

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 and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



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- I. ROLL CALL**
- II. ACCEPTANCE OF MINUTES**
 - A. Regular Meeting: March 11, 2025**
- III. PUBLIC PARTICIPATION**
- IV. MAYOR**
 - A. RESIGNATIONS AND APPOINTMENTS**
 - B. MAYOR'S REMARKS**
- V. COUNCIL PRESIDENT**
 - A. RESIGNATIONS AND APPOINTMENTS**
 - B. CONSENT CALENDAR**
- VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS**
 - A. CORPORATION COUNSEL**

B. BOARD OF ESTIMATE AND TAXATION

VII. COMMON COUNCIL COMMITTEES

A. FINANCE AND CLAIMS COMMITTEE

1. Narrative on Tax Collections dated March 2025
2. Monthly Tax Collector's Reports dated February 2025
3. Claims Committee Report dated March 2025
4. Tax Assessor Report and Resolution:

RESOLUTION

WHEREAS, the City of Norwalk, acting through its Tax Assessor, makes an assessment of property taxes on motor vehicles on October 1 of each year in accordance with Sections 12-40 et. seq. of the Connecticut General Statutes;

WHEREAS, for assessment years commencing on or after October 1, 2024, any municipality may, by vote of its legislative body elect to apply the modified schedule of depreciation under Section 12-63(b)(7)(B) of the Connecticut General Statutes;

WHEREAS, the Common Council is the legislative body of the City of Norwalk;

BE IT RESOLVED, that the Common Council of the City of Norwalk hereby elects to apply the modified schedule of depreciation under Section 12-63(b)(7)(B) of the Connecticut General Statutes as amended and in effect on the date of this resolution commencing from the October 1, 2024 Grand List.

5. Special Capital Appropriation Relating to School HVAC Grant Projects.
 - a. Approve the allocation of \$4,981,378.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Brien McMahon High School HVAC Improvement project.
 - b. Approve the allocation of \$1,996,352.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Brookside Elementary School HVAC Improvement project.
 - c. Approve the allocation of \$2,475,127.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Marvin Elementary School HVAC Improvement project.

- d. Approve the allocation of \$1,815,319.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Silvermine Elementary School HVAC Improvement project.
 - e. Approve the allocation of \$6,395,171.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Rowayton Elementary School HVAC Improvement project.
 - f. Approve the allocation of \$3,877,126.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Naramake Elementary School HVAC Improvement project.
- 6. Authorized the Mayor, Harry W. Rilling, to enter into a three (3)-year purchase agreement with Softchoice Corporation, Inc. for SQL and Windows Server Maintenance. The annual amount shall not exceed \$19,844.13, with a total amount not to exceed \$59,532.39. Account # 011370-574C, City IT Cybersecurity.
 - 7. Authorize the Mayor, Harry W. Rilling, to submit an application to the State of Connecticut for grant funds provided under the State of Connecticut's Local Capital Improvement Fund for Local Capital Improvement Program (\$859,498.31 – 2025 Grant)
 - 8. Authorize the Mayor, Harry W. Rilling, to execute the Grant Assignment Certification, SFY 2026 assigning State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program apportioned funds to operation of transportation services coordinating entity, Norwalk Transit District. City match \$390,000 account 012010- 5A0620.
 - 9. Authorize the Purchasing Agent to issue a purchase order to CTL Corporation. for the supply of 300 Chromebooks, for an amount not to exceed \$136,800.00 account 09255010-5777-C0112.

B. ORDINANCE

- 1. Approve Section 103-14 Appointment of members; increase in membership (Board of Assessment Appeals).
- 2. Approve Vape Shop ordinance.

C. RECREATION, PARKS AND CULTURAL AFFAIRS

- 1. Approve the fee adjustments for the following fees based on a Fees and Charges Study completed by MGT Consultants where they measured the market demand; and Cost factors in conducting Recreation Programs activities and Uses of the Recreation

and Parks Facilities.

2. Authorize the Mayor, Harry W. Rilling, to sign an agreement with the Friends of Norwalk Dogs whose mission is to represent Norwalk residents with dogs and to collaborate with the City's Recreation and Parks Department (RPD) to preserve and improve current-off leash dog parks; and working with (RPD) in finding ways to develop more leashed and off-leashed space in Norwalk for dogs; establish communication between Norwalk residents with dogs and the City; and fund raise to provide needed amenities in dog Parks named herein .
3. Authorize the Mayor, Harry W. Rilling, to sign an agreement clarifying the long history of Joint Use of the City of Norwalk's Publicly held School buildings and facilities between Norwalk Public Schools and Its PTO and PTAS and Norwalk's Department of Recreation; and third-Party Users. And clarifying timing and situations determining Priority Use. (The Agreement has been passed by the School Board and is awaiting Signature by the School Superintendent)
4. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Calf Pasture Beach and immediate surrounding grounds by Third Taxing District for their Summer Concert Series to be held on Sunday, July 20th and 27th, August 10th, 17th, 24th, and 31st, 2025 from 5:00 P.M. to 7:00 P.M. Set-up time by 3:00 P.M. Saturday with tear-down by 8:00 P.M. Approximately 500 people.
5. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Veteran's Park and immediate surrounding grounds by Triangle Community Center for their Pride in the Park to be held on June 14th, 2025 from 2:00 P.M. to 8:00 P.M. with a rain date of Sunday, June 15th. Set-up time by 12:00 P.M. Friday, June 13th with tear-down by 12:00 P.M. Monday, June 16th. Approximately 10,000 people.
6. Authorize Mayor, Harry W. Rilling, to execute any and all documents necessary to grant an electrical and gas utility easement to Eversource in the vicinity of Williams Street, Norwalk, Connecticut, for purposes of access and maintenance.P&Z 8-24 Referral: Referral of the proposed easement in the vicinity of Williams Street, Norwalk, Connecticut, for purposes of access and maintenance, for review and report.
7. Authorize Mayor, Harry W. Rilling, to execute any and all documents necessary to grant a temporary electrical and gas utility easement to Eversource in the vicinity of Marvin Street, Norwalk, Connecticut, for purposes of access and maintenance..P&Z 8-24 Referral: Referral of the proposed easement in the vicinity of Marvin Street, Norwalk, Connecticut, for purposes of access and maintenance, for review and report.
8. Authorize Mayor, Harry W. Rilling, to execute any and all documents necessary to grant an electrical and gas utility easement to Eversource in the vicinity of Calf Pasture Beach Road, Norwalk, Connecticut, for purposes of access and maintenance.P&Z 8-24 Referral: Referral of the proposed easement in the vicinity of Calf Pasture Beach Road, Norwalk, Connecticut, for purposes of access and

maintenance, for review and report.

9. Authorize the purchasing agent to issue a sole source purchase order in an amount not to exceed \$125,000 to PlanIt Geo, for the additional inventory of 25,000 trees, from grant account 380000 5790 G0058.

D. COMMUNITY SERVICES

1. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with CINTAS Corporation for a period of five (5) years, in the amount of \$2,476.00 for year one (1) increased by 3% for each year thereafter. Account # 0120-70-5276.
2. Authorize the Mayor, Harry W. Rilling, to execute agreements with CT State Community College – Norwalk for Health Department staff and volunteers to use space on CT State Norwalk campus for the Know Your Numbers health screening program on various dates between April 1, 2025 and March 31, 2026.
3. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with Carver Foundation, Inc. to provide financial assistance for the 2025 Summer Enrichment Program in the amount of \$147,000. Account No. 012010-5A0620.

E. ECONOMIC AND COMMUNITY DEVELOPMENT

1. Authorize the Mayor, Harry W. Rilling, to enter into any and all Project Authorization Letters and other documents required by Conn. DOT needed for expenditure of funds under the Connecticut Department of Transportation's Urban Action Grant (UAG) Program for Route 53 Chestnut Hill Road Sidewalk Project.

**ACCT: 0924 3750 5777 C0824
0925 3750 5777 C0824**

2. Authorize the Mayor, Harry W. Rilling, to execute an Agreement between the City of Norwalk and VHB for 100% Design Services, Bid Advertisement, and Bid Analysis for the Roundabout at the Intersection of South Main Street, Meadow Street, Wilson Avenue, & Meadow Street Extension, in an amount not to exceed \$377,000.

ACCT: 0924 3750 5777 C0835

3. Authorize the Mayor, Harry W. Rilling, to enter into any and all documents and agreements required by the Connecticut Department of Transportation (CT DOT) to accept funding related to the West Rocks Road Sidewalk Project under both state project(s) 102-365 and 102-374.
4. Authorize the Mayor, Harry W. Rilling, to execute any and all documents to amend the Plan of Conservation and Development to implement the recommendations of the

Affordable Housing Action Plan.

- VIII. RESOLUTIONS FROM COMMON COUNCIL**
- IX. MOTIONS POSTPONED TO A SPECIFIC DATE**
- X. SUSPENSION OF RULES**
- XI. ADJOURNMENT**



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Mayor Rilling called the meeting to order at 7:31 p.m. and led the Assembly in reciting the Pledge of Allegiance.

I. ROLL CALL

Ms. Dixon called the Roll as follows:

Council at Large:	Mr. Gregory Burnett Mr. Johan Lopez	Mr. Joshua Goldstein Ms. Barbara Smyth
District A:	Ms. Nicol Ayers	Mr. Jalin Sead
District B:	Mr. Dajuan Wiggins	Ms. Darlene Young

District C:	Ms. Nicole Eaddy	Ms. Anne Wennerstrand
District D:	Ms. Heather Dunn	Mr. Douglas W. Sutton
District E:	Mr. James Frayer	Ms. Lisa Shanahan

At Roll Call there were fourteen (14 Common Councilmembers present and one (1) Common Council member absent (Ms. Niedzielski Eichner). A Quorum was present.

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

II. ACCEPTANCE OF MINUTES

A. Regular Meeting: February 25, 2025

The following corrections and additions were made to the minutes:

page 10, paragraph two. should state "She announced the state legislature approved \$829,000 in special education funding that will be for this fiscal year.

Ms. Ayers expressed her thanks to all the department heads because they have done all the hard work. They have gone line by line and understood the impact of every dollar. They have had to cut and to our understanding they have done it and are still doing it and still looking at the budget to see where they can tighten up to do what is best for the citizens.

Ms. Ayers addressed those individuals that were here today and said she wished they had stayed and not left but she understood. She said words matter and what she hears is people saying is cut she said they are not cutting anything. The law will not allow cuts to the Board of Education budget. She said the cap is really a 4% increase above what they got last year. She said she did not know where that narrative came from. She said she wanted to take this opportunity to say they are not cutting funds that are already in our school system. She said she is a parent and her child has received various services throughout the years and she has had many positive experiences in Norwalk public schools as well as some negative but she had more positive experiences in Norwalk public schools than negative. She said she chalked that up to some wonderful professional outstanding administrators, teachers, janitors, lunch people and security guards who chose each day to walk in those buildings taking care of the precious gift which is our children. She said she also has to be honest and said they do prioritize the school system. She explained that everybody may or may not know how they prioritize the school system. Ms. Ayers said that last year they knew they were in a crunch so this committee came together with the mayor's office and made a special appropriation for special education. They prioritized the schools by building new schools and updating schools. She explained bills were passed to increase security cameras and cover the SROs.

Ms. Ayers said that outside of the Board of Education budget, this body prioritizes and supports schools more than the average person realizes. She described an agenda item that directly gives services to the Norwalk Public Schools. As a City and as the administration under Mayor Rilling this Common Council has prioritized the students because they understand the importance of what they need to be successful. She said they all want the students to grow, but she added she has a problem with the narrative that has been brought forth.

Ms. Ayers talked about the narrative over removing nurses from the schools. She said she did not think that was lawful and that they could not cut nurses in a schools where they have children with everything from asthma to seizures; however, that is what is being told to the parents. She said as a parent, she would be scared too, but that is the narrative that went out. She said the other narrative that went out was over class size increases. Ms. Ayers said she thought there was a State Statute that class sizes can only be a certain size. In addition, there are multiple unions in the school system that ensures the teachers are not being taken advantage of.

Ms. Ayers said they have to stop trying to get people to come out by scaring them. The truth is the City is getting less taxes and are asking to do more with less. She said they are not backing down from that challenge, but they are realistic in what they can do. It is not like they don't want to give the schools more money, because essentially, they are giving them more money. They are getting 4% more than they got last year, but it's the school systems decision of what they do with that.

Ms. Ayers said if she was not in this position, she would attend every Board of Education meeting. The conversation needs about keeping critical individuals in place. She said there is a line item in the Board of Education's budget – fringe benefits. She said she wanted to understand fringe benefits and said it is a good chunk of change. She asked if they could fund some people they were asked to cut if they took out fringe benefits.

Ms. Ayers said she recognizes the heart of the parents and they need to look at this at the micro level. She said the Common Council makes decisions across the City for the benefit of everyone. Ms. Ayers said that during the Finance Claims Committee she heard people say they it was ok to pay an additional \$200.00. She noted that \$200.00 is extra above the tax increase. She asked about those citizens who are struggling to pay what they already have to pay. She said they have to consider what everyone can pay and try to find a happy medium.

Ms. Ayers said this is her first time where she is not raising an amendment to raise the budget for the Board of Education. She said she can't ask for an amendment when they do not know what is coming down the road. She said they have to think about the next four years. Ms. Ayers said she supported the recommended cap that has been presented.

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

III. PUBLIC PARTICIPATION

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

Ms. Romney Donald introduced herself and described her daughter's academic achievements.

Ms. Donald explained that she has faced mistreatment from within the City from local politicians, community leaders and within the workforce housing program. She said these are not isolated incidents, but reflect broader patterns of inequity that need to be addressed.

Ms. Donald addressed two agenda items – the tax abatement for Meadow Gardens and the appointment of Mr. Habansky as the new Chief of Economic and Community Development.

Ms. Donald said these decisions will impact Norwalk Black residents and she wants to ensure they are made with transparency and accountability. Affordable housing remains a crisis, but she said she rarely sees data on who is actually benefiting from workforce housing in section -8 programs. She said that nearly one half of the Black households in CT are rent burdened. She said the Norwalk Black population is steadily declining despite the City's overall population growth. Gentrification is forcing Black families out and affordable housing initiatives often serve those already at an advantage.

Ms. Donald asked that the public data be released to show who is actually benefiting. With the appointment of the new Chief of Economic and Community Development she hopes to see a focus on inclusive growth. A 2022 study showed that Black business owners in gentrifying cities dropped by nearly 50% when redevelopment projects favored wealthier newcomers.

Ms. Donald asked how this administration will ensure that economic development will support Black residents rather than price them out. She also asked how it will support Black owned businesses, home ownership pathways and workforce opportunities.

Ms. Donald said Norwalk's DEI Officer resigned last year, during Black History Month due to alleged mistreatment by City officials. She said that was met with silence not just from leadership but from organizations that typically advocate for racial equity. She said that national data shows White women benefit from DEI programs, while Black communities continue to struggle. She asked how Norwalk will ensure equity remains a local priority.

Ms. Donald pointed out that the Democratic Committee's website hasn't been updated in years.

Ms. Donald said Norwalk has an opportunity to lead by example but that requires transparency, accountability and a commitment to inclusive policies. She asked how the City will ensure that Black residents are not left behind in housing and economic opportunities. She expressed her appreciation for the time and effort that goes into these discussions.

Mr. Wilber Joseph introduced himself and said he wanted to address the hiring of Mr. Habansky as the new Chief of Economic and Community Development. He highlighted a critical issue with accessibility at the upcoming Norwalk Recreation Center at 98 South Main Street. He said this \$15.5 renovation is an incredible opportunity but wants to ensure the Black community will have access to this. He noted that the previous center was a cornerstone for the community and its absence left a void. He said they must ensure this facility serves those who need it the most.

Mr. Joseph urged Mr. Habansky and the Common Council to consider how the City will ensure affordability and asked if the programs will reflect cultural events, workshop development and youth mentorship. He asked if there will be a community advisory board with Black representation. Mr. Joseph asked if outreach will be handled with proactive efforts to engage Black residents. He asked how inclusivity will be maintained and if staff and volunteers will receive cultural training to foster a welcoming environment.

Mr. Joseph said the appointment of Mr. Habansky is a chance to reaffirm the City's commitment to equitable growth and asked the Common Council to prioritize his questions.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

1. APPOINTMENTS

**** MS. YOUNG MOVED TO APPROVE THE FOLLOWING APPOINTMENT**

A. STEVE FERGUSON, FIRE COMMISSION

Ms. Young and Mr. Burnett spoke in support of the appointment.

**** MOTION PASSED UNANIMOUSLY**

B. MAYOR'S REMARKS

Mayor Rilling reported they broke ground for the new recreation center in South Norwalk. He expressed his thanks to all involved. He said this is going to be an amazing place for everyone in the community to come and enjoy.

The Mayor's Ball is this Friday and tickets are sold out. He expressed his thanks to Ms. Dixon for all her work organizing the Ball.

Mayor Rilling noted the work going on at the new South Norwalk School. He said the steel is coming out of the ground at the new Norwalk High School.

V. COUNCIL PRESIDENT

A. RESIGNATIONS AND APPOINTMENTS

There were no resignations or appointments announced this evening.

B. CONSENT CALENDAR

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

**** MS. SMYTH MOVED TO APPROVE THE FOLLOWING APPOINTMENT**

1. APPOINTMENT OF ATTORNEY KATHLEEN ROYLE AS ASSISTANT CORPORATION COUNSEL.

Attorney Coppola introduced Attorney Royle. Attorney Royle reviewed her credentials and experience.

**** MOTION PASSED UNANIMOUSLY**

Ms. Smyth and Mr. Goldstein welcomed Attorney Royle.

Ms. Smyth announced that Mr. Lohan would be reading this evening's Consent Calendar.

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

VII. COMMON COUNCIL COMMITTEES

B. PUBLIC SAFETY AND GENERAL GOVERNMENT

3. AUTHORIZE THE DEPARTMENT OF PUBLIC WORKS TO HAVE EVERSOURCE ELECTRIC INSTALL THREE (3) NEW STREET LIGHTS ON THE EXISTING UTILITY POLES ON THE WEST SIDE OF THEODORE LANE AND ONE (1) NEW STREET LIGHT ON THE EXISTING UTILITY POLE IN THE CUL-DE-SAC AT THE SOUTH END OF THEODORE LANE IN ACCORDANCE WITH THE ATTACHED PLAN, AT AN APPROXIMATE COST OF \$100.00 PER MONTH.

4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS AND AGREEMENTS NECESSARY TO ACCEPT GRANT FUNDING UNDER THE CONNECTICUT DEPARTMENT OF TRANSPORTATION HIGHWAY SAFETY PROJECT NUMBER 0205-0712-AH, FY25 DISTRACTED DRIVING HIGH VISIBILITY ENFORCEMENT GRANT.

5. AUTHORIZE THE CHIEF OF POLICE, JAMES WALSH, TO EXECUTE ANY AND ALL DOCUMENTS AND AGREEMENTS AS MAY BE NECESSARY TO IMPLEMENT THE CONNECTICUT DEPARTMENT OF TRANSPORTATION HIGHWAY SAFETY PROJECT NUMBER 0205-0712-AH, FY25 DISTRACTED DRIVING HIGH VISIBILITY ENFORCEMENT GRANT.

C. PUBLIC WORKS

1. APPROVE THE HONORARY NAMING OF THE PORTION OF WOODWARD AVENUE FROM SOUTH MAIN STREET TO BURRITT AVENUE TO BE NAMED REVEREND RAMON FIGUEROA WAY.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A FIRST AMENDMENT AGREEMENT BETWEEN THE CITY OF NORWALK AND TIGHE & BOND, INC. FOR PROJECT DPW2024-1 ON-CALL ENGINEERING SERVICES. THE AGREEMENT IS FOR ONE YEAR, BILLABLE ON AN HOURLY BASIS, FOR A SUM NOT TO EXCEED \$150,000.00, WITH AN OPTION TO EXTEND FOR ONE (1) ADDITIONAL TERM OF ONE (1) YEAR.

ACCOUNT NO. 09 19 4021 5777 C0021

09 21 4021 5777 C0021

09 22 4021 5777 C0021

09 23 4021 5777 C0021

09 24 4021 5777 C0021

09 25 4021 5777 C0021

09 24 4021 5777 C0302

09 25 4021 5777 C0302

09 24 4021 5777 C0315

09 25 4021 5777 C0315

09 19 4021 5777 C0318

09 24 4021 5777 C0318

09 25 4021 5777 C0318

09 24 4021 5777 C0440

09 25 4021 5777 C0440

09 24 4021 5777 C0471

09 25 4021 5777 C0471

09 23 7100 5777 C0583

09 25 7100 5777 C0583

3. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SECOND AMENDMENT AGREEMENT BETWEEN THE CITY OF NORWALK AND WESTON & SAMPSON ENGINEERS, INC., FOR PROJECT

DPW2024-1 ON-CALL ENGINEERING SERVICES. THE AGREEMENT IS FOR A PERIOD OF ONE (1) YEAR, BILLABLE ON AN HOURLY BASIS, FOR A SUM NOT TO EXCEED \$150,000.00/ANNUALLY, WITH AN OPTION TO EXTEND FOR ONE (1) ADDITIONAL TERM OF ONE (1) YEAR.

ACCOUNT NO. 09 19 4021 5777 C0021

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09 22 4021 5777 C0021
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09 25 4021 5777 C0021
09 24 4021 5777 C0302
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09 25 4021 5777 C0315
09 19 4021 5777 C0318
09 24 4021 5777 C0318
09 25 4021 5777 C0318
09 24 4021 5777 C0440
09 25 4021 5777 C0440
09 24 4021 5777 C0471
09 25 4021 5777 C0471
09 23 7100 5777 C0583
09 25 7100 5777 C0583**

4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A FIRST AMENDMENT AGREEMENT BETWEEN THE CITY OF NORWALK AND AI ENGINEERS, INC FOR PROJECT DPW2024-1 ON-CALL ENGINEERING SERVICES. THE AGREEMENT IS FOR A PERIOD OF ONE (1) YEAR, BILLABLE ON AN HOURLY BASIS, FOR A SUM NOT TO EXCEED \$150,000.00, WITH AN OPTION TO EXTEND FOR ONE (1) ADDITIONAL TERM OF ONE (1) YEAR.

ACCOUNT NO. 09 19 4021 5777 C0021

**09 21 4021 5777 C0021
09 22 4021 5777 C0021
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09 24 4021 5777 C0302
09 25 4021 5777 C0302
09 24 4021 5777 C0315
09 25 4021 5777 C0315
09 19 4021 5777 C0318
09 24 4021 5777 C0318
09 25 4021 5777 C0318**

**09 24 4021 5777 C0440
09 25 4021 5777 C0440
09 24 4021 5777 C0471
09 25 4021 5777 C0471
09 23 7100 5777 C0583
09 25 7100 5777 C0583**

5. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SECOND AMENDMENT BETWEEN THE CITY OF NORWALK AND TIGHE & BOND, INC. FOR PROJECT DPW2024-2 ON-CALL CONSTRUCTION INSPECTION - OBSERVATION SERVICES FOR AN AMOUNT NOT TO EXCEED \$350,000.00, BILLABLE ON AN HOURLY BASIS.

ACCOUNT NO. 09 19 4021 5777 C0021

**09 21 4021 5777 C0021
09 22 4021 5777 C0021
09 23 4021 5777 C0021
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09 25 4021 5777 C0021
09 24 4021 5777 C0302
09 25 4021 5777 C0302
09 24 4021 5777 C0315
09 25 4021 5777 C0315
09 19 4021 5777 C0318
09 24 4021 5777 C0318
09 25 4021 5777 C0318
09 24 4021 5777 C0440
09 25 4021 5777 C0440
09 24 4021 5777 C0471
09 25 4021 5777 C0471**

6. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A PERMANENT SIDEWALK EASEMENT WITH NOREEN R NORMAND OF 31 RICHMOND HILL ROAD FOR CONSTRUCTION OF SIDEWALKS ALONG RICHMOND HILL ROAD FOR PROJECT PM2024-4 PAVING AT VARIOUS LOCATIONS.

7. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A PERMANENT SIDEWALK EASEMENT WITH CONNIE C HERTZ & MARTIN HERTZ OF 33 RICHMOND HILL ROAD FOR CONSTRUCTION OF SIDEWALKS AND DRIVEWAY APRON ALONG RICHMOND HILL ROAD FOR PROJECT PM2024-4

8. AUTHORIZE THE MAYOR, HARRY W. RILLING TO AWARD A CONTRACT AGREEMENT WITH COLONNA CONCRETE AND ASPHALT PAVING, LLC, IN THE AMOUNT OF \$1,212,365.00 WITH A 10 % CONTINGENCY OF \$121,365.60 FOR PROJECT TMP2024-7 HOSPITAL HILL VILLAGE SAFETY ENHANCEMENT PROJECT.

ACCOUNT NO. 36 37 51 5799 G0067

09 24 3750 5777 C0649

09 25 3750 5777 C0649

9. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN EXTENSION FOR A 1 (ONE) YEAR AGREEMENT WITH A. VITTI EXCAVATORS, LLC PROJECT TMP 2022-4 CONCRETE SERVICES ADAROW IMPROVEMENTS AT VARIOUS LOCATIONS FOR AN AMOUNT NOT TO EXCEED \$500,000.00 WITH A CONTINGENCY OF 10% OF \$50,000.00.

ACCOUNT NO. 09 20 4120 5777 C0649

09 24 3750 5777 C0677

09 23 4120 5777 C0441

09 24 3750 5777 C0441

09 23 4120 5777 C0649

09 24 3750 5777 C0649

09 23 4120 5777 C0824

09 24 3750 5777 C0824

09 26 3750 5777 C0824

09 26 3750 5777 C0649

10. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A TEMPORARY RIGHT OF ENTRY AGREEMENT WITH LINDA MAKOWSKI TO ENTER OVER A CERTAIN PORTION OF 164 GRUMMAN AVENUE FOR CONSTRUCTION ACCESS, SLOPE MODIFICATION PURPOSES IN CONNECTION WITH THE SIDEWALK INSTALLATION FOR PROJECT PM 2023-5 PAVEMENT MANAGEMENT PROGRAM.

11. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A TEMPORARY RIGHT OF ENTRY AGREEMENT WITH NANCY D'ACUNTO TO ENTER OVER A CERTAIN PORTION OF 170 GRUMMAN AVENUE FOR CONSTRUCTION ACCESS, SLOPE MODIFICATION PURPOSES IN CONNECTION WITH THE SIDEWALK INSTALLATION FOR PROJECT PM 2023-5 PAVEMENT MANAGEMENT PROGRAM.

12. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH PARADIGM SOFTWARE, LLC.. FOR THE PURCHASE OF A SOFTWARE PLATFORM TO MANAGE THE TRUCK SCALES AND CUSTOMER ACCOUNTS AT THE CITY TRANSFER STATION AND YARD WASTE SITE; IN AN AMOUNT NOT TO EXCEED \$40,332.08 PLUS AN

**ANNUAL SUPPORT AND SERVICE FEE OF \$11,515.00 THAT WILL BE
RENEWED ON AN ANNUAL BASIS.**

ACCOUNT NO. 01 40 42 5299

01 13 70 5742

09 22 4021 5777 C0798

D. ECONOMIC AND COMMUNITY DEVELOPMENT

**1. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO ANY
AND ALL AGREEMENTS RELATED TO RIGHT OF ENTRY AND ACCESS TO
THE USPS POST OFFICE AT 2 BELDEN AVENUE; AND ALL OTHER
AGREEMENTS AND DOCUMENTS REQUIRED THEREUNDER.**

**** MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

A. FINANCE AND CLAIMS COMMITTEE

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

**1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN
AGREEMENT WITH THE NORWALK HOUSING AUTHORITY, SOUND
COMMUNITIES, INC. AND SC MEADOW GARDENS LLC FOR THE
ABATEMENT OF REAL PROPERTY TAXES PURSUANT TO C.G.S. § 8-215 AND
NORWALK CODE 58-1 ET. SEQ. AT A RATE OF FIVE PERCENT (5%) OF THE
AGGREGATE RENTS COLLECTED WITH RESPECT TO
THE MEADOW GARDENS AFFORDABLE HOUSING DEVELOPMENT
EXCLUDING ANY RENTAL ASSISTANCE SUBSIDIES, AND REDUCED BY
DIRECT COSTS OF UTILITIES AND TRASH PAYMENTS PAID
BY THE DEVELOPER FOR SUCH FISCAL YEAR FOR THE FOLLOWING
INITIAL TERM: (I) SIXTEEN (16) YEARS FROM THE DATE OF COMPLETION
OF THE PROJECT AS REFLECTED BY THE ISSUANCE OF THE FIRST
CERTIFICATE OF OCCUPANCY OR TEMPORARY CERTIFICATE OF
OCCUPANCY FOR THE LAST UNIT IN THE PROJECT, OR (II) EIGHTEEN (18)
YEARS FROM THE DATE WHEN ALL PARTIES HAVE SIGNED THE
AGREEMENT, WHICHEVER SHALL OCCUR FIRST, WHICH INITIAL TERM
SHALL AUTOMATICALLY BE EXTENDED FOR AN ADDITIONAL TWELVE
(12) YEARS ABSENT AN UNCURED DEFAULT.**

Attorney Callahan explained that Meadow Gardens has been a long time option for affordable housing in Norwalk. This authorization is relative the financial aspects of this project. He fielded questions from Common Council members. Mr. Wiggins asked if there was an automatic extension after 50 years. Attorney Callahan said there is no defaulting. Mr. Lopez asked if the

bank offered any concessions. Attorney Callahan said he had hoped people from HUD would be in attendance this evening. He said the City's relationship with the Housing Authority is transparent. Attorney Coppola said he would be very surprised if there is any negotiations. The abatement agreement always gets extended and this is probably underwritten.

Mr. Burnett asked Attorney Callahan to expand on the intent of the tax abatement and how it will help the residents of Meadow Gardens. Attorney Callahan explained it directly helps the residents by making the apartments affordable. Mr. Goldstein said this is a vital project and a genuine affordable housing issue. He suggested that if any issues come through that they go through the Committee process.

Mr. Wiggins said he approved of this item and suggested listening to the people. He said a lot of his friends can't afford to live here, although this project is moving in the right direction. He said minorities, particularly Black people are being pushed out of the City.

Ms. Eaddy asked if after 30 years, this property could potentially not be affordable if the Common Council does not approve it. Ms. Lisa Endo, Vice President of Development said they would not be able to due to financing through Freddie Mac.

**** MOTION PASSED UNANIMOUSLY**

Mayor Rilling said he wanted to give the Housing Authority a lot of credit.

C. PUBLIC SAFETY AND GENERAL GOVERNMENT

**** MR. SEAD MOVED TO APPROVE THE FOLLOWING APPOINTMENT**

1. CONFIRM THE APPOINTMENT AND HIRE OF JAY P. HABANSKY AS THE CHIEF OF ECONOMIC AND COMMUNITY DEVELOPMENT FOR THE CITY OF NORWALK.

AND TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN EMPLOYMENT CONTRACT WITH JAY P. HABANSKY, WITH COMPENSATION AND BENEFITS THEREUNDER CONSISTENT WITH § 35B-2.B. OF THE CODE.

Mr. Sead described his interview with Mr. Habansky and noted he had strong knowledge of the City and Planning and Zoning. They also talked about affordable housing. Ms. Dunn said she had major concerns. Mr. Burnett asked Mr. Habansky what he planned to focus on in the next 90-120 days. Mr. Habansky explained he will meet with the immediate staff to get a better understanding of who reports to him.

**** MOTION PASSED WITH ONE (1) VOTE IN OPPOSITION (MS. DUNN)**

VIII. RESOLUTIONS FROM COMMON COUNCIL

There were no resolutions from Common Council members this evening.

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

There were no motions postponed to a specific date this evening.

X. SUSPENSION OF RULES

There were no suspensions of the rules this evening.

XI. ADJOURNMENT

**** MS. SHANAHAN MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further discussion, and the meeting was unanimously adjourned at 8:39 p.m.

ATTEST: _____
Irene Dixon, City Clerk

VII.A.



CITY OF NORWALK

Tax Collector's Office

Department of Finance

125 East Avenue Room 105

Norwalk, CT 06851

Phone: 203- 854-7731 (main line)

Fax: 203-854-7770

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance and Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: March 7, 2025
Re: Tax Collector's Narrative for **February 2025** End of Month report

As of the end of February 2025, having completed eight months of our fiscal year, we collected more than \$361 million against our nearly \$372 million adjusted levy. As noted in prior months, the net adjusted levy has been reduced from the original budgeted levy due to stipulated judgments in adjudicated property tax appeal cases related to the 2018 (prior) revaluation. Our net levy increased in December 2024 with the infusion of \$4.6 million in supplemental motor vehicle taxes on the 2023 grand list, billed as of January 1, 2025, but still remains reduced overall by more than \$2.3 million due to stipulated judgments.

As of the end of February 2025, our current collection rate for all tax types, including the supplemental motor vehicle levy, was **97.07%**, up from 91% as of the end of January 2025. We also collected **98.09%** of our sewer use levy, more than \$18 million, and **85.06%** of the Industrial Pretreatment Program (IPP) fee billing on behalf of the WPCA. Compared with the prior fiscal year, we ended February 2025 slightly ahead of last year for collection of taxes (0.13%), sewer use (0.13%) and the IPP fee (1.18%).

We also collected more than \$6 million in past due taxes, interest and fees during the first eight months of the fiscal year. This amount is (net) more than \$3.8 million more than what had been collected in back taxes during the same period last fiscal year. The increase is due to the tax sale we held on September 9, 2024. All these figures are net of refunds and credits, and in both the current and in the prior fiscal year, a sizeable portion of our past due collections were basically consumed by credits, as noted above.

Beginning in June 2024, the tax collector's office assumed responsibility for billing and for collecting a monthly municipal tax on gross receipts from cannabis sales within Norwalk. We receive information monthly from the Connecticut Department of Revenue Services on what the gross sales were, and how much tax is owed to the city. The tax rate is 3% of gross sales, and the tax is paid by all cannabis retailers, hybrid retailers and micro cultivators. From April 2024 through the end of the month of February 2025, we have collected nearly \$228,000 in municipal cannabis tax. These funds are turned over to the Comptroller's office. We include cannabis tax receipts in a one-line notation at the bottom of our monthly reports.

Our delinquent tax collector continues to work with the Department of Health to identify establishments with past due taxes that need to be brought current before a new health permit is issued. Many of these permits renewed in January. She also continues filing Uniform Commercial Code (UCC-1) liens with the office of the Secretary of the State of Connecticut to secure payment of past due business personal property taxes.

Our third-party collection agency continues to bill on our behalf for suspended motor vehicle accounts. Through the end of January 2025, in conjunction with their efforts, we had collected a total of \$1,214,455 in past due motor vehicle taxes and interest due to the City. This agency's fees are charged *in addition to* the taxes and interest due to the City and are paid by the taxpayers who owe the past due bills; we collect what is due to us in full, and do not sacrifice any of what is due to the City. We began working with this company in December 2022.

We still have obligations concerning our September 2024 tax sale, six months later. We collected in excess of \$6.5 million directly on tax sale properties. Out of the original 225 properties, 212 paid in full prior to the day of the sale. On the day of the sale, we were left with 7 properties. The tax sale website remains up: <https://storymaps.arcgis.com/stories/00d984cac70d4ae49f41a8936c0c638f> and this site is also reachable from the tax collector's home page. Owners of the sold properties have six months from the date of the sale to redeem their properties by paying off the bidders. The last day to redeem is Monday, March 10, 2025. Deeds in the name of the successful bidders will be filed on Tuesday morning, March 11, 2025 for properties that are not redeemed. We have four properties that will potentially deed over to new owners on March 11. We will update our website next week once the disposition of the remaining four properties is known.

