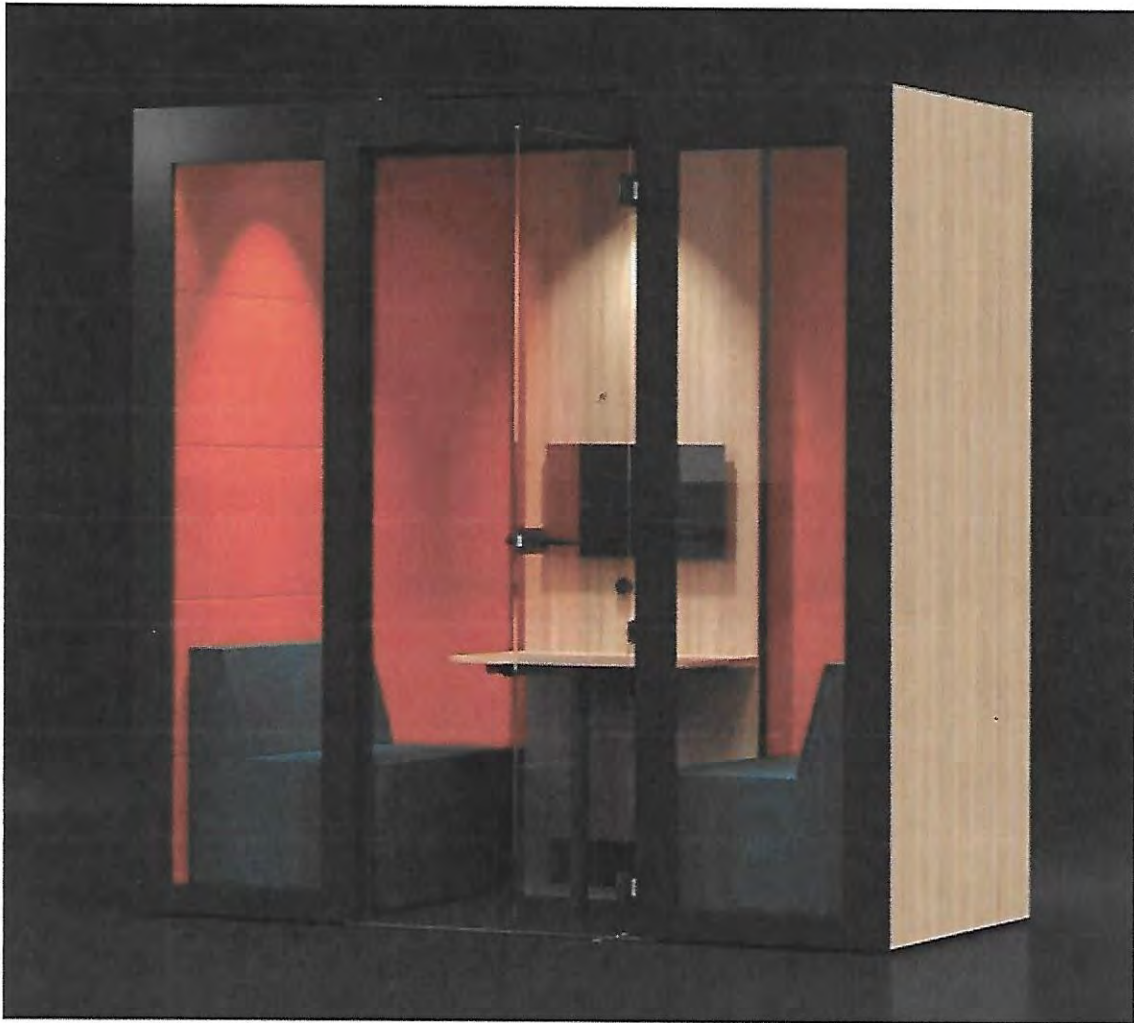
AB#: 15454800
NORWALK PUBLIC LIBRARY
LAURIE IFFLAND
1 BELDEN AVE
NORWALK, CT 06850

(203) 899-2780 x15114

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Heavy Weight Ground	18,000.00 lbs	Net 30	

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	50 40-45	36955394	38249-A0B000000 00000H50	OM5 Active Chair Spectrum Industries	Spectrum Industries	\$ 174.95	\$ 8,747.50
2	1	4779533	4779533	Liftgate Service Merrimack Service Handling Fees	Merrimack Service Handling Fees	\$ 135.00	\$ 135.00
3	1	4779541	4779541	Inside Delivery Service Merrimack Service Handling Fees	Merrimack Service Handling Fees	\$ 80.00	\$ 80.00
						Subtotal	\$ 8,962.50
						Fee	\$ 0.00
						Shipping and Handling	\$ 451.25
						Tax	Exempt!
						Total	\$ 9,413.75



- Item# M-SILENT-ROOM-MELAMINE
- Brand: NARBUTAS
- Collection: NARBUTAS Office Pod

narbutas

- AUTHORIZED DEALER

Special Order Item. Lead time 9-12 weeks

21

Visit Showroom in New York
Exclusive for Narbutas Office Furniture

Virtual Showroom
Take a Look at a Beautiful 360° Showroom Tour

Shop with Confidence

Worry Free Guarantee! Easy returns.

Shipping Insurance.

Free 5-Year Warranty for Orders Over \$2600.

Secure Shopping.

Privacy Protection.

Top Rated Customer Service.

Free Assembly Service

NY, NJ, DC, PA, MD, DE, CT, MA

Order Total: \$500

Available Melamine (for External Wall) *



Pouf with Backrest ARS100Black melamine base and plastic supports.
W39.37" x D23.62" x H11.81"
Seat height: 17.32"

+\$477.00

AC Power Socket and Integrated USB G6F212/ARU7041 Extension, 2xUSB (type-A



and type-C), 1 cable hole. Color: Black
W3.54" x D3.54" x H2.6"

+\$278.00



AC Power Socket G6F213/ARU703Color: Black



W3.54" x D3.54" x H2.6"

+\$89.00



Power Socket Block Set3 Sockets. Color: Black



W10.23" x D2.36" x H1.77"

+\$171.00

***Sun Charge
Systems, Inc.***



About the Solar Charging Pole

Sun Charge Systems' Solar Charging Pole is our most versatile charging solution. Its modern design makes it a natural complement to existing seating arrangements, or as a stand-alone unit where space is limited. Each pole is equipped with four Rapid-Charge USB ports, including one underneath the table for handicap access. With its 30" table, you'll be able to comfortably check email or recharge your battery while finishing your coffee or snack.

Perfect for hiking trails, stadium entrances, parks, transportation hubs, outdoor retail spaces, marinas or just about anywhere active users could use a quick charge. Constructed of carbon or stainless steel and finished with multiple layers of long-lasting UV protected powder coating, longevity is ensured.

The charging station features an adjustable pole for easy orientation of the solar panel toward the sun. It is easy to install anywhere and comes fully equipped with:

- 30" Round table
- Banner hangers for identification or advertising
- Reflective lettering
- 5 Dual 3.0 Rapid-Charge USB ports
- Dedicated handicap access port
- 1-year limited warranty
- Care Kit (extra fuses, touch-up paint, security screws and bit, and 4 concrete anchor bolts)

All Sun Charge System's charging stations utilize intelligent device recognition and include a four-stage battery management controller that ensures maximum energy absorption. The controller is continually regulating safe low-voltage power loads while managing efficient energy storage and distribution. This prevents power overloads, equalizes power loads to the ports, and helps hold a charge even during cloudy, dark, or rainy days. Power supplies are contained in weather resistant enclosures and secured with theft-resistant safety screws. Poles are shipped with pre-drilled holes, allowing you to anchor your unit to a stable base.

Each pole is constructed of carbon steel that is then custom powder coated in any color of the rainbow – whether you want it to stand out in a shopping center or blend into the scenery. A stainless-steel option is also available for customers in coastal or other harsh environments.

Additionally, each charging pole can be equipped with a 4G LTE WiFi Hotspot, allowing up to 10 users to stay connected to the Internet. LED lights are also available for nighttime use. Ask about our optional mobility base, allowing you the ease of portability during weekend or temporary venues or exhibits. Banner hangers are also available to provide for advertising sponsorship of your pole.

Library Questions

- Who is responsible for making/distributing her flyers?
- Should library staff make copies of her flyers?

- OK
- space in our eblast
 - sandwich board ad
 - cater library programs + meetings

City

Legal Dept

**LICENSE AGREEMENT
BY AND BETWEEN
CITY OF NORWALK
AND
BLUE TEAPOT LLC
FOR**

CAFÉ SERVICE AT NORWALK PUBLIC LIBRARY

Health Dept Questions

1. Should sandwiches, cookies, cake slices be individually wrapped

2. Plans for high tea on Saturdays

LICENSE AGREEMENT entered into this 7 day of September, 2019, 21

between the **CITY OF NORWALK**, acting herein by Harry W. Rilling, its Mayor, duly authorized (hereinafter referred to as the "City") and **BLUE TEAPOT LLC**, with a principal place of business located at 73 Nursery Street, Norwalk, Connecticut 06850, acting herein by Nijole V.I. Potts, its Senior Managing Member, duly authorized (hereinafter referred to as the "Licensee" and together with the City, the "Parties" and each individually, the "Party").

WHEREAS the City, by a vote of its Common Council on February 13, 2019, authorized the Mayor to execute this License Agreement permitting Licensee to use space on the main floor of the Norwalk Public Library, Main Library, located at One Belden Avenue, Norwalk, Connecticut 06850 (the "Main Library"), for the purpose of operating a library café service (the "Café") and under the terms and conditions set forth herein and in accordance with the operating standards, specifications and scope of work described in the City's Request for Proposal, dated November 16, 2018, including any related addenda (the "Project Specifications"), attached hereto and incorporated herein as **Exhibit A**.

Article I. LICENSE GRANTED - RESPONSIBILITIES

1. In consideration of the license fees to be paid in accordance with the terms of Article II of this License Agreement, the City hereby grants permission to the

+
reopening
affair
in
Blue
teapot
area

Licensee, acting as an independent permittee, to use designated space situated by the copy machines on the main floor of the Main Library (hereinafter referred to as the "Site"), for the sole purpose of operating the Café. The Site includes space adjacent to janitorial closet including glassed-in typing room, wall space for a counter and shall be configured substantially in the manner as depicted on the floor plans, perspective and sketch attached hereto and incorporated herein as **Exhibit B**. This business operation shall be subject to the City's approval in terms of the products offered. The Licensee is NOT permitted to prepare or to cook food at the Site except that use of a microwave oven for heating and warming is permitted. The Licensee, further, shall not sell any smoking materials, including cigarettes, and shall not sell any type of lottery tickets at the Site.

2. The term of this License Agreement is for an initial term of one (1) year beginning on May 1, 2019 and ending on April 30, 2020. The Parties also have an option to extend the License Agreement for a one (1) year term. In the event that the Licensee desires to exercise this renewal option, it shall notify the City's Building and Facilities Manager, Alan Lo, in writing no later than sixty (60) days before the expiration of the initial term. The renewal shall be based on the same terms and conditions set forth herein, as they may be modified by way of a written amendment signed by the Parties.

3. The agreed upon schedule for the operation of the Café during the term of this License Agreement shall be as follows on such days when the Main Library is open to the public:

Monday, Wednesday, and Thursday: 9:00 a.m. - 8:30 p.m.
Tuesday, Friday, and Saturday: 9:00 a.m. – 5:30 p.m.