We are issuing delinquent notices, called demand for payment notices, later this month with a pay-by date of March 31, 2024. Initially, we are sending notices for real estate and business personal property taxes in March, and will follow up with motor vehicle demand notices next month. We expect to file our lien continuing certificates in the Norwalk land records after April 1. Later this spring, we will continue to work on collection enforcement, including a wage garnishment initiative for City and Board of Education employees who owe past due Norwalk property taxes.

Looking ahead, we will work with our Assessor's office and our software provider to implement the significant changes to our motor vehicle assessment and taxation processes brought about by recent state legislation. Information about these changes will be included on the city website, and we will continue to update taxpayers and others as new information becomes available.

As policy makers continue in the budget process and move toward setting tax rates for the July 2025 tax billing, we recognize that approximately 86% – 90% of the City of Norwalk's operating revenue is generated from property taxes. Maintaining a high current and back tax collection rate allows the budget making authority to set lower mill rates, as there can be less of an allowance for "uncollectible" taxes - taxes not timely paid when billed. Conversely, a lower collection rate, and less efficient tax collection, would require higher mill rates, and a correspondingly higher tax levy to be borne by all taxpayers. This principle inspires all our billing and tax collection enforcement activities, and requires our persistent and consistent collection efforts at all times and in all circumstances.

The Finance and Claims Committee is scheduled to meet on Thursday, March 13. I would like to share that this date marks my 25 year anniversary of employment with the City of Norwalk. In that time, I have worked under four mayors and five CFOs; with four assessors and three software systems, and the tax levy has increased from approximately \$167 million (in 2000) to upwards of \$400 million.

I will continue to keep all stakeholders informed of our progress.

**TAX COLLECTOR'S REPORT
FEBRUARY 2025**

FISCAL YEAR 2024-2025 (2023 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 24 - FEB 25	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	\$30,485,520.62	\$26,873,080.57	88.15%	\$30,048,690.24	(\$436,830.38)	89.43%
AUTOMOBILE-SUPPLEMENTAL	\$4,617,948.35	\$3,436,781.39	74.42%	\$4,592,244.99	(\$25,703.36)	74.84%
PERSONAL PROPERTY	\$24,660,647.62	\$23,289,961.10	94.44%	\$24,552,774.89	(\$107,872.73)	94.86%
REAL ESTATE	\$314,512,159.95	\$307,445,975.52	97.75%	\$312,744,972.01	(\$1,767,187.94)	98.31%
TOTAL TAX	\$374,276,276.54	\$361,045,798.58	96.47%	\$371,938,682.13	(\$2,337,594.41)	97.07%
SEWER USE	\$19,044,215.00	\$18,624,262.65	97.79%	\$18,987,820.50	(\$56,394.50)	98.09%
IPP FEE	\$167,750.00	\$167,984.41	100.14%	\$197,499.52	\$29,749.52	85.06%

FISCAL YEAR 2023-2024 (2022 GRAND LIST)	ORIGINAL LEVY	JUN 23 - FEB 24				
AUTOMOBILE-REGULAR	\$30,725,059.50	\$25,866,950.20	84.19%	\$29,485,458.48	(\$1,239,601.02)	87.73%
AUTOMOBILE-SUPPLEMENTAL	\$4,210,689.03	\$3,102,047.95	73.67%	\$4,205,173.52	(\$5,515.51)	73.77%
PERSONAL PROPERTY	\$22,422,652.30	\$21,206,570.72	94.58%	\$22,223,561.27	(\$199,091.03)	95.42%
REAL ESTATE	\$325,927,765.40	\$317,650,475.27	97.46%	\$323,506,625.23	(\$2,421,140.17)	98.19%
TOTAL TAX	\$383,286,166.23	\$367,826,044.14	95.97%	\$379,420,818.50	(\$3,865,347.73)	96.94%
SEWER USE	\$18,240,059.00	\$18,049,518.14	98.96%	\$18,425,678.00	\$185,619.00	97.96%
IPP FEE	\$199,250.00	\$166,699.09	83.66%	\$198,749.84	(\$500.16)	83.87%

TAX DIFFERENCE 2023 G.L. vs. 2022 G.L. INCREASE/(DECREASE)	(\$9,009,889.69)	(\$6,780,245.56)	0.50%	(\$7,482,136.37)	\$1,527,753.32	0.13%
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SEWER DIFFERENCE 2023 G.L. vs. 2022 G.L. INCREASE/(DECREASE)	\$804,156.00	\$574,744.51	-1.16%	\$562,142.50	(\$242,013.50)	0.13%
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IPP DIFFERENCE 2023 G.L. vs. 2022 G.L. INCREASE/(DECREASE)	(\$31,500.00)	\$1,285.32	16.48%	(\$1,250.32)	\$30,249.68	1.18%
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BACK TAXES COLLECTED	FISCAL YR 2024-2025 (JUL 24 - FEB 25)	FISCAL YR 2023-2024 (JUL 23 - FEB 24)	CUR YR vs. PRIOR YR INC/(DEC)
PRIOR TAXES	\$3,634,506.03	\$384,533.08	\$3,249,972.95
PRIOR SEWER USE FEE	\$156,418.27	\$147,727.79	\$8,690.48
PRIOR IPP FEE	\$10,381.57	\$8,269.09	\$2,112.48
TOTAL PRIOR TAX, SEWER & IPP	\$3,801,305.87	\$540,529.96	\$3,260,775.91
CURRENT INTEREST	\$663,353.22	\$625,557.09	\$37,796.13
PRIOR INTEREST	\$1,014,964.17	\$900,784.06	\$114,180.11
SEWER USE FEE INTEREST	\$79,632.45	\$55,603.17	\$24,029.28
IPP FEE INTEREST	\$6,792.70	\$4,382.24	\$2,410.46
TOTAL INTEREST COLLECTED	\$1,764,742.54	\$1,586,326.56	\$178,415.98
PRIOR LIEN FEE	\$13,473.43	\$9,167.87	\$4,305.56
CURRENT LIEN FEE	\$0.00	\$0.00	\$0.00
TOTAL LIEN FEE COLLECTED	\$13,473.43	\$9,167.87	\$4,305.56
MISC FEES COLLECTED**	\$444,186.98	\$78,039.81	\$366,147.17
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	\$6,023,708.82	\$2,214,064.20	\$3,809,644.62
TOTAL TAX BILLED/PAID ON GROSS RECEIPTS FROM CANNABIS (2024 YTD)			\$ 227,689.66

AGENDA

CLAIMS COMMITTEE MEETING

MAR 13TH 2025

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED	REASON
MOTOR VEHICLE		
ACAR LEASING LTD	22/23-MV-SEE ATTACHED \$3,916.39	PRORATION
AFENTOULIDIS NIKITAS	23-MV-300858 \$212.19	ABATEMENT
AINSWORTH JAMES	23-MV-301200 \$23.41	PRORATION
BLATNEY STEPHEN R 3 RD	23-MV-306496 \$133.87	PRORATION
BLATTMAN ERIC M	23-MV-306498 \$40.74	PRORATION
BONNIST ROBIN T	23-MV-401337 \$186.65	ABATEMENT
BRANCACCIO WILLIAM G	23-MV-307375 \$184.05	PRORATION
BRENNAN IRENE & TIMOTHY	23-MV-401445 \$632.22	PRORATION
CAB EAST LLC	23-MV-308919 \$301.29	PRORATION
CAB EAST LLC	23-MV-308888 \$493.45	PRORATION
CARLUCCI PETER L III	23-MV-310308 \$209.59	PRORATION
CARRANZA EDWIN L	23-MV-310459 \$79.89	PRORATION
CCAP AUTO LEASE	23-MV-311460 \$62.23	PRORATION
CCAP AUTO LEASE	21/23-MV-SEE ATTACHED \$1,954.14	ABMNT/PRORTN
CHARISE ALAIN P	23-MV-376973 \$303.73	PRORATION
COUNTY CONSTRUCTION	21-MV-801235 \$72.33 + \$7.59 INT	ABATEMENT
	22-MV-402715 \$68.86 + \$5.16 INT	ABATEMENT
	23-MV-314981 \$69.79	ABATEMENT
DEBONE DARREN P	23-MV-316906 \$66.80	PRORATION
DRUKS JEANETTE M	23-MV-403430 \$557.63	PRORATION
DYACHOK YAROSLAV	23-MV-319894 \$496.64	PRORATION

FINANCIAL SER VEH TRUST	23-MV-323210 \$738.47	ABATEMENT
GASTON THOMAS Y	22-MV-404797 \$437.48	PRORATION
	22-MV-325804 \$33.91	PRORATION
	23-MV-326107 \$738.46	PRORATION
GIBSON EILEEN F	23-MV-326706 \$121.95	PRORATION
GOMEZ DIEGO A	23-MV-405026 \$182.41	PAYMENT ERROR
GUALPA VASQUEZ GLORIA P	23-MV-328851 \$24.28	PRORATION
HAMMER PAUL CHRISTIAN	21-MV-328475 \$224.48 + \$26.94 INT	ABATEMENT
HARGROVE GORDON LEONARD	23-MV-329915 \$179.30	PRORATION
HONDA LEASE TRUST	22/23-MV-SEE ATTACHED \$1,591.71	ABMNT/PRORTN
HONDA LEASE TRUST	22/23-MV-SEE ATTACHED \$1,966.73	PRORATION
HONDA LEASE TRUST	21-MV-331123 \$569.43	PRORATION
	22-MV-332095 \$547.58	PRORATION
	23-MV-332344 \$116.76	PRORATION
HONDA LEASE TRUST	23-MV-331757 \$702.11	ABMNT/PRORTN
	23-MV-331825 \$629.75	ABMNT/PRORTN
	23-MV-332006 \$476.32	ABMNT/PRORTN
HONDA LEASE TRUST	23-MV-332162 \$569.41	PRORATION
HOOGLIUTER GONZALEZ J	23-MV-377711 \$421.49	PAID IN ERROR
HYUNDAI LEASE TITLING	23-MV-333177 \$163.44	PRORATION
	23-MV-333301 \$256.44	PRORATION
HYUNDAI LEASE TITLING	23-MV-333408 \$106.73	PRORATION
JASENOSKY LUKE D	23-MV-334650 \$652.83	ABATEMENT
LAWSON CALVIN C/O		
TRACEY HAMMER	23-MV-339703 \$113.28 + \$6.79 INT	PRORATION
	23-MV-339704 \$72.38 + \$4.35 INT	PRORATION
LOPEZ-VILLALOBOS CARLOS A	23-MV-341485 \$242.80	PRORATION
MAGNUSEN MARK N	21-MV-341080 \$231.69	OVERPAYMENT

MSAAD DAREK L	23-MV-348575 \$78.16 + \$8.21 INT	PRORATION
MUHLFELD ERIC R	23-MV-348615 \$22.98	PRORATION
	23-MV-348616 \$87.25	PRORATION
NASH DONALD W	23-MV-349410 \$156.62	PRORATION
NISSAN INFINITI LT	22/23-MV-SEE ATTACHED \$2,266.78	PRORATION
NISSAN INFINITI LT	23-MV-350600 \$175.29	PRORATION
	23-MV-409616 \$499.59	PRORATION
NISSAN INFINITI LT	23-MV-350157 \$132.34	PRORATION
PETERS DIANE F & KEITH	23-MV-410411 \$161.23	PAID IN ERROR
PLATH JENNIFER L	23-MV-355558 \$144.97	PRORATION
PORSCHE LEASING LTD	22-MV-355008 \$2,044.18	ABATEMENT
	23-MV-355851 \$1,719.08	ABATEMENT
PREZZIE WILLIE L	23-MV-356212 \$93.06	PRORATION
REXRODE HARLAN L JR	23-MV-410987 \$57.52	PRORATION
RICK PINTO SWIMMING POOL	23-MV-358348 \$22.20	PRORATION
ROMERO WILLIAM	23-MV-359911 \$162.46 + \$7.31 INT	PRORATION
SAQUICARAY CAJAM LUIS G	23-MV-362100 \$62.97 + \$5.67 INT	PRORATION
SCHAEFER JAMES ROY	22-MV-361415 \$110.38	PRORATION
SHAPIRO LAUREN R	23-MV-363469 \$65.67	ABATEMENT
SOLTES SARAH J	22-MV-364020 \$73.36	PRORATION
STCLOUD CLEVENS & MARJORIE	23-MV-365779 \$22.08	PRORATION
STEWART JAMES E JR	23-MV-412499 \$12.17	ABATEMENT
TOMASCAK SHANNON M	23-MV-368543 \$347.16	PRORATION
TOYOTA LEASE TRUST	23-MV-SEE ATTACHED \$9,209.56	PRORATION
TOYOTA LEASE TRUST	23-MV-369029 \$577.30	PRORATION
	23-MV-369426 \$414.67	PRORATION
TOYOTA LEASE TRUST	22/23-MV-SEE ATTACHED \$2,771.42	ABMNT/PRORTN
	22/23-MV-SEE ATTACHED \$3,104.72	ABMNT/PRORTN
	22-MV-412919 \$53.56	PRORATION

	22-MV-368597 \$90.73	PRORATION
TRUJILLO JUAN C	23-MV-370240 \$21.91 + \$.63 INT	PRORATION
USB LEASING LT	23-MV-370940 \$855.97	ABATEMENT
USB LEASING LT	23-MV-413494 \$420.69	PRORATION
US BANK NA	23-MV-370929 \$398.89	PRORATION
USB LEASING LT	23-MV-370962 \$537.76	PRORATION
USB LEASING LT	23-MV-371051 \$727.10	PRORATION
VAN ROOYEN THANA	23-MV-371673 \$14.87	PRORATION
VARELA-SANCHEZ JOSE L	23-MV-371706 \$33.70	PRORATION
VAULT TRUST	22/23-MV-SEE ATTACHED \$760.16	PRORATION
VT INC TSTEE WOLT	23-MV-373550 \$523.74	PRORATION
VW CREDIT LEASING	22-MV-372741 \$363.35	PRORATION
VW CREDIT LEASING	22/23-MV-SEE ATTCHED \$5,992.17	ABATEMENT
VW CREDIT LEASING	23-MV-373784 \$238.09	PRORATION
WILLIAMS MARCIA S	22-MV-414018 \$621.13 + \$83.85 INT	ABATEMENT

REAL ESTATE

CONRAD TAYLOR M & MARGARET

4 HEATHCOTE RD

5-35-21-0

22-RE-117177 \$396.00

PER WPCA NO SEWER

CORELOGIC TAX SERVICE

6 KEITH STREET

2-35-58-0

22-RE-118977 \$120.60

INT CHARGED IN ERROR

CORELOGIC TAX SERVICE

15 LEDGEBROOK DR

5-64-200-22GL2

23-RE-113412 \$116.74

PAID IN ERROR

CORELOGIC TAX SERVICE

25 PONUS AVENUE

5-56-155-0

23-RE-103561 \$2,899.08

OVERPAYMENT

CORELOGIC TAX SERVICE

5 STONY BROOK RD

5-20-24-0

23-RE-105572 \$4,315.74

DUPLICATE PAYMENT

D&R INCORPORATED OF NORWALK

40 MEADOW ST

2-91-51-0

23-RE-106622 \$3,674.37

OVERPAYMENT

ESPOSITO JOHN P

312 NEWTOWN AVE

5-29-68-0

23-RE-108652 \$75.32

OVERPAYMENT

GAMBALE MARYANN TRUSTEE

2 BLUE MOUNTAIN CT

5-13-67-2

20-RE-110101 \$207.45

23-RE-110070 \$113.94

MILL RATE CORRECTION

HARBORVIEW NORWALK LLC

43 HARBOR AVE UNIT 49A

1-12-10-49A

22-RE-113469 \$109.49

OVERPAYMENT

HOTEL ZERO DEGREES

353 MAIN AVENUE

140729

21-PP-201429 \$493.18

22-PP-201387 \$3,139.23

DUPLICATE PAYMENT

IVANKO SHELLY TRUSTEE

9 APPLETREE LANE

5-46-134-0

23-RE-112999 \$4,652.52

PAID IN ERROR

KEYBANK REAL ESTATE CAPITAL C/O CORELOGIC COMMERCIAL

212 ROWAYTON AVENUE

6-23A-42-0

23-RE-122860 \$5,876.55

ABMNT/OVERPAYMENT

KINNEARY WILLIAM J & BARBARA

4 BLUE MOUNTAIN CT

20-RE-114221 \$185.70

5-13-67-4

23-RE-114208 \$102.94

MILL RATE CORRECTION

KORTZE LUCIA/LOMBARDI SALVATORE

5 BLUE MOUNTAIN CT

5-13-67-5

20-RE-114500 \$224.41

MILL RATE CORRECTION

MCDONALD NIKI & MATTHEW

6 BLUE MOUNTAIN CT

20-RE-117350 \$247.51

5-13-67-6

23-RE-117315 \$134.28

MILL RATE CORRECTION

THREE HUNDRED THIRTY THREE WILSON LLC

16 MEADOW ST EXT

5-83-138-0

23-RE-126294 \$955.75

OVERPAYMENT

12 MEADOW ST EXT

5-83-137-0

23-RE-126293 \$87.74

OVERPAYMENT

SPECIAL REQUEST

ACAR LEASING LTD

22/23-MV-SEE ATTACHED \$15,375.60

ABMNT/PRORTNS

Inquiry Report			NORWALK TAX COLLECTOR			Interest Date : 02/05/2025			Page : 1		
Bill#	Unique_id	Dist	Name	Address	City/State/zip	Prop Loc/Veh. Info./Plan-Sew	MBL/LINK #	TOT Inst	Tax Due	Due Now	Balance
						Flags		TOT Adj	Int Due	L/F/Bint Due	Discount
								TOT Paid			
2022-03-0300301-00	300301	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/3GCPYFED8KG230888/2019/CHEVR/SILVERAD	Bank - M002	948.53	-158.40	-158.40	-158.40
								-158.40	0.00	0.00	0.00
2022-03-0300321-00	300321	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/1GNEVHKW7LJ185077/2020/CHEVR/TRVERSE	Bank - M002	822.70	-411.33	-411.33	-411.33
								-411.33	0.00	0.00	0.00
2022-03-0300324-00	300324	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/3GNAXUEV3LL223322/2020/CHEVR/EQUINOX	Bank - M002	545.97	-181.80	-181.80	-181.80
								-181.80	0.00	0.00	0.00
2022-03-0300439-00	300439	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/KL7CJPSB8KB935742/2019/CHEVR/TRAX 1LT	Bank - M002	433.48	-252.72	-252.72	-252.72
								-252.72	0.00	0.00	0.00
2022-03-0300588-00	300588	M002	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/3GNCJNSB5LL147760/2020/CHEVR/TRAX LS	Bank - M002	460.14	-460.14	-460.14	-460.14
								-460.14	0.00	0.00	0.00
2023-03-0300256-00	300256	M052	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/3GNAXUEV5MS124489/2021/CHEVR/EQUINOX	LINK # 2023-MV-0046040	549.22	-320.18	-320.18	-320.18
							Back Taxes/Bank - M052	-320.18	0.00	0.00	0.00
2023-03-0300300-00	300300	M052	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/3GCPYFED8KG230888/2019/CHEVR/SILVERAD	LINK # 2023-MV-0046044	917.97	-917.97	-917.97	-917.97
							Back Taxes/Bank - M052	-917.97	0.00	0.00	0.00
2023-03-0300325-00	300325	M052	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/KL7CJPSB8KB935742/2019/CHEVR/TRAX 1LT	LINK # 2023-MV-0046047	394.39	-394.39	-394.39	-394.39
							Back Taxes/Bank - M052	-394.39	0.00	0.00	0.00
2023-03-0300330-00	300330	M052	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/1GKKNXLS5MZ129874/2021/GMC/ACADIA D	LINK # 2023-MV-0046047	936.80	-468.40	-468.40	-468.40
							Back Taxes/Bank - M052	-468.40	0.00	0.00	0.00
2023-03-0300509-00	300509	M052	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON TX 76014-4106	/1GNEVGKW4MJ121090/2021/CHEVR/TRVERSE	LINK # 2023-MV-0046065	702.11	-351.06	-351.06	-351.06
							Back Taxes/Bank - M052	-351.06	0.00	0.00	0.00
# Of Acct (s) : 10						6,711.31			-3,916.39	-3,916.39	-3,916.39
						-3,916.39			0.00	0.00	0.00
						6,711.31			0.00	0.00	0.00

Inquiry Report Bill# Unique_id Dist	NORWALK TAX COLLECTOR Name Address City/State/Zip	Interest Date : 12/24/2024 Prop Loc/Veh. Info./Plan-Sew MBL/LINK # Flags	TOT Inst TOT Adj TOT Paid	Page : 1			Balance Due Now Discount
				Tax Due	Int Due	L/F/Bint Due	
2021-03-0311138-00 31138 1	CCAP AUTO LEASE LTD 1601 ELM ST DALLAS TX 75201	AR34862/3C4NJDDB2JT315606/2018/JEEP/COMPASS /DMV CIVLS: 140270-5106616-0Y	526.77 -526.77 526.77	-526.77 0.00 0.00			-526.77 -526.77 0.00
2023-03-03111283-00 311283 M006	CCAP AUTO LEASE LTD 1601 ELM ST DALLAS TX 75201	AP68229/1C4RJFBG7MC754180/2021/JEEP/GRAND CH LINK # 2023-MV-0046113 Back Taxes/Bank - M006/DMV CIVLS: 140270-6374829-Y	749.83 -62.23 749.83	-62.23 0.00 0.00			-62.23 -62.23 0.00
2023-03-03111287-00 311287 M006	CCAP AUTO LEASE LTD 1601 ELM ST DALLAS TX 75201	AP80516/1C4RJFBG5LC364158/2020/JEEP/GRAND CH LINK # 2023-MV-0046114 Back Taxes/Bank - M006/DMV CIVLS: 140270-5905733-Y	693.02 -635.50 693.02	-635.50 0.00 0.00			-635.50 -635.50 0.00
2023-03-03111367-00 311367 M006	CCAP AUTO LEASE LTD 1601 ELM ST DALLAS TX 75201	AY88365/3C4NJDDB5LT132770/2020/JEEP/COMPASS LINK # 2023-MV-0046122 Back Taxes/Bank - M006/DMV CIVLS: 140270-5924690-Y	512.54 -341.87 512.54	-341.87 0.00 0.00			-341.87 -341.87 0.00
2023-03-03111431-00 311431 M006	CCAP AUTO LEASE LTD 1601 ELM ST DALLAS TX 75201	BS88725/1C4PJMDX4MD132140/2021/JEEP/CHEROKEE LINK # 2023-MV-0046128 Back Taxes/Bank - M006/DMV CIVLS: 140270-6178958-Y	665.11 -387.77 665.11	-387.77 0.00 0.00			-387.77 -387.77 0.00
# Of Acct (s) : 5			3,147.27 -1,954.14 3,147.27	-1,954.14 0.00 0.00			-1,954.14 -1,954.14 0.00

12/24/2024 10:23:23

Inquiry Report			NORWALK TAX COLLECTOR		Interest Date : 02/13/2025		Page : 1		Balance	
Bill#	Unique_id	Dist	Name	Address	City/State/Zip	Prop Loc/Veh. Info./Plan-Sew	TOT Inst	Tax Due	Due Now	Discount
						MBL/LINK #	TOT Adj	Int Due		
						Flags	TOT Paid	L/F/Bint Due		
2022-03-0331411-00	331411	M056	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA GA 30022	/1HGCY2F3XLA030442/2020/HONDA/ACCORD S	681.39	-567.60	-567.60	-567.60
						Bank - M056	-567.60	0.00	-567.60	0.00
							681.39	0.00		
2023-03-0332116-00	332116	M061	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA GA 30022	/1HGCY2F3XLA030442/2020/HONDA/ACCORD S	592.40	-592.40	-592.40	-592.40
						LINK # 2023-MV-0046315	-592.40	0.00	-592.40	0.00
						Bank - M061	592.40	0.00		
2023-03-0332289-00	332289	M061	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA GA 30022	/7FARW2H7XME020450/2021/HONDA/CR-V SE	613.49	-102.44	-102.44	-102.44
						LINK # 2023-MV-0046332	-102.44	0.00	-102.44	0.00
						Bank - M061	613.49	0.00		
2023-03-0332323-00	332323	M061	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA GA 30022	/3C2RU6H52NM709994/2022/HONDA/HR-V EX	581.68	-193.69	-193.69	-193.69
						LINK # 2023-MV-0046335	-193.69	0.00	-193.69	0.00
						Bank - M061	581.68	0.00		
2023-03-0332500-00	332500	M061	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA GA 30022	/5J8TC2H79LL035867/2020/ACURA/RDX	811.82	-135.58	-135.58	-135.58
						LINK # 2023-MV-0046353	-135.58	0.00	-135.58	0.00
						Bank - M061	811.82	0.00		
# Of Acct (s) : 5							3,280.78	-1,591.71	-1,591.71	0.00
							-1,591.71	0.00	-1,591.71	0.00
							3,280.78	0.00		

Inquiry Report				NORWALK TAX COLLECTOR				Interest Date : 08/13/2024				Page : 11				Balance			
Bill#				Name				Prop Loc/Veh. Info./Plan-Sew				TOT Inst				Tax Due			
Unique_id				Address				MBL/LINK #				TOT Adj				Int Due			
Dist				City/State/Zip				Flags				TOT Paid				L/F/Bint Due			
2022-03-0331481-00				HONDA LEASE TRUST				AX14269/SHFK7H82LU411556/2020/HONDA/CIVIC EX				202.24				-134.91		-134.91	
331481				11675 GREAT OAKS WAY SUITE 200				Bank - M056/DMV CIVLS: 139794-5737327-ON				-134.91				0.00		-134.91	
M056				ALPHARETTA GA 30022								202.24				0.00		0.00	
332123				HONDA LEASE TRUST				65000/2HKGFC2F64MH540172/2021/HONDA/CIVIC LX				554.50				-415.88		-415.88	
M056				11675 GREAT OAKS WAY SUITE 200				Bank - M056/DMV CIVLS: 139794-5383801-N				-415.88				0.00		-415.88	
				ALPHARETTA GA 30022								554.50				0.00		0.00	
2023-03-0331803-00				HONDA LEASE TRUST				484PLS/2HKGFC2F64MH540172/2021/HONDA/CIVIC LX				490.15				-245.08		-245.08	
331803				11675 GREAT OAKS WAY SUITE 200				LINK # 2023-MV-0046283				-245.08				0.00		-245.08	
M061				ALPHARETTA GA 30022				Bank - M061/DMV CIVLS: 139794-6175514-Y				490.15				0.00		0.00	
2023-03-0331815-00				HONDA LEASE TRUST				532XLY/2HKGFC2F68LH559533/2020/HONDA/CIVIC LX				440.81				-404.23		-404.23	
331815				11675 GREAT OAKS WAY SUITE 200				LINK # 2023-MV-0046284				-404.23				0.00		-404.23	
M061				ALPHARETTA GA 30022				Bank - M061/DMV CIVLS: 139794-5913417-Y				440.81				0.00		0.00	
2023-03-0331940-00				HONDA LEASE TRUST				922XLY/2HKGFC2F68LH559533/2021/HONDA/ACCORD E				644.66				-644.66		-644.66	
331857				11675 GREAT OAKS WAY SUITE 200				LINK # 2023-MV-0046289				-644.66				0.00		-644.66	
M061				ALPHARETTA GA 30022				Bank - M061/DMV CIVLS: 139794-6483884-Y				644.66				0.00		0.00	
2023-03-0331940-00				HONDA LEASE TRUST				AF83904/2HKGFC2F68LH559533/2022/HONDA/CR-V EX				699.19				-582.43		-582.43	
331940				11675 GREAT OAKS WAY SUITE 200				LINK # 2023-MV-0046297				-582.43				0.00		-582.43	
M061				ALPHARETTA GA 30022				Bank - M061/DMV CIVLS: 139794-6763539-Y				699.19				0.00		0.00	
2023-03-0332205-00				HONDA LEASE TRUST				BA23683/2HKGFC2F68LH559533/2020/HONDA/CR-V EXL				654.39				-600.08		-600.08	
332205				11675 GREAT OAKS WAY SUITE 200				LINK # 2023-MV-0046323				-600.08				0.00		-600.08	
M061				ALPHARETTA GA 30022				Bank - M061/DMV CIVLS: 139794-6030688-Y				654.39				0.00		0.00	
# Of Acct (s) : 7													3,685.94			-3,027.27		-3,027.27	
													-3,027.27			0.00		-3,027.27	
													3,685.94			0.00		0.00	

Inquiry Report			NORWALK TAX COLLECTOR		Interest Date : 02/13/2025		Page : 1		Balance	
Bill#	Unique_id	Dist	Name	Address	City/State/Zip	Prop Loc/Ven.Info./Plan-Sew	TOT Inst	Tax Due	Due Now	Discount
			MBL/LINK #			TOT Adj		Int Due		
			Flags			TOT Paid		L/F/Bint Due		
2022-03-0349768-00	349768	M066	NISSAN INFINITI LT LLC	P O BOX 254648	SACRAMENTO CA 95865	/3N1AB7A7KY445687/2019/NISSA/SENTEA S	400.43	-333.55	-333.55	-333.55
			Bank - M066			-333.55		0.00	-333.55	
						400.43		0.00	0.00	
2023-03-0350145-00	350145	M046	NISSAN INFINITI LT LLC	P O BOX 254648	SACRAMENTO CA 95865	/JN8AT3CB4MW213776/2021/NISSA/ROGUE SL	665.11	-498.82	-498.82	-498.82
			LINK # 2023-MV-0046493			-498.82		0.00	-498.82	
			Bank - M046			665.11		0.00	0.00	
2023-03-0350224-00	350224	M046	NISSAN INFINITI LT LLC	P O BOX 254648	SACRAMENTO CA 95865	/5N1DR2BMXLC593173/2020/NISSA/PATHEIND	538.51	-269.25	-269.25	-269.25
			LINK # 2023-MV-0046501			-269.25		0.00	-269.25	
			Bank - M046			538.51		0.00	0.00	
2023-03-0350390-00	350390	M047	NISSAN INFINITI LT LLC	8900 FREEPORT PKWY ATTN:	SACRAMENTO CA 95865	/5N1BT3BB9NC729793/2022/NISSA/ROGUE SV	643.68	-536.17	-536.17	-536.17
			IRVING TX 75063			-536.17		0.00	-536.17	
			LINK # 2023-MV-0030060			643.68		0.00	0.00	
			Bank - M047							
2023-03-0350626-00	350626	M046	NISSAN INFINITI LT LLC	P O BOX 254648	SACRAMENTO CA 95865	/5N1A22BS2LN162378/2020/NISSA/MURANO S	531.05	-354.21	-354.21	-354.21
			LINK # 2023-MV-0046541			-354.21		0.00	-354.21	
			Bank - M046			531.05		0.00	0.00	
2023-04-0409504-00	409504	S816	NISSAN INFINITI LT LLC	P O BOX 254648	SACRAMENTO CA 95865	/5N1BT3AB8PC888244/2023/NISSA/ROGUE S	658.94	-274.78	-274.78	-274.78
			LINK # 2023-MS-0010944			-274.78		0.00	-274.78	
			Bank - S816			658.94		0.00	0.00	
						3,437.72		-2,266.78	-2,266.78	
						-2,266.78		0.00	-2,266.78	
						3,437.72		0.00	0.00	

Of Acct (s) : 6

FEB 04 2025

Inquiry Report				Interest Date : 02/04/2025				Page : 1			
NORWALK TAX COLLECTOR				Prop Loc/Veh. Info./Plan-Sew				TOT Inst			
Name				MBL/Link #				TOT Adj			
Address				Flags				TOT Paid			
City/State/zip								L/F/Bint Due			
								Tax Due			
								Int Due			
								Balance			
								Due Now			
								Discount			
2023-03-0369103-00		TOYOTA LEASE TRUST		AC18257/JM3KFBDM9M1475492/2021/MAZDA/CX-5 GRA				627.13	-52.07	-52.07	
369103		3200 WEST RAY ROAD		LINK # 2023-MV-0046579				-52.07	0.00	-52.07	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-6492172-Y							
2023-03-0369314-00		TOYOTA LEASE TRUST		AY40868/JM3TCBCY3L0421174/2020/MAZDA/CX-9 TOU				627.13	0.00	0.00	
369314		3200 WEST RAY ROAD		LINK # 2023-MV-0046600				617.06	-308.53	-308.53	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-5855082-Y				-308.53	0.00	-308.53	
2023-03-0369328-00		TOYOTA LEASE TRUST		AZ01054/JM3KFBM3L0757602/2020/MAZDA/CX-5 SPO				617.06	0.00	0.00	
369328		3200 WEST RAY ROAD		LINK # 2023-MV-0046601				521.96	-521.96	-521.96	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-5930529-Y				-521.96	0.00	-521.96	
2023-03-0369340-00		TOYOTA LEASE TRUST		AZ70100/3MVDMBM7PM576061/2023/MAZDA/CX-30 PR				521.96	0.00	0.00	
369340		3200 WEST RAY ROAD		LINK # 2023-MV-0046602				677.76	-169.44	-169.44	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-7177020-Y				-169.44	0.00	-169.44	
2023-03-0369349-00		TOYOTA LEASE TRUST		AZ92625/JM3KFBM3L0772331/2020/MAZDA/CX-5 SPO				677.76	0.00	0.00	
369349		3200 WEST RAY ROAD		LINK # 2023-MV-0046603				521.96	-391.47	-391.47	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-5988191-Y				-391.47	0.00	-391.47	
2023-03-0369352-00		TOYOTA LEASE TRUST		BA04455/JM3KFBM8L0855316/2020/MAZDA/CX-5 TOU				521.96	0.00	0.00	
369352		3200 WEST RAY ROAD		LINK # 2023-MV-0046604				537.86	-358.75	-358.75	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-6013371-Y				-358.75	0.00	-358.75	
2023-03-0369370-00		TOYOTA LEASE TRUST		BA47726/JM3TCBDY0M0501998/2021/MAZDA/CX-9 GRA				537.86	0.00	0.00	
369370		3200 WEST RAY ROAD		LINK # 2023-MV-0046605				719.31	-599.18	-599.18	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-6055420-Y				-599.18	0.00	-599.18	
2023-03-0369392-00		TOYOTA LEASE TRUST		BA77720/3MVDMBCL7MM221927/2021/MAZDA/CX-30 PR				719.31	0.00	0.00	
369392		3200 WEST RAY ROAD		LINK # 2023-MV-0046608				580.71	-532.51	-532.51	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-6077365-Y				-532.51	0.00	-532.51	
2023-03-0369393-00		TOYOTA LEASE TRUST		BA77725/JM3KFBM5M0327928/2021/MAZDA/CX-5 TOU				580.71	0.00	0.00	
369393		3200 WEST RAY ROAD		LINK # 2023-MV-0046608				591.42	-492.64	-492.64	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-6080125-Y				-492.64	0.00	-492.64	
2023-03-0369417-00		TOYOTA LEASE TRUST		BB25367/JM3KFBM4M0359320/2021/MAZDA/CX-5 TOU				591.42	0.00	0.00	
369417		3200 WEST RAY ROAD		LINK # 2023-MV-0046610				591.42	-295.71	-295.71	
M087		CHANDLER AZ 85226		Back Taxes/Bank - M087/DMV CIVLS: 139809-6173042-Y				-295.71	0.00	-295.71	
2023-03-0369420-00		TOYOTA LEASE TRUST		BB26554/3MVDMBAL4MM226814/2021/MAZDA/CX-30 SE				591.42	0.00	0.00	