Sunday: 1:00 p.m. – 5:00 p.m.

Any modification to this schedule shall be subject to the prior written approval of the Main Library's Director, Christine Bradley. Licensee acknowledges that the Main Library is maintained open to and accessible by other groups, programs and organizations. Therefore, Licensee agrees to cooperate with such other users at all times. Licensee's access to the Site may, from time to time, be restricted or revised based on safety considerations and/or to accommodate the needs of the City, which shall have priority over Licensee's use.

4. Licensee will be permitted to carry out its business using the equipment and supplies necessary for its activities, as provided in the Project Specifications as well as the Schedule of Equipment attached hereto and incorporated herein as **Exhibit C**, and as approved in writing by the City's Building and Facilities Manager. The City will have no responsibility in terms of providing any items or services for the Licensee or their other operations. However, Licensee shall not bring any equipment, machinery or fixtures onto the Site without the prior written consent of the City acting by its Building and Facilities Manager.

Licensee shall perform and pay for the cost of any and all decorative elements, signage, furnishings, repairs, replacements and improvements for buildouts, fit-ups, interior renovations, finishes and all other interior fit-ups that may be necessary or desirable in order for the Licensee to maintain, use, and operate the Site for its intended purpose. The Main Library's Director and staff may provide funds to cover the cost of creating and erecting one (1) sign facing the front entrance of the Main Library, all other desired signage will be the responsibility of the Licensee. The Parties

anticipate that Licensee's décor will match the décor of the Main Library. Licensee's design and décor for the Café shall be planned in conjunction with designated representatives of the Main Library, who shall reserve the final decision on the design, décor, and the signage associated with the Café.

Licensee shall not overload the floors, nor install any heavy machines or equipment of any kind without prior written consent of City, which, if granted, may be conditioned upon moving by skilled, licensed handlers and installation and maintenance at Licensee's expense of any other reasonably necessary preconditions.

5. Licensee further agrees to comply with any traffic or parking requirements set by the City in connection with its use of the Site hereunder. Licensee agrees that any and all deliveries of food and beverage products, materials, supplies, and equipment, to the Site shall be through the designated delivery entrance, in the manner set forth in the Project Specifications.

6. **Accounts**

The Licensee agrees to pay promptly for all materials and inventory purchased by it and all labor accounts arising out of its operation of the concession at the Site. Nothing contained in this section shall mandate payment by the Licensee at a date earlier than required by the terms of credit that the Licensee may negotiate bilaterally with its vendors. Under no circumstances shall the City ever become liable for any debt of the Licensee.

Licensee covenants that it will keep in respect to the business transacted in, on or from the Site, the same books and records as may from time to time during the term of this License be generally kept and required in respect to like businesses.

Licensee agrees that such books and records, in any event, will adhere to good and sound practice, and shall be in compliance with generally accepted accounting principles.

Article II. LICENSE FEES

A. The annual rental payment due hereunder shall be **One Dollar (\$1.00)** a year, including the initial term of May 1, 2019 through April 30, 2020, and the option term of May 1, 2020 through April 30, 2021 (the "License Fee").

B. The initial payment shall be made on or before May 1, 2019.

In addition to its responsibility to the City for the payment of the License Fee, the Licensee shall be responsible for all costs and expenses incurred in the operation, maintenance and upkeep of the Site, in accordance with Licensee's responsibilities set forth in this License Agreement.

Article III. CARE AND MAINTENANCE OF SITE

1. Licensee hereby acknowledges and represents that its agents and/or representatives have visited and inspected the Site and are personally familiar with all of its conditions and characteristics. Based on such personal investigation, Licensee acknowledges that the Site is acceptable as is in its present condition for its intended use. Therefore, Licensee agrees to accept the Site "as is" in its current condition; to assume responsibility for its use of the Site, and for all individuals who may come onto or use the Site in connection with its operations. Additionally, Licensee agrees to assume any and all risks that may arise out of or in connection with its use of the Site, including risks related to the condition and/or characteristics of the Site.

2. Licensee covenants with the City that it will commit no waste on or to the Site, or injure or misuse the same, or make alterations therein, or use the Site or allow

the same to be used for any purpose other than in strict conformity with the terms and limitations stated herein. Upon the expiration or earlier termination of this License Agreement, Licensee shall leave the Site in as good condition as it is now, ordinary wear and damages by the elements expected.

3. The Licensee shall at all times ensure that the highest quality of service is provided and must keep all areas in and around the Site in a clean, sanitary and orderly condition appropriate for its intended use. All rubbish, waste, garbage, and recycling articles shall be kept in suitable containers and shall be removed from the Site by Licensee and properly disposed of each day. The City make available trash receptacles and provide trash hauling services. The City has the right but not the obligation or responsibility to object to the conditions of the Site, as well as to the quality and character of any of the Licensee's services. Any deficiency found, including lack of courtesy to the public and patrons of the concession shall be immediately corrected by Licensee. Any continued or repeated deficiency shall constitute a breach of this License Agreement.

4. If the Site or any portion thereof or any portion of the Main Library is in any way damaged by the actions, default or negligence of the Licensee or of either of Licensee's agents, employees, patrons, volunteers, guests or any person admitted to the Site by or with the knowledge of the Licensee, the Licensee will pay to the City, upon demand, such sum as may be necessary to restore the Site to its present condition. The Licensee hereby assumes full responsibility for the character, acts and conduct of all the persons admitted to the Site, by or with their consent or by or with the consent of any of Licensee's employees, volunteers, agents, or any person acting for and on behalf

of either of the Licensee.

5. Licensee shall be responsible for securing the Site at all times and safekeeping of all items of personal property or money brought on to or kept at the Site. The City shall not be liable for any loss or theft or for any damages incurred by Licensee or including any injuries or death as a result of theft or attempted theft; risk of such theft or damage being the sole responsibility of Licensee.

Licensee shall take all reasonable measures to prevent unauthorized access of the Site by persons not involved in its activities, and shall be responsible for all equipment, staff and utilities necessary for its activities.

6. The Licensee shall obtain written approval from the City's Building and Facilities Manager prior to placing any signs on, in or around the Site. Licensee shall be responsible for all signs erected by it and shall keep and maintain the same in good condition. Upon the expiration or termination of this License Agreement Licensee shall remove all signs erected by it and restore the area to its original condition.

7. Licensee will observe and comply with reasonable rules and regulations as the City may prescribe related to the safety, care and cleanliness of the Main Library, and the comfort, quietness and convenience of other occupants. Additionally, the operation of the concession and all products sold and services offered by or on behalf of the Licensee must comply fully with all applicable Federal, State and local health, food service, food and drug, and recycling laws, ordinances and regulations.

The City reserves the right, through its Health Department, to inspect at any time the Site or the Licensee's commercial kitchen at 314 Wilson Avenue, Norwalk, Connecticut, any article of food and drink offered for human consumption and the

sanitary handling of the same, including the persons responsible for handling and vending the same.

8. All of the terms, covenants and conditions of this License are subject to and conditioned upon the continued ability of the Licensee to obtain and maintain, at its sole cost, all necessary permits and licenses from all applicable governing entities, including the State of Connecticut and the City of Norwalk, pertaining to the operation of the concession hereunder. Licensee agrees to promptly apply for such permits and licenses upon the execution of this License Agreement and to diligently pursue such applications to approval. If the Licensee fails to obtain any such permit or license within ninety (90) days from the date of execution of this License Agreement or if it fails to continually maintain in effect any such required permit or license throughout the operation of its business hereunder, this License Agreement shall be null and void and have no further effect and all sums paid hereunder shall be returned without diminution or interest.

9. Licensee shall not:

a. Commit any nuisance on the Site or do or permit to be done anything which may result in the creation or commission of a nuisance on the Site.

b. Cause or produce or permit to be caused or produced upon the Site or to emanate therefrom any unusual, noxious or objectionable noise, other than that which is customary and usual given the activities permitted hereunder.

10. The City shall have the right, acting by its employees and agents, to enter the Site at any time upon reasonable notice to Licensee under the circumstances (except no notice shall be required in the case of maintenance or any emergency) for

any purposes which the City may deem necessary. In addition, the City shall have the right to take all necessary materials and equipment into the Site when performing such necessary and maintenance. Any entry and activity by the City, as permitted this Paragraph, shall not entitle Licensee to any claim, shall not constitute an eviction of Licensee and shall not in any way violate the permission hereby granted or any provision hereof.

Article IV. INSURANCE AND INDEMNIFICATION

1. Throughout the term hereof and any extension period, Licensee shall, at its sole cost and expense, maintain insurance coverages in compliance with the requirements set out in the Insurance RIDER attached hereto and incorporated herein as **Exhibit D**. In addition, the Licensee shall carry product liability insurance in a minimum amount of Five Hundred Thousand Dollars (\$500,000.00) per occurrence and One Million Dollars (\$1,000,000.00) for total damages and liability sustained during the policy term.

The City may, from time to time, reasonably amend the required types and amounts of insurance coverage by written notice to Licensee and Licensee shall diligently comply by meeting the requirements of any such changes. Licensee shall be responsible for payment of all costs and deductibles associated with the required insurance policies.

The policies shall contain an express agreement of the insurance company providing the same, which such policies shall be primary with respect to any coverage that the City may carry. The Parties hereby acknowledge that the City shall

in no way be held liable for any of the operations of the Licensee or risks assumed by Licensee by its use of the Site.

A certificate evidencing such insurance shall be provided to the City of Norwalk Office of Corporation Counsel on or before the commencement of this License Agreement, and shall be endorsed to name the City as an additional insured, and loss payee as its interests may appear. The certificate of insurance shall provide that there shall be no modification or cancellation of any such coverage or policies unless thirty (30) days prior written notification of the same is given to the City's Corporation Counsel. Licensee agrees to require its general liability insurance carrier to waive any right of subrogation against the City with respect to any covered loss arising out of Licensee's use, of the Site to the extent of any insurance proceeds paid under such policies.

2. The Licensee shall indemnify, defend, and save harmless the City, and its officers, agents, volunteers and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including attorney's fees), of any character, name or description arising out of the Licensee's use of the Site; its conduct of any activities incident thereto; or on account of any act or omission, neglect or misconduct of the Licensee, their agents, officers, employees, volunteers, guests or others admitted to the Site. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder and shall survive the termination of this License Agreement.

Article V. FACILITY REQUIREMENTS

1. If an accident does occur on the Site, Licensee shall file such an accident report on the required forms no later than the next business day. Such form(s) shall be

presented to the Office of the Building and Facilities Manager for the City and to the City's Risk Manager's Office.

2. Licensee shall observe and enforce all applicable regulations concerning the use of the Site. In particular, smoking is not permitted anywhere in the Main Library.

3. The City agrees to furnish heat, water, electricity and light to the Site, but assumes no responsibility for any failure to deliver such services due to electrical or mechanical derangements or conditions beyond its control.

Article VI. TERMINATION

Either Party may, at any time, and for any or no reason, terminate this License Agreement and all rights and permission hereby granted. Termination will be effective no earlier than thirty (30) business days following written notice by the terminating Party. Nothing herein shall prevent such notice from specifying a later date for termination. The Parties understand that no written demand, Notice to Quit or re-entry for condition broken shall be required to enable the City to recover possession of the Site. Instead, whatever right the Licensee may have to such is hereby expressly waived. Any termination by the City under this provision shall not give rise to any cause of action or claim for damages against the City.