369420-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046610 Back Taxes/Bank - M087/DMV CIVLS: 139809-6126053-Y	506.05 -337.55 -337.55 506.05	-337.55 0.00 0.00	-337.55 -337.55 0.00
2023-03-0369421-00	TOYOTA LEASE TRUST	BB26561/JM1BPBDL5M1324954/2021/MAZDA/3 PREMIUM	583.96 -340.45	-340.45 0.00	-340.45 -340.45
369421-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046611 Back Taxes/Bank - M087/DMV CIVLS: 139809-6131073-Y	583.96	0.00	0.00
2023-03-0369423-00	TOYOTA LEASE TRUST	BB26573/JM3KFBDM8M1362294/2021/MAZDA/CX-5 TOU	591.42 -344.79	-344.79 0.00	-344.79 -344.79
369423-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046611 Back Taxes/Bank - M087/DMV CIVLS: 139809-6136928-Y	591.42	0.00	0.00
2023-03-0369424-00	TOYOTA LEASE TRUST	BB26584/JM1DKFB7M1504497/2021/MAZDA/CX-3 SPO	506.70 -337.97	-337.97 0.00	-337.97 -337.97
369424-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046611 Back Taxes/Bank - M087/DMV CIVLS: 139809-6142317-Y	506.70	0.00	0.00
2023-03-0369434-00	TOYOTA LEASE TRUST	BB55917/JM3KFBDMXM0332685/2021/MAZDA/CX-5 GRA	627.13 -470.35	-470.35 0.00	-470.35 -470.35
369434-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046612 Back Taxes/Bank - M087/DMV CIVLS: 139809-6139670-Y	627.13	0.00	0.00
2023-03-0369456-00	TOYOTA LEASE TRUST	BB82758/JM3KFBDM7M1310816/2021/MAZDA/CX-5 GRA	627.13 -104.72	-104.72 0.00	-104.72 -104.72
369456-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046614 Back Taxes/Bank - M087/DMV CIVLS: 139809-6199693-Y	627.13	0.00	0.00
2023-03-0369480-00	TOYOTA LEASE TRUST	BC31502/JM3KFBAY6M0354478/2021/MAZDA/CX-5 GRA	675.49 -281.69	-281.69 0.00	-281.69 -281.69
369480-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046616 Back Taxes/Bank - M087/DMV CIVLS: 139809-6235844-Y	675.49	0.00	0.00
2023-03-0369501-00	TOYOTA LEASE TRUST	BD03433/JM3TCBCY7M0524227/2021/MAZDA/CX-9 TOU	654.39 -272.89	-272.89 0.00	-272.89 -272.89
369501-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046619 Back Taxes/Bank - M087/DMV CIVLS: 139809-6297173-Y	654.39	0.00	0.00
2023-03-0369506-00	TOYOTA LEASE TRUST	BD15200/JM1NDAL78M0453524/2021/MAZDA/MX-5 MIA	643.03 -160.74	-160.74 0.00	-160.74 -160.74
369506-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046619 Back Taxes/Bank - M087/DMV CIVLS: 139809-6321229-Y	643.03	0.00	0.00
2023-03-0369524-00	TOYOTA LEASE TRUST	BD33312/JM3KFBDMXM0400629/2021/MAZDA/CX-5 TOU	591.42 -147.85	-147.85 0.00	-147.85 -147.85
369524-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046621 Back Taxes/Bank - M087/DMV CIVLS: 139809-6332476-Y	591.42	0.00	0.00
2023-03-0369542-00	TOYOTA LEASE TRUST	BD56327/JM1BPBKL4M1344793/2021/MAZDA/3 SELECT	546.95 -91.34	-91.34 0.00	-91.34 -91.34
369542-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046623 Back Taxes/Bank - M087/DMV CIVLS: 139809-6365703-Y	546.95	0.00	0.00
2023-03-0369553-00	TOYOTA LEASE TRUST	BD67883/3MVDMBDL1M264190/2021/MAZDA/CX-30 PR	618.04 -103.22	-103.22 0.00	-103.22 -103.22
369553-M087	3200 WEST RAY ROAD CHANDLER AZ 85226	LINK # 2023-MV-0046624 Back Taxes/Bank - M087/DMV CIVLS: 139809-6354041-Y	618.04	0.00	0.00

2023-03-0369661-00	TOYOTA LEASE TRUST	BF82214/JM3TCBCY9N0602301/2022/MAZDA/CX-9 TOU	618.04	0.00	0.00
369661	3200 WEST RAY ROAD	LINK # 2023-MV-0046635	692.37	-173.07	-173.07
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6569634-Y	-173.07	0.00	-173.07
2023-03-0369663-00	TOYOTA LEASE TRUST	BF82225/JM3KFBCM0N0539878/2022/MAZDA/CX-5 PRE	692.37	0.00	0.00
369663	3200 WEST RAY ROAD	LINK # 2023-MV-0046635	658.94	-329.47	-329.47
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6573595-Y	-329.47	0.00	-329.47
2023-03-0369685-00	TOYOTA LEASE TRUST	BG18959/JM3KFBBM2N0535283/2022/MAZDA/CX-5 SEL	658.94	0.00	0.00
369685	3200 WEST RAY ROAD	LINK # 2023-MV-0046637	641.41	-213.59	-213.59
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6570319-Y	-213.59	0.00	-213.59
2023-03-0369690-00	TOYOTA LEASE TRUST	BG29633/JM3KFBA7N0571374/2022/MAZDA/CX-5	641.41	0.00	0.00
369690	3200 WEST RAY ROAD	LINK # 2023-MV-0046637	603.76	-502.94	-502.94
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6621051-Y	-502.94	0.00	-502.94
2023-03-0369712-00	TOYOTA LEASE TRUST	BG62520/7MMVABEM1FN102799/2023/MAZDA/CX-50 PR	603.76	0.00	0.00
369712	3200 WEST RAY ROAD	LINK # 2023-MV-0046640	831.63	-138.90	-138.90
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6674652-Y	-138.90	0.00	-138.90
2023-03-0369783-00	TOYOTA LEASE TRUST	BJ09240/JM3KFBBY4N0640466/2022/MAZDA/CX-5 SIG	831.63	0.00	0.00
369783	3200 WEST RAY ROAD	LINK # 2023-MV-0046647	830.98	-692.21	-692.21
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6824454-Y	-692.21	0.00	-692.21
2023-03-0369939-00	TOYOTA LEASE TRUST	LABKAB/JM3KFBCM0M1402061/2021/MAZDA/CX-5 TOU	830.98	0.00	0.00
369939	3200 WEST RAY ROAD	LINK # 2023-MV-0046662	591.42	-443.56	-443.56
M087	CHANDLER AZ 85226	Back Taxes/Bank - M087/DMV CIVLS: 139809-6332843-Y	-443.56	0.00	-443.56
# OF Acct (s) : 29			591.42	0.00	0.00
			18,008.81	-9,209.56	-9,209.56
			-9,209.56	0.00	-9,209.56
			18,008.81	0.00	0.00

Inquiry Report			NORWALK TAX COLLECTOR			Interest Date : 12/18/2024		Page : 1		Balance	
Bill#	Unique_id	Dist	Name	Address	City/State/Zip	Prop Loc/Veh. Info./Plan-Sew	MBL/LINK #	TOT Inst	Tax Due	Due Now	
						Flags		TOT Adj	Int Due	Discount	
								TOT Paid	L/F/Bint Due		
2022-03-0367863-00	367863	M096	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER AZ 85226	AN62764/JTJH2MDA7M2053577/2021/LEXUS/RX 350		1,069.54	-178.62	-178.62	
						Bank - M096/DMV CIVLS: 139809-6163337-ON		-178.62	0.00	-178.62	
								1,069.54	0.00	0.00	
2022-03-0368171-00	368171	M096	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER AZ 85226	BE90013/3TMCZ5AN5NM459524/2022/TOYOT/TACOMA D		930.40	-697.78	-697.78	
						Bank - M096/DMV CIVLS: 139809-6488426-ON		-697.78	0.00	-697.78	
								930.40	0.00	0.00	
2023-03-0369194-00	369194	M087	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER AZ 85226	AN62764/JTJH2MDA7M2053577/2021/LEXUS/RX 350		958.22	-958.22	-958.22	
						LINK # 2023-MV-0046588		-958.22	0.00	-958.22	
						Back Taxes/Bank - M087/DMV CIVLS: 139809-6163337-Y		958.22	0.00	0.00	
2023-03-0369610-00	369610	M087	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER AZ 85226	BE90013/3TMCZ5AN5NM459524/2022/TOYOT/TACOMA D		936.80	-936.80	-936.80	
						LINK # 2023-MV-0046629		-936.80	0.00	-936.80	
						Back Taxes/Bank - M087/DMV CIVLS: 139809-6488426-Y		936.80	0.00	0.00	
								3,894.96	-2,771.42	-2,771.42	
								-2,771.42	0.00	-2,771.42	
								3,894.96	0.00	0.00	

Of Acct (s) : 4

DEC 18 2024

Inquiry Report			Interest Date : 12/11/2024			Page : 1		
Bill#	Report	Collector	Name	Address	City/State/Zip	Prop Loc/Veh. In Co./Plan-Sew	TOT Inst	Tax Due
Unique_id						MBL/LINK #	TOT Adj	Int Due
Dist						Flags	TOT Paid	L/F/Bint Due
2022-03-0367899-00			TOYOTA LEASE TRUST			AF36335/2T2B2MCA9KC190220/2019/LEXUS/RX 350	900.54	-750.15
367899			3200 WEST RAY ROAD			Bank - M096/DNV CIVLS: 139809-5591065-ON	-750.15	-750.15
M096			CHANDLER AZ 85226				900.54	0.00
2022-03-0368034-00			TOYOTA LEASE TRUST			364UWH/2T2S2MDA9LC219816/2020/LEXUS/RX 350 F	997.03	-665.03
368034			3200 WEST RAY ROAD			Bank - M096/DNV CIVLS: 139809-5702447-ON	-665.03	-665.03
M096			CHANDLER AZ 85226				997.03	0.00
2023-03-0369026-00			TOYOTA LEASE TRUST			364UWH/2T2S2MDA9LC219816/2020/LEXUS/RX 350 F	910.18	-910.18
369026			3200 WEST RAY ROAD			LINK # 2023-MV90046571	-910.18	-910.18
M087			CHANDLER AZ 85226			Back Taxes/Bank - M087/DNV CIVLS: 139809-5702447-Y	910.18	0.00
2023-03-0369124-00			TOYOTA LEASE TRUST			AF36335/2T2B2MCA9KC190220/2019/LEXUS/RX 350	779.36	-779.36
369124			3200 WEST RAY ROAD			LINK # 2023-MV90046581	-779.36	-779.36
M087			CHANDLER AZ 85226			Back Taxes/Bank - M087/DNV CIVLS: 139809-5591065-Y	779.36	0.00
# Of Acct (s) : 4							3,587.11	-3,104.72
							-3,104.72	0.00
							3,587.11	0.00

Inquiry Report				Interest Date : 12/12/2024				Page : 1			
NORWALK TAX COLLECTOR				Prop Loc/Veh.Info./Plan-Sew				Tax Due			
Bill#	Name	Address	City/State/Zip	MBL/LINK #	Flags	TOT Inst	TOT Adj	L/F/Bint Due	Balance Due Now	Discount	
Unique_id						TOT Paid					
Dist											
2022-03-0370931-00	VAULT TRUST	500 WOODWARD AVE	DETROIT MI 48226	AV78012/ZASPAKBN7K7C52376/2019/ALFA/STELVIO		719.78	-239.68	-239.68	-239.68	-239.68	
370931				Bank - M103/DMV CIVLS: 115263-5768314-ON		-239.68	0.00	0.00	-239.68	0.00	
M103						719.78					
2022-03-0371039-00	VAULT TRUST			BE66285/1C4HJXDG9KW558249/2019/JEEP/WRANGLER		789.10	-131.77	-131.77	-131.77	-131.77	
371039				Bank - M103/DMV CIVLS: 115263-6487734-ON		-131.77	0.00	0.00	-131.77	0.00	
M103						789.10					
2023-03-0371970-00	VAULT TRUST	500 WOODWARD AVE	DETROIT MI 48226	AV78012/ZASPAKBN7K7C52376/2019/ALFA/STELVIO		579.41	-192.94	-192.94	-192.94	-192.94	
371970				LINK # 2023-MV-0046683		-192.94	0.00	0.00	-192.94	0.00	
M069				Bank - M069/DMV CIVLS: 115263-5768314-Y		579.41					
2023-03-0372090-00	VAULT TRUST			BE66285/1C4HJXDG9KW558249/2019/JEEP/WRANGLER		760.54	-127.02	-127.02	-127.02	-127.02	
372090				LINK # 2023-MV-0046695		-127.02	0.00	0.00	-127.02	0.00	
M069				Bank - M069/DMV CIVLS: 115263-6487734-Y		760.54					
2023-03-0372194-00	VAULT TRUST	500 WOODWARD AVE	DETROIT MI 48226	CWBOYS/1C4HJXDG5MW630633/2021/JEEP/WRANGLER		828.38	-68.75	-68.75	-68.75	-68.75	
372194				LINK # 2023-MV-0046705		-68.75	0.00	0.00	-68.75	0.00	
M069				Bank - M069/DMV CIVLS: 115263-6105037-Y		828.38					
						3,677.21	-760.16	-760.16	-760.16	-760.16	
						-760.16	0.00	0.00	-760.16	0.00	
						3,677.21					

Of Acct (s) : 5

DEC 12 2024

PAYMENT MUST BE RECEIVED BY

FEB 03 2025

TO AVOID INTEREST FROM
BEING CHARGED ON THIS BILL

Inquiry Report				Interest Date : 01/08/2025		Page : 1	
NORWALK TAX COLLECTOR				Prop Loc/Veh. Info./Plan-Sew		Tax Due	
Bill#				MBL/LINK #		Int Due	
Unique_id				Flags		L/F/Bint Due	
Dist				Tot Inst		Balance	
				TOT Adj		Due Now	
				TOT Paid		Discount	
2022-03-0372502-00				734.19		-122.60	
372502				-122.60		-122.60	
M106				734.19		0.00	
2022-03-0372537-00				594.50		-346.59	
372537				-346.59		-346.59	
M106				594.50		0.00	
2022-03-0372606-00				946.40		-551.76	
372606				-551.76		-551.76	
M106				946.40		0.00	
2022-03-0372854-00				784.31		-196.08	
372854				-196.08		-196.08	
M106				784.31		0.00	
2023-03-0373570-00				690.75		-633.43	
373570				-633.43		-633.43	
M094				690.75		0.00	
2023-03-0373594-00				377.19		-377.19	
373594				-377.19		-377.19	
M094				377.19		0.00	
2023-03-0373624-00				644.33		-644.33	
373624				-644.33		-644.33	
M094				644.33		0.00	
2023-03-0373627-00				557.99		-418.48	
373627				-418.48		-418.48	
M094				557.99		0.00	
2023-03-0373657-00				527.15		-527.15	
373657				-527.15		-527.15	
M094				527.15		0.00	
2023-03-0373674-00				815.72		-815.72	
373674				-815.72		-815.72	
M094				815.72		0.00	
2023-03-0373850-00				665.75		-665.75	
373850				-665.75		-665.75	
M094				665.75		0.00	
2023-03-0373922-00				924.14		-693.09	
373922				-693.09		-693.09	
M094				924.14		0.00	
# Of Acct (s) : 12				8,262.42		-5,992.17	
				-5,992.17		-5,992.17	
				8,262.42		0.00	

Reviewed

DEC 11 2024

1

Interest Date : 12/10/2024

Prop Loc/Veh. Info./Plan-Sew

MBL/LINK #

Flags

NORWALK TAX COLLECTOR

Inquiry Report

Bill#

Unique_id

Dist

Name

Address

City/State/Zip

ACAR LEASING LTD

4001 EMBARCADERO DR

ARLINGTON TX 76014-4106

ACAR LEASING LTD

4001 EMBARCADERO DR

ARLINGTON TX 76014-4106

ACAR LEASING LTD

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ACAR LEASING LTD

AX11324/1GNEVHKW9LJ180267/2020/CHEVR/TRVERSE

Bank - M002/DMV CIVLS: 100354-5743428-ON

AH83557/1GNSKHKC1KR236509/2019/CHEVR/SUBURBAN

Bank - M002/DMV CIVLS: 100354-5240610-ON

AV05092/3GNAXUEVOLL200743/2020/CHEVR/EQUINOX

Bank - M002/DMV CIVLS: 100354-5664793-ON

AY18041/1GNSRKBK6LR308609/2020/CHEVR/TAHOE K1

Bank - M002/DMV CIVLS: 100354-5826279-ON

AC98337/2GCVKMEC5K1155144/2019/CHEVR/SILVERAD

Bank - M002/DMV CIVLS: 100354-5335847-ON

AT24696/2GNAXVEX9K6226185/2019/CHEVR/EQUINOX

Bank - M002/DMV CIVLS: 100354-5436282-ON

AS65225/3GNCJPSB3KL258611/2019/CHEVR/TRAX 1LT

Bank - M002/DMV CIVLS: 100354-5295813-ON

AU21820/3GCUYDEB6KG255490/2019/CHEVR/SILVERAD

Bank - M002/DMV CIVLS: 100354-5500808-ON

AY02526/1GNEVFKW7LJ202349/2020/CHEVR/TRVERSE

Bank - M002/DMV CIVLS: 100354-5807136-ON

4APND7/3GNAXYEX4LS10246/2020/CHEVR/EQUINOX

Bank - M002/DMV CIVLS: 100354-5602523-ON

AW63272/3GKALVEV6LL221966/2020/GMC/TERRAIN

Bank - M002/DMV CIVLS: 100354-5765348-ON

AU83028/2GNAXXEV2L6151034/2020/CHEVR/EQUINOX

Bank - M002/DMV CIVLS: 100354-5644408-ON

AW70515/3GNCJLSB2LL190876/2020/CHEVR/TRAX 1LT

Bank - M002/DMV CIVLS: 100354-5644408-ON

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TOT Adj -137.41

TOT Paid 822.70

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M002	ARLINGTON TX 76014-4106	Bank - M002/DMV CIVLS: 100354-5731286-ON	471.87	0.00	0.00
2022-03-0300493-00	ACAR LEASING LTD	BB49220/3G1BE6SM4KS533762/2019/CHEVR/CRUZE LT	425.47	-425.47	-425.47
300493	4001 EMBARCADERO DR		-425.47	0.00	-425.47
M002	ARLINGTON TX 76014-4106	Bank - M002/DMV CIVLS: 100354-6161635-ON	425.47	0.00	0.00
2022-03-0300524-00	ACAR LEASING LTD	BC32587/3GNKBGRS3KS653814/2019/CHEVR/BLAZER L	730.45	-608.46	-608.46
300524	4001 EMBARCADERO DR		-608.46	0.00	-608.46
M002	ARLINGTON TX 76014-4106	Bank - M002/DMV CIVLS: 100354-6217517-ON	730.45	0.00	0.00
2022-03-0300569-00	ACAR LEASING LTD	AX82962/3GKALTEV4LL228001/2020/GMC/TERRAIN	607.30	-354.06	-354.06
300569	4001 EMBARCADERO DR		-354.06	0.00	-354.06
M002	ARLINGTON TX 76014-4106	Bank - M002/DMV CIVLS: 100354-5784653-ON	607.30	0.00	0.00
2022-03-0300589-00	ACAR LEASING LTD	AY64161/1GNEVGKWLJ286690/2020/CHEVR/TRVERSE	757.10	-378.55	-378.55
300589	4001 EMBARCADERO DR		-378.55	0.00	-378.55
M002	ARLINGTON TX 76014-4106	Bank - M002/DMV CIVLS: 100354-5948878-ON	757.10	0.00	0.00
2022-03-0300598-00	ACAR LEASING LTD	AX73445/2GNAXUEV3L16185658/2020/CHEVR/EQUINOX	545.97	-91.19	-91.19
300598	4001 EMBARCADERO DR		-91.19	0.00	-91.19
M002	ARLINGTON TX 76014-4106	Bank - M002/DMV CIVLS: 100354-5906310-ON	545.97	0.00	0.00
2022-03-0300611-00	ACAR LEASING LTD	AG01502/5GAEVAKW9LJ166502/2020/BUICK/ENCLAVE	764.05	-509.62	-509.62
300611	4001 EMBARCADERO DR		-509.62	0.00	-509.62
M002	ARLINGTON TX 76014-4106	Bank - M002/DMV CIVLS: 100354-5669364-ON	764.05	0.00	0.00
# Of Acct (s) : 19			12,838.35	-7,420.62	-7,420.62
			-7,420.62	0.00	-7,420.62
			12,838.35	0.00	0.00

2023 2 4 2023

Inquiry Report
Bill#
Unique_id
Dist

Interest Date : 12/24/2024
Prop Loc/Veh. Info./Plan-Sew
MBL/LINK #
Flags

Page : 1
TOT Inst
TOT Adj
TOT Paid

Balance
Due Now
Discount

NORWALK TAX COLLECTOR		Name		Address		City/State/Zip		Page : 1		TOT Inst		Tax Due		Balance	
Inquiry Report		Bill#		Name		Address		Page : 1		TOT Inst		Tax Due		Balance	
Unique_id		Dist		Name		Address		Page : 1		TOT Inst		Tax Due		Balance	
2022-03-0300464-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300464		M002		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2022-03-0300465-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300465		M002		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2022-03-0300620-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300620		M002		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2022-03-0300622-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300622		M002		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2022-03-0300626-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300626		M002		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2023-03-0300334-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300334		M052		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2023-03-0300362-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300362		M052		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2023-03-0300405-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300405		M052		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2023-03-0300408-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300408		M052		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2023-03-0300410-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300410		M052		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2023-03-0300428-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300428		M052		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	
2023-03-0300439-00				ACAR LEASING LTD		ACAR LEASING LTD		Page : 1		TOT Inst		Tax Due		Balance	
300439		M052		4001 EMBARCADERO DR		ARLINGTON TX 76014-4106		Page : 1		TOT Inst		Tax Due		Balance	

RECEIVED
JAN 09 2025
EVAN LLC

300439	4001 EMBARCADERO DR	LINK # 2023-MV-0046058	856.62	-642.45	-642.45
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DNV CIVLS: 100354-6073691-Y	-642.45	0.00	-642.45
			856.62	0.00	0.00
2023-03-0300440-00	ACAR LEASING LTD	HA68790/1GNSKCKDXMR250729/2021/CHEVR/SUBURBAN			
		1,263.34	-1,158.49	-1,158.49	
300440	4001 EMBARCADERO DR	LINK # 2023-MV-0046058	-1,158.49	0.00	-1,158.49
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DNV CIVLS: 100354-6124390-Y	1,263.34	0.00	0.00
2023-03-0300493-00	ACAR LEASING LTD	BE05349/3GTP9CEKONG163380/2022/GMC/SIERRA L			
300493	4001 EMBARCADERO DR	LINK # 2023-MV-0046063	982.89	-901.32	-901.32
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DNV CIVLS: 100354-6549662-Y	-901.32	0.00	-901.32
			982.89	0.00	0.00
2023-03-0300497-00	ACAR LEASING LTD	BE32462/KL7CJKB7LB316070/2020/CHEVR/TRAX LS			
		373.29	-342.29	-342.29	
300497	4001 EMBARCADERO DR	LINK # 2023-MV-0046064	-342.29	0.00	-342.29
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DNV CIVLS: 100354-6452964-Y	373.29	0.00	0.00
2023-03-0300514-00	ACAR LEASING LTD	BF97132/KL4MMSL2NB085685/2022/BUICK/ENCORE G			
		555.72	-185.06	-185.06	
300514	4001 EMBARCADERO DR	LINK # 2023-MV-0046066	-185.06	0.00	-185.06
M052	ARLINGTON TX 76014-4106	Back Taxes/Bank - M052/DNV CIVLS: 100354-6585099-Y	555.72	0.00	0.00
# Of Acct (s) : 16			12,069.57	-7,954.98	-7,954.98
			-7,954.98	0.00	-7,954.98
			12,069.57	0.00	0.00

RECEIVED
JAN 09 2025
RYAN LLC

From: [Schmitt, Jared](#)
To: [Lam, Chitsamay](#)
Cc: [Burnett, Greg](#); [Burnett, Greg](#)
Subject: RE: March Finance Meeting
Date: Monday, March 10, 2025 10:57:23 AM
Attachments: [image001.png](#)

Greg,

Below is a summary of the change in MV valuation that the legislature recently adopted. The difference is that the value of vehicles under the current law starts at 85%. This alternative method starts at 90%. So, if we adopt the alternative it will generate more MV tax revenue and help to keep Residential Real Estate burden down a bit. We would like to put this on the Finance & Claims agenda and will have language for the resolution by the end of the day today.

Thanks,

Jared

§ 2 — OPTIONAL MOTOR VEHICLE DEPRECIATION SCHEDULE

Current law requires municipal assessors to value vehicles using their manufacturer's suggested retail price (MSRP), subject to a 20-year depreciation schedule. Beginning with the 2024 assessment year (i.e., for tax bills sent out beginning July 1, 2025), the bill allows municipalities to adopt a modified depreciation schedule for vehicles. The modified schedule generally increases, by five percentage points, the taxable portion of a vehicle's MSRP that is subject to property tax. By law, a vehicle's property tax assessment equals its depreciated MSRP value multiplied by 70%.

To adopt the modified schedule, the municipality's legislative body (or board of selectmen where the body is a town meeting) must vote in favor of it. The municipality must then provide certain notice to the

Office of Policy and Management (OPM).

The bill also allows municipalities that published a grand list before the bill's passage to make certain adjustments to their 2024 grand lists and FY 26 budgets and tax levies, subject to certain conditions (see §§ 3 & 6).

Modified Depreciation Schedule

As shown in the table below, the bill allows municipalities to adopt a modified schedule that values new vehicles (up to one year old) at 90% of their MSRPs, rather than 85%, and correspondingly increases the values for older vehicles by five percentage points. By law, unchanged by the bill, the minimum assessment amount is \$500.

Table: Valuations Under the Current Schedule and the Bill's Optional Modified Schedule

--	--

Vehicle Age (in years)	% of MSRP	
	Current Schedule	Modified Schedule
Up to 1	85	90
2	80	85
3	75	80
4	70	75
5	65	70
6	60	65
7	55	60
8	50	55
9	45	50
10	40	45
11	35	40
12	30	35
13	25	30
14	20	25
15-19	15	20
20+	≥ \$500	≥ \$500

Notice to OPM

If a municipality adopts the bill's modified schedule, it must notify OPM within 14 days. The notice must specify the first assessment year

the municipality will begin using the modified schedule and be provided in a form and way the OPM secretary sets.

Jared D. Schmitt

Chief Financial Officer

City of Norwalk

125 East Avenue

Norwalk, CT 06851

Office: 203.854.7870

Cell: 203.970.5034

Email: jschmitt@norwalkct.gov

Website: www.norwalkct.gov



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

TO : MAYOR HARRY RILLING
JARED SCHMITT, CHIEF FINANCIAL OFFICER
TOM ELLIS, BUDGET DIRECTOR

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER 

RE : SPECIAL CAPITAL APPROPRIATION RELATING TO
SCHOOL HVAC GRANT PROJECTS

DATE: FEBRUARY 14, 2025

During the fall of 2023, the City approved Special Appropriation for the City's share of 6 school HVAC improvement projects per State grant application requirements. The 6 schools are Brookside, Marvin, Silvermine, Rowayton, Naramake and Brien McMahon. It is important to note that replacement of existing equipment is not typically eligible for State reimbursement. However, under this program, the City would be eligible for 60% reimbursement consistent with the City's current reimbursement rate. Attached is my original Special Appropriation request letter dated November 9, 2023.

School Name	Project Cost	City Share 40%	State Share 60%
Brien McMahon High School	\$ 8,302,296	\$ 3,320,918	\$ 4,981,378
Brookside Elementary School	\$ 3,327,252	\$ 1,330,900	\$ 1,996,352
Marvin Elementary School	\$ 4,125,212	\$ 1,650,085	\$ 2,475,127
Silvermine Elementary School	\$ 3,025,516	\$ 1,210,206	\$ 1,815,319
Rowayton Elementary School	\$10,658,618	\$ 4,263,447	\$ 6,395,171
Naramake Elementary School	\$ 6,461,876	\$ 2,584,750	\$ 3,877,126

In May 2024, the City was awarded all six projects. Thereafter, we went through a RFP process to retain design engineers, completed the designs, retained a construction manager for 5 of the projects and advertised for and award contract to

a mechanical contractor for equipment replacements at Brookside School (as the sixth project). Our goal is to complete Brookside School improvement project in 2025 since the scope of the work includes replacement of rooftop units and little (if any) hazardous material remediation is required.

At this time, I would like to request the City, through Special Capital Appropriation process, to allocate interim funding for the State's share in order to implement these projects. In order to minimize cash flow concerns, we are developing procedure to request progress reimbursements from the State as we proceed with the projects.

ACTION REQUESTED:

- 1. Approve the allocation of \$4,981,378.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Brien McMahon High School HVAC Improvement project.**
- 2. Approve the allocation of \$1,996,352.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Brookside Elementary School HVAC Improvement project.**
- 3. Approve the allocation of \$2,475,127.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Marvin Elementary School HVAC Improvement project.**
- 4. Approve the allocation of \$1,815,319.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Silvermine Elementary School HVAC Improvement project.**
- 5. Approve the allocation of \$6,395,171.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in compliance with State HVAC grant requirements for Rowayton Elementary School HVAC Improvement project.**
- 6. Approve the allocation of \$3,877,126.00 in Special Capital Appropriation funds for interim funding of the State's 60% share of the project costs in**

compliance with State HVAC grant requirements for Naramake Elementary School HVAC Improvement project.

Cc: Councilwoman Barbara Smyth, Chair,
Land Use and Building Management Committee
Greg Burnett, Chair, Finance Committee
Tom Livingston, Chief-of-Staff
Dr. Alex Estrella, Superintendent of School
Sandra Faioes, Assistant Superintendent, NPS
Lunda Asmani, CFO, NPS



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

TO : MAYOR HARRY RILLING
HENRY DACHOWITZ, CHIEF FINANCIAL OFFICER
TOM ELLIS, BUDGET DIRECTOR

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER

RE : **SPECIAL CAPITAL APPROPRIATION RELATING TO
STATE HVAC SCHOOL GRANT APPLICATION**

DATE: OCTOBER 17, 2023 (*Amended November 9, 2023 in Italic*)

In 2022, the State put in place a school HVAC (Heating, Ventilation and Air Conditioning) grant program. Generally, facility repairs and replacement are not reimbursable by the State. This program offers an opportunity for communities to receive State reimbursement at their normal reimbursement rate. With the recent State Special Legislative action, the City's current reimbursement rate is 60%.

This HVAC grant application has four basic submission requirements. The local school district/the City is required to approve Education Specifications for the specific improvements, complete a conceptual design, prepare professional cost estimates and authorize local share of the costs for each project. The grant application process provides four months between availability of the grant application to submission deadline. However, the required tasks typically would take 4 to 6 months to complete. For last year's grant process, the State was able to approve limited projects. In early September 2023, they issued grant application for a second round of this grant program.

In anticipation of the current grant funding cycle, the City, in collaboration with Norwalk Public Schools, has identified 6 priority projects. These HVAC projects include Brien McMahon, Brookside, Marvin, Silvermine, Naramake and Rowayton Schools. The City issued a RFP for mechanical consultants in May 2023 and the mechanical consultant has since completed the conceptual design and the estimator has completed estimates for each project. The estimated total cost is approximately \$36 million. A detailed scope of work is herein attached.

On October 4, 2023, Land Use and Building Management Committee considered and was supportive of the City's intent to submit grant applications for these projects. Based on the Committee's recommendation, I, on behalf of the Committee, am hereby submitting a Special Capital Appropriation request for the City's shares of these projects. It is important to note that:

- under this special HVAC grant program, subject to State approvals, said projects will be reimbursed at 60%.
- we are confirming with the State whether Rowayton and Naramake schools installation of new central air conditioning projects would be eligible as indoor air quality improvement projects under normal grant process. If so, we may consider the deletion of these two projects from this HVAC grant application process.
- from the City's capital budget allocation perspective, it is anticipated that these projects would be on the Board of Education's priority list for Capital Budget funds for the next 3 to 5 years and these projects would probably not be reimbursable by the State at such time.

The estimated costs for these projects are as follows with the City eligible for 60% reimbursement:

School Name	Project Cost	City Share at 40%
Brien McMahon High School	\$ 8,302,296	\$ 3,320,918
Brookside Elementary School	\$ 3,327,252	\$ 1,330,900
Marvin Elementary School	\$ 4,125,212	\$ 1,650,085
Silvermine Elementary School	\$ 3,025,516	\$ 1,210,206
Rowayton Elementary School	\$10,658,618	\$ 4,263,447
Naramake Elementary School	\$ 6,461,876	\$ 2,584,750

The above projects as listed is our general order of priorities, however, it is our understanding that the State will evaluate each grant application independently from other projects. This request includes funding for the City's share with the understanding that actual expenditure of these Special Appropriation funds will be subject to the City receiving grant for said specific project. The grant submission deadline is December 31, 2023. A detailed schedule has been developed with the anticipation of the needs for special meetings in order for the Common Council to approve the Special Appropriation (under Finance Committee portion of the agenda) and application for the grant (under Land Use and Building Management Committee portion of the agenda) on December 12, 2023.

Thank you for your consideration of this matter. If additional information is required, please advise. Thanks

SUGGESTED ACTIONS:

1. ***Approve the allocation of \$3,320,918.00 in Special Capital Appropriation funds for the City's 40% share of the project costs in compliance with State HVAC grant application requirements for Brien McMahon High School HVAC Improvement project.***
2. ***Approve the allocation of \$1,330,900.00 in Special Capital Appropriation funds for the City's 40% share of the project costs in compliance with State HVAC grant application requirements for Brookside Elementary School HVAC Improvement project.***
3. ***Approve the allocation of \$1,650,085.00 in Special Capital Appropriation funds for the City's 40% share of the project costs in compliance with State HVAC grant application requirements for Marvin Elementary School HVAC Improvement project.***
4. ***Approve the allocation of \$1,210,206.00 in Special Capital Appropriation funds the City's 40% share of the project costs in compliance with State HVAC grant application requirements for Silvermine Elementary School HVAC Improvement project.***
5. ***Approve the allocation of \$4,263,447.00 in Special Capital Appropriation funds for the City's 40% share of the project costs in compliance with State HVAC grant application requirements for Rowayton Elementary School HVAC Improvement project.***
6. ***Approve the allocation of \$2,584,750.00 in Special Capital Appropriation funds for the City's 40% share of the project costs in compliance with State HVAC grant application requirements for Naramake Elementary School HVAC Improvement project.***

Cc: Tom Livingston, Chief-of-Staff
JoAnn Acquarulo, Assistant Building and Facilities Manager
Dr. Alexsandra Estrella, School Superintendent
Sandra Faioes, Assistant School Superintendent
Lunda Asmani, CFO, NPS
Bill Hodel, Facility Director, NPS



CITY OF NORWALK
Joyce Liu
Director/Information
Technology
125 East Avenue Room 203
Norwalk, CT 06851
Office: (203) 854-7714
www.norwalkct.gov
jliu@norwalkct.gov

TO: Finance & Claim Committee

FROM: Joyce Liu, Director of Information Technology

RE: Proposal for Purchase of Microsoft Windows/SQL Server Data Center Licenses

DATE: March 4th, 2025

Dear Finance Committee Members,

I am writing to bring to your attention the urgent need to renew the Microsoft Windows Server and SQL Server Data Center licenses for the City of Norwalk. These licenses are essential for maintaining the functionality, security, and performance of our IT infrastructure, which supports critical operations across various city departments.