If at any time, the City determines that Licensee's use of the Site fails to comply with Project Specifications or the terms and conditions set forth in this License Agreement, such noncompliance shall constitute a default hereunder and the City shall notify the Licensee promptly of the default, in writing, and provide the actions required by the Licensee to cure such default. The City may determine that permitting an opportunity to cure such default would not be in the best interests of the City. Under

such circumstance, no opportunity to cure need be given to the Licensee and the City may pursue any other remedies at law or in equity.

Not in any way limiting the preceding right to act without providing the opportunity to cure, the City may provide the Licensee up to seven (7) days after providing a written notice of default, or such longer period as the City may allow in writing then, to cure or remedy the default or breach by the Licensee. If the default persists, in addition to all other rights and remedies provided at law or in equity, the City shall have the right to terminate this License Agreement upon fifteen (15) days' written notice to the Licensee.

Article VII. VACATING PREMISES

1. Upon termination or expiration of this License Agreement, the Licensee agrees to vacate the Site and remove any items of equipment or furnishings it may own no later than ten (10) days following the effective date of termination. Upon the Licensee's taking possession of the Site, the Licensee and the City's Building and Facilities Manager, or his representative, will make a record of all such items that have been brought onto the Site by the Licensee, the ownership rights to which the Licensee will retain. This record shall be signed by both Parties and only those items listed may be removed by Licensee upon the expiration or earlier termination of the License Agreement. This record may be updated at any time the Licensee brings new or additional items onto the Site. Any updated listing shall be signed by both Parties. Anything incorporated into the Site or affixed thereto shall become part of the Site and shall not be removed by the Licensee.

Article VIII. GENERAL PROVISIONS

1. The Licensee, its agents, representatives and employees shall not discriminate against anyone, under any circumstances, on account of race, color, religion,

age, sex, gender identity or expression, marital status, national origin, sexual orientation, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability including, but not limited to blindness, unless it is proven that the disability or characteristic prevents proper performance of the work involved. The Licensee further agrees that it shall perform all hiring in accordance with all of the pertinent Federal, State and local laws and regulations, including those concerning non-discrimination and fair labor practices.

2. If any provision of this License Agreement of any application hereof to any person or circumstances shall, to any extent be invalid, the remainder of this License Agreement or the application of any provision to persons or circumstances other than those to which or to whom it is held invalid shall not be affected. Each provision of this License Agreement shall be valid and enforced to the fullest extent permitted by law.

3. No amendment, alteration, or modification of this License Agreement shall be effective or binding upon either Party unless it is in writing and signed by both Parties.

4. The failure of the City to seek redress for any violation of or to insist upon the strict performance of any of the terms of this License Agreement or any of the rules and regulations set forth herein or hereinafter adopted by the City, shall not waive the effect of any requirement imposed on Licensee hereunder of or excuse any subsequent act, omission or violation, required by this License Agreement.

5. Licensee shall not assign this License Agreement nor suffer any use of the Site other than herein specified, and shall not sublet the Site or any part hereof without the specific, prior written consent of the City. Moreover, the Licensee shall not independently permit or allow any vending, solicitation or sales by any other person or

entity not specifically authorized to do so, in writing by the City to take place anywhere from, in or around the Site as described herein. Nor shall Licensee use or permit any use of the Site or its fixtures for any purpose other than that expressly stated herein without the specific, prior written approval of the City, acting by its Building and Facilities Manager.

6. Licensee covenants and agrees that no accumulation of boxes, barrels, packages, waste papers, or other articles shall be permitted in or upon the Site at any time.

7. The Site provided may be altered or changed in location by the City, upon reasonable prior notice to Licensee.

8. Licensee is responsible for any damage caused to the Site. Repairs shall be made by the City at Licensee's expense.

9. This License Agreement will supersede any writings or documents not incorporated herein by specific reference. This License Agreement, together with the Project Specifications are intended to supplement and complement each other and shall, to the fullest extent possible, be so construed and interpreted. If, however, any provision of this License Agreement irreconcilably conflicts with any provision of the other Project Specifications, the terms of the License Agreement shall govern.

10. This License Agreement incorporates all the understandings of the Parties hereto and supersedes any and all agreements reached by the Parties prior to the execution of this License Agreement, whether oral or written.

Article IX. CORPORATE ACKNOWLEDGEMENT AND REPRESENTATIONS

The undersigned, on behalf of the Licensee, hereby represents to the City as

follows:

(a) That she/he has, and has exercised, the necessary power and authority and has complied with all applicable legal requirements necessary to adopt, execute and deliver this License Agreement and to assume the responsibilities and obligations created hereunder on behalf of the Licensee;

(b) That this License Agreement is duly executed and delivered by her/him as an authorized agent of the Licensee hereunder; and

(c) This License Agreement, therefore, constitutes a valid and binding obligation enforceable in accordance with its terms, conditions and provisions upon and against the Licensee.

Article X. NOTICES

Notices given under this License Agreement shall be mailed or delivered to the individuals listed below and shall be considered given upon receipt thereof.

FOR THE CITY OF NORWALK:

Alan Lo, Building and Facilities Manager
Building Management Office
125 East Avenue, P.O. Box 5125
Norwalk, Connecticut 06856-5125

WITH COPY TO:

Christine Bradley, Director
Norwalk Public Library
1 Belden Avenue
Norwalk, CT 06850

AND COPY TO:

Office of Corporation Counsel
City of Norwalk
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

FOR THE LICENSEE:

Nijole V.I. Potts
Senior Managing Member
Blue Teapot LLC
73 Nursery Street
Norwalk, CT 06850

IN WITNESS WHEREOF, the Parties have each caused this License Agreement to be executed by its duly authorized officer with the provisions hereof effective as of the day and year first written above.