The current licenses are set to expire on **March 1, 2025**, with a 30-day grace period. Over the years, we have consistently renewed these licenses to ensure smooth operations, security, and compliance with Microsoft's licensing agreements.

The renewal is critical for the following reasons:

- **Security Updates & Patches** – Regular security updates from Microsoft protect against vulnerabilities and cyber threats.
- **Performance Enhancements** – Routine updates ensure optimal server performance, reducing downtime and improving operational efficiency.
- **License & Compliance Management** – Ensuring compliance with Microsoft's licensing agreements helps avoid potential legal and financial risks.
- **Bug Fixes & Stability** – Maintenance addresses software bugs, preserving server stability and functionality.
- **Hardware & Software Upgrades** – The renewal guarantees that servers remain compatible with the latest technologies.
- **Data Backup & Disaster Recovery** – Ensuring data integrity and recovery options in the event of failures.

Given the critical nature of these licenses for our IT infrastructure and the approaching expiration date, I urge the committee to expedite the approval process to avoid any disruption in city operations.

Please let me know if any additional details are required or if there are any further steps we can take to facilitate this renewal promptly.



CITY OF NORWALK

Joyce Liu

***Director/Information
Technology***

125 East Avenue Room 203

Norwalk, CT 06851

Office: (203) 854-7714

www.norwalkct.gov

jliu@norwalkct.gov

Thank you for your attention to this matter.

Sincerely,

Joyce Liu

IT Director

ACTION REQUESTED:

Authorized the Mayor to enter into a three (3)-year purchase agreement with Softchoice Corporation, Inc. for SQL and Windows Server Maintenance. The annual amount shall not exceed \$19,844.13, with a total amount not to exceed \$59,532.39.

Account # 011370-574C, City IT Cybersecurity.



Softchoice Corporation
314 W Superior St #400
Chicago, IL 60654

Sales/Order desk
Phone: (800) 268-7638
Fax: (800) 268-7639

Quote	Q-2201029
Date	07-Feb-2025

Budgetary Quote

Ship To :
Joyce Liu
City Of Norwalk
125 EAST AVENUE
NORWALK, CT 06856-5125

Bill To:
Joyce Liu
City Of Norwalk
125 EAST AVENUE
NORWALK CT
06856-5125

Quote Prepared For	Joyce Liu City Of Norwalk Phone: 2038547712 Email: jliu@norwalkct.org
Quote Sent By	Muhammed Jallow muhammed.jallow@softchoice.com Phone: Fax:
Anniversary Date	01-Mar-2025
Authorization Number	0005529942
Comments	

36 months SA renewal
MP SA | Level D | 36 months SA renewal Annualized | PCN: 0005529942

For licenses expiring on 28th Feb 2025

Start date Mar 1st 2025 Budgetary quote (Outside of renewal window)

Item #	Mfg SKU #	Description	Qty	Billing Frequency	Start Date	End Date	Usage Country	License Type	Unit Price	Extended Price
2000237388	AAA-03753	SQL Server Std Core 2 SftSA	10	Upfront	01-Mar-2025	01-Mar-2026		Maintenance	\$704.47	\$7,044.70

Budgetary Quote

2000237405	AAA-03790	Win Server User CALSA	725	Upfront	01-Mar-2025	01-Mar-2026		Maintenance	\$8.89	\$6,445.25
2000237800	AAA-30385	Win Server Data Core 2 SftSA	42	Upfront	01-Mar-2025	01-Mar-2026		Maintenance	\$151.29	\$6,354.18
GROUP TOTAL									\$19,844.13	

SUBTOTAL									\$19,844.13	
DELIVERY: Ground - 3 to 5 days									\$0.00	
State Tax									\$0.00	
TOTAL									\$19,844.13	

Estimated Monthly Lease Payment \$633.62 per month*

*Please note that the estimated monthly payment shown above is an option based on a 36 month term with a USD\$1.00 buyout at the end of the term. Fair market value buyout and monthly payments may vary depending on your creditworthiness as determined by Softchoice. 1 and 2 year Service Agreements, Subscriptions, License and Support contracts are not eligible for 36 month payment plans; 12 or 24 month payment options may be available upon request. Shipping and applicable taxes are not included in the above estimate. Payment options in the United States of America are in US Dollars and not billable in other currencies. All monthly lease payment options are subject to credit approval and execution of a lease contract.

Payment options are only available in listed currency and not billable in other currencies. Pricing, availability, and special offers are subject to change at any time. This document and the transaction(s) to which it pertains are governed by Softchoice's online terms of sale, unless a separate purchase agreement was signed by both your company and Softchoice, in which case, that separate agreement will govern. Softchoice's terms of sale can be found <http://www.softchoice.com/softchoice-terms-and-conditions-for-products>

As noted in the Microsoft Terms and Conditions documents, for renewal purposes any online subscription services within this quote will require a new quote to be issued annually. Please make PO payable to Softchoice.

Signature :

Name :

Title :

Date :

PO# : {{PO_es -signer1}}

Budgetary Quote

Account name: 10190837

COMPANY
CITY OF NORWALK
PO BOX 5125
NORWALK CT 06856-5125

SHIP-TO

COMPANY
CITY OF NORWALK
125 EAST AVE RM 223
NORWALK CT 06851-5702

Quotation

Quotation Number : 0228160066
Document Date : 06-FEB-2025
PO Number :
PO Release :
Sales Rep : Jenifer Lim
Email : JENIFER.LIM@INSIGHT.COM
Phone :

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery : FOB DESTINATION
Currency : USD

Line item 1-3 is for year 1 - \$28,377.99
Line item 4-6 is for year 2 - \$28,377.99
Line item 7-9 is for year 3 - \$28,377.99
This quotation contains freight and tax estimates that are subject to change by Insight.

Material	Material Description	Quantity	Unit Price	Extended Price
<u>AAA-30385</u>	MICROSOFT WINDOWS SERVER DATACENTER OPEN MARKET OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	108	143.92	15,543.36
<u>AAA-03790</u>	MICROSOFT WINDOWS SERVER - SOFTWARE OPEN MARKET OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	725	8.46	6,133.50
<u>AAA-03753</u>	MICROSOFT SQL SERVER STANDARD CORE OPEN MARKET OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	10	670.11	6,701.10
<u>AAA-30385</u>	MICROSOFT WINDOWS SERVER DATACENTER OPEN MARKET OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	108	143.92	15,543.36
<u>AAA-03790</u>	MICROSOFT WINDOWS SERVER - SOFTWARE OPEN MARKET OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	725	8.46	6,133.50
<u>AAA-03753</u>	MICROSOFT SQL SERVER STANDARD CORE OPEN MARKET OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	10	670.11	6,701.10

Material	Material Description	Quantity	Unit Price	Extended Price
<u>AAA-30385</u>	MICROSOFT WINDOWS SERVER DATACENTER OPEN MARKET OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	108	143.92	15,543.36
<u>AAA-03790</u>	MICROSOFT WINDOWS SERVER - SOFTWARE OPEN MARKET OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	725	8.46	6,133.50
<u>AAA-03753</u>	MICROSOFT SQL SERVER STANDARD CORE OPEN MARKET OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	10	670.11	6,701.10
Product Subtotal				85,133.88
TAX				0.00
Total				85,133.88

PURCHASE ORDER REQUIREMENTS:

Quote Number:228160066

Purchase Order Number: _____

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

Additional signature, where required

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Jenifer Lim

JENIFER.LIM@INSIGHT.COM

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and



Pricing Proposal
Quotation #: 25805138
Reference #: ***BUDGETARY***
Created On: 2/5/2025
Valid Until: 2/28/2025

City of Norwalk

Anthony Mathieu
125 East Avenue
Norwalk, CT 06851
United States
Phone: 203 854 7264
Fax:
Email: amathieu@norwalkct.org

Sean Galvin
Phone:
Fax:
Email: sean_galvin@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Win Server Datar Core 2 LSA Microsoft - Part#: AAA-30380 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 3/1/2025 – 2/29/2028 Note: 3 Years	108	\$1,057.06	\$114,162.48
2 Win Server User CALSA Microsoft - Part#: AAA-03788 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 3/1/2025 – 2/29/2028 Note: 3 Years	725	\$62.27	\$45,145.75
3 SQL Server Std Core 2 LSA Microsoft - Part#: AAA-03752 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 3/1/2025 – 2/29/2028 Note: 3 Years	10	\$4,922.16	\$49,221.60
			\$208,529.83

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

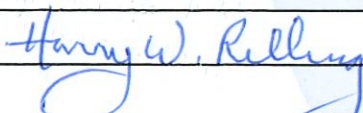
FISCAL YEAR 2025
LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP) GRANT CERTIFICATION

Municipality/Borough Name: City of Norwalk, Connecticut
LoCIP Grant Amount \$ 859,498.31
Chief Executive Officer Name: Harry W. Rilling
Chief Executive Officer Title: Mayor
Phone Number: 203-854-7701
E-mail Address: hrilling@norwalkct.gov

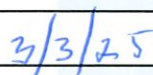
I certify and attest that:

1. I am the Chief Executive Officer for the Municipality/Borough and have the authority to execute this certification on behalf of the Municipality/Borough;
2. Funds will be used as delineated in **CGS 7-536** of the Connecticut General Statutes;
3. Funds will be used only for projects included in the municipality/borough's capital improvement plan. Any project not in said plan requires a waiver by the Secretary of the Office of Policy and Management;
4. Certain projects may require additional reviews, evaluations, permits, approvals, and/or certifications, including but not limited to: Commission on Human Rights and Opportunities (**CHRO**), Connecticut Environmental Policy Act (**CEPA**) Evaluation, Environmental Impact Evaluation (**EIE**), Flood Management Certification (**FMC**); State Historic and Preservation Office (**SHPO**) review and determination; and/or Municipal Plan of Conservation and Development (**POCD**) provisions with regard to eligibility for discretionary state funding.
5. All project related activities conducted within a floodplain pursuant to **Sections 25-68b through 25-68h** of the Connecticut General Statutes ("Flood Management Act") require a Flood Management Certification;
6. Compliance with all federal, state and local laws, ordinances and regulations and municipal bylaws;
7. All costs charged to these funds are allowable, supported and properly allocated in compliance with applicable guidelines including but not limited to applicable provisions of Connecticut General Statutes and Office of Policy and Management guidelines;
8. Adherence to the State of Connecticut State Library Public Records Administrator records retention guidelines, including but not limited to grants/fiscal records is required;
9. Grant dollars cannot under any circumstance be claimed twice for the same spending;
10. The municipality has/will comply with all the statements above; and
11. The information provided is true, accurate, and complete.

CEO SIGNATURE:



DATE:



RETURN PDF COPY BY APRIL 1ST TO MARTIN.HEFT@CT.GOV



TOWN CODE	MUNICIPALITY / DISTRICT	FY25 LoCIP GRANT
94	Newington	\$ 347,171.46
95	New London	\$ 364,709.86
96	New Milford	\$ 308,809.87
97	Newtown	\$ 307,026.86
98	Norfolk	\$ 47,240.84
99	North Branford	\$ 129,690.85
100	North Canaan	\$ 42,747.13
101	North Haven	\$ 233,345.36
102	North Stonington	\$ 75,771.31
103	Norwalk	\$ 859,498.31
104	Norwich	\$ 522,579.64
105	Old Lyme	\$ 73,138.25
106	Old Saybrook	\$ 98,860.95
107	Orange	\$ 152,052.10
108	Oxford	\$ 145,938.38
109	Plainfield	\$ 178,818.40
110	Plainville	\$ 186,393.38
111	Plymouth	\$ 140,861.85
112	Pomfret	\$ 70,951.22
113	Portland	\$ 97,510.46
114	Preston	\$ 66,011.97
115	Prospect	\$ 101,347.90
116	Putnam	\$ 110,764.33
117	Redding	\$ 101,947.68
118	Ridgefield	\$ 232,775.00
119	Rocky Hill	\$ 181,233.70
120	Roxbury	\$ 53,624.63
121	Salem	\$ 51,298.07
122	Salisbury	\$ 67,035.97
123	Scotland	\$ 30,611.15
124	Seymour	\$ 186,682.90

GRANT ASSIGNMENT CERTIFICATION

SFY 2026 (JULY 1, 2025 THRU JUNE 30, 2026)

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

⚠ Important Instructions

Enter your name, title, and the date in the highlighted fields below.

All fields must be filled out.

You may digitally sign with a certified e-signature (please submit as a WORD DOCUMENT)
OR

You may printout and sign (please submit as a PDF).

SIGNEE INFORMATION & SIGNATURE	
Name*	<u>Chitsamay Lam</u>
Title* (i.e., Chief Fiscal Officer)	<u>Comptroller</u>
Date*	Enter date or select from dropdown.
Signature or e-signature*	<u>X</u>

ADDITIONAL COMMENTS

Click here to enter additional comments.

MAINTENANCE OF EFFORT CERTIFICATION

SFY 2026 (JULY 1, 2025 THRU JUNE 30, 2026)

CERTIFICATION	
Name of Municipality*	<u>Norwalk</u>
The municipality (named above) hereby certifies that State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program (MGP) funds on transportation programs for seniors and persons with disabilities will be* <u>in addition to current municipal levels of spending.</u> Only if municipal levels of funding will be reduced, please enter below the percentage of applicant funding that will be reduced. Type here to enter percentage.	

⚠ Important Instructions
Enter your name, title, and the date in the highlighted fields below. All fields must be filled out. You may digitally sign with a certified e-signature (please submit as a Word Document (.docx)) OR You may printout and sign (please submit as a PDF (.pdf)).

SIGNEE INFORMATION & SIGNATURE	
Name*	<u>Chitsamay Lam</u>
Title* (i.e., Chief Fiscal Officer)	<u>Comptroller</u>
Date*	Enter date or select from dropdown.
Signature or e-signature*	X

ADDITIONAL COMMENTS
Click here to enter additional comments.

City of Norwalk

NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20261 FY2026 CITY OPERATING BUDGET

FOR PERIOD 99



ACCOUNTS FOR:		2024	2025	2025	2026	2026	2026
GENERAL FUND		ACTUAL	ORIG BUD	REVISED BUD	pro forma	requested	CFO AdjustedComment
070	GRANTS						
017002	TRANSIT DISTRICT						
017002	580620 GRANTS	660,885.00	610,885.00	610,885.00	610,885.00	660,885.00	610,885.00
TOTAL TRANSIT DISTRICT		660,885.00	610,885.00	610,885.00	610,885.00	660,885.00	610,885.00
017006	PROBATE COURT						
017006	580620 GRANTS	30,985.00	15,413.00	30,413.00	15,413.00	34,843.00	34,843.00
TOTAL PROBATE COURT		30,985.00	15,413.00	30,413.00	15,413.00	34,843.00	34,843.00
017007	HARBOR COMMISSION						
017007	580620 GRANTS	20,000.00	15,000.00	15,000.00	15,000.00	10,000.00	10,000.00
TOTAL HARBOR COMMISSION		20,000.00	15,000.00	15,000.00	15,000.00	10,000.00	10,000.00
017025	REDEVELOPMENT AGENCY						
017025	580620 GRANTS	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00
TOTAL REDEVELOPMENT AGENCY		500,000.00	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00
017028	FAIR HOUSING OFFICER						
017028	580620 GRANTS	499.99	11,500.00	11,500.00	11,500.00	11,500.00	11,500.00
017028	580620 FHO PAY	138,672.50	176,591.00	176,591.00	176,591.00	173,664.00	173,664.00
TOTAL FAIR HOUSING OFFICER		139,172.49	188,091.00	188,091.00	188,091.00	185,164.00	185,164.00
GRAND TOTAL		1,351,042.49	1,329,389.00	1,344,389.00	1,329,389.00	1,390,892.00	1,340,892.00

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



CITY OF NORWALK

Lamond Daniels, LCSW, MPA
Chief of Community Services

125 East Avenue, Room #202

Norwalk, CT 06856

Office: (203) 854-7718

Mobile: (475) 459-8532

NorwalkCT.gov/1898/Community-Services

ldaniels@norwalkct.gov

Subject: Confirmation of funding for Norwalk Senior Center/Matching Funding Source for
Municipal Grant Program Application

Date: April 4, 2024

To: Finance and Claims Committee of the Common Council

From: Lamond Daniels, LCSW, MPA, Chief of Community Services

Dear Committee Members,

I am writing to confirm the City of Norwalk's annual allocation of \$390,000 to support services at the Norwalk Senior Center which allows for the matching funding source for the Municipal Grant Program Application for State Fiscal Years 2025-2028.

This allocation is crucial for ensuring the continued operation of the Norwalk Senior Center, which plays a vital role in our community by providing essential services and programs to our senior population.

Thank you for your attention to these matters. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Lamond Daniels".

Lamond Daniels, LCSW, MPA
Chief of Community Services



Norwalk Public Schools
Technology Department
P: 203-854-4039 / F: 203-806-4289
125 East Avenue, PO BOX 6001
Norwalk, CT 06852-6001

TO: Chitsamay Lam
CC: Finance & Claims Committee
FROM: David B. Hopp, Director of Technology, BOE
RE: Replacement Chromebooks
DATE: 3/4/2025

Finance Committee Members,
The BOE Technology Department is seeking approval to purchase 300 new Chromebook computers for 3 of our Verizon Innovative Learning Schools. Nathan Hale, West Rocks and Ponus. This request is driven by several compelling reasons:

Replace Outdated Hardware:

- The current equipment is approximately 4 years old and increasingly difficult to maintain.
- Upgrading to new hardware will enable the installation of updated software and applications that demand higher specifications.
- Students need access to the latest tools and technology, to enhance their learning experience and creative capabilities.

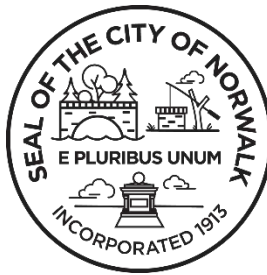
I am happy to answer any questions during the upcoming committee meeting on March 13th, 2025.

Regards,

David B. Hopp
Director of Technology

ACTION REQUESTED:

Authorize the Purchasing Agent to issue a purchase order to CTL Corporation., for the supply of 300 Chromebooks, for an amount not to exceed \$136,800.00 account 09255010-5777-C0112, and forward to the Common Council for further action.



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 3/4/2025

DEPARTMENT: BOE Technology Department

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

Check One:

☐	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☐	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☒	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
☐	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	6	Other, please explain:

TOTAL COST: \$136,800 MUNIS Account: 09195010/09245010/09255010-577-C0112

VENDOR: CTL Corporation PEPPM Contract#533902-051

Purchasing Agent Signature	The Purchasing Agent	Department Head Signature
Sharon Connors Digitally signed by Sharon Connors Date: 2025.03.10 10:24:20 -04'00'	☒ Supports	<i>Dave Hopp</i>
	☐ Does Not Support	Department Head Name
	☐ Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Date <u>3/4/2025</u>

JUSTIFICATION:

#300 CTL Chromebooks

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

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



CTLQuote

CTL Corporation
9700 SW Harvest Ct.
Bldg. #100
www.ctl.net
(503) 646-3733

Quote Number: 0284882

Order Date: 3/4/2025

Salesperson: AMP

Customer Number: 0004349
apearson@ctl.net

Norwalk Public School District - CT (VILS)
ATTN: Accounts Payable
125 East Ave
Norwalk, CT 06851-5702

Norwalk Public School District - IT
ATTN: Information Technology
125 East Ave Rm 315
Norwalk, CT 06851-5702

Confirm To: Yeimy Ballesteros 203-854-4000

Customer P.O.		Ship VIA		F.O.B.		Terms		Ship From Warehouse:	
NL72CTL with tariff		TRUCKING		DEST-COMM		Net 30		001	
ORDERED	SHIPPED	BACKORD	ITEM #	DESCRIPTION			PRICE	AMOUNT	
300	0	0	CBUS1100020	CTL Chromebook NL72CT-L 4/64 L			395.00	118,500.00	
300	0	0	SF00031	Chrome EDU Upgrade (bundle)			32.00	9,600.00	
300	0	0	CV00042	CTL NL72/LTE Case-Cover			29.00	8,700.00	
300	0	0	VERIZSIM	Verizon Trio-A SIM Card			0.00	0.00	
300	0	0	CHRMCLKPACK	CTL Chromebook Bulk Pack- 15			0.00	0.00	
300	0	0	SV00101	White Glove with ZTE- Enhanced			0.00	0.00	
			Install case						
			Scan ICCID,IMEI,MAC, Serial #						
1	0	0	Z001	Lift Gate needed at delivery			0.00	0.00	
300	0	0	PEPPMPA	PEPPM PA Contract #533902-051			0.00	0.00	
			Tariffed inventory pricing						

Net Order:	136,800.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	136,800.00

§ 103-14. Appointment of members; increase in membership.

A. There shall be three regular members and three alternate members appointed to the Board of Assessment Appeals. The Mayor shall appoint these members subject to confirmation by the Common Council. Each regular member shall serve a term of four years from the date of appointment and until their successor is appointed and confirmed by the Common Council. Each alternate member shall serve a term of one year from the date of appointment.

B. Revaluation.

(1) In accordance with the provisions of General Statutes CGS-§ 9-199(c), the Board of Assessment Appeals is hereby increased to seven regular members and seven alternate members for any assessment year during which a revaluation becomes effective. The Mayor shall appoint the additional members, subject to confirmation by the Common Council, the year that the revaluation becomes effective.

(+)(2) In accordance with the provisions of General Statutes § 9-199(c), the Board of Assessment Appeals is hereby increased to four regular members and four alternate members for the assessment year immediately following the assessment year when the revaluation becomes effective, which is also the second assessment year of any given revaluation cycle. The Mayor shall appoint the additional members, subject to confirmation by the Common Council.

(2)(3) The provisions of CGS § 9-167a concerning minority representation shall apply to the Board of Assessment Appeals.

(3)(4) Upon the completion by the Board of Assessment Appeals of its work for any revaluation assessment year described above for which the additional members were appointed, the terms of the additional members appointed and confirmed pursuant to this section shall expire and no successors shall be appointed.

VAPE SHOPS

Article I. General Provisions.

§ ____-1. Purpose.

The use of e-cigarettes, or vaping poses serious health risks to the public beyond the effects of tobacco consumption, especially to the City's youth. It is hereby resolved that Retailers that sell Vape Products in the City of Norwalk are affecting the public health, safety, and general welfare, and as such necessitate regulation and control.

§ ____-2. Definitions.

For the purposes of this Chapter, the following words, terms and phrases shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

APPLICANT

Any person, firm, corporation, or other entity that files an application under this Chapter as a Retailer.

BOARD OF HEALTH

The Board of Health of the City of Norwalk.

CHIEF OF POLICE

The Chief of Police of the City of Norwalk, or their designee.

CITY CLERK

The City Clerk of the City of Norwalk, or their designee.

DIRECTOR OF HEALTH

The Director of Health of the City of Norwalk, or their designee.

RETAILER

Any person, firm, corporation, or other entity that owns, operates, or manages any place at which Vape Products are sold. Retailer also includes any person, firm, corporation, or other entity that is required to secure a dealer's license under Connecticut General Statutes §12-287, as amended from time to time.

SALE, SELL, OR SOLD

Selling, giving, bartering, exchanging, delivering, or otherwise distributing tobacco products or Vape Products, unless the person is delivering or accepting delivery in such person's capacity as a Salesperson. Sale or Sell also includes offer to sell, barter, or exchange.

SALESPERSON

Any person who Sells Vape Products for a Retailer.

VAPE PRODUCTS

Any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may include nicotine or cannabis and is inhaled by the user of such product. Vape Product does not include a medicinal or therapeutic product that is (A) used by a licensed health care provider to treat a patient in a health care setting, (B) used by a patient, as prescribed or directed by a licensed health care provider in any setting, or (C) a drug or device, as defined in the federal law, as amended from time to time.

Article II. License to Sell Vape Products.

§ ____-3. License Required.

It shall be unlawful for any person, firm, corporation, or other entity to sell Vape Products in the City of Norwalk without first having obtained a license to do so from the City Clerk.

§ ____-4. Filing of Application; Filing Fee.

Each Applicant for a license to sell Vape Products shall file an application with the City Clerk and shall pay a filing fee in an amount set by the City Clerk and approved by the Common Council. Such fee is due and payable at the time of application and is not refundable.

§ ____-5. Contents of Application; Information Required.

The application for a license to sell Vape Products shall (a) be in a form prescribed by the City Clerk, (b) be signed and sworn by the Applicant, and (c) include the following information:

- A. If the Applicant is a natural person, then they shall provide their name, residential address, business address and date of birth. If the Applicant is not a natural person, then it shall provide the names, residential addresses, business addresses and date of birth of each shareholder, director, officer, member, or partner of the Applicant,
- B. If the Applicant is a natural person, then they shall provide two portrait photographs of themselves, at least two inches by two inches, and a complete set of their fingerprints. If the

Applicant is not a natural person, the Application shall include two portrait photographs and a complete set of fingerprints of each shareholder, director, officer, member, or partner of the Applicant. Said fingerprints shall be taken by the Chief of Police, who shall also conduct a criminal background check.

- C. If the Applicant is a natural person, then they shall provide a list of all criminal convictions, except minor traffic violations. If the Applicant is not a natural person, then it shall provide a list of all criminal convictions, except for minor traffic violations, of each shareholder, director, officer, member, or partner of the Applicant.
- D. The location of the establishment where Vape Products are to be Sold.
- E. Plans for the physical layout of the establishment.
- F. A list of the type of Vape Products to be Sold.
- G. Copies of all required certificates, permits and licenses, showing proper compliance with all applicable rules, regulations, ordinances, and statutes, including zoning, building and health laws and regulations.
- H. A written statement that the Applicant has or will provide training to all the Applicant's Salespersons on the Sale of Vape Products, including: (1) that the Sale of Vape Products to a person under the age of 21 years of age is illegal, (2) what proof of age is legally acceptable, and (3) that a Sale to a person under 21 years of age can subject the Retailer to a monetary fine and suspension of the license to sell Vape Products.
- I. Such other information the City Clerk shall deem necessary to determine whether the Applicant is eligible for a license under this Chapter.

§ ____-6. Application; Notification of Denial.

Applications for licenses to sell Vape Products shall be submitted to the City Clerk not less than 60 days prior to the opening for operation of the establishment. A copy of the application shall be simultaneously submitted to the Chief of Police and the Town Clerk. Any license issued under this Chapter shall be valid until the next renewal date unless suspended or revoked. Upon denial of an application, the City Clerk shall notify the Applicant in writing not less than 30 days after receipt. The denial shall include the facts and specific sections of this Chapter upon which the determination was made. Notification shall be sent by certified mail to the Applicant's residence or place of business. Said notification shall be deemed complete seven days following the date of mailing.

§ ____-7. Issuance of License.

- A. The City Clerk shall issue a license to sell Vape Products within 45 days following receipt of the application, provided the application complies with the provisions of this Chapter and upon finding:
 - (1) All requirements concerning operations and facilities described in this Chapter will be

- complied with as of the effective date of the permit.
- (2) Compliance with all other statutes, codes or ordinances, including health, zoning, building, fire and safety requirements of the City and the State of Connecticut as of the effective date of the license.
 - (3) Applicant/Retailer has not had two or more violations of any provision of the Norwalk City Code within the last 24 months.
 - (4) Applicant/Retailer has no outstanding violations of any provision of the Norwalk City Code.
 - (5) Neither the Applicant, if a natural person, nor any shareholder, director, officer, member, or partner of the Applicant, if the Applicant is not a natural person, has been convicted of any felony.
 - (6) The Applicant is at least 21 years of age.
- B. Upon issuance, the license shall be valid for a period beginning with the date of the license to the first day of January next succeeding the date of license unless sooner suspended or revoked in accordance with this Chapter, or unless the Retailer to whom it was issued discontinues the business. In either case, the holder of the license shall immediately return it to the City Clerk.

§ ____-8. Retailer's Requirement to Display License.

A Retailer's license shall be visible to the public inside the Retailer's establishment at all times. In the event of mutilation or destruction of such license, a duplicate copy, marked as such, shall be issued by the City Clerk, upon application accompanied by the mutilated license or, if the license has been destroyed, an affidavit signed and sworn by the Retailer attesting to such fact and the circumstances of such destruction. A fee for such duplicate license shall be set by the City Clerk and approved by the Common Council.

§ ____-9. Renewal of License.

A license to sell Vape Products may be renewed in accordance with the following:

- A. Applications for renewal shall be made at least 90 days before expiration and shall be in the form prescribed by the City Clerk and signed and sworn by the Applicant.
- B. Each application for renewal of a license shall be accompanied by a nonrefundable fee in the amount set by the City Clerk and approved by the Common Council. Such fee is due and payable at the time of the application for renewal.
- C. The City Clerk shall renew each license upon making the findings required for issuance of the original license.
- D. No license shall be renewed if: (1) the Applicant/Retailer is in violation of any provision of this Chapter; (2) the Applicant/Retailer has any outstanding violations or fines pursuant

to any Norwalk City Code provision; (3) the Applicant/Retailer has two or more violations of any provision of the Norwalk City Code within the last 24 months; or (4) the current license of the Applicant/Retailer has been suspended or revoked.

- E. A license shall not be transferable, including from one Retailer to another Retailer or from one location to another location; provided, however, that in the case of a natural person, upon the death or incapacity of the Retailer who obtained the license, the establishment may continue in business for a period not to exceed 60 days to allow for an orderly transfer of the business to a successor licensee. During this period, the successor must complete all the steps required under this Chapter for obtaining an initial license.
- F. If renewal of the license is denied, the City Clerk shall notify the Applicant/Retailer in writing not less than 30 days before expiration of the license including the facts and specific section or sections of this Chapter upon which this determination was made. Notification shall be sent by certified mail to the Applicant/Retailer's residence or place of business. Said notification shall be deemed complete seven days following the date of mailing.

Article IV. Compliance; Violations and Penalties.

§ ____ -10. No Sales to Minors.

- A. No Retailer or Salesperson shall Sell any Vape Product to any person under the age of 21 years of age.
- B. The Retailer or Salesperson Selling any Vape Products must request and examine the identification card issued in accordance with the provisions of the Connecticut General Statutes, as amended from time to time, for anyone who appears to be under the age of 30 and verify proof of age demonstrating the recipient is at least 21 years of age before Selling any Vape Products.
- C. That a person appeared to be over the age of 21 shall not constitute a defense to a violation of this section. If a person fails to provide such proof of age, such Retailer or Salesperson shall not Sell any Vape Products to the person.

§ ____ -11. Signage.

"The Sale of Vape Products to Persons Under 21 is Prohibited" signs shall be legibly printed in letters at least one-half inch high and shall be posted clearly and conspicuously in every location where the products are available for purchase. Signage shall be in multiple languages, including but not limited to, Spanish and Haitian-Creole, as needed to be consistent with other facility postings.

§ ____ -12. Inspection.

The Director of Health and/or the Chief of Police may, from time to time, make an inspection of each Retailer operating within the City for the purposes of determining compliance with the

provisions of this Chapter. Such inspections shall be at a reasonable time and in a reasonable manner. Inspections of a Retailer's establishment shall include, but not be limited to, examination of products, records, advertising materials, signage, and the physical premises to ensure compliance with this Chapter. It shall be a violation of this Chapter for any person to fail or refuse to allow such inspection or to hinder such inspection in any manner.

§ ____-13. Violations and Penalties.

A. Violations.

- (1) Any Retailer who violates any of the provisions of this Chapter shall be guilty of an infraction and subject to civil penalty fine, suspension, and/or revocation of license. Each violation, and every day in which a violation occurs, shall constitute a separate and distinct infraction.
- (2) In the event that a violation has occurred, the City Clerk shall have 30 days from the date of the violation to issue notice of said violation via written order to the Retailer. The order shall specify the section of this Chapter of which the Retailer is in violation and shall specify the penalty for non-compliance. Notification shall be sent by certified mail to the Applicant's residence or place of business. Said notification shall be deemed complete seven days following the date of mailing.
- (3) A Retailer shall be found in violation of this Chapter if:
 - (a) The Retailer or any Salesperson Sells Vape Products to any person under the age of 21 years.
 - (b) The Retailer fails to post signage and license as required.
 - (c) The Retailer fails to pay any fines imposed in accordance this Chapter.
 - (d) The Retailer or any Salesperson Sells or uses on the premises any narcotic substance or any controlled drug as defined in Section 21a-242 of the Connecticut General Statutes, as amended from time to time.
 - (e) The Retailer fails to maintain standards prescribed by the Connecticut Department of Public Health or the City's Health Department, or their respective successors.
 - (f) The Retailer or any Salesperson refuses to submit to the City Clerk any reports or make available any records required in investigating the establishment for the purpose of ensuring compliance with this Chapter.
 - (g) The Retailer or any Salesperson fails or refuses to submit to an investigation by persons authorized by law to conduct fire, building, health, or law enforcement related inspections.
 - (h) The Retailer or any Salesperson violates state or local Vape Products sales and use laws.

- (i) The Retailer or any Salesperson violates any of the provisions of this Chapter, or any rules and regulations established by the City Clerk, pursuant to this Chapter.
- (j) The Retailer or any Salesperson furnishes or makes any misleading or false statements or reports in relation to this Chapter, including in connection with an application for an initial or renewal license or an inspection under this Chapter.
- (k) Upon suspension or revocation of a license, the Retailer fails to remove all Vape Products from the premises.

B. Penalties.

(1) If the Chief of Police or the Director of Health find that a Retailer is in violation of this Chapter, it shall be punishable by a fine, suspension, and/or revocation of license as follows:

- (a) Upon the first violation of this Chapter, the Chief of Police, the Director of Health, or their respective designees, shall impose a fine of \$250.00.
- (b) If a second violation of this Chapter is issued within a 12-month period following the first violation, the Retailer's license shall be suspended for 6 months by the Director of Health. Upon suspension of a license, all Vape Products shall be removed from the premises. Failure to remove shall constitute a separate violation for each and every day of noncompliance.
- (c) If a third violation of this Chapter is issued within a 24-month period following the first violation, the Retailer's license shall be revoked by the Director of Health. Upon revocation of a license, all Vape Products shall be removed from the premises. Failure to remove shall constitute a separate violation for each and every day of noncompliance.

C. Upon suspension or revocation of a license, all Vape Products shall be removed from the premises within 7 days from the date of suspension or revocation.

Article III. Hearings.

§ ____-14. Notification of revocation or suspension; hearing.

The City Clerk may revoke or suspend any license issued pursuant with this Chapter in accordance with the following procedure:

- A. The City Clerk may revoke or suspend any license issued under this Chapter by notifying the Retailer in writing of such revocation or suspension, and the reasons therefor, and informing the Retailer of their right to request a hearing before the Board of Health and the procedure for such hearing, including all procedural deadlines.

- B. Notice of revocation or suspension shall be sent to the Retailer by certified mail to the Retailer's residence or place of business. Said notification shall be deemed complete seven days following the date of mailing.
- C. A request for hearing must be delivered to the City Clerk within 20 days following the date of mailing of the notice of revocation or suspension.
- D. A hearing shall be scheduled to commence within 60 days following the date of actual receipt by the City Clerk of the request for a hearing.
- E. The City Clerk shall schedule the hearing on behalf of the Board of Health, and shall notify the Retailer by certified mail addressed to the Retailer's residence and business addresses, of the date, time and place of the hearing, not less than 20 days prior to the hearing.
- F. At any hearing held under this section, the City Clerk and the Retailer may present any pertinent and material written and testimonial evidence, and shall have the right to cross-examine all witnesses. Witnesses shall testify under oath or affirmation.
- G. The City Clerk shall have the burden of proving the facts and circumstances that warrant the revocation or suspension of a license.
- H. The Board of Health shall render a written decision on the appeal within 20 days following the conclusion of the hearing. Said decision shall state whether the appeal is dismissed or sustained, the facts and circumstances found to support the decision, and shall state the relief ordered, if any.
- I. A request for a hearing under this section shall stay any revocation or suspension until such time as a hearing has been held and a decision rendered thereon; provided, however, that if the Board of Health finds that the public health, safety, or welfare requires emergency action and incorporates a finding to that effect in the notice of revocation or suspension, the Retailer may be suspended immediately, pending a hearing thereon, which hearing shall be promptly instituted and all facts and issues promptly determined.
- J. The criminal arrest for a felony, on or off the premises, of the Retailer, if a natural person, or any shareholder, director, officer, member, or partner of the Retailer, if the Retailer is not a natural person, shall constitute an emergency requiring the immediate suspension of a license pending a hearing.

§ ____-15. Hearing on Denial of License or Renewal.

- A. An Applicant aggrieved by the denial of a license to operate an establishment that Sells Vape Products or by the denial of renewal of such license may request, in writing, a hearing before the Board of Health, at which hearing such person shall be afforded the

opportunity to present evidence and argument on all facts or issues involved.

- B. The City Clerk shall, upon receiving a request for a hearing under this section, schedule a hearing not later than 60 days from the date of actual receipt of the request and shall notify all parties of the time and place thereof.
- C. The Applicant shall have the burden of proving that the requirements for the issuance of a license has been met.
- D. The Board of Health shall render a decision within 35 days of the date of said hearing and shall notify the Applicant party and the City Clerk by certified mail.

§ ____-16. Appeal.

Any person aggrieved by any order or decision under this chapter may, within 10 days of such order or decision, appeal therefrom to the Superior Court judicial district at Stamford/Norwalk.

Article IV. Effective Date.

This Chapter shall take effect upon adoption, and the City Clerk shall implement the licensing of Retailers within 90 days after the date of adoption.

VII.C.

Veterans Park Boat Launch and Marina Proposed Fee Rates		Current Fees	Recommended Fees
Veterans Park Launching Ramp, Non-Resident Daily Launch /Exit Pass		\$ 45.00	\$ 50.00
Veterans Park Launching Ramp, Resident Boat Stickers (Unlimited Launches)		\$ 32.00	\$ 35.00
Veterans Park Launching Ramp, Resident Stickers (Unlimited Launches Seniors 66 and over		\$ 21.00	\$ 25.00
Veterans Park Launching Ramp, Non-Resident Season Launch Stickers		\$ 315.00	\$ 360.00
Veterans Park Marina, Residents P/F + Tax		\$ 50.00	\$ 60.00
Veterans Park Marina, Resident's age 66 and over P/F+ Tax		\$ 42.00	\$ 49.00
Veterans Park Marina, Non-Residents P/F + Tax		\$ 53.00	\$ 65.00
Veterans Park Marina, Non-resident's age 66 and over P/F+ Tax		\$ 44.00	\$ 54.00
Veterans Park Marina, Resident Dinghies Flat Fee+ Tax		\$ 341.00	\$ 395.00
Veterans Park Marina, Resident Dinghies age 66 and over Flat Fee+ Tax		\$ 315.00	\$ 360.00
Veterans Park Marina, Non-Resident Dinghies Flat Fee + Tax		\$ 357.00	\$ 410.00
Veterans Park Marina, Non-Resident Dinghies age 66 and over Flat Fee + Tax		\$ 331.00	\$ 380.00
Veterans Park Dock's and Moorings Day Block 8:00 AM - 4:00 PM P/F		\$ 1.60	\$ 2.00
Veterans Park Dock's and Moorings Night Block 4:00 PM - 12:00 AM P/F		\$ 1.60	\$ 2.00
Veterans Park Dock's and Moorings Overnight Block 12:00 AM - 8:00AM P/F		\$ 1.60	\$ 1.60
Parking/Month	Parking Recommendations	Current Fees	Proposed Fees
May, Jun, Jul, Aug, Sept, Oct-Weekend/ Holiday	LAZ Calf Pasture Beach	\$ 72.00	\$ 72.00
May, Jun, Jul, Aug, Sept, Oct--Weekday	LAZ Calf Pasture Beach	\$ 42.00	\$ 48.00
May, Jun, Jul Aug, Sept, Oct-- Evening	LAZ Calf Pasture Beach	\$ 30.00	\$ 35.00
May, Jun, Jul, Aug, Sept, Oct- -Daily	LAZ Cranbury Park	\$ 10.50	\$ 12.00
May, Jun, Jul, Aug, Sept, Oct-- Daily	LAZ Veteran's Park	\$ 6.00	\$ 8.00

The Fees above for Parking is for Non-Residents. Residents can park for free with a valid license plate registered with the city

Facility Rental Use Fees	Current Rate	Recommended Fees
Calf Pasture Beach Pavilion Time Block 11:30 am- 3:30pm	\$ 475.00	\$ 500.00
Calf Pasture Beach Pavilion Time Block 5:00 pm- 9:00pm	\$ 475.00	\$ 500.00
Calf Pasture Beach Pavilion Both Time Blocks 11:30 am -9:00 pm	\$ 710.00	\$ 740.00
Cranbury Park Picnic Pavilion # 1 (< 200 attendees)	\$ 475.00	\$ 500.00
Cranbury Park Pavilion # 2	\$ 420.00	\$ 440.00
Cranbury Park Bunk House & Pavilion # 2 for 3hrs - \$100 Per add. Hr	\$ 630.00	\$ 660.00
Cranbury Park Mansion Mid-Week Business Special (**)(***) for 3 hours/ \$105 P/H over	\$ 630.00	\$ 660.00
Cranbury Park Mansion 3 Hour Rental	\$ 1,750.00	\$ 1,830.00
Cranbury Park Mansion 5 Hour Rental (**) (***)	\$ 3,150.00	\$ 3,300.00
Cranbury Park Mansion 9 Hour Rental (**) (***)	\$ 4,725.00	\$ 4,960.00
Cranbury Park Mansion Additional Hours	\$ 472.50	\$ 495.00
Refundable Security Deposit (Mansion)	\$ 1,575.00	\$ 1,650.00
Fodor Farm Pavilion	\$ 385.00	\$ 400.00
Fodor Farm Barn with Kitchen for 3 hrs - \$100 Per add. Hr.	\$ 660.00	\$ 700.00
Park Usage Fee- Groups of 1-99**+ \$50 P/H Custodian Min 3Hr	\$ 385.00	\$ 400.00
Park Usage Fee- Groups of 100-249 **+ \$50 P/H Custodian Min 3Hr	\$ 550.00	\$ 570.00
Park Usage Fee- Groups of 250- 499 **+ \$50 P/H Custodian Min 3Hr	\$ 750.00	\$ 790.00
Park Usage Fee- Groups of 500-999**+ \$50 P/H Custodian Min 3Hr	\$ 1,040.00	\$ 1,090.00
Park Usage Fee- Groups of 1000-1499**+ \$50 P/H Custodian Min 3Hr	\$ 1,980.00	\$ 2,080.00
Park Usage Fee- Groups of 1500-2499**+ \$50 P/H Custodian Min 3Hr	\$ 2,805.00	\$ 2,900.00
Refundable Security Deposit	\$ 1,000.00	\$ 1,050.00
Special Event Fee/Staffing per hour for two people	\$ 125.00	\$ 150.00
Calf Pasture Beach	\$ 385.00	\$ 400.00
Taylor Farm	\$ 385.00	\$ 400.00
Oyster Shell	\$ 385.00	\$ 400.00
Ryan Park	\$ 385.00	\$ 400.00
Veteran's Park	\$ 385.00	\$ 400.00
Washington Street Park	\$ 385.00	\$ 400.00
Cranbury Park	\$ 385.00	\$ 400.00
Total Park fees (Cranbury Ludlow, Oyster, Ryan, Taylor , Veterans)		
Grassy/Ram / Shea Island Non-Resident Registration Fee	\$ 25.00	\$ 30.00
Grassy/Ram / Shea Island Non-Resident Camping Fee Per night per campsite	\$ 15.00	\$ 20.00
Showmobile fees Rental Fee\$ 450 + \$250 set up /take down	\$ 700.00	\$ 750.00
Showmobile fees Norwalk Based Non-Profit Organization 250. + \$250 set up /take down	\$ 500.00	\$ 525.00
Calf Pasture Kayak Racks	\$ 150.00	\$ 180.00
Shady Beach Kayak Racks	\$ 150.00	\$ 180.00
Fodor Farm Garden Plots	\$ 25.00	\$ 30.00

Ball Field Users Proposed New Rates	Current Rate per Field per season	Recommended Fees per field per season
Organization		
Norwalk Community Soccer	\$ 350.00	\$ 400.00
NJSA Soccer	\$ 350.00	\$ 400.00
Norwalk Youth Field Hockey	\$ 350.00	\$ 400.00
Norwalk Football	\$ 350.00	\$ 400.00
Men's Soccer	\$ 350.00	\$ 400.00
Spring Field Users 2023		
Norwalk Community Soccer	\$ 350.00	\$ 400.00
NJSA Soccer	\$ 350.00	\$ 400.00
Norwalk Youth Lacrosse	\$ 350.00	\$ 400.00
Norwalk Little League	\$ 350.00	\$ 400.00
Cal Ripken	\$ 350.00	\$ 400.00
Norwalk Youth Softball	\$ 350.00	\$ 400.00
Babe Ruth	\$ 350.00	\$ 400.00
American Legion	\$ 350.00	\$ 400.00
Men's Soccer	\$ 350.00	\$ 400.00
Men's Softball	\$ 350.00	\$ 400.00
Men's Baseball	\$ 350.00	\$ 400.00
Private Field Users 2023		
Inter CT Soccer Club	\$ 350.00	\$ 400.00
Grizzleys Lacrosse Club	\$ 350.00	\$ 400.00
Fall Field Users 2023		
Norwalk Community Soccer	\$ 10.00	\$ 15.00
NJSA Soccer	\$ 10.00	\$ 15.00
Baseball	\$ 10.00	\$ 15.00
Norwalk Football	\$ 10.00	\$ 15.00
Men's Soccer	\$ 20.00	\$ 25.00
Men's Cricket	\$ 20.00	\$ 25.00
Co-Ed Rugby	\$ 20.00	\$ 25.00
Men's Baseball	\$ 20.00	\$ 25.00
Spring Field Users 2023		
Norwalk Community Soccer	\$ 10.00	\$ 15.00
Norwalk NJSA	\$ 10.00	\$ 15.00
Norwalk Youth Lacrosse	\$ 10.00	\$ 15.00
Norwalk Little League	\$ 10.00	\$ 15.00
Cal Ripken	\$ 10.00	\$ 15.00

Norwalk Youth Softball	\$ 10.00	\$ 15.00
Babe Ruth	\$ 15.00	\$ 20.00
American Legion	\$ 15.00	\$ 25.00
Men's Soccer	\$ 20.00	\$ 25.00
Men's Softball	\$ 20.00	\$ 25.00
Men's Baseball	\$ 20.00	\$ 25.00

MASTER AGREEMENT

THIS AGREEMENT (this “Agreement”), is made and entered into as of this ____ day of _____, 2025 (the “Effective Date”), by and among the **CITY OF NORWALK** (hereinafter, the “City”), a municipal corporation and political subdivision of the State of Connecticut, acting herein by Harry W. Rilling, its Mayor, duly authorized, and **FRIENDS OF NORWALK DOGS, INC.** (hereinafter, “FOND”), a non-profit corporation organized and existing under the laws of the State of Connecticut with a principal place of business located at _____, acting herein by _____, its _____ duly authorized. The City and FOND hereinafter collectively referred as the “Parties” and individually as a “Party.”

WHEREAS, FOND is an organization whose mission is to represent Norwalk residents with dogs and to collaborate with the City’s Recreation and Parks Department to preserve and improve current-off leash dog parks; and working with (RPD) in finding ways to develop more leashed and off-leashed space in Norwalk for dogs; and establish communication between Norwalk residents with dogs and the City; and fund raising to provide needed amenities in the dog Park (the “FOND Mission”);

WHEREAS, FOND asked the City to engage in FOND Activities (defined below) at Taylor Farm and Oyster Shell Park in furtherance of the FOND Mission.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1.0. Definitions

Except as otherwise defined herein, capitalized terms in this Agreement shall have the following meanings.

1.1. “Approved Plans” mean the plans approved by the Director, including the technical design and specifications of any improvement to Taylor Park or Oyster Shell Park.

1.2. “Director” means the Director of the City’s Recreation and Parks Department.

1.3 “FOND Activities” means the activities which FOND engages in at Taylor Park and Oyster Shell Park through FOND Parties.

1.4. “FOND Parties” are FOND’s directors, officers, employees, agents, representatives, agents, contractors, suppliers, volunteers or invitees.

1.5. “Oyster Shell Park” means the City park located at 1 North Water Street, Norwalk, Connecticut.

1.6 “Oyster Shell Dog Park” means the portion of Oyster Shell Park designated as a dog park.

1.7 “Permits” shall mean all permits, approvals, standards and other requirements of each department of the City having jurisdiction over Taylor Park, Oyster Shell Park, FOND or FOND Parties and/or the FOND Activities, including the Recreation and Parks Department, Department of Public Works, Planning and Zoning Department, Building Department, Health Department, Police Department, and Fire Department.

1.8. “Public Approvals” mean all approvals required by the City’s Common Council pursuant to applicable law.

1.9. “Taylor Park” means the City park located 7 Calf Pasture Beach Road, Norwalk, Connecticut.

1.10. “Taylor Dog Park” means the portion of Taylor Park designated by the City as a dog park.

2.0. City Cooperation.

2.1. The City agrees to the following:

2.1.1. To work cooperatively with FOND to establish a policy for the Taylor Dog Park and Oyster Shell Dog Park for FOND and FOND Parties to assist in the care and maintenance thereof.

2.1.2. Though its Director, use reasonable efforts to attend monthly meetings with FOND’s leadership for purposes of establishing formal communications between dog owners and the City.

2.1.3. To request the Chair of the Recreation and Parks Committee of the Common Council to allow FOND to participate in an advisory capacity on Recreation and Parks Committee agenda items concerning the Taylor Dog Park and the Oyster Shell Dog Park.

3.0. FOND Activities at Taylor Park and Oyster Shell Park.

3.1. FOND acknowledges, understands and agrees that the City, acting through its RPD, is charged with the supervision, control, development, management, operation and maintenance of Taylor Park and Oyster Shell Park pursuant to Sections 74-23 through 27 of the Code of the City of Norwalk. FOND agrees not to engage in any FOND Activities at Taylor Park and/or Oyster Shell Park unless consented to in writing by the City, acting through its Director.

3.2. Requests to engage in FOND Activities shall made in writing to the Director. Such requests contain sufficient detail for the Director to consider and act upon the same, made upon FOND’s letterhead and signed by a duly authorized officer of FOND. The City reserves the right to withhold or condition consent to any such request in its sole discretion.

3.3. FOND Activities shall be exercised by FOND and FOND Parties in compliance with (i) the Approved Plans; (ii) all applicable federal, state and local laws, charters,

ordinances, regulations, and rules; (iii) all Permits; and (iv) all Public Approvals. Prior to engaging in FOND Activities, FOND shall obtain all required Permits and Public Approvals.

3.4. If any damage to Taylor Park and/or Oyster Shell Park is caused by FOND or FOND Parties in connection with FOND Activities, including damage to the land and all improvements located thereon, FOND shall be responsible for all repairs necessary to restore said area to the condition which existed immediately prior to the occurrence of said damage.

3.5. In the course of engaging in any FOND Activities, FOND (i) shall not allow hazardous, dangerous, or unsanitary conditions in Taylor Park or Oyster Shell Park; (ii) shall neither commit any nuisance on Taylor Park or Oyster Shell Park nor do or permit to be done anything which may result in the creation or commission of a nuisance on Taylor Park or Oyster Shell Park; and (iii) shall be responsible for safeguarding members of the general public accessing Taylor Park and Oyster Shell Park from injury to person or property which could be caused by FOND Activities.

4.0. Termination

4.1. Either Party may terminate this Agreement, with or without cause, by providing at least ten (10) days' prior written notice to other Party. The right to terminate this Agreement shall be cumulative and in addition to any other rights or remedies the Parties have at law or in equity and otherwise set forth herein.

5.0. Indemnification.

5.1. FOND shall and does hereby agree to indemnify and hold harmless the City, and its elected and appointed officials, officers, agents, employees, representatives, commissions and volunteers from and against any and all debts, obligations, suits, actions, demands, damages, losses, liability, injury, claims, demands, litigation, costs and expenses, of every kind and nature, including reasonable attorneys' fees, and compensation related to personal injuries (including death), any damage to property, real or personal, and any other loss, expense or aggrievement which arise directly or indirectly from (i) the negligent acts or omissions or intentional misconduct of FOND and/or FOND Parties; (ii) FOND Activities; or (iii) FOND's breach of this Agreement.

5.2. Insurance. FOND shall provide and maintain at its own cost and expense the following insurance coverage related to FOND Activities at Taylor Farm and Oyster Shell Park:

Workers' Compensation Insurance: To the extent required by law, with respect to all operations that Fond performs, it shall carry Workers' Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.

Commercial General Liability: With respect to all operations FOND perform it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per Occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the

indemnification obligations arising under this Easement. The Annual Aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

Automobile Liability: With respect to each owned, non-owned, or hired vehicles FOND shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

FOND shall keep said insurance coverage in continuous effect for a period of two (2) years following the date of termination of this Agreement. Before engaging in FOND Activities, FOND shall furnish the City's Corporation Counsel with a certificate of insurance and shall thereafter provide renewal certificates, as appropriate, evidencing such coverage written by a company or companies acceptable to the City. Each insurance certificate shall be endorsed to name the "City of Norwalk" as an additional insured party on a primary and non-contributory basis with waiver of rights of subrogation and shall provide that the insurance company providing coverage shall notify the City by certified mail at least thirty (30) days prior to the effective termination of or any change in the policy or policies coverage. No change in the coverage provided hereunder shall be made without the prior written approval of the City.

6.0 General Provisions

6.1. Notices.

Except as otherwise provided herein, all notices required herein must be in writing and addressed to the other Party's designated contact(s) for notices as set forth below:

To City: City of Norwalk
Recreation & Parks Department
125 East Avenue, Room 225
Norwalk, CT 06851-5125
Attn: Director of Recreation & Parks

With a copy to: City of Norwalk
Office of Corporation Counsel
125 East Avenue, Room 236
Norwalk, CT 06851-5125
Attn: Corporation Counsel

To FOND:

The Parties may change their respective addresses and specify as their address any other address by providing at least five (5) days prior written notice to the other Party.

6.2. Nondiscrimination. In performing its duties hereunder, FOND shall not, and shall ensure that FOND Parties do not, discriminate or permit discrimination against any

person or group of persons on the grounds 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 hereunder, in any manner prohibited by the laws of the United States or of the State of Connecticut.

6.3. Governing Law/Choice of Law. The Parties agree that any legal action or proceeding related to this Agreement shall be instituted in federal or state court in the State of Connecticut. This Agreement shall be subject to, governed and interpreted by, construed and enforced in accordance with the laws of the State of Connecticut.

6.4. Entire Agreement. This Agreement constitutes a final written expression of all the terms of the agreement among the Parties hereto regarding the subject matter of this Agreement, and supersedes all prior and contemporaneous agreements, understandings and representations among the Parties. Neither this Agreement nor any provision hereof may be modified, waived, discharged or terminated except by a written instrument executed and delivered by the Parties hereto.

6.5. No Assignments. The Parties shall not assign this Agreement, nor permit any use of Taylor Park or Oyster Shell Park, other than as is herein specified.

6.6. Severability. If any provision or term of this Agreement shall, to any extent, be held invalid, illegal or unenforceable by a court of competent jurisdiction, that provision shall, to the extent possible, be modified in such a manner as to be valid, legal and enforceable but so as to most nearly retain the intent of the Parties as expressed herein, and if such a modification is not possible, that provision shall be severed from this Agreement, and in either case the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

6.7. Legality. Each provision and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though such provisions and clauses were included herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then, upon the written consent of the Parties, this Agreement shall forthwith be physically amended to make such insertion.

6.8. Interpretation. The section, subsection, paragraph and/or other headings of this Agreement are for convenience only and in no way limit or enlarge the scope or meaning of the language hereof. The word “include” or “including” shall not be restrictive and shall be interpreted as if followed by the words “without limitation.”

6.9. Counterparts. This Agreement may be executed in one or more counterparts and each counterpart shall be deemed to be one and the same agreement. Scanned signatures of this Agreement delivered by facsimile, electronic mail, or other electronic means shall be as valid as ink-signed originals.

6.10 Electronic Signature. This Agreement 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 hereto have caused this Agreement to be duly executed to be effective as of the day and year first above written.

[SIGNATURE FOLLOW ON NEXT PAGE]

Signed, Sealed and Delivered
in the Presence of:

CITY OF NORWALK

Witnesses

Witnesses

By: _____
Harry W. Rilling
Its Mayor
Duly Authorized

Signed, Sealed and Delivered
in the Presence of:

FRIENDS OF NORWALK DOGS, INC.

Witness

Witness

By: _____
Name: _____
Its _____
Duly Authorized

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: _____

Presentation to the Recreation and Parks Committee



INTERAGENCY AGREEMENT FOR THE JOINT USE OF FACILITIES AND SPORTSFIELDS BETWEEN

The City of Norwalk Public School District/ Board of Education

AND

The City of Norwalk's Department of Recreation and Parks Department

PRESENTATION TO THE NORWALK RECREATION AND PARKS COMMITTEE

PREAMBLE AND VISION STATEMENT AND COMMITMENT TO THE UNDERSERVED

Preamble:

For Decades NRP and NPS have pooled their resources to meet youth and community demands for more developmental and recreational opportunities. Many of the physical facilities required to operate Recreation and Sports programming for NRP are located at NPS-controlled sites. NPS and NRP have jointly use these facilities and grounds without the benefit of a Joint Use agreement, This has led to miscommunication, and misunderstandings, affecting programs for both NPS and NRP.

Vision:

NPS and *NRP* have mutual interests in helping young people learn and develop recreation skills and in providing opportunities for people of all ages to participate in recreation activities. It is incumbent upon *NPS* and *NRP* to develop a unified approach to serving the City of Norwalk's recreation needs and to cooperatively maintain City Facilities and Grounds controlled by *NPS*.

Commitment to the Underserved

NPS and NRP are committed to supporting and providing access to our underserved, Black, Indigenous, and people of color (BIPOC). The recent efforts for NRP to modernize scheduling system, which includes field scheduling, coupled with new policies and procedures that will serve as a tool to provide access to BIPOC users and groups in both *NRP* and *NPS* facilities and grounds



TERM INTERAGENCY AGREEMENT FOR JOINT USE, BETWEEN NPS AND NRP

Major Scope of Work Elements

- ▶ Provide joint use facilities at no charge to either agency for use of the other's facilities or grounds except where specified otherwise in the JUA.
- ▶ Give priority usage, after NPS programming and/or ongoing community obligations are met to the requests submitted by NRP.
- ▶ The JUA establishes procedures to encourage cooperative working relationships between the NPS and NRP personnel at all levels and to quickly resolve issues.
- ▶ Encourage joint and cooperative ventures, including facility maintenance and development.
- ▶ NRP will annually report a summary of joint use and public benefit to the City of Norwalk's Common Council and the Board of Education Facility Committee.

TERM

The Term of this INTERAGENCY AGREEMENT FOR JOINT USE shall be in perpetuity. However, the agreement will be reviewed every five years for updates and/or modifications through Amendments.

Modifications

This INTERAGENCY AGREEMENT may be amended by mutual agreement. Modifications or Amendments of this INTERAGENCY AGREEMENT must be in writing and signed by both parties. The superintendent of Norwalk Public Schools and the Mayor of the City of Norwalk

FACILITY COMMITTEE GENERAL PROVISIONS

This INTERAGENCY AGREEMENT is intended to address and relate to those programs and activities occurring in NRP and NPS facilities, fields, grounds, sports courts, parks, and/or pools,

- ▶ which are initiated, organized, managed, scheduled, and supervised by either party
- ▶ comparable community-run programs, which are sponsored and overseen by either party and approved for their facilities, fields, grounds, parks, and or pools by the party's Superintendent/Director or their authorized representative.

The NRP and NPS shall act in good faith to implement this INTERAGENCY AGREEMENT.

The NRP and NPS acknowledge that this INTERAGENCY AGREEMENT is not intended to amend any of the existing leases and other property INTERAGENCY AGREEMENTS between the parties.

GENERAL GUIDELINES FOR JOINT USE 1/3

NPS will make certain that pools, buildings, and fields controlled by it are available for use by NRP on a priority basis after the scheduling requirements for its programs have been met (which also include events sponsored by the PTA, or affiliate organizations working with NPS approved by the Superintendent of Norwalk Public Schools, or its designee).

Pools, buildings, and fields will be available to third-party users after the scheduling requirements have been met for both NPS as a priority and then NRP. Third-party users related to Sports and Recreation Programs will be scheduled through Norwalk's Recreation and Parks Department. A list and general description of all NPS and NRP facilities covered by this INTERAGENCY AGREEMENT.

NPS's special instruction classrooms (including but not limited to, computer labs, language labs, crafts shops, and science labs), locker rooms, kitchens; offices; NRP's Plaza area of the beach, boating and sailing center, Cranbury Mansion; Fodor Farms Barn; Calf Pasture; and Cranbury Bunkhouse, and the Maintenance building Conference room, are not covered by this INTERAGENCY AGREEMENT and are non-joint use facilities. (A full listing of the rooms and facilities that are not Joint Use spaces for both parties are listed in the agreement .)



GENERAL GUIDELINES FOR JOINT USE 2/3

Third Party Field Users

It is understood, as a part of this INTERAGENCY AGREEMENT, that in cases where a third-party wishes to schedule permitted use of athletic fields, NRP has the authority based on this INTERAGENCY AGREEMENT to schedule such fields.

- ▶ NRP assumes responsibility for collecting facility use fees; and payment for damages to grounds and facilities caused by permitted third-party users.
- ▶ If a permitted third-party uses a facility beyond the time specified in their permit, the third-party user shall be billed for the unpermitted use in accordance with NRP Department's Cash and Collection policies and procedures for facility rentals, and NRP's rental policies.
- ▶ NPS may request in writing that NRP suspend a third-party account for an unpaid damage claim to NPS or for not adhering to NPS rules related to permits issued by NRP. NPS may request in writing that NRP unsuspend a third-party account for debts that have been satisfied.
- ▶ All third-party use scheduled by NRP is subject to established fees, policies, and practices including but not necessarily limited to NPS's Use policies. For scheduling purposes, third-party priority use will be given to youth programs.

GENERAL GUIDELINES FOR JOINT USE 3/3

If NRP has an issue regarding the facility that the NPS can remedy, NPS will respond and provide additional support through their facilities division. This includes, but is not necessarily limited to unlocking gates, bathrooms, and storage rooms, cleaning site bathrooms, and contacting emergency support.

If a third-party user group has an issue regarding an athletic field or building facility, i.e., gym or classrooms, during the period of the day where NRP has agency control over the school facilities; NRP staff will respond and provide the appropriate support through its maintenance and facilities staff representative. This includes, but is not necessarily limited to, unlocking gates, bathrooms, storage rooms, and security support. Such requests will be made to the Norwalk Superintendent of Parks and Public Spaces.

Both NPS and NRP will provide a biweekly

Schedule of permitted events for the following:

1. Athletic field (staffing)
2. Gyms and or indoor multipurpose spaces
3. Tennis courts (access)
4. Fields with lights (Scheduling)



ANNUAL JOINT-USE SCHEDULING CONFIRMATION PROCESS 1/3

NPS Use of NRP Facilities

NPS request of NRP for use of parks - All NRP parks are available for school events, field trips and school-related celebrations and environmental education under this INTERAGENCY AGREEMENT.

- ▶ School principals must check with their central scheduling office to see if the park is available for events or celebrations. Principals should make the request through their central scheduling office and coordinate with the NPS Central Scheduling Coordinator. A completed request by NPS staff will be emailed to NRP Central Scheduling Coordinator. The request should be made in advance at least fifteen working days before the first day of usage.

NRP Use of Facilities sited at NPS locations

NRP uses facilities sited at NPS (Schools) for sports, Youth Camps, and recreation programming - All facilities sited at Norwalk schools meaning classrooms, assembly halls, gyms, pools, and sports courts are available for scheduling under this INTERAGENCY AGREEMENT. NPS programs have priority usage and NRP usage will have second priority. To ensure second-priority usage, NRP must submit a Facilities Request Form request to NPS within 30 days of the request. The Central Scheduling Coordinator will consult with the School Principal for availability.

As required by this INTERAGENCY AGREEMENT, ninety (90) days before the end of each fiscal year, NRP's Recreation Division Director and the Superintendent of Parks and Public Spaces shall develop and approve an annual plan for the schedule of facility and field needs for recreation activities, programs and sports leagues and summer camps.

The schedule of indoor and outdoor facility needs shall include dates and times. It shall be delivered to NPS' Central Scheduling Coordinator, who will then deliver copies to the principals, NPS's Facilities Director, and Athletic Directors. This form shall list NRP activities from the preceding year that are proposed to continue the following school year and any changes and/or new user requests for the upcoming year identified.

ANNUAL JOINT-USE SCHEDULING CONFIRMATION PROCESS 2/3

Upon receiving the Request for the Upcoming Year of Calendared Uses from NRP school principals will review their facility's usage for the upcoming school year. The principals will contact the Central Scheduling Coordinator for NPS to discuss any changes needed to approve NRP requests.

NPS's Central Scheduling Coordinator shall then contact the NRP Central scheduling representative with changes to be reviewed. And if there are issues, the Recreation Division Director and/or the Superintendent of Parks and Public spaces will contact the NPS Central Scheduling Coordinator to address the issue. And when issues are resolved, and or changes accepted, The Annual Calendar will be updated.

ANNUAL JOINT-USE SCHEDULING CONFIRMATION PROCESS

NRP Pool Request

NPS shall support NRP's swimming programs. NPS indoor swimming pool is available for scheduling under this INTERAGENCY AGREEMENT. NPS has priority during specific blocks of time identified below:

School hours of 7:30 am – 2:15 pm

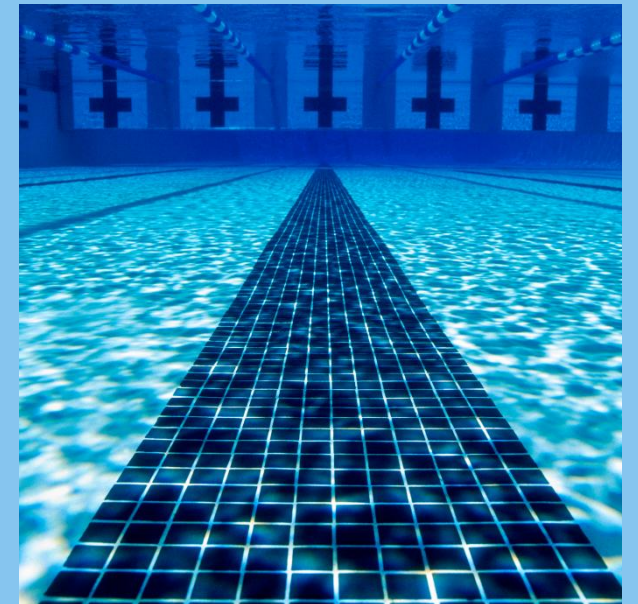
Swim team usage: September through the end of March

2:45 pm – 5:30 pm (weekdays), 9:00am – 11:45am (weekends)

Pool time for NPS Swim programs may be available by request on evenings, and non-school days (weekends and in-service days) when it does not conflict with other scheduled uses. Verify Pool Use with NHS Athletic Director

Any NRP Request to Use a NPS sited Facility submitted after the usage request deadline may not receive all the requested time. Usage at other times is subject to local availability. The Central Scheduling Coordinators for both NPS and NRP should request a space using Facilities Request Form. Handwritten requests are not accepted. A completed form by the NRP's Aquatics Center Coordinator should be emailed by the NRP's Central Scheduling Coordinator to the NPS's central scheduling office at least fifteen (15) working days before the first day of usage.

Pool requests will receive scheduled usage confirmation by the 30th of June for the upcoming school year.



REVIEW OF THE INTER AGENCY AGREEMENT

NRP's Superintendent of Parks and Public Spaces and The Division Director of Recreation together with NPS's Central Scheduling Coordinator and NPS's Athletic Directors will annually review this INTERAGENCY AGREEMENT in or around the first week in February.

The meeting will be scheduled by the Recreation Division Director. The agenda for the meeting will be set jointly by the respective NRP and NPS staff identified at the beginning of this section. The Agenda will address;

- ▶ How the agreement positively or negatively affected programming, sports, or maintenance delivery.
- ▶ The meeting shall be attended by the Recreation Division Director and the Superintendent of Parks and Public Spaces along with, NPS' Central Scheduling Coordinator and Athletic Directors)

REVIEW OF THE INTER AGENCY AGREEMENT

- ▶ And, a report of the review and recommendations made shall be submitted to the Director of Parks and Recreation and the School Superintendent or the designee.
- ▶ A summary of programs, sporting events, third-party events on the grounds, and building facilities, gyms, pools, etc.
- ▶ Public benefit resulting from the allowance of more community participation and equity and inclusion in terms of access and participation.
- ▶ Issues related to this INTERAGENCY AGREEMENT implementation will be reviewed and amendments to the INTERAGENCY AGREEMENT may be recommended.
- ▶ Issues related to the Appendices of this INTERAGENCY AGREEMENT will be reviewed and amendments to the Appendices of the INTERAGENCY AGREEMENT may be recommended.
- ▶ General schedules for the following school year for all joint-use activities, including but not necessarily limited to pool times, use of gyms, other building facilities, and field times.
- ▶ NPS staff will put together a list of the PTA and other associated parent/school affiliates.
- ▶ NPS will review its coordination with NRP's Central Scheduling Coordinator on the submittal of high school league field schedules.

FINANCIAL MANAGEMENT, AND CHARGES AND EXPENSES

NPS and NRP agree that since NRP has the responsibility of scheduling third-party users and their own recreation and sports programs on NPS-located facilities. NRP will collect revenues for such third-party facility rentals. NRP shall maintain records along with a full accounting completed on a quarterly basis.

NRP will schedule and collect fees for Fee Based Facilities; including Sports fields; gyms, pools, and other building facilities own and operated by the City of Norwalk on behalf of the City. NRP will supply NPS with a monthly schedule of field uses for NPS to assign field monitors and schedule lights.