Signed, Sealed and Delivered
in the Presence of:

Witnesses' Signatures

CITY OF NORWALK

By: _____
Harry W. Rilling
Its Mayor
Duly Authorized

Date signed: _____

Signed, Sealed and Delivered
in the Presence of:

Witnesses' Signatures

BLUE TEAPOT LLC

By: _____
Nijole V.I. Potts
Its Senior Managing Member
Duly Authorized

Date signed: _____

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: _____

AMENDMENT TO
LICENSE AGREEMENT
BY AND BETWEEN
CITY OF NORWALK
AND
BLUE TEAPOT LLC
FOR
CAFÉ SERVICE AT NORWALK PUBLIC LIBRARY

THIS AMENDMENT (“Amendment”) entered into this ____ day of _____, 2021 (“Effective Date”), between the **CITY OF NORWALK**, acting herein by Harry W. Rilling, its Mayor, duly authorized (hereinafter referred to as the “City”) and **BLUE TEAPOT LLC**, with a principal place of business located at 73 Nursery Street, Norwalk, Connecticut 06850, acting herein by Nijole V.I. Potts, its Senior Managing Member, duly authorized (hereinafter referred to as the “Licensee” and together with the City, the “Parties” and each individually, the “Party”).

WHEREAS the Parties entered into a License Agreement on September 7, 2019 (“License Agreement”);

WHEREAS, due to the COVID-19 Pandemic, the Main Library and Café were shut down during an extended period (the “Shut Down”);

WHEREAS, as a result of the Shut Down, neither Party was able to receive the benefit of intended duration of the License Agreement inclusive of applicable extension rights thereto;

WHEREAS, based on the foregoing, the Parties agree that the License Agreement should be extended for a period of one (1) year as set forth herein.

NOWHEREFORE, the License Agreement is hereby amended as follows:

1. The extension option in Article I[2] of the License Agreement is hereby

amended and the License Agreement hereby extend as follows: The License Agreement is extended through September 6, 2023 with re-opening of the Café to occur on or about September 7, 2021.

2. To the extent not already provided in the Project Specification, the Parties agree to expand the scope of the food services offered by the Café as set forth in **Exhibit A-1**.

3. Except as expressly provided in this Amendment, all of the terms and provisions of the License Agreement are and will remain in full force and effect and are hereby ratified and confirmed by the Parties.

4. This Amendment may be executed and delivered via facsimile or electronic mail by either of the Parties and the receiving party may rely on the receipt of such document so executed and delivered via facsimile or electronically as if the original had been received.

IN WITNESS WHEREOF, the Parties have each caused this Amendment to be executed by its duly authorized officer with the provisions hereof effective as of the day and year first written above.

[SIGNATURE ON FOLLOWING PAGES]

Signed, Sealed and Delivered
in the Presence of:

Witnesses' Signatures

CITY OF NORWALK

By: _____
Harry W. Rilling
Its Mayor
Duly Authorized

Date signed: _____

Signed, Sealed and Delivered
in the Presence of:

Witnesses' Signatures

BLUE TEAPOT LLC

By: _____
Nijole V.I. Potts
Its Senior Managing Member
Duly Authorized

Date signed: _____

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: _____

EXHIBIT A-1

The Norwalk Public Library has added another way to provide higher level of service to patrons. The Blue Teapot Café & Bakery is available to cater meetings for organizations that book rooms at either of our locations, One Belden Avenue, or 10 Washington Street. The Blue Teapot offers a wide range of items: soups, salads, sandwiches, cookies, cakes, muffins, and pies. Please click [here](#) to view the menu.

The Blue Teapot is available to cater meetings in and out of the library. Please call 203.847.5824 or email bluteaot@optonline.net to plan in advance for this service.

Please note that organizations using catering services are responsible for all clean up after their meeting.

July 19, 2021

Dear members of the Common Council,

Please find attached back up material for your consideration of the Youth Service Bureau (YSB) grant. The funds come from the State of Connecticut via the Department of Children and families (DCF), the State agency designated to administer the YSB program.

The City of Norwalk has received YSB funding since the establishment of the YSB program 30+ years ago. We are the designated YSB for Norwalk and most YSB's are City or Town affiliated.

The funding level is established by a formula developed by DCF. The grant is non-competitive. A municipal match of at least 50% is required, however we easily meet the match based on the amount the City designates for Youth Services. Please see the budget sheet for detail but in short the YSB grant is \$55,033, the Enhancement portion is an additional \$12,891. The City's funding toward the Youth Services Department is \$344,808 which is less the grant award, thus easily meeting the 50% match requirement of \$55,033.

This funding supports the general operations of the Youth Services Department as well as supports some direct programming via the Enhancement portion of the grant award; i.e. Peer Connection, a middle school life skills development program.

I look forward to answering any questions you may have regarding the request for the City to accept these grant funds.

Thank you,

Dave Walenczyk, LMFT
Director – Norwalk Youth Services

State Fiscal Year 2022-23 Youth Service Bureau Grant Application

CONNECTICUT STATE DEPARTMENT OF CHILDREN AND FAMILIES

YOUTH SERVICE BUREAU
Application

TITLE PAGE

1. Legal Name of Organization Applying for Funds: _____
2. Federal Identification No.: _____
3. Town(s) to be Served: _____
4. Executive Director: _____ Phone: _____ Fax: _____
Executive Director E-mail address: _____
5. Contact Persons:
Program: _____ Phone: _____ Fax: _____
Program Director E-mail address: _____
Fiscal: _____ Phone: _____ Fax: _____
Fiscal Director E-mail address: _____
6. Program Location Address: _____

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the YSBs' planned programs and services for the period July 1, 2021, through June 30, 2023. A new form will be submitted if changes occur.

Authorized Signature: _____ Date: _____

Typed Name: _____ Title: _____

2022-23 Youth Service Bureau Grant Application

SECTION I. YOUTH SERVICE BUREAU PROFILE

A. Demographic Information:

1. Working Name of YSB: _____

If the YSB contracts with a provider to manage the YSB list name: _____

If multiple municipalities encompass the YSB; list municipalities associated: _____

2. Is the YSB a:

- ☐ department of a municipality(s)
- ☐ nonprofit organization

3. If municipal-based, is the YSB an:

- ☐ independent department
- ☐ a department within a larger department (such as social services)

Name of Department: _____

4. Percentage of population under age 18: _____ (based on last posted federal census)

B. Staffing:

1. YSB Director: ☐ full-time ☐ part-time

2. Additional Staff:

FTE (full time equivalent) of additional **full-time** staff: _____

FTE of additional **part-time** staff: _____

FTE of contracted personnel: _____

C. Programming:

Please place a **checkmark** next to each of the following programs offered by your YSB:

☐ After-School Programs:

- ☐ elementary-age youth
- ☐ middle school-age youth
- ☐ high school-age youth

☐ Birth-Five Parent/Child Programs (*playgroups/support groups*)

☐ Counseling Services:

- ☐ Individual Counseling ☐ Group Counseling
- ☐ Parent Training ☐ Family Therapy

☐ If Counseling Services, Are clinicians:

- ☐ Hired
- ☐ Group Counseling

☐ Work Placement and Employment Counseling

☐ Alternative and Special Educational Opportunities

☐ Recreational and Youth Enrichment Programs

☐ Outreach Programs

☐ Preventive Programs (*including youth pregnancy, youth suicide, violence, and alcohol and drug prevention*)

☐ Positive Youth Development Programs

☐ Court Ordered Community Service

☐ Detention/Suspension/Expulsion Programs

☐ Juvenile Review Board

☐ Teen Center/Drop-In Center:

2022-23 Youth Service Bureau Grant Application

- ☐ after school
- ☐ evenings
- ☐ weekends

☐ Other Juvenile Justice Programs (please list): _____

2022-23 Youth Service Bureau Grant Application

SECTION II ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS

Summarize the proposed strategies and activities of the administrative core unit using the following format. In each, list one strategy and the activities necessary to enhance your operations, as well as measures you will use to ensure efficacy of these activities. Group your strategies, activities and measures under the following headings:

A. Management and Administration

Strategy	Activities	Measures

B. Youth Advocacy

Strategy	Activities	Measures

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C. Resource Development

Strategy	Activities	Measures

D. Community Involvement

Strategy	Activities	Measures

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E. Research and Evaluation

Strategy	Activities	Measures

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SECTION III DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE

Summarize the proposed strategies and activities of the administrative core unit using the following format. In each, list one strategy and the activities necessary to enhance your operations, as well as measures you will use to ensure efficacy of these activities. Group your strategies, activities and measures under the following headings:

A. Juvenile Justice

Strategy	Activities	Measures

B. Mental Health Services

Strategy	Activities	Measures

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C. Child Welfare

Strategy	Activities	Measures

D. Teen Pregnancy Prevention

Strategy	Activities	Measures

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E. Teen Parent Education

Strategy	Activities	Measures

F. Positive Youth Development

Strategy	Activities	Measures

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G. Community Outreach

Strategy	Activities	Measures

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SECTION IV. Advisory Board Composition Report

Composition Criteria: YSB Board composition must be and remain comprised of the following:

- At least seven members.
- At least one member under 21-years-of-age (nonvoting member).
- Representatives from the school system, police department and a private youth-serving agency.
- At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth.
- At least one member on the Board from each municipality served by the YSB.

1. Board Composition

Attach as (Appendix A) a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

- Name
- Member Type (*Youth / School system representative*)
 - Police department representative
 - Private youth serving agency representative
 - Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

2. Board Type

Check the appropriate board type for your Advisory Board.

☐ Advisory ☐ Youth Commission ☐ Other – please specify _____

3. Vacancies and Waivers

If your Advisory Board does not meet the composition criteria (see box above), please describe the reasons for such deviation, as well as whether or not this is a temporary deviation or if you are requesting permanent waiver from the requirements listed herein.

Anticipated date for meeting composition criteria: _____

4. Board Meetings

(a) The number of times the YSB Advisory Board is scheduled to meet each fiscal year? _____

(b) Are Minutes of all meetings on file in your office and available for inspection? ☐ Yes ☐ No

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Section V. Impact of Services: Work Plans

List a minimum of three activities in which you will participate in during the 2022-2023 State Fiscal Years.

Required Professional Learning Activities:

Proposed Activity	Impacted Administrative Core Unit (ACU) Function

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APPENDIX A

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Children and Families. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.**

I, the undersigned authorized official, hereby certify that the applying organization/agency: _____, has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: _____

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APPENDIX B

Statutory Requirement of Administrative Core Unit Functions

In my official capacity as signatory for the _____ Youth Service Bureau, I, the undersigned authorized official*, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19p) to provide the five Administrative Core Unit (ACU) functions of:

1. Management and Administration.
2. Research that provides for the continued assessment of community needs and assets.
3. Resource development.
4. Community involvement.
5. Advocacy on behalf of issues related to youth and families.

_____	_____	_____
Name	Title	Date

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APPENDIX C

STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF CHILDREN AND FAMILIES
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE:

THE APPLICANT:

HEREBY ASSURES THAT:

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Department of Children and Families;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency or municipality;
- F. Generally recognized fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Children and Families including information relating to the project records;
- H. The Connecticut State Department of Children and Families reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- J. (a) The applicant shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts of the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning (i) the confidentiality of any part of or all of the Contractor's bid or proposal, and (ii) Records, intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, or Goods furnished or used in the performance of the Contract. For purposes of this provision, "Goods" means all things which are movable at the time that the Contract is effective and which includes, without limiting this definition, supplies, materials and equipment.

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- (b) The Applicant shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract.

K. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Youth Services Bureau identified on Page 1 herein.