NRP shall compensate NPS for labor and expenses incurred directly related to the use of gyms, pools, classrooms, and other building facilities. NPS shall invoice NRP quarterly for these expenses.

NRP Building Monitors/NRP Staff – NPS may charge NRP for programs occurring in facilities outside of normally scheduled operating hours; and NRP may do the same, where staff are required to staff an event operated by NPS in Parks or on NRP Facilities outside of NRP regular Staff hours. This rate shall be based on the standard rate NPS and NRP charges outside of normal operating hours, consistent with the NPS and NRP's fees as stated in the Annual Fees & Charges schedule of each Department.



**INTERAGENCY AGREEMENT FOR THE
JOINT USE OF FACILITIES AND SPORTSFIELDS
BETWEEN**

**City of Norwalk Public School District/Board of Education
And**

City of Norwalk Department of Recreation and Parks Department

Jointly Prepared by:

City of Norwalk Public Schools District

And

City of Norwalk Department of Recreation and Parks



TABLE OF CONTENTS

<u>DEFINITIONS</u>	pages 3,4
<u>PREAMBLE</u>	pages 5
<u>VISION STATEMENT</u>	page 5
<u>COMMITMENT TO UNDERSERVED POPULATIONS</u>	page 5.
<u>PURPOSE</u>	pages 6
<u>TERM</u>	page 7
<u>GENERAL PROVISIONS</u>	pages 7
<u>GENERAL GUIDELINES FOR JOINT USE</u>	pages 7,8,9
<u>ANNUAL JOINT USE SCHEDULING CONFIRMATION PROCESS</u>	pages 9,10,11
<u>REVIEW OF AGREEMENT</u>	Pages 11-13
<u>PROCEDURES FOR MANAGING JOINT USE FACILITIES</u>	pages 13-17
<u>FINANCIAL MANAGEMENT AND OPERATIONS</u>	pages 17-20
<u>INSURANCE</u>	pages 20
<u>PUBLIC INFORMATION AND NOTIFICATION</u>	pages 20
<u>COOPERATIVE CAPITAL RESOURCE DEVELOPMENT PROJECTS</u>	pages 21
<u>INTERAGENCY COORDINATION AND RENEWAL</u>	pages 21
<u>COMMUNITY PARTNERSHIPS</u>	pages 21
<u>MAINTENANCE</u>	pages 21-23
<u>SIGNATURE PAGE</u>	page 23

DEFINITIONS

The following terms shall be understood as follows and used to define roles and meanings in this Interagency Agreement:

NPS – Norwalk Public Schools, educational affiliated groups, and Parent Teacher Association (PTA)

NRP - Norwalk Recreation and Parks Department

NDPW - shall mean for the purposes of this INTERAGENCY AGREEMENT the Street Operations Division of the Norwalk Department of Public Works

CITY-OWNED FACILITIES – NPS cited facilities shall mean classrooms, assembly halls, sports fields gyms, Multi-purpose rooms; weight rooms; concession buildings. [NRP-cited facilities include parks, community gardens, Fodor Farm, greenhouses, Calf Pasture Beach Plazas, and Cranbury Park Plazas; and The Cranbury Great Lawn.

BOE – Board of Education for the City of Norwalk governing the Norwalk Public School District

MAYOR- Head of the City government, Mayor, City of Norwalk

SUPERINTENDENT – Chief Executive Officer of the Norwalk Public School District and is governed by the Board of Education and city of Norwalk

RECREATION PARK And PUBLIC SPACES DIRECTOR- Head Administrator or Director of the Department of Recreation and Parks, for the City of Norwalk

ASSISTANT SUPERINTENDENT OF NORWALK PUBLIC SCHOOLS: Shall mean the Head Administrator of Norwalk Public Schools Facilities and Operations and shall be the NPS’ representative authority for this INTERAGENCY AGREEMENT.

SUPERINTENDENT OF PARKS AND PUBLIC SPACES– Shall mean the Division Director for Park and Public Spaces working under the direction of the Director of Recreation and Parks. This position is responsible for overseeing the preparation and maintenance of sports fields, playgrounds, parks, and maintenance of school facility grounds outside of the schools’ responsibilities.

DIRECTOR OF FACILITIES FOR NORWALK PUBLIC SCHOOLS- shall mean the staff managing and overseeing all school facilities working under the direction of the Assistant Superintendent of Norwalk Public Schools.

RECREATION DIVISION DIRECTOR- shall mean the City of Norwalk’s RECREATION DIVISION DIRECTOR, who is under the supervision of the Director of Recreation and Parks. This position plans and direct the activities of the Recreation Division of the Department

RECREATION AND PARKS CENTRAL SCHEDULING OFFICE - unit responsible for scheduling and reserving NRP venues and fields for family and youth recreation programs, activities, events, and Sports leagues.

RECREATION AND PARKS CENTRAL SCHEDULING COORDINATOR- staff responsible for overseeing and coordinating with NPS and ensuring coordinating approvals and permits.

NORWALK PUBLIC SCHOOL CENTRAL SCHEDULING OFFICE- unit responsible for scheduling buildings events; programs, swimming, sports fields, and gyms for NPS.

NORWALK PUBLIC SCHOOL CENTRAL SCHEDULING COORDINATOR- staff responsible for overall coordination with all parties to a rental and securing all approvals.

PRINCIPALS – NPS staff managing and operating a city school building which includes elementary, middle, or high school.

CUSTODIANS– NPS staff or a third-party provider that maintain the school building and that may be required to be on-site during a Recreation and Parks sponsored program or a third-party program.

PTA OR BOE AFFILIATES – Parent Teachers Association or other parent or education group representing the interest of the NPS shall be treated as working under the auspices of the school.

CONTROL AGENCY –the agency that has control over the facility, either NPS or NRP. Norwalk Public Schools is generally considered the control agency of BOE facilities during school hours and hours scheduled for school athletics, intramural sports, or scheduled PTA or BOE affiliates. NRP is the control agency outside of those times, scheduling their programs and third-party providers.

USER AGENCY – The User Agency is either the NPS or NRP depending on who is in use of the Facility at that time. Generally, NPS has the priority Use; and NRP has the second priority use. But it can vary depending on the scheduled use by NPS, or its affiliates. The Recreation and Parks Department is the user in a second priority user.

USER- anyone using the facility at any one time in context with the subject.

THIRD-PARTY UER – permitted users by Norwalk Recreation and Parks Department

INTERAGENCY AGREEMENT FOR THE JOINT USE OF FACILITIES; GYMS AND FIELDS

I. PREAMBLE

For Decades __, NRP and NPS have pooled their resources to meet youth and community demands for more developmental and recreational opportunities. Many of the physical facilities required to operate Recreation and Sports programming for NRP are located at NPS-controlled sites. NPS and NRP have cooperated in planning and jointly using these facilities and grounds for the benefit of students and community members, without the benefit of a Joint Use agreement, which has led to miscommunication, and misunderstandings, affecting programs for both NPS and NRP.

While the supply will never meet the demand, the NRP-NPS partnership can effectively maximize the use of these facilities to meet student and community needs beyond what either could do alone. In addition to creating more opportunities for their respective constituent groups, sharing facilities has led to greater efficiencies in cost and operations for the City. NRP and NPS acknowledge the value of their collaboration and seek to extend their positive working relationship.

In recognition of the unique shared arrangement between NRP and NPS, it is the intent of both parties that the scope of this INTERAGENCY AGREEMENT is limited to the respective uses as described by this INTERAGENCY AGREEMENT. To maximize their facility uses for the benefit of the community, both agencies will continue to provide priority access to each other, continue to equitably share their resources, and continue to give priority to programs that benefit Norwalk youth.

This INTERAGENCY AGREEMENT is intended to enhance the primary missions of, while not interfering with the governance structures of NRP and NPS. Both entities acknowledge that the facilities and grounds use authorized by this INTERAGENCY AGREEMENT are both for municipal and educational purposes. This INTERAGENCY AGREEMENT recognizes the importance of making the best decisions for its Agency and the City of Norwalk. Both parties recognize and respect the City's budget and administrative processes that must be used in implementing programs and services. Additionally, both parties recognize and respect each other's collective bargaining agreements and the constraints related to those agreements.

It is the City of Norwalk's objective to increase general community access to and use of school site facilities. While the focus and priority addressed in this INTERAGENCY AGREEMENT are on NPS and NRP access to facilities on school sites, and parks, both parties agree to cooperate to the extent possible to increase general community use.

This INTERAGENCY AGREEMENT describes the goals, priorities, and operations between NRP and NPS. This INTERAGENCY AGREEMENT is not intended to and does not confer any rights on third parties.

II. VISION STATEMENT

City-owned public facilities and grounds, including sports fields and gyms under the jurisdiction of either the **NPS** or the **NRP**, shall benefit and be used by local Norwalk youth and community members. **NPS** and **NRP** have mutual interests in helping young people learn and develop recreation skills and in providing opportunities for people of all ages to participate in recreation activities, especially those in underserved communities. Fostering a community/neighborhood of learning and vitality, it is incumbent upon **NPS** and **NRP** to develop a unified approach to serving The City of Norwalk's recreation needs and to cooperatively maintain City Facilities and Grounds controlled by **NPS**.

III. COMMITMENT TO UNDERSERVED POPULATIONS

Norwalk Public Schools and Norwalk Recreation and Parks Department are committed to supporting and providing access to our underserved, Black, Indigenous, and people of color (BIPOC) community members. Efforts to modernize our scheduling system, which includes field scheduling, coupled with new policies and procedures will serve as a tool to provide

access to BIPOC users and groups in both **NRP** and **NPS** facilities and grounds

IV. PURPOSE

NPS and **NRP** believe that they can best advance their respective objectives by forming a cooperative partnership. Both agencies support the following objectives:

- A. Increasing youth and community access to **NPS** and **NRP** facilities and grounds.
- B. Increasing student access to **NPS** and **NRP** facilities and grounds.
- C. Encouraging third-party recreational activities involving **NPS** and **NRP**.
- D. Working together to jointly use **NPS** controlled facilities and grounds to support school children and residents during times of emergencies for sheltering, recovery of services, and resumption of school. However, it is understood that the provisions of this INTERAGENCY AGREEMENT may be suspended by the Mayor in the event of any emergency.

In establishing this INTERAGENCY AGREEMENT, **NPS** and the **NRP** seek to:

- A. Effectively and efficiently manage the use of **NPS** and **NRP** controlled facilities and grounds for the benefit of Norwalk's youth and community; provide use of joint use facilities at no charge to either agency for use of the other's facilities or grounds except where specified otherwise.
- B. Encourage joint use of their respective facilities and grounds and give priority usage, after **NPS** programming and/or ongoing community obligations are met, to the requests submitted by **NRP**
- C. Establish procedures to encourage cooperative working relationships between the **NPS** and **NRP** personnel at all levels and to quickly resolve issues.
- D. Encourage joint and cooperative ventures, including facility maintenance and development.
- E. Equitably distribute the time and cost of the use of facilities and grounds.
- F. NRP will annually report a summary of joint use public benefits to the City of Norwalk's Common Council and the Board of Education Facilities Committee.

V. TERM

The Term of this INTERAGENCY AGREEMENT FOR JOINT USE shall be in perpetuity. However, the agreement will be reviewed every five years for updates and/or modifications through Amendments.

This INTERAGENCY AGREEMENT may be amended by mutual agreement. Modifications or Amendments of this INTERAGENCY AGREEMENT must be in writing and signed by both parties. **The superintendent of Norwalk Public Schools and the Mayor of the City of Norwalk.**

VI. GENERAL PROVISIONS OF THE INTERAGENCY AGREEMENT (JOINT USE)

- A. Notwithstanding that this INTERAGENCY AGREEMENT shall be effective _____2024. The parties acknowledge that circumstances are constantly changing for both agencies. Consequently, the parties hereto reserve the right to review it, and if necessary, amend this INTERAGENCY AGREEMENT every five years. As stated above the amended changes must be in writing, and mutually agreed upon. No amendment hereto shall be effective unless written and signed by the all the parties that are signatory to this agreement.
- B. All debts owed to either party resulting from this INTERAGENCY AGREEMENT shall survive the expiration or termination of this INTERAGENCY AGREEMENT.
- C. The **NRP** and **NPS** shall act in good faith to implement this INTERAGENCY AGREEMENT.
- D. The **NRP** and **NPS** acknowledge that this INTERAGENCY AGREEMENT is not intended to amend any of the existing leases and other property INTERAGENCY AGREEMENTs between the parties.
- E. This INTERAGENCY AGREEMENT is intended to address and relate to those programs and activities occurring in **NRP** and **NPS** facilities, fields, grounds, sports courts, parks, and/or pools, which are initiated, organized, managed, scheduled, and supervised by either party and comparable community-run programs, which are sponsored and overseen by either party, and approved for their facilities, fields, grounds, parks, and or pools by the party's Superintendent/Director or their authorized representative with jurisdiction over the facilities, fields, grounds and or pools where the program is occurring.

VII. GENERAL GUIDELINES FOR JOINT USE

- A. **NPS** will make certain that pools, buildings, and fields controlled by it are available for use by **NRP** and on a priority basis after the scheduling requirements for its programs have been met (which also include events sponsored by the PTA, or affiliate organizations working with **NPS** approved by the Superintendent of Norwalk Public Schools, or its designee, benefiting Norwalk schools). Pools, buildings, and fields will be available to third-party users after the scheduling requirements have been met for both **NPS** as a priority and then **NRP**. Third-party users will be scheduled through Norwalk's Recreation and Parks Department, only as it relates to sports. A list and general description of all **NPS** and **NRP** facilities covered by this INTERAGENCY AGREEMENT and agreed upon priorities are set forth in **Appendix #1**, which may be amended from time to time.

- B. For additional clarity, *NPS's* special instruction classrooms (including but not limited to, computer labs, language labs, crafts shops, and science labs), locker rooms, kitchens; offices; *NRP's* Plaza area of the beach, boating and sailing center, Cranbury Mansion; Fodor Farms Barn; Calf Pasture; and Cranbury Bunkhouse, and the Maintenance building Conference room, are not covered by this INTERAGENCY AGREEMENT and are non-joint use facilities. (A full listing of the rooms and facilities that are not Joint Use spaces for both parties are listed as **Appendix #2** .
- C. All joint-use programming and activities scheduled under this INTERAGENCY AGREEMENT will comply with all applicable policies prohibiting discrimination. With each Event or occupancy, the user, (whether it be the Control Agency or a third-party User) shall be responsible for their pre-occupancy preparations, and post-event cleanup.
- D. It is understood, as a part of this INTERAGENCY AGREEMENT, that in cases where a third-party wishes to schedule permitted use of athletic fields, NRP has the authority based on this INTERAGENCY AGREEMENT to schedule such fields. NRP assumes responsibility for collecting facility use fees; and payment for damages to grounds and facilities caused by permitted third-party users, in accordance with NRP Department's Cash and Collection policies and procedures for facility rentals.
- E. If a permitted third-party uses a facility beyond the time specified in their permit, the third-party user shall be billed for the unpermitted use in accordance with NRP Department's Cash and Collection policies and procedures for facility rentals in accordance with NRP's rental policies.
- F. NPS may request in writing that NRP suspend a third-party account for an unpaid damage claim to NPS or for not adhering to NPS rules related to permits issued by NRP. NPS may request in writing that NRP unsuspend a third-party account for debts that have been satisfied related to permits issued by NRP.
- G. NRP may suspend a third-party account for unpaid debts owed NRP or NPS related to permits issued by NRP, prohibiting the third-party from renting the agency's facilities until such time as all debts have been satisfied.
- H. All third-party use scheduled by NRP is subject to established fees, policies, and practices including but not necessarily limited to NPS's Use policies **(to be Attached as appendix #3)**
- I. For the purposes of this INTERAGENCY AGREEMENT, NPS has priority use of buildings, fields, and pools in all cases, and sports and tennis courts on the school site. It includes the PTA or other parent organizations doing work on behalf of Norwalk Public Schools for use of buildings, fields and pools related to such work.
- J. For scheduling purposes, third-party priority use will be given to youth programs.
- K. A mutual goal of NPS and NRP will be to maintain program continuity, giving adequate notification of scheduling changes or facilities used to allow completion of a program cycle, and where necessary, to relocate programming. To facilitate this goal, both NPS and NRP agree to give each other 48 hours' notice of changes when possible. When possible, each agency will assist the other in locating alternative spaces.
- L. Each user will be responsible for maintaining joint use spaces and equipment during the use period and will cooperate in working with NRP or NPS representatives in expediting payment of repairs needed for any

damages which may occur because of scheduled programs.

- M. Where possible, NPS and the NRP will pursue opportunities to develop and improve joint-use facilities and equipment to support programming by both agencies.
- N. If NRP has an issue regarding the facility that the NPS can remedy, NPS will respond and provide additional support through their facilities division. This includes, but is not necessarily limited to unlocking gates, bathrooms, and storage rooms, cleaning site bathrooms, and contacting emergency support.
- O. If a third-party user group has an issue regarding an athletic field or building facility, i.e., gym or classrooms, during the period of the day where NRP has agency control over the school facilities; NRP staff will respond and provide the appropriate support through its maintenance and facilities staff representative. This includes, but is not necessarily limited to, unlocking gates, bathrooms, storage rooms, and security support; or any other related responsibility that NPS staff does not have responsibility for.
- P. Both NPS and NRP will provide a biweekly schedule of permitted events for the following:
 - 1. Athletic field (staffing)
 - 2. Gyms and or indoor multipurpose spaces
 - 3. Tennis courts (access)
 - 4. Fields with lights (Scheduling)

VIII. ANNUAL JOINT-USE SCHEDULING CONFIRMATION PROCESS

A. NPS Use of NRP Facilities

- 1. NPS request of NRP for use of parks - All NRP parks are available for school events, field trips and school-related celebrations and environmental education under this INTERAGENCY AGREEMENT.

School principals must check with their central scheduling office to see if the park is available for events or celebrations. Principals should make the request through their central scheduling office and coordinate with the NPS Central Scheduling Coordinator. A completed request by NPS staff will be emailed to NRP Central Scheduling Coordinator. The request should be made in advance at least fifteen working days before the first day of usage.

B. NRP Use of Facilities sited at NPS locations.

NRP uses facilities sited at NPS (Schools) for sports and recreation programming - All facilities sited at Norwalk schools meaning classrooms, assembly halls, gyms, pools, and sports courts are available for scheduling under this INTERAGENCY AGREEMENT. NPS programs have priority usage and NRP usage will have second priority. For NRP to ensure second-priority usage, NRP must submit a Facilities Request Form request to NPS within 30 days of the request . The Central Scheduling Coordinator will consult with the school principal for availability. **(Appendix #4 to be attached herein).**

As required by this INTERAGENCY AGREEMENT, ninety (90) days before the end of each fiscal year, NRP's Recreation Division Director and the Superintendent of Parks and Public Spaces shall develop and approve an annual plan for the schedule of facility and field needs for recreation activities, programs and sports leagues and summer camps.

The schedule of indoor and outdoor facility needs shall include dates and times. It shall be delivered to NPS' Central Scheduling Coordinator, who will then deliver copies to the principals, NPS's Facilities Director, and Athletic Directors. This form shall list NRP activities from the preceding year that are proposed to continue the following school year and any changes and/or new user requests for the upcoming year identified. **(NRP'S Annual Plan space Request template to be attached herein as Appendix #5)**

Upon receiving the Request for the Upcoming Year of Calendared Uses from NRP(as stated above and attached as appendix #5), school principals will review their facility's usage for the upcoming school year. This includes, but is not limited to, identifying which school activities will be happening during the upcoming year, identify new school needs and requests for use of space based on the Annual NRP Program Calendar. In assessing the needs for the upcoming school year, the principal will consult with school-based childcare providers, community learning centers and other agencies whose operations may be affected by the principal's decision. The principals will contact the Central Scheduling Coordinator for NPS to discuss any changes needed to approve NRP requests.

NPS's Central Scheduling Coordinator shall then contact the NRP Central scheduling representative with changes to be reviewed. And if there are issues, the Recreation Division Director and/or the Superintendent of Parks and Public spaces will contact the NPS Central Scheduling Coordinator to address the issue. And when issues are resolved, and or changes accepted, The Annual Calendar will be updated. NRP Recreation Programs will receive permits before the first day of school. Building use will be entered in August into the respective scheduling systems and Calendars.

1. NRP Pool Request

NPS shall support NRP's swimming programs. NPS indoor swimming pool is available for scheduling under this INTERAGENCY AGREEMENT. NPS has priority during specific blocks of time identified below:

School hours of 7:30 am – 2:15 pm

Swim team usage: September through the end of March

2:45 pm – 5:30 pm (weekdays), 9:00am – 11:45am (weekends)

Pool time for NPS Swim programs may be available by request on evenings, and non-school days (weekends and in-service days) when it does not conflict with other scheduled uses. Verify Pool Use with NHS Athletic Director

In accordance with paragraph VIII B1, NRP's Use of NPS Building Facilities, requests submitted after the usage request deadline may not receive all the requested time. Usage at other times is subject to local availability. The Central Scheduling Coordinators for both NPS and NRP should request a space using *Facilities Request Form* (see *Appendix #4*). Handwritten requests are not accepted. A completed form by the NRP's Aquatics Center Coordinator should be emailed by the NRP's Central Scheduling Coordinator to the NPS's central scheduling office at least fifteen (15) working days before the first day of usage. Pool requests will receive scheduled usage confirmation by the 30th of June for the upcoming school year.

Copies of the Red Cross lifeguard certificates for Recreation supervisory staff must be submitted to NPS Aquatics Coordinator and/or the athletic director before the first permitted date of usage.

Pool usage may be permitted to a community swimming program by the NRP Aquatics Coordinator with the approval of the NPS Aquatic Center Coordinator and/or the School's athletic director and principal and be submitted to the Central Scheduling for scheduling.

The most up-to-date procedures and rules for use of NPS's Swimming pools are found in Schools in Pools. NRP is committed to its facility staff having a commercial pool operator's license as a backup to the NPS's Facility Maintenance

IX. Review of the Inter Agency Agreement

A. NRP's Superintendent of Parks and Public Spaces and The Division Director of Recreation together with NPS's Central Scheduling Coordinator and NPS's Athletic Directors will annually review this INTERAGENCY AGREEMENT in or around the first week in February. The meeting will be scheduled by the Recreation Division Director. The agenda for the meeting will be set jointly by the respective NRP and NPS staff identified at the beginning of this section. The Agenda will address how the agreement positively or negatively affected programming, sports, or maintenance delivery. (Recreation Division Director The meeting shall be attended by the Recreation Division Director and the Superintendent of Parks and Public Spaces along with, NPS' Central Scheduling Coordinator and Athletic Directors) and, at a minimum, the parties agree to include the following items outlined below as part of the agenda, And, a report of the review and recommendations made shall be submitted to the Director of Parks and Recreation and the School Superintendent or the designee.

- A summary of programs, sporting events, third-party events on the grounds, and building facilities, gyms, pools, etc.
- Public benefit resulting from the allowance of more community participation and equity and inclusion in terms of access and participation.
- Issues related to this INTERAGENCY AGREEMENT implementation will be reviewed and amendments to the INTERAGENCY AGREEMENT may be recommended.
- Issues related to the Appendices of this INTERAGENCY AGREEMENT will be reviewed and amendments to the Appendices of the INTERAGENCY AGREEMENT may be recommended.
- General schedules for the following school year for all joint-use activities, including but not necessarily limited to pool times, use of gyms, other building facilities, and field times.
- NPS staff will put together a list of the PTA and other associated parent/school affiliates.
- NPS will review its coordination with NRP's Central Scheduling Coordinator on the submittal of high school league field schedules.

B. At the site level, joint use planning and decision-making will begin each spring for the upcoming school year. NRP will initiate the process if all joint-use programming scheduled for the preceding year will be included in the schedule for the upcoming year, unless otherwise agreed. *The Annual Facilities Request Calendar* (reference VIII B1 paragraph 2) will serve as a framework for generating agreements and negotiating changes.

A designated NRP representative will consolidate NRP and NPS site use requests.

- C. Changes to joint use scheduled events, annual plans and use permits can be changed through mutual agreement of an NPS school principal, school athletic directors, and an The NRP Recreation Division Director/or the Superintendent of Parks and Public Spaces. Each agency's central scheduling office must be notified of such amendments.
- D. Space Availability Conflicts/Cancelations
 - 1. NRP's Central Scheduling Coordinator; schedulers and NPS Central Scheduling Coordinator will complete the joint-use scheduling process as described above (Section VII, subsections A-B). The NRP/NPS collaboration will consider all negotiated school-based use agreements and schedules for centrally scheduled programs and facilities. Significant NPS and NRP events requiring thirty (30) days cancellation notice will be identified (for example the NRP summer camps programs).
 - 2. Efforts for the resolution of space availability issues shall be made in the first instance by and between facility-based representatives. When the conflict involves more than one NRP or NPS's program, all affected parties will be informed and involved in resolving the conflict. The central scheduling coordinators of both agencies will, whenever possible, identify options or ways to accommodate the interests of both agencies. When field use requests from NPS conflict with NRP field use schedules, the athletic directors will establish priorities for athletic events and NPS's Academic Division, or their designer, will establish priorities for school instructional and physical education programming. When an agreement is decided on by the affected parties, the scheduling coordinators for both parties shall be notified, and schedules modified.
 - 3. If agreement cannot be reached on a scheduling request at the facility level, the issue will be referred to the NPS Deputy Superintendent or their designee and the NRP Director or their designee for resolution.
 - 4. It is understood by both parties that events scheduled may be special events and would detrimentally be impacted if canceled with short notice. Example of such events may be a basketball or volleyball tournament. These types of events require the scheduling host agency to make every effort to relocate the scheduled User to a comparable facility in a nearby location. If this is not possible, the scheduling agency must give the User at least 30 days' cancellation notice. The programming agency will notify the scheduling agency at the time of booking of any "special events" that fall into this category.
 - 5. It is understood by both parties that localized planning occurs for each agency's programs and events. However, program times, particularly ending times, are approximate and subject to infrequent but immediate change (i.e., playoff games that go into overtime).
 - 6. It is understood by both parties that some city-wide major special events occur annually and could

displace a previously scheduled activity on a field or other publicly owned space. Most of these events are scheduled well in advance. Events that are constitutionally protected may not require advance notification. Both the NPS and NRP will notify the other agency immediately upon learning of such an event and its impact on scheduled NPS or NRP programming.

E. Inter-agency Training

1. Each agency is responsible for training its staff as to the requirements and procedures of this INTERAGENCY AGREEMENT. Topics to be covered include the history and purpose of joint-use, benefits to students/families and city residents, specific provisions established by this INTERAGENCY AGREEMENT and key implementation procedures.
2. NRP's key personnel include The Director of Recreation and Parks; the Recreation Division Director; Recreation Supervisor, Rec Supervisor; , Sports Field scheduling staff; program scheduling staff; Events Coordinator and the Superintendent of Parks Public Spaces .
3. NPS Key Personnel is The Assistant Superintendent of Operations; Director of Facilities; High School Athletic Directors; school principals, secretaries, custodians, athletic and PTA officials.
4. NPS and NRP's central scheduling offices shall operate training sessions under this INTERAGENCY AGREEMENT for their respective staff. They shall be jointly scheduled and developed by NRP's Recreation Division Director and NPS's Facilities/Building Director, with technical assistance from both NRP and NPS' Central Scheduling Coordinators. Training will be held annually at the start of each school year.

X. PROCEDURES FOR MANAGING JOINT USE OF FACILITIES

A. Central Coordination, Permitting, Record-keeping, and Problem Resolution

1. NPS' central Scheduling Office Coordinator and NRP's central scheduling office coordinator will permit all building and sports field uses for their respective organizations. And, in the case of NRP, the Central Scheduling Office Coordinator shall permit all park and third-party users of gyms, sports fields, and assembly halls, sited at school locations as well as other requested school facilities that are identified in **Appendix #1**. Individual NPS principals are encouraged to meet or make contact directly with NPS and NRP scheduling coordinators and NRP program coordinators when there are questions or complicated requirements to an event. The meeting can be held virtually. The NPS' central scheduling office coordinator shall collaborate with relevant staff, principals, teachers, custodians, etc., to determine availability, and conditions for NRP requests.
2. Permit forms for each agency shall stipulate the use and program for which the permit is being issued, the name of the person responsible for the supervision, spaces, and equipment authorized for use, dates, and hours of use (including set-up and break-down times), requirements for special service, indemnification and insurance requirements for Third-Party Users and any other information required.
 - a. **Changes in Policy, Budget, or Organization-** When either agency contemplates a change in

policy, budget, or organization that could impact the access of the other to a joint-use facility, that agency will consult with the other agency as far in advance as possible so that the other agency can analyze the impacts and plan for the change. NPS will use the same fee schedule as NRP to maintain consistency for facility uses (e.g., gym sports).

- b. **Temporary Rescheduling of Priority Use** - In the event NPS communicates its inability to utilize its scheduled priority use, the NRP agency may pursue scheduling other uses temporarily until the NRP is ready to resume its scheduled priority use. NRP must still follow scheduling procedures.
- c. **Single-Use Requests** - Written requests to use NPS or NRP facilities outside the annual scheduling confirmation process should be submitted to each agency's central scheduling office at least thirty (30) working days before the first day of usage. The central scheduling office of the requesting agency will verify in advance with the affected school's central scheduling office/coordinator) who shall confer with the principal and/or facility manager
- d. that the facility is available at the date and time requested. Please note that the request will be granted only if the allotted time and space are available.
- e. **Joint-Use Program Requirements** – All youth programs must include adequate supervision by adults, ages eighteen and above, trained in emergency procedures (first aid and CPR) specified by the control agency. The above must be noted on the permit authorizing use. The user agency is responsible for providing program staffing or covering expenses of the control agency program staffing, if necessary. Staffing must be sufficient to supervise program participants in entry areas, locker rooms, and non-secured spaces within a facility. All swim programs must be operated by either school or recreation aquatics staff personnel who hold current American Red Cross lifeguarding certification in accordance with the Norwalk Recreation Aquatics and Norwalk School Safety Practices for Swimming Programs (Red Cross CPR and standard first aid (or equivalent recognized by the State of Connecticut Department of Health). Program participants must wear appropriate clothing and protective gear. Programs failing to comply with these requirements will not be allowed to operate. Swimming program requirements are explained further in **(Appendix #6)**.
- f. **Third Parties' Special Event Permit Requests on District Fields** – Special events are events that are anything other than a typical practice or game. Because of the complexity of special events, third parties wishing to hold a special event on the field's site on NPS grounds will be vetted and approved by the NRP scheduling office/specifically, the Special Events Coordinator. As such, the NPS Director of Facilities, or designee, will identify a representative to review special events and to be the point of contact for the NRP use of the building, which includes gyms, and be available to the third party for technical issues concerning the use of NPS's facility. NPS's scheduling office/coordinator will notify NRP's Central Scheduling Office/in this instance specifically the Special Events Coordinator in writing whether a permit for the special event is approved in such cases. Additionally, third-party insurance forms must be submitted and reviewed by NPS.

- g. **Issuance of Facility Key Fabs** - NPS will ensure that there is access to facilities for NRP staff by providing key fabs to authorized NRP personnel for Summer youth and child Camps specifically and Issuance for any other reason shall be done on a case-by-case basis and only to assist with permitted joint-use of facilities. Both agencies agree to not duplicate fabs issued by the other agency. Nothing in this INTERAGENCY AGREEMENT shall override either party's key policies. **(NPS Key Policy attached, Appendix #7 to be attached).**
- h.
- i. **Joint-Use Facility Maintenance Responsibilities** - With each occupancy, the user shall be responsible for their pre-occupancy preparations, and post-event cleanup. The control agency should make sure that they oversee any preparations which may alter or change the venue, including such structures as tent installations in parks that may have negative impacts on the turf or surfaces.
- j. Preparations of this sort must be approved by the director of facilities for NPS, and/or Superintendent of Parks and Public Spaces for NRP as well as any installation, configuration, or logistics where safety and precaution are required (e.g., opening and closing movable walls in a gym). All joint-use spaces will be returned to the condition which preceded use. Where possible and necessary, access to cleaning supplies will be provided by the control agency. The third-party user should check in with the facility custodian or other designated representative and establish agreement upon the pre-and post-use conditions. If joint-use spaces are not left in the condition which preceded use, the third-party user will be responsible to the control agency for any expenses incurred by the control agency required for cleanup and or repair.
- k. **Specialized Instructional Space and Equipment** – NPS' specialized instructional space and equipment, other than that normally associated with a general non-specialized classroom; gymnasium, swimming pool, recreation center, athletic field, track, tennis court, or other facilities, shall not be made available for joint use. The third-party user may provide its own preparation or set up and take down of portable equipment under the supervision of a representative of the control agency, when not in violation of union agreements. This includes the ordering and set up of portable toilets. The above procedures must be noted on the permit authorizing use.
- l. **Access to Storage** – NRP and third-party permitted agencies cannot confirm storage space will be made available for program equipment and supplies. Considerations for extenuating circumstances include:
- Seasonal (non-permanent) container sizes (job boxes) can be used (during the assigned season) and limited to certain specifications by the agency when there.
 - Lack of access to their facilities.
 - Lack of available equipment at a permitted facility.
- These exceptions will be made by NRPs' Central Scheduling Office coordinator and their manager, and NPS's Central scheduling Coordinator .
- m. **Security Provisions** - If security staffing is needed for any event inside the school buildings, all users will use the security staffing contracted by NPS. The User will bear the costs of the Security and is responsible for providing any additional staffing to

ensure a safe and sane event. Telephone numbers for reporting emergencies are listed **here (see Appendix #8- to be attached)**.

- n. **Restitution and Repairs** - It shall be the responsibility of the user to make restitution for the repair of damage to a NPS space, area, or facility to NPS, including equipment or missing property from the premises which may occur because of a third-party agency's permitted scheduled program.
3. **Capital or Major Maintenance Projects**- Each party shall notify the other of the start and completion dates of any planned capital construction projects which would affect any joint-use site at least 60 days from the start of the project or as far in advance as practical.

- a. **Inspection of Facilities**- The Owner Agency and the User Agency or Third-Party User shall together, or separately, inspect all buildings and grounds areas for which a use permit has been issued. Inspections shall be directed toward the identification of damage to the facilities, fields, and equipment or missing property that may have been caused by the User Agency or Third-Party User agency through the conduct of its program. There will be a pre- or post-event inspection designated representative.
- b. **Reporting Method**- The Agency User or Third-Party user shall have the responsibility of reporting any damages to the control agency immediately following the event or use. Reporting shall take the form of an email or phone call to the central scheduling office (leaving a message if it is after hours. If not reported, the Control Agency shall notify the User Agency or Third-Party user of damage or loss within three (3) working days after inspection. The above procedures must be noted on the permit authorizing use.

Such notification shall consist of sending an email to the User Agency or Third-Party User's designated representative identifying the facility, date of the scheduled event, permit number, date of detection, name of inspector, area or areas involved, description of the damage, and estimated and/or fixed costs of repairs or property replacement. The Control Agency shall contact the User Agency or the Third Party User.

- c. **Repairs** - Except as otherwise mutually agreed, the User Agency or Third-Party User shall not cause repairs to be made to any building or item of equipment for which the Controlling Agency has the responsibility. The Controlling Agency that has primary use of the facility agrees to submit to the User Agency or Third-Party the estimated cost of repairs. That Controlling Agency agrees to make such repairs within the estimated time and fixed costs agreed upon whether it is mutually determined or if it is the result of dispute resolution **(The sub-section below X 3(f) X, : Disagreements)**. The User Agency shall be responsible for collecting the reimbursement and delivery to the Controlling agency that has the primary use of the facility.

- d. **Reimbursement Procedure-** The Primary Control Agency shall invoice the Third-Party User within seven (7) days of completion of repairs or replacement of missing property. The invoice shall itemize all work hours, equipment, and materials with cost rates as applied to the repair work. If the repair is contracted, a copy of the contractor's itemized statement must be attached. Actual costs shall be invoiced if less than estimated and/or fixed costs. Reimbursement shall be made to the User or Third-Party user within thirty (30) days from receipt of such invoice.
- e. **Disagreements** – The User Party or Third-Party user shall retain the right to disagree with all items of damage to buildings or equipment or missing property as identified by the Control Agency provided this challenge is made within ten (10) working days after the first notification.
 - e.1. The Third-Party user disagreements shall be made in writing to the primary Control Agency. The Third-Party User shall clearly identify the reasons for refusing responsibility for damage to the building or equipment. Failure to do so within the prescribed time shall be considered as acceptance of responsibility by the User
 - e.2. Settlement of disagreements - After an on-site investigation involving both the Control Agency and Third-party user or their designated representatives, and after proper notification from the Permitted User is received, a decision regarding responsibility for damages shall be made.
 - e.3. In the event an agreement cannot be reached, the matter shall be referred to the representative designated by the authorized representative of each of the Control Agencies for review and consideration.
 - e.4. The Control Agency having primary Use of the facility shall have the right to make immediate emergency repairs or replace missing property without voiding the User Agency's or Third Party right to disagree.

XI. FINANCIAL MANAGEMENT AND OPERATIONS

The purpose of this section is to clarify and confirm both parties' agreement about financial management and administrative support related to the joint use of facilities, fields, and pools located at NPS sites.

A. Financial Management

1. NPS and NRP agree that since NRP has the responsibility of scheduling third-party users and their

own recreation and sports programs on NPS-located facilities. NRP will schedule sports fields and school field sites and will collect revenues for such third-party facility rentals.

2. NRP shall maintain records along with a full accounting completed on a quarterly basis. NRP will also maintain a full accounting of revenues. The documentation collected shall include:
 - a. Facilities used.
 - b. Organizations using facilities.
 - c. Dates and hours of use
 - d. Total fees charged.
 - e. Lighting fees assessed.
 - f. Staffing fees assessed.
3. NRP will schedule and collect fees for Fee Based Facilities; including Sports fields; gyms, pools, and other building facilities listed in (**Appendix #9; attached**). NRP will supply the NPS with a monthly schedule of field uses for NPS to assign field monitors and schedule lights.
4. NRP shall compensate NPS for labor and expenses incurred directly related to the use of gyms, pools, classrooms, and other building facilities. NPS shall invoice NRP quarterly for these expenses. NRP agrees to promptly remit payment to NPS. Invoices shall include a full accounting of expenses incurred (this should be reciprocal. i.e., NPS should also reimburse NRP for the same). NRP must acknowledge that all labor costs submitted by NPS to MRP are associated with collective bargaining established rates and do change when agreements are revised.
5. In addition to quarterly data, upon request by either party, both the NPS and NRP will grant reasonable access to each other's financial and facility-use records related to activities covered under this INTERAGENCY AGREEMENT.

B. Charges and Expenses

1. NPS will provide NRP a chart of the custodian expense schedules each year on or before July 1st. The expense schedule may include all ancillary charges but is not limited to security, equipment, and utility cost schedules. If NRP does not receive an updated fee schedule from NPS by July 1, NRP will use the previous year's expense schedule (this should be reciprocal).
2. A schedule for NRP third-party field rental fees will be shared with NPS for the general awareness for public facing. It should be shared by July 1st of each year.
3. All User events not sponsored, co-sponsored or produced by either NPS or NRP are required to pay all facility and field attendant fees required by the control agency. All field and attendant fees shall be published, are subject to change, and must follow existing permit procedures established by the NRP.
4. Receipt of support from either the NRP or NPS, financial or otherwise, does not necessarily construe sponsorship and oversight.
5. NPS shall be financially responsible for the sports lighting at the high schools' Stadium fields and Brien McMahon High School (BMHS) Football Stadium Field . The baseball/softball at Brian Mcnight

complex, and Nathan Hale Middle School (NHMS) are considered the responsibility of NRP. The User will be billed for electricity on an hourly basis as provided for in the current NRP fee schedule. All

school lighting usage at the above sites will be scheduled and monitored through the Musco Control Link system (or other system then used) and billed monthly. NRP is responsible has a contract with Musco Lighting

C. Requests for Services Outside this INTERAGENCY AGREEMENT

Neither the NPS nor NRP will be required to subsidize the other's use of its facilities. Services, equipment, or facilities not covered under this INTERAGENCY AGREEMENT may be provided, at direct cost, to the agency making the request. For example, if a school should request that an NRP lifeguard supervise a swimming class, the school would be assessed as a direct charge for this service. Likewise, should NRP request an NPS custodian at a time outside the custodian's normally scheduled building hours, NRP would be assessed a direct charge for service hours provided. Utility costs might be assessed if NRP usage occurs when a school would normally not be heated.

NPS Custodial Expense – NPS may charge NRP for programs occurring in schools held outside of normally scheduled custodial hours. This cost component applies to school buildings. The school custodial cost is determined by the average hourly custodial wage including benefits for the period analyzed. This rate was utilized for all types of space during standard operating hours. For overtime hours, either after standard hours on weekdays or Saturdays, a rate of 1.5 times the hourly wage rate plus applicable benefits is used. For Sundays and holidays, a 2.0 factor replaces the 1.5 multipliers to reflect "double time." These are subject to change. It is included in the exhibit on custodial rates appendix #

The costs for joint use were apportioned, factoring in the Interagency Agreement of time required to clear a specific facility including a common space allocation for hallways and lavatories. A contractual four (4) hour minimum for custodial services applies on weekends and holidays.

1. NSPD Utilities Expenses– NPS may charge NRP the costs of utilities when programs occurring in schools require heat outside of normally scheduled boiler hours. The utility cost element is made up of total utility expense for the usage time including electricity, fossil fuels, water, sewer, telecommunications, and a few others. This total expenditure was apportioned to any spaces used under this INTERAGENCY AGREEMENT to compute the applicable utility expense. The formula for NPS's calculation for charging utility costs is as follows: The direct square footage of the Use Space plus an allocation of communal area space. During non-standard hours, for schools (when most joint use occurs), NPS will calculate a percentage of all common space that is affected for purposes of the total calculation of utility expense. The Rates are Pre-established on the NPS school use form. Where there is no Meter to calculate usage there will be a flat rate established.
2. NRP Building Monitors – NPS may charge NRP for programs occurring in facilities outside of normally scheduled operating hours. This rate shall be based on the standard rate NPS charges outside of normal operating hours, consistent with the NPS and NRP's fees as stated in the Annual Fees & Charges schedule of each Department and sent to the Administrator of this INTERAGENCY AGREEMENT for each Department as outlined in section IX (B) 1-5 of this INTERAGENCY AGREEMENT.

3. NPR Rental Staff – NPS Use of Recreation and or Parks Facilities may be charged for staffing costs when the Parks Superintendent of Parks and Open Spaces and/or the Recreation Division Director determine such. It will be at an hourly rate during regular hours and 1.5 hours outside of regular hours.
4. NRP Lifeguards - NRP may charge NPS for all lifeguards when NRP lifeguards are requested to be present for NPS Swimming programs and beach events. This rate shall be based on the standard rate NRP charges all users clients outside of normal operating hours for lifeguards, consistent with the department's fees stated in the annual Fees & Charges legislation.

D. Operations – Establishment of Rules of Use

1. NRP scheduling will provide equitable access for all third parties to schedule sports fields according to priority rules.
2. NRP will attempt, to the best of its ability, to appropriately schedule use to match the field (adult groups on adult-sized fields) and fully schedule fields to the full capacity available. NRP should exercise judgment on placing appropriate activities on the correct field. For third-party users, NRP will prioritize scheduling onto NPS-located sites.
3. NRP will obtain approval from the RECREATION, PARKS, AND PUBLIC SPACES DIRECTOR prior to waiving rental fees on any NPS-sited facility. This will occur after consultation with The published NPS rental rules establishing criteria for waiving fees with a communication from the NRP Director to the Deputy Superintendent of NPS.
4. NRP will consult with the NPS prior to scheduling events if the party requesting the reservation has a history of abusing the facility or misrepresenting the nature of events.

E. Mutual Responsibilities of Parties

1. NRP will advertise fields available for rent on their website with instructions on how to schedule fields and applicable rates.
2. NRP in consultation with NPS will continue to coordinate any sports field, sports courts, or tennis court capital improvement plans and coordinate construction.

XII. INSURANCE

All third-Party users shall provide and maintain insurance coverage related to their activities in connection with the Use in compliance with the following requirements. The user shall provide Insurance as required by the control agency within the specified scope and limits of insurance required. The User shall name the City of Norwalk as an additional insured

XIII. PUBLIC INFORMATION AND NOTIFICATION

Each NPS principal's office and central scheduling coordinators will manage requests from community members for information pertaining to the scheduled use of their respective facilities. The NRP Scheduling Office will manage requests for information for athletic fields. Each of the agency's central scheduling coordinators will manage general questions and or comments on this INTERAGENCY AGREEMENT internal to each agency. The agencies will make efforts to notify other user organizations regarding any significant and relevant changes in this INTERAGENCY AGREEMENT.

XIV. COOPERATIVE CAPITAL RESOURCE DEVELOPMENT PROJECTS

This INTERAGENCY AGREEMENT also seeks to formalize the process for introducing and planning field improvements or capital projects replacing or developing new fields. The City of Norwalk's Building Department working with NRP, and NPS' will cooperatively plan development at appropriate joint-use sites. At the beginning of every JUA Cycle INTERAGENCY AGREEMENT Term there should be a Joint Field Development Plan, exploring whenever possible, opportunities for improvements or additions to the sports fields and tennis courts and avenues for blending fund sources and resources to

accomplish mutual goals. Where possible, the two agencies will work together with the City's Building department to use other public and private financing opportunities to accomplish mutual objectives and to develop sports fields and other outdoor recreation facilities named herein, with standards sufficient to meet the programming requirements of both agencies.

The Marvin School and Cranbury School facilities are adjacent to/or across the street from NRP's land. NRP and NPS have a long history of cooperation in using and developing property to maximize educational and recreational access, usability, and benefits. Both agencies seek to continue and expand such cooperation with each other, and with the community at large, by agreeing to:

- a. Make every effort to inform one another of construction, repair, or renovation interruptions within 48 hours of it being scheduled.
- b. Examine property issues raised by either party expeditiously or cooperatively.
- c. Work cooperatively in planning facility or equipment improvements or making the most efficient and effective use of public property and capital funding. Where necessary or desirable for specific sites, establish or update written agreements specifying joint-use responsibilities and/or priorities.
- d. Make every effort to reschedule school practice and game facilities should NPS relocate a school during construction or should a facility be closed for short or long-term projects. Reciprocally, when a school must close, NRP makes every effort to relocate Recreation and Parks programs and scheduled third-party activities to other school sites and/or parks.
- e. Work together to support public/private partnerships for improving joint-use facilities and ground improvements, when feasible.

XV. INTERAGENCY COORDINATION AND INTERAGENCY AGREEMENT RENEWAL

A Joint-Use Inter-agency team, comprised of key staff from NRP and the NPS, shall:

1. Review this INTERAGENCY AGREEMENT by March 30th on an annual basis. Particularly its Administrative guidelines, and review of *Joint-Use Summary of Public Benefits*. Also, reviewing the report that is submitted by NRP and NPS staff on their program review required in section IX. Operational changes jointly agreed upon in this review will take effect in the upcoming school year.
2. Review capital plans and projects proposed and make recommendations to both the Assistant Superintendent of Operations for Norwalk Public Schools and the Norwalk Director of Recreation and Parks for continued or more extensive joint use.

Either agency can initiate a special meeting to discuss interim problems or propose amendments to this INTERAGENCY AGREEMENT.

XVI. COMMUNITY PARTNERSHIPS

The City of Norwalk, Norwalk Public Schools and the Board of Education are committed to developing partnerships that enhance the educational experience of Norwalk's students. These partnerships might include those that benefit students, their families, and their local communities through programs that integrate academics, athletics, health and social services, youth and community development, and community engagement.

Nothing in this INTERAGENCY AGREEMENT shall preclude the City of Norwalk, acting through its Mayor, and Common Council from initiating discussions and negotiating subsequent arrangements with Norwalk Public Schools to implement school, city, and community partnership programs during the term of this INTERAGENCY AGREEMENT. NPS agrees to engage in good faith negotiations with the NRP if so requested. Any partnerships will be documented by a separate agreement.

XVII. Maintenance

A. NRP Maintenance Responsibilities

1. NRP is responsible for site maintenance, including, but not limited to: grass cutting and trimming, trees, fencing, ballfields and courts, netting, garbage, artificial turf and track surfaces, playgrounds, irrigation, fountains, bleachers, and walkway snow removal. This does not include maintenance of school concession buildings, parking lots/curbing/sidewalk repair, scoreboards, field goals or any amenity installed solely by the school or school representative; or used by the school for special events, celebrations, and athletic events (including restrooms).
2. Grounds and playground maintenance responsibilities between NPS and NRP are delineated in area Maps attached as **Appendix #10** Maintenance Roles and Responsibilities

B. NDPW Maintenance Responsibilities

1. NDPW is responsible for snow plowing and subsequent damage to curbing caused by snow plowing operations. In addition, NDPW assists NRP with tree removal and pruning services. NDPW Manages and maintains all site drainage for school properties. INTERAGENCY AGREEMENT

C. NPS Maintenance Responsibilities

1. NPS is responsible for all interior courtyards, garden areas and field press boxes. School custodians shall perform regular "walk around" to remove any light litter and report any deficiencies to the NPS Facilities. NPS Facilities will assess the deficiency and engage NDPW or NRP via the work order system established by the City.
2. NPS is responsible for any exterior security lighting and cameras while NRP is responsible for field lighting, including , but not limited to NHMS, WRMS, NHS and BMHS main stadium and all baseball & soccer fields.
3. NPS understands that the garbage cans on site identified as NRP cans are to be used solely for general site garbage and not for school garbage or to be kept by the school dumpster area.
4. NPS understands that some site maintenance will have to occur during the school days and every effort shall be made to remove students from the area currently being maintained.
5. NRP shall be notified immediately of any deficiencies of any site amenities, especially if it can occur risk of an injury. All playground injuries due to faulty equipment shall be reported immediately to the Superintendent of Parks and Public Spaces.
6. When and where there is no designated User but there is damage mitigation required or cleanup arising from school related activities, such as a sporting and band events, school assemblies, lunch recess, and gym classes. NPS shall have The responsibility for cleanup, damage, and vandalism.
7. No permanent site amenities, e.g., trees, benches, flagpoles, or signs shall be installed by NPS without prior approval by the NRP Director and School Superintendent.
8. NPS shall be responsible for the purchase and repair of any sole-use, non-permanent amenity such as goals (soccer, lacrosse, field hockey), football equipment (tackling dummies, padding), batting cages, scorer's tables, and benches.
9. NPS shall notify the Director of Recreation and Parks and Public Spaces when major outdoor construction projects are planned as well as project timing.

XVIII. SIGNATURE PAGE

This Agreement along with exhibit "A" and the Appendixes thereto, (attached) represents the entire INTERAGENCY AGREEMENT. No other understandings not mentioned herein shall be a part of this INTERAGENCY AGREEMENT.

By: _____

Mayor, City of Norwalk, Connecticut

By: _____

Superintendent, Norwalk Public Schools

Date: _____

Date: _____

Approved as to Form City Attorney _____

City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:
recregistrationsupport@norwalkct.gov

Permit # R1956

Status Approved
Date Feb 21, 2025 4:00 PM

Customer Name	Ron Scofield - 4567	Work Phone Number	(203) 866-9271
Customer Type	General Public	Home Phone Number	(203) 943-1347
Mailing Address	Third Taxing District 2 Second Street Norwalk, CT 06855	Cell Phone Number	(203) 943-1437
		Email Address	rscofield@ttd.gov
System User	Internet User		

Rental Fee	\$900.00
Discounts	\$0.00
Subtotal	\$900.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$900.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$900.00

Third Taxing District Summer Concert Series

1 resource(s)6 booking(s)Subtotal: \$900.00

Event Notes:
Event pending March 12th Recreation & Parks Committee meeting.
\$150 per event for 2025; fee will change for 2026.

Booking Summary

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Jul 20, 2025 3:00 PM	Sun, Jul 20, 2025 8:00 PM	500	\$150.00
Sun, Jul 27, 2025 3:00 PM	Sun, Jul 27, 2025 8:00 PM	500	\$150.00
Sun, Aug 10, 2025 3:00 PM	Sun, Aug 10, 2025 8:00 PM	500	\$150.00
Sun, Aug 17, 2025 3:00 PM	Sun, Aug 17, 2025 8:00 PM	500	\$150.00
Sun, Aug 24, 2025 3:00 PM	Sun, Aug 24, 2025 8:00 PM	500	\$150.00
Sun, Aug 31, 2025 3:00 PM	Sun, Aug 31, 2025 8:00 PM	500	\$150.00

Custom Questions

QUESTION	ANSWER
*Will you require lights? (Fields only)	Yes
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No

Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0
Is there a 2nd date in mind or a rain date or location?	No
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	400-500
What is the setup time?	3:00 PM
What type of event?	Summer Concert
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	No
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	Yes
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	No
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	Yes
Will you need the Showmobile? (Calf Pasture only)	Yes
Will you solicit contributions at your event?	No

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Jul 20, 2025	Ron Scofield	Waiver Signed by: Ron Scofield on Feb 12, 2025

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
 - 2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.
 - 3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5. HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.
 - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Payment Schedules

Original Balance: \$900.00 Current Balance: \$900.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Jul 20, 2025	\$900.00	\$0.00	\$0.00	\$900.00

X: _____

Date: _____

City of Norwalk Online
Mailing Address: 125 East Ave., Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recregistrationsupport@norwalkct.gov

X: _____

Date: _____

Ron Scofield
Customer ID: 4567
Work Phone Number: (203) 866-9271
Home Phone Number: (203) 943-1347
Cell Phone Number: (203) 943-1437
Email Address: rscofield@ttd.gov

City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:
recregistrationsupport@norwalkct.gov

Permit # R1960

Status Tentative
Date Feb 20, 2025 2:01 PM
Expiration Date Mar 22, 2025

Customer Name	Stephen Dixon - 3299	Work Phone Number	(203) 853-0600
Customer Type	General Public	Home Phone Number	(203) 853-0600
Mailing Address	650 West Ave Suite 2 Norwalk, CT 06850	Cell Phone Number	(203) 570-2226
		Email Address	pride@ctpridecenter.org
System User	Internet User		

Rental Fee	\$2,805.00
Discounts	\$0.00
Subtotal	\$2,805.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$2,805.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$2,805.00

Pride in the Park

1 resource(s)1 booking(s)Subtotal: \$2,805.00

Event Notes:
Event pending March 12th Recreation & Parks Committee agenda and Special Event permitting process.
Park usage fee of 2,500 attendees or more determined by department.

Booking Summary

Veterans Memorial Park (Event)		Center: Veterans Memorial Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Jun 14, 2025 2:00 PM	Sat, Jun 14, 2025 8:00 PM	10000	\$0.00
Resource level fees			\$2,805.00

Custom Questions	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
Are you using a food truck?	Yes
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	Yes

If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	10-12
Is there a 2nd date in mind or a rain date or location?	June 15
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	10,000
What is the setup time?	Friday, 6/13 and 6:00 or 7:00 am the morning of the event. Pick up on Sun or Mon
What type of event?	Community Event
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Yes - we will have multiple vendors, food trucks, vendors, and performers in attendance as before
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	Yes
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	Yes
Will you be selling food, beverages, goods or wares?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	Yes
Will you be using temporary electrical resources?	Yes
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	Yes
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	Yes

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Jun 14, 2025	Stephen Dixon	Waiver Signed by: Stephen Dixon on Feb 20, 2025

City of Norwalk Recreation & Parks Department Facility Rental Event Application Form

This Contract is further subject to the following covenants and agreements:

- 1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
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 - 6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Payment Schedules

Original Balance: \$2,805.00 Current Balance: \$2,805.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Jun 14, 2025	\$2,805.00	\$0.00	\$0.00	\$2,805.00

X: _____

Date: _____

City of Norwalk Online
Mailing Address: 125 East Ave., Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recregistrationsupport@norwalkct.gov

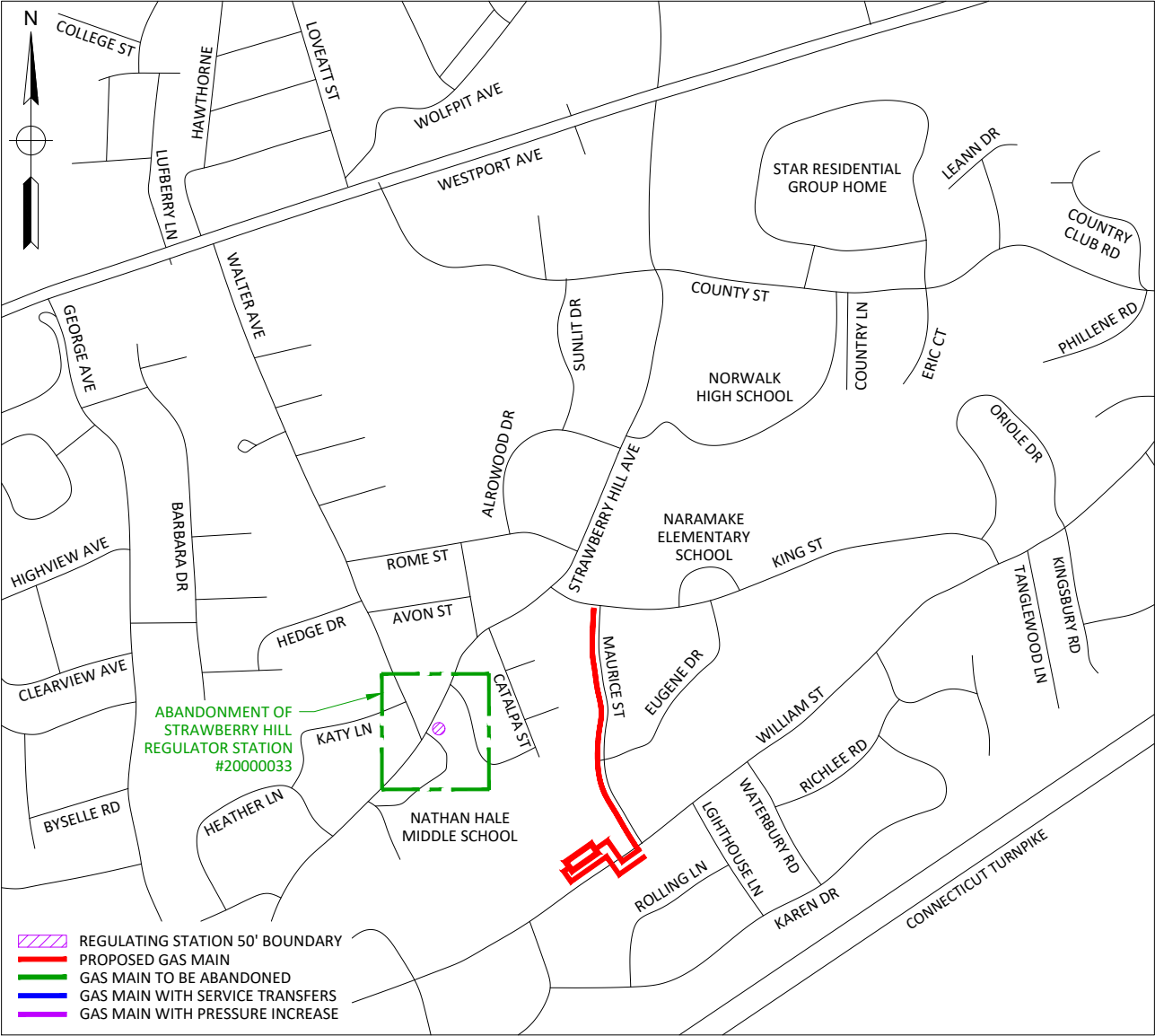
X: _____

Date: _____

Stephen Dixon
Customer ID: 3299
Work Phone Number: (203) 853-0600
Home Phone Number: (203) 853-0600
Cell Phone Number: (203) 570-2226
Email Address: pride@ctpridecenter.org

TABLE OF CONTENTS

SHEET #	TITLE
01 OF 07	COVER SHEET
02 OF 07	LEGEND
03 OF 07	CONSTRUCTION NOTES AND PROJECT SEQUENCING
04 OF 07	LOCATION PLAN
05 OF 07	EXISTING GRADING PLAN
06 OF 07	PROPOSED GRADING PLAN
07 OF 07	GRADING SECTION VIEWS



WORK SCOPE

INSTALLATION: 3 VAULT IP/LP REG STATION

AFFECTED STREETS: STRAWBERRY HILL AVENUE, KING STREET, MAURICE STREET, WILLIAM STREET



FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

A	ISSUED FOR PERMIT	11/10/23	HNS/DW
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
STRAWBERRY HILL REGULATOR STATION REPLACEMENT 2023			
PROJECT #23C903			
COVER SHEET			
SCALE: NOT TO SCALE			SHEET 01 OF 07
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
HNS 10/30/23	DW 11/03/23	CT-SOU-REG-23-099-01	A

STRAWBERRY HILL REGULATOR STATION REPLACEMENT 2023
PROJECT #23C903

Filed: CT-SOU-REG-23-098-02.dwg

Z:\Projects\EVR - Eversource\CT Yankee Gas Norwalk Reg Station\02_PACKAGE\00_CURRENT DRAWINGS\

DRAWING LEGEND

COUPLINGS

	ST/ST COMP INSUL CPLG ST/CI COMP INSUL CPLG CI/CI COMP INSUL CPLG
	PL/ST COMP CPLG PL/CI COMP CPLG CI/ST COMP CPLG ST/ST COMP CPLG CI/CI COMP CPLG
	PL EF CPLG
	PL/ST HYD CPLG PL/CI HYD CPLG

END CAPS

	ST WELDED END CAP PL EF END CAP PL FUSION END CAP ST COMP END CAP CI COMP END CAP PL COMP END CAP
	ST COMP END CAP W/ VENT CI COMP END CAP W/ VENT PL COMP END CAP W/ VENT

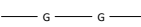
CATHODIC PROTECTION

	TYPE "A" TEST STATION
	TYPE "B" TEST STATION
	TYPE "C" TEST STATION
	TYPE "D" TEST STATION
	TYPE "M" TEST STATION
	TYPE "X" TEST STATION
	RECTIFIER
	ANODE

CIVIL COMPONENTS

	UTILITY POLE
	CATCH BASIN
	HYDRANT
	CROSSWALK SIGNAL
	SANITARY SEWER MANHOLE
	STORM DRAINAGE MANHOLE
	ELECTRIC MANHOLE
	TELEPHONE MANHOLE

UTILITY & BOUNDARY

	EXISTING GAS MAIN
	PROPOSED GAS MAIN
	GAS MAIN TO BE ABANDONED
	RIGHT-OF-WAY
	OVERHEAD ELECTRIC
	WATER LINE
	SANITARY SEWER LINE
	TELEPHONE
	STORM DRAIN LINE

ABBREVIATIONS

CI - CAST IRON
CP - CATHODIC PROTECTION
COMP - COMPRESSION
CPLG - COUPLING
EF - ELECTROFUSION
HYD - HYDRAULIC
INSUL - INSULATING
MECH - MECHANICAL
PL - PLASTIC
RED - REDUCER
ST - STEEL
TRANS - TRANSITION

PIPELINE COMPONENTS

	ST VALVE PL VALVE
	ST RED PL RED
	PL TO ST TRANS FITTING
	ST WELDED INSUL
	TRACER WIRE TEST BOX
	ST CLAMP
	CI CLAMP

PRESSURE CONTROL FITTINGS

	ST LINE STOPPER CI MECH LINE STOPPER ST SIDE OUT
	ST BOTTOM OUT
	ST SADDLE CI SADDLE
	ST TAPPED CLAMP CI TAPPED CLAMP PL EF TEE PL EF HV TEE ST NON-BLOWING TEE ST NON-BLOWING NIPPLE PL SADDLE TEE PL EF BRANCH SADDLE

MISCELLANEOUS

	PLASTIC PIPE SQUEEZE
	INSIDE METER
	OUTSIDE METER
	SERVICE VALVE

PRESSURE SYSTEM

LP - LOW PRESSURE (< 0.5 PSIG OR <14 W.C.)
EL - ELEVATED LOW ELP (0.5 - ≤ 2 PSIG)
IP - INTERMEDIATE PRESSURE (> 2 - ≤ 60 PSIG)
HP - HIGH PRESSURE (> 60 - ≤ 99 PSIG)
EH - ELEVATED HIGH (> 99 - ≤ 199 PSIG)
SP - SPECIAL PRESSURE (> 199 - ≤ 750 PSIG)

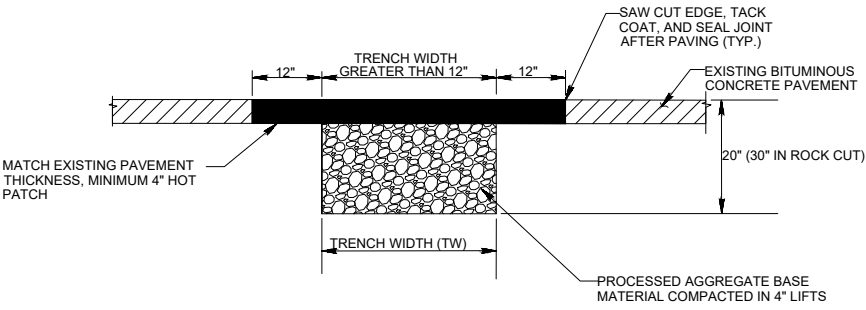


FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

A	ISSUED FOR PERMIT	11/10/23	HNS/DW
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
STRAWBERRY HILL REGULATOR STATION REPLACEMENT 2023			
PROJECT #23C903			
LEGEND			
SCALE: NOT TO SCALE		SHEET 02 OF 07	
Drawn by / Date		Checked by / Date	
HNS 10/30/23		DW 11/03/23	
Drawing Number		Rev. No.	
CT-SOU-REG-23-099-02		A	

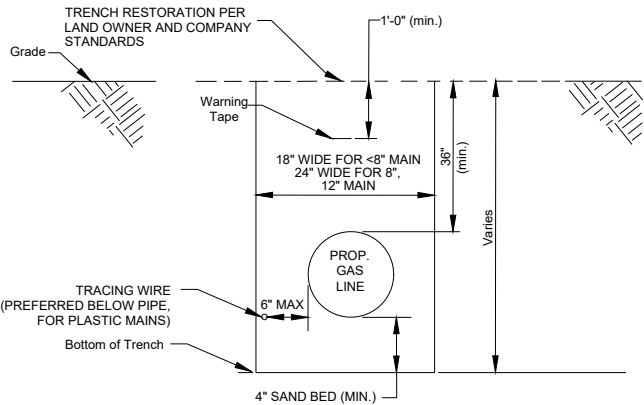
CONSTRUCTION NOTES:

1. MATERIAL LIST FOR EXTERNAL PIPING ONLY.
2. CONSTRUCTION SHALL CONFORM TO EVERSROUCE'S STANDARDS AND SPECIFICATIONS .
3. THE LOCATIONS OF EXISTING UTILITIES AND UNDERGROUND STRUCTURES ARE APPROXIMATE AND MUST BE FIELD VERIFIED. ADDITIONAL UNDERGROUND FACILITIES MAY EXIST THAT ARE NOT SHOWN ON THESE DRAWINGS WHICH MAY REQUIRE ADDITIONAL OFFSETS IN THE PIPELINE.
4. LOCATIONS SHOWN ON THE DRAWING ARE APPROXIMATE. EXACT LOCATIONS OF TIE-INS SHALL BE DETERMINED AT THE TIME OF CONSTRUCTION TO SUIT FIELD CONDITIONS. VERIFY LOCATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING ANY WORK.
5. PIPE AND FITTINGS WILL BE FURNISHED BY EVERSOURCE GAS.
6. A 12” BASE OF 3/4” CRUSHED, WASHED STONE SHALL BE PLACED AND COMPACTED UNDER EACH VAULT.
7. ELECTRICAL SERVICE TO THE CONTROL CABINETS SHALL BE DONE IN ACCORDANCE WITH NFPA-70, THE LOCAL ELECTRICAL UTILITY AND LOCAL AHJ.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE TEMPORARY RESTORATION OF DISTURBED ROADWAYS, SIDEWALKS, GRASS AREAS AND MULCH BEDS. RESTORATION SHALL MEET THE REQUIREMENTS OF THE CITY AND STATE (WHEN APPLICABLE). THIS INCLUDES BUT IS NOT LIMITED TO PAVING, CONCRETE, MULCH, LOAM AND SEED.
9. CONTRACTOR SHALL FURNISH AND INSTALL TWO DRAIN STANDPIPES FOR EACH VAULT. STANDPIPES SHALL CONSIST OF 8” DIAMETER SONOTUBES FILLED WITH 3/4” CRUSHED, WASHED STONE AND SHALL EXTEND FROM THE PVC DOOR DRAINS DOWN TO A POINT APPROXIMATELY 3” BELOW THE BOTTOM OF THE VAULT. THE TOP END OF THE INSTALLED STANDPIPE SHALL BE COVERED WITH STONE AND FILTER FABRIC TO PREVENT DEBRIS ENTRY.
10. CONTRACTOR SHALL CORE DRILL HOLES FOR GAS PIPING AND ELECTRICAL CONDUIT AS SHOWN IN THE PLAN AND/OR DETAILED IN THE BID SPECIFICATIONS. EXACT LOCATION WITHIN CONCRETE VAULTS TO BE FIELD VERIFIED WITH I&R.
11. CONTRACTOR TO SET (2) 23” W X 36” L X 36" D CONCRETE FOUNDATIONS FOR TELEMETRY CABINETS. EVERSOURCE WILL PROVIDE TELEMETRY CABINETS.
12. 100% NON DESTRUCTIVE TESTING ON ALL WELDS.
13. ALL BARE STEEL PIPE AND FITTINGS SHALL BE TAPE COATED PER EVERSOURCE STANDARDS.
14. CATHODIC PROTECTION SYSTEM SHALL BE INSTALLED TO THE SATISFACTION OF THE EVERSOURCE CORROSION TECHNICIAN AND PER EVERSROUCE STANDARDS.
15. ROADWAY, SIDEWALKS, AND GRASS DISTURBED SHALL BE RESTORED TO THE SATISFACTION OF THE CITY AND STATE (WHEN APPLICABLE).
16. ALL NEW PIPING SHALL BE PRESSURE TESTED IN ACCORDANCE WITH EVERSOUCE'S STANDARDS. IF A MAIN SEGMENT WILL NOT BE PLACED IN SERVICE IMMEDIATELY FOLLOWING THE COMPLETION OF THE PRESSURE TEST, THE MAIN WILL BE LEFT AT 30 PSIG AND THE AS LEFT PRESSURE NOTED ON THE DAILY ACTIVITY REPORT. THE TEST GAUGE SHALL REMAIN ON THE MAIN UNTIL THE MAIN IS READY TO BE PLACED IN SERVICE AND THE TEST PRESSURE IS RELIEVED.
17. CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION OF ALL CONDUIT AND WIRING BETWEEN THE POLE AND ELECTRICAL CABINET, BETWEEN THE TWO CABINETS, AND BETWEEN EACH CABINET AND THE VAULTS. IF WIRING IS TO BE COMPLETED BY UTITLIY A PULL ROPE MUST BE INSTALLED.
18. THE INSTALLATION CONTRACTOR SHALL PROVIDE UPON COMPLETION, A DIMENSIONAL MARKED-UP DRAWING INDICATING AS-BUILT CONDITIONS INCLUDING THE LOCATION AND IDENTIFICATION OF ALL WELDS WITH ALL EXPOSED X-RAY FILM WITHIN TWO WEEKS OF JOB COMPLETION.
19. TRAFFIC LOOPS IMPACTED DURING CONSTRUCTION OF THIS PROJECT SHALL BE REPLACED OR REPAIRED BY THE CONSTRUCTION CONTRACTOR.

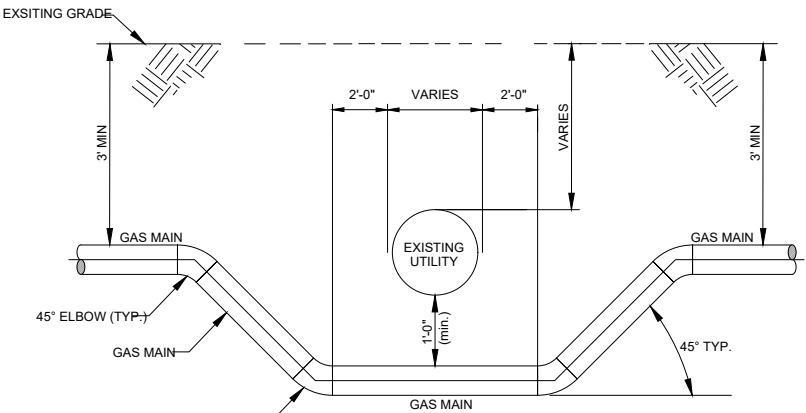


PERMANENT PAVEMENT FOR TRENCH THROUGH BITUMINOUS CONCRETE

NOTE: TYPICAL PAVEMENT REPAIR DETAIL SHOWN; MUNICIPALITY ENGINEER TO DETERMINE PAVEMENT SPECIFICATIONS.



TYPICAL TRENCH



TYPICAL EXISTING UTILITY CROSSING



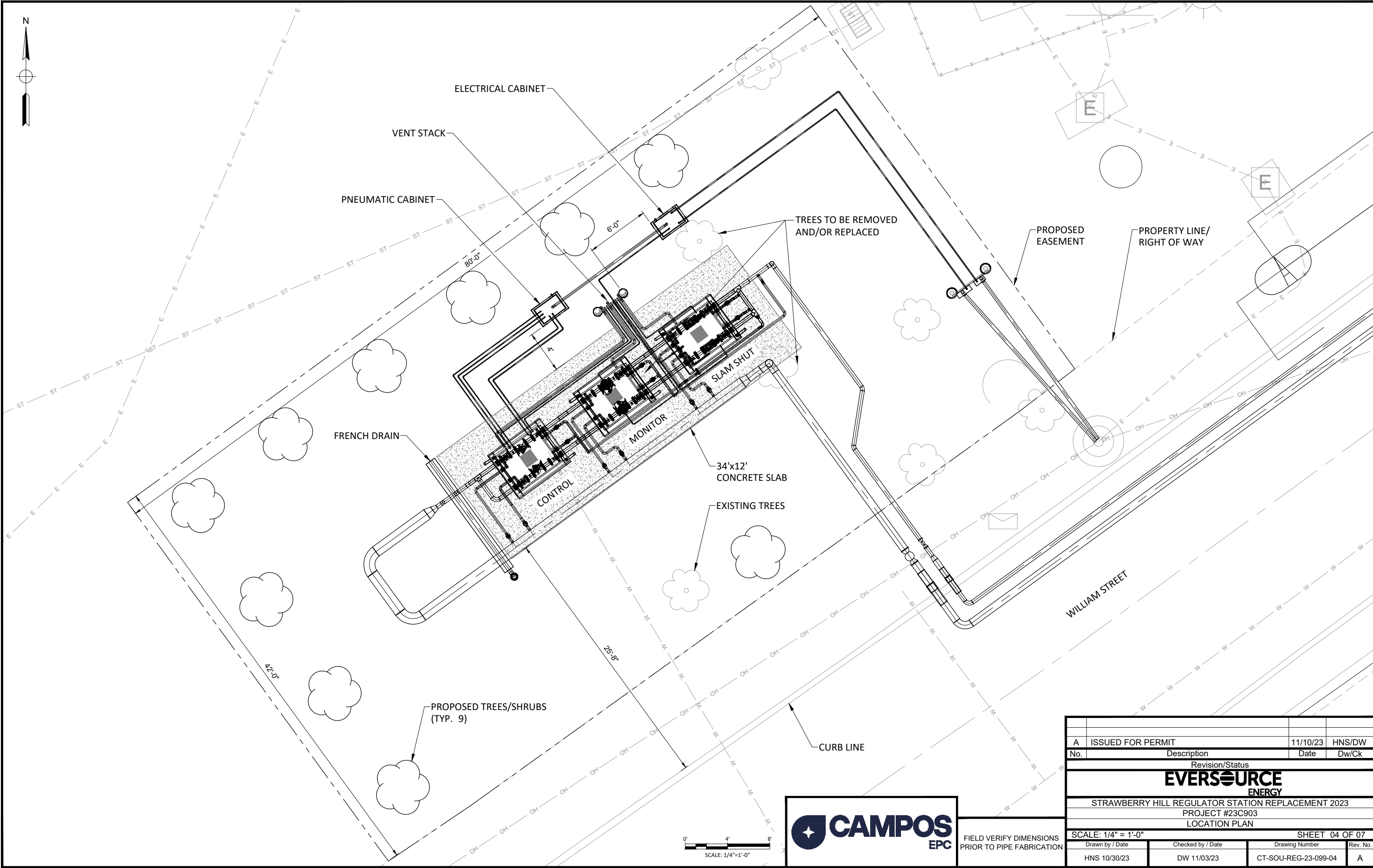
FIELD VERIFY DIMENSIONS PRIOR TO PIPE FABRICATION

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No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
STRAWBERRY HILL REGULATOR STATION REPLACEMENT 2023			
PROJECT #23C903			
CONSTRUCTION NOTES AND PROJECT SEQUENCING			
SCALE: NOT TO SCALE			
Drawn by / Date		SHEET 03 OF 07	
HNS 10/30/23		Rev. No.	
DW 11/03/23		A	
Drawing Number		CT-SOU-REG-23-099-03	

Filed: CT-SOU-REG-23-099-04.dwg

Z:\Projects\EVR - Eversource\CT Yankee Gas Norwalk Reg Station\02_PACKAGE\00_CURRENT DRAWINGS\

Nov 14, 2023 - 3:45pm

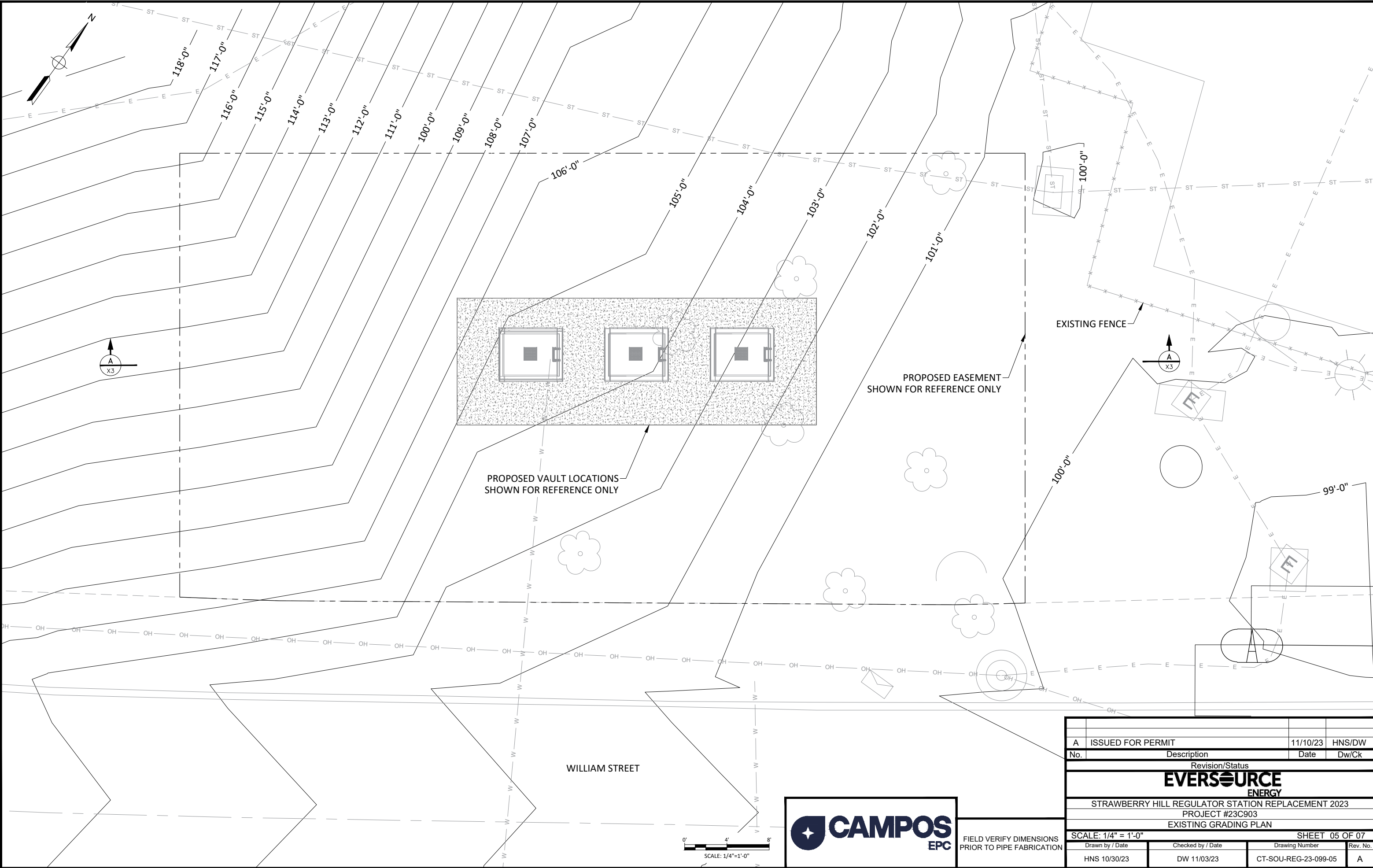


A	ISSUED FOR PERMIT	11/10/23	HNS/DW
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
STRAWBERRY HILL REGULATOR STATION REPLACEMENT 2023			
PROJECT #23C903			
LOCATION PLAN			
SCALE: 1/4" = 1'-0"		SHEET 04 OF 07	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
HNS 10/30/23	DW 11/03/23	CT-SOU-REG-23-099-04	A

Filed: CT-SOU-REG-23-099-05.dwg

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Nov 14, 2023 - 1:51pm

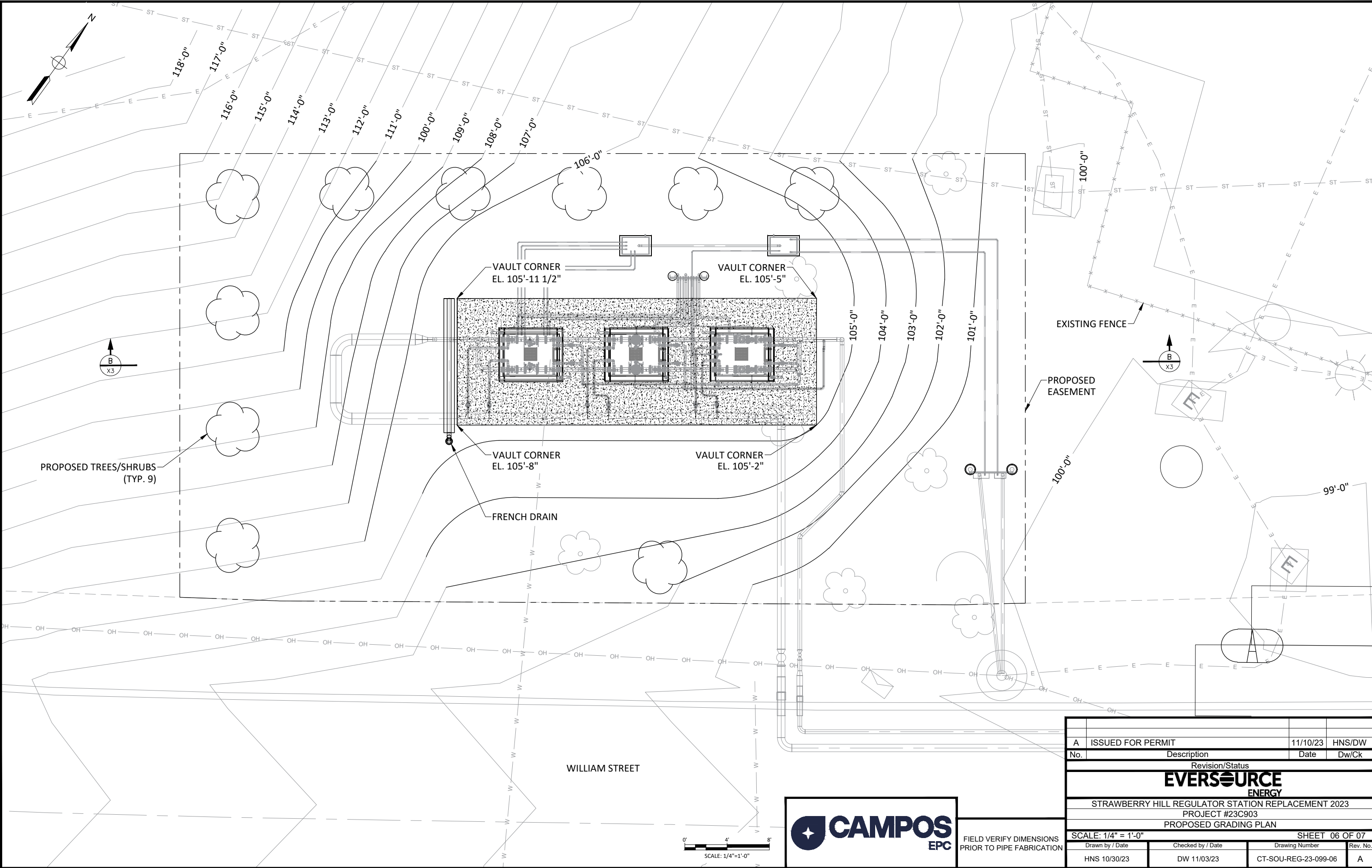


FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

Filed: CT-SOU-REG-23-099-06.dwg

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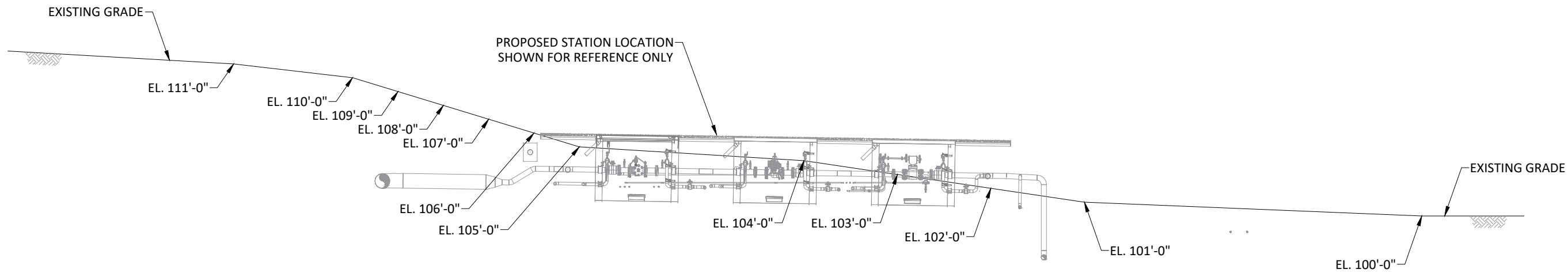
Nov 14, 2023 - 4:04pm



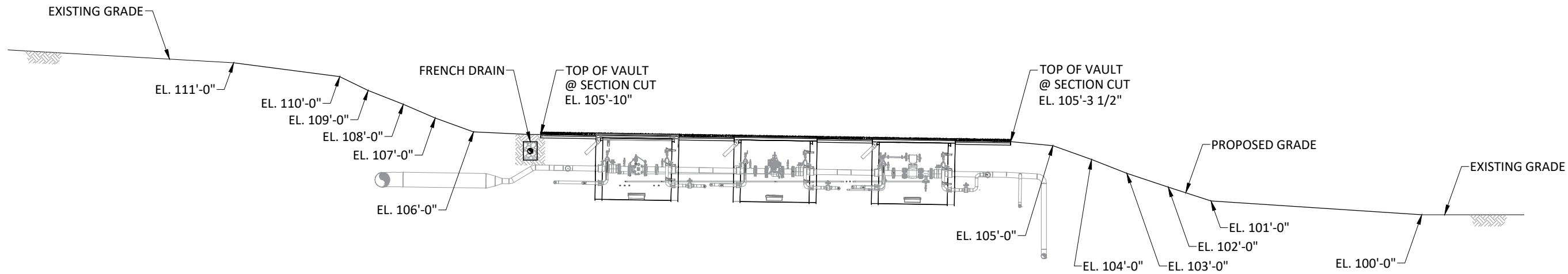
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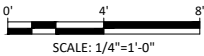
Nov 14, 2023 - 4:35pm



SECTION A
SCALE 1/4" = 1'-0" X1



SECTION B
SCALE 1/4" = 1'-0" X2



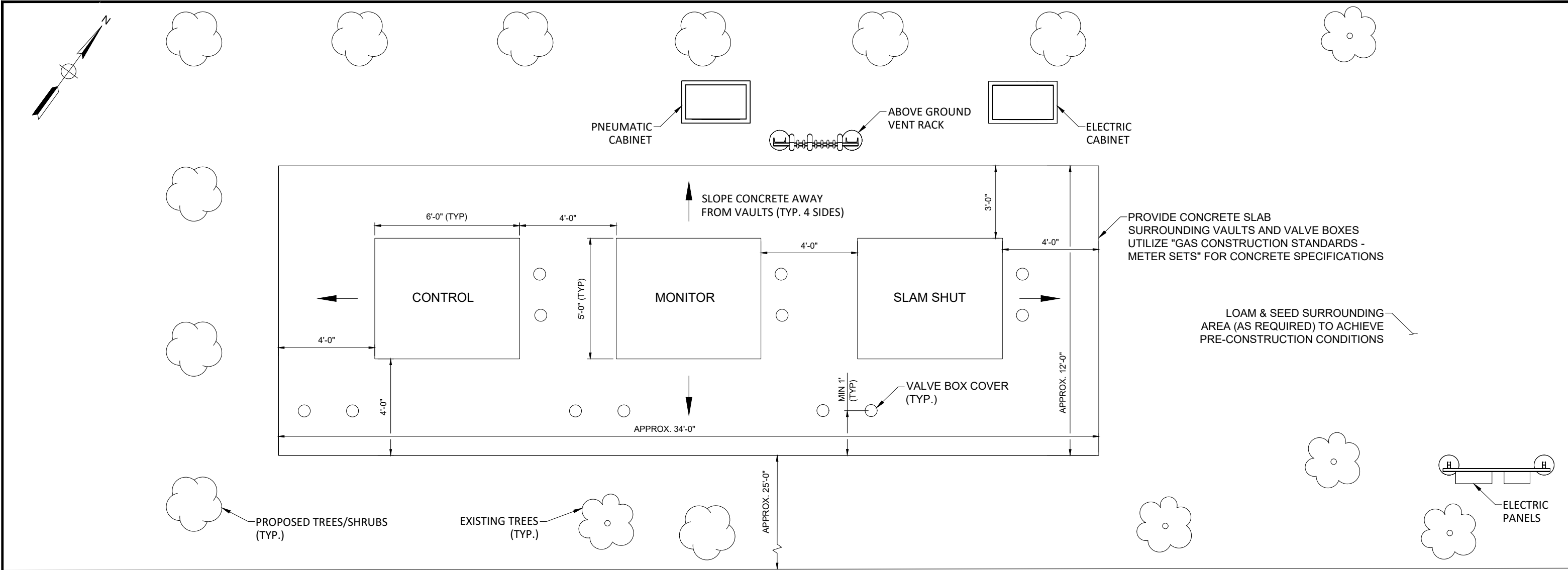
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PRIOR TO PIPE FABRICATION

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No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
STRAWBERRY HILL REGULATOR STATION REPLACEMENT 2023			
PROJECT #23C903			
GRADING SECTION VIEWS			
SCALE: 1/4" = 1'-0"		SHEET 07 OF 07	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
HNS 10/30/23	DW 11/03/23	CT-SOU-REG-23-099-07	A

Filed: CT-SOU-REG-23-098-08.dwg

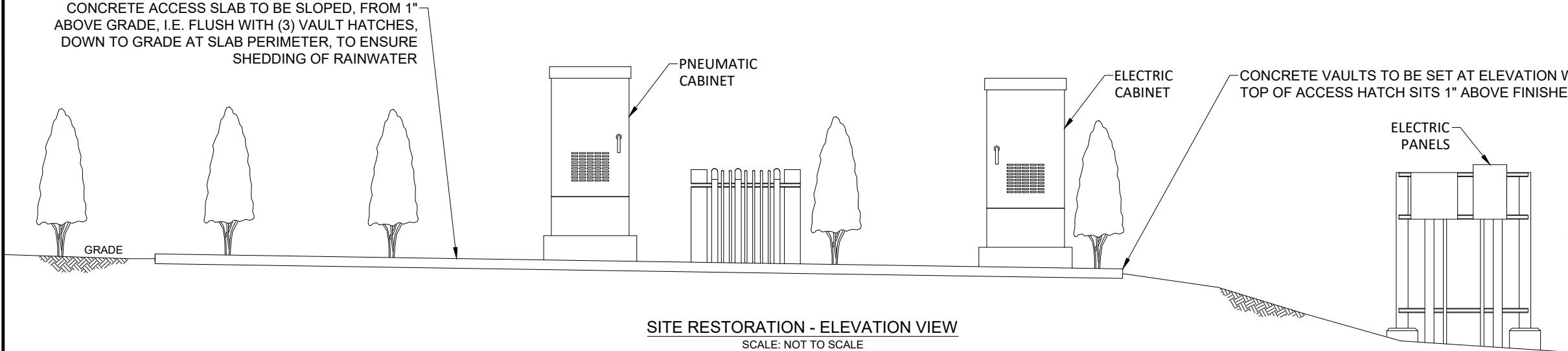
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Feb 06, 2024 - 10:07pm



SITE RESTORATION - PLAN VIEW
SCALE: NOT TO SCALE

WILLIAM STREET



SITE RESTORATION - ELEVATION VIEW
SCALE: NOT TO SCALE



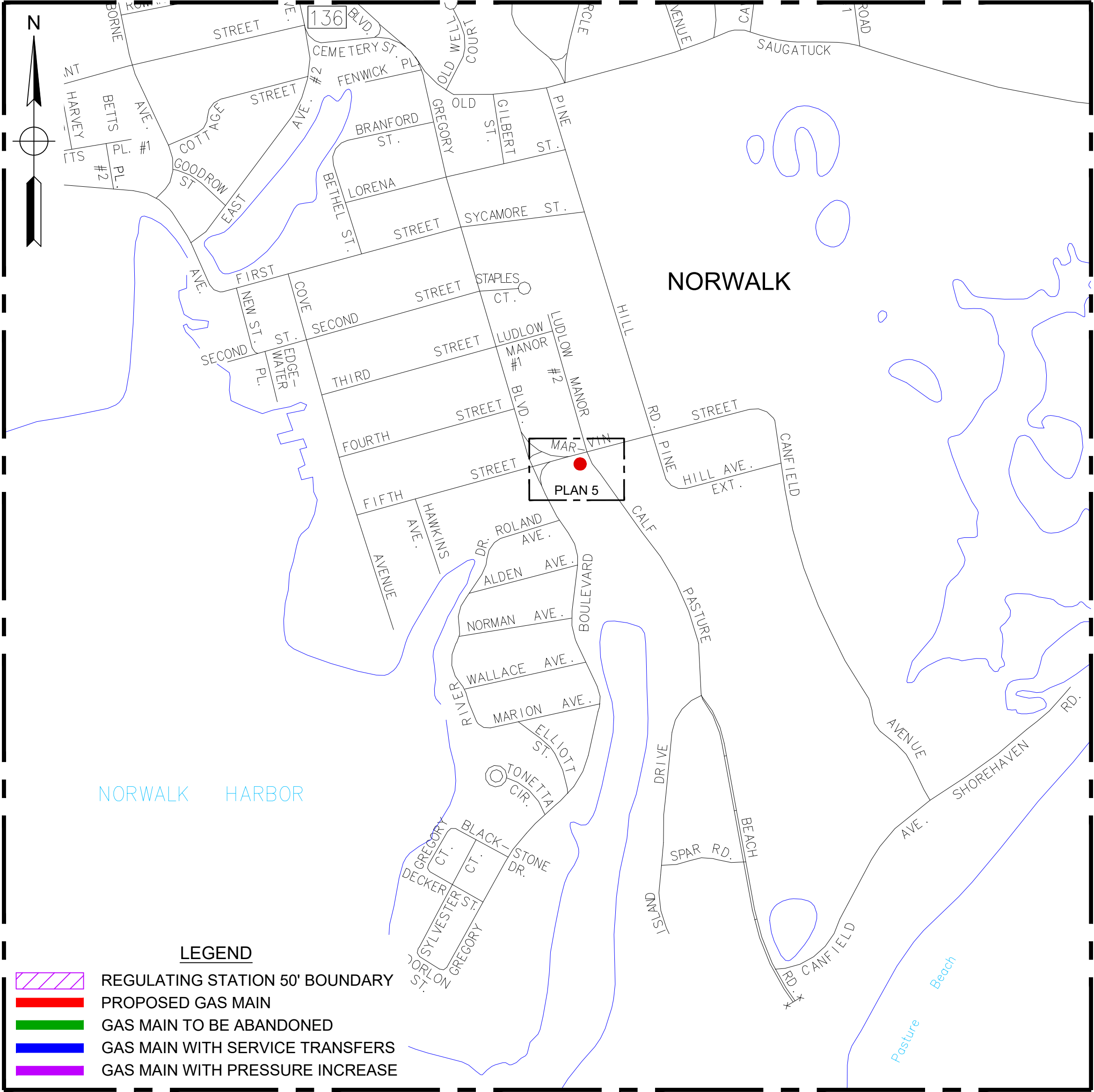
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PRIOR TO PIPE FABRICATION

A	ISSUED FOR PERMIT	02/06/24	HNS/DW
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
STRAWBERRY HILL REGULATOR STATION REPLACEMENT 2023			
PROJECT #23C903			
SITE CONDITIONS AND RESTORATION PLAN			
SCALE: NOT TO SCALE		SHEET 08 OF 08	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
HNS 02/06/24	DW 02/06/24	CT-SOU-REG-23-099-08	A

TABLE OF CONTENTS

SHEET #	TITLE
01 OF 09	COVER SHEET
02 OF 09	NOTES
03 OF 09	BILL OF MATERIALS
04 OF 09	LEGEND
05 OF 09	PLAN 5
06 OF 09	PREPARATORY AND FINAL DETAIL A
07 OF 09	EASEMENT/FENCING LOCATION DETAIL
08 OF 09	TEMPORARY REGULATOR STATION PLAN & SECTION VIEWS
09 OF 09	TEMPORARY REGULATOR STATION SECTION VIEWS

EVERSOURCE
ENERGY



LOCATION MAP
SCALE: 1"=500'

WORK SCOPE

- MAIN
- INSTALLATION: ~6' OF 2" PL IP MAIN & ~10' OF 4" PL LP MAIN
- ABANDONMENT: ~8' OF 4" PL LP MAIN
- AFFECTED STREETS: GREGORY BOULEVARD

ENGINEERING APPROVER

SARGIS ASSOCIATES, INC.
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

FOR PERMIT
ONLY

GREGORY BOULEVARD, NORWALK, CT.
PROJECT # 24C720

A	ISSUED FOR PERMIT ONLY	12/18/24	TG/RC
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
GREGORY BOULEVARD, NORWALK, CT.			
PROJECT #24C720			
COVER SHEET			
SCALE: 1"=500'		SHEET 01 OF 09	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 10/30/2024	RC 10/30/2024	CT-SOU-PIP-24-063-01	A

GENERAL NOTES:

- A.

IF ANY OF THE FOLLOWING OCCUR A DRAWING REVISION IS REQUIRED AND MUST BE APPROVED AND/OR STAMPED BY THE ENGINEER OF RECORD. CHANGES CAN BE APPROVED AND/OR STAMPED BY A PROJECT ENGINEER, BUT THE ENGINEER OF RECORD MUST BE INFORMED.
1.

IF THE TIE IN POINT MOVES TO A DIFFERENT SEGMENT OF PIPE THAN SHOWN.
2.

IF A CHANGE IN THE LOCATION OF VALVES IS REQUIRED.
3.

IF THERE IS ANY CHANGE TO WHAT IS SHOWN ON THE DRAWING WITHIN 50 FT OF A PRESSURE REGULATING STATION, DISTRICT REGULATOR, OR GATE STATION.
4.

IF A CHANGE IN PIPE SIZE, MATERIAL, OR WALL THICKNESS IS REQUIRED.
- B.

CONSTRUCTION DRAWINGS, LOCATIONS OF EXISTING UTILITIES, UNDERGROUND STRUCTURES AND WORK LOCATIONS ARE BASED ON BEST AVAILABLE INFORMATION BUT HAVE NOT BEEN FIELD VERIFIED.
- C.

ALL WORK, MATERIAL AND CONSTRUCTION SHALL BE PERFORMED AND COMPLETED IN COMPLIANCE WITH ALL PERMITS AND APPROVALS PER EVERSOURCE, LOCAL, STATE, OSHA AND FEDERAL REGULATIONS AND STANDARDS.
- D.

ALL LIVE GAS WORK EXCEPT SERVICE SIZE TAPS, INCLUDING BUT NOT LIMITED TO TAPPING OF FITTINGS ON LIVE MAINS, STOPPING, MANIPULATING VALVE, ABANDONMENT, SHALL BE PERFORMED BY, OR AT THE DIRECTION AND UNDER THE DIRECT SUPERVISION OF EVERSOURCE GAS PERSONNEL AND IN ACCORDANCE WITH THE WRITTEN PROCEDURE. DRAWING CHANGES MAY ALSO REQUIRE A CHANGE TO THE PROCEDURE.
- E.

EXCAVATOR IS REQUIRED TO PROTECT EXISTING UTILITIES, STRUCTURES, LANDSCAPES FEATURES, SIGNAGE, CURBS, ETC. CARE SHOULD BE TAKEN NOT TO DISTURB OR DAMAGE SUCH ITEMS. ROADWAY, SIDEWALKS, AND GRASS DISTURBED SHALL BE RESTORED TO THE SATISFACTION OF THE CITY OR TOWN. PLANT BEDS WILL BE RELOCATED TO THEIR EXISTING REGULAR LOCATION.
- F.

ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), INCLUDING ALL REVISIONS AND ADDENDA. ALL TRAFFIC CONTROL DEVICES WILL BE SUPPLIED BY EXCAVATOR.

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25 COMMERCE DRIVE
CROMWELL, CT 06416

A	ISSUED FOR PERMIT ONLY	12/18/24	TG/RC
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
GREGORY BOULEVARD, NORWALK, CT.			
PROJECT #24C720			
NOTES			
SCALE: NO SCALE		SHEET 02 OF 09	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 10/30/2024	RC 10/30/2024	CT-SOU-PIP-24-063-02	A

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25 COMMERCE DRIVE
CROMWELL, CT 06416

A	ISSUED FOR PERMIT ONLY	12/18/24	TG/RC
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
GREGORY BOULEVARD, NORWALK, CT.			
PROJECT #24C720			
BILL OF MATERIALS			
SCALE: NO SCALE		SHEET 03 OF 09	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 10/30/2024	RC 10/30/2024	CT-SOU-PIP-24-063-03	A

DRAWING LEGEND

COUPLINGS

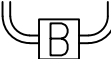
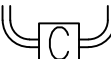
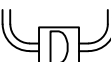
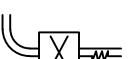
	ST/ST COMP INSUL CPLG ST/CI COMP INSUL CPLG CI/CI COMP INSUL CPLG ST WELDED INSUL CPLG KEROTEST
	PL/ST COMP CPLG PL/CI COMP CPLG CI/ST COMP CPLG ST/ST COMP CPLG CI/CI COMP CPLG
	PL EF CPLG
	PL/ST HYD CPLG

DRAWING LEGEND

END CAPS

	ST WELDED END CAP PL EF END CAP PL FUSION END CAP ST COMP END CAP CI COMP END CAP PL COMP END CAP
	ST COMP END CAP W/ VENT CI COMP END CAP W/ VENT PL COMP END CAP W/ VENT

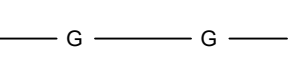
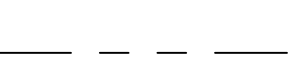
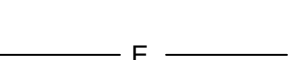
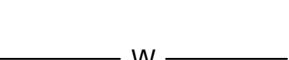
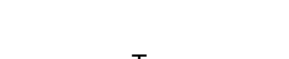
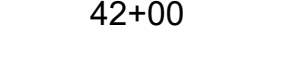
CATHODIC PROTECTION

	TYPE "A" TEST STATION
	TYPE "B" TEST STATION
	TYPE "C" TEST STATION
	TYPE "D" TEST STATION
	TYPE "M" TEST STATION
	TYPE "X" TEST STATION
	RECTIFIER
	ANODE

CIVIL COMPONENTS

	UTILITY POLE
	CATCH BASIN
	HYDRANT
	LIGHT POLE
	SEWER MANHOLE
	DRAINAGE MANHOLE
	ELECTRIC MANHOLE
	TELEPHONE MANHOLE

UTILITY & BOUNDARY

	REGULATING STATION 50' BOUNDARY
	EXISTING GAS MAIN
	PROPOSED GAS MAIN
	GAS MAIN TO BE ABANDONED
	GAS MAIN WITH SERVICE TRANSFERS
	GAS MAIN WITH PRESSURE INCREASE
	RIGHT-OF-WAY
	ELECTRIC
	WATER LINE
	SEWER LINE
	TELEPHONE
	DRAIN LINE
	OVERHEAD WIRES
	APPROX. STATE BASELINE STATIONING
	FULL DEPTH PAVEMENT REPAIR
	ROAD CENTERLINE

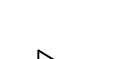
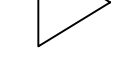
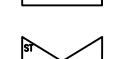