- (a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successor or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes (C.G.S.) § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not , limited to any federally recognized Indian tribal governments, as defined in C.G.S. 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4) .

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the

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Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§46a-56, 46a-68e, 46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as related to the provisions of this Section and C.G.S. §46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. §46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- L. The grant award is subject to approval of the Connecticut State Department of Children and Families and availability of state or federal funds.

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- M.** The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent, or Department
Head, or Town Manager, or First
Selectman, or Mayor, or YSB
Director Signature:

Name: *(typed)*

Title: *(typed)*

Date:

Section VI - Youth Service Bureau State Fiscal Years 2022 & 2023 Enhancement Grant Funding:

By Clicking this box, Your Youth Service Bureau is requesting to be included in the distribution of the Youth Service Bureau Enhancement Grant Funding during these years.

Enhancement funds will be distributed once the SFY 2022 Grant Applications are processed and approved. The purpose of these enhancement funds is to enhance existing **direct services** to youth. Funds can also be used for maintenance fees associated with use of a web-based data collection tool. As per Connecticut general Statute Section 10-19q, funds will be distributed based on the municipality population size (gathered from the most recent (2017) Connecticut State Census). Specific allocations can be found on the DCF webpage:

Grant funds may be utilized to offer youth any or all of the program services outlined in Connecticut general Statute 10-19m.

Grant funds may not supplant already existing funding for the same program services.

Please use the space below to outline which service options that will be supported by the Enhancement funds. Please feel free to use only the number of spaces necessary for the Enhancements funds awarded:

Service Category:

Will Funding be used towards salaries?

Brief Description:

Service Category:

Will Funding be used towards salaries?

Brief Description:

Service Category:

Will funding be used towards salaries?

Brief Description:

Service Category:

Will funding be used towards salaries?

Brief Description:

Service Category:

Will funding be used towards salaries?

Brief Description:

**YSB
Name:**

NORWALK YSB

**SFY
Budget:**

2022

(4000) REVENUE

		Budget	SFY Expenses	Total Current Expenses	BALANCE
4001	DCF Income (Main Grant)	\$55,033		\$0	\$55,033
4002	DCF Income (Enhancement)	\$12,891		\$0	\$12,891
4003	Municipal Match	\$344,808		\$0	\$344,808
	Total DCF-Overseen Income	\$412,732	\$0	\$0	\$412,732

(5000) DIRECT EXPENSES

5100 DIRECT SERVICE ACTIVITIES		\$0	\$12,891	\$12,891	(\$12,891)
5101	After-School Programs			\$0	\$0
5102	Community Service Facilitation			\$0	\$0
5103	Counseling			\$0	\$0
5104	Drop-In Centers			\$0	\$0
5105	Employment Services			\$0	\$0
5106	Juvenile Review Board			\$0	\$0
5107	Mentoring			\$0	\$0
5108	Parent/Child Support Groups			\$0	\$0
5109	Positive Youth Development		\$12,891	\$12,891	(\$12,891)
5110	Prevention Services			\$0	\$0
5111	Recreational Programs			\$0	\$0
5112	Special Education Services			\$0	\$0
5113	Summer Camp			\$0	\$0
	Other:			\$0	\$0
	Other:			\$0	\$0
5200 REFERRED DIRECT SERVICE ACTIVITIES		\$0	\$0	\$0	\$0
5201	After-School Programs			\$0	\$0
5202	Community Service Facilitation			\$0	\$0
5203	Counseling			\$0	\$0
5204	Drop-In Centers			\$0	\$0
5205	Employment Services			\$0	\$0
5206	Juvenile Review Board			\$0	\$0
5207	Mentoring			\$0	\$0
5208	Parent/Child Support Groups			\$0	\$0
5209	Positive Youth Development			\$0	\$0
5210	Prevention Services			\$0	\$0
5211	Recreational Programs			\$0	\$0

5212	Special Education Services			\$0	\$0
5213	Summer Camp			\$0	\$0
	Other:			\$0	\$0
	Other:			\$0	\$0
5300 CORE UNIT FUNCTIONS		\$0	\$0	\$0	\$0
5301	Community Outreach			\$0	\$0
5302	Research & Evaluation			\$0	\$0
5303	Resource Development			\$0	\$0
5304	Youth Advocacy			\$0	\$0
	Other:			\$0	\$0
	Other:			\$0	\$0
5400 FIXED COSTS		\$0	\$9,595	\$9,595	(\$9,595)
5401	Communications		\$400	\$400	(\$400)
5402	Equipment			\$0	\$0
5403	Food		\$500	\$500	(\$500)
5404	Insurance			\$0	\$0
5405	Janitorial			\$0	\$0
5406	Maintenance & Repair			\$0	\$0
5407	Office Supplies		\$996	\$996	(\$996)
5408	Rent			\$0	\$0
5409	Staff Training		\$2,000	\$2,000	(\$2,000)
5410	Staff Travel Reimbursement		\$500	\$500	(\$500)
5411	Utilities		\$500	\$500	(\$500)
5412	Vehicle Lease			\$0	\$0
5413	Vehicle Maintenance			\$0	\$0
	Other:		\$4,699	\$4,699	(\$4,699)
	Other:			\$0	\$0
7000 STAFFING / ADMINISTRATIVE & GENERAL EXPENSES		\$0	\$390,246	\$390,246	(\$390,246)
7110	Staff Salaries & Wages		\$390,246	\$390,246	(\$390,246)
7120	Fringe Benefits			\$0	\$0
7150	All Other A/G			\$0	\$0
	Total Income	\$412,732	\$0	\$0	
	Total Expense	\$0	\$412,732	\$412,732	
	Surplus/(Deficit)	\$412,732	-\$412,732		

BUDGET NARRATIVE

[illegible]

Peer Connection and Youth Intern(s) for website management

[illegible]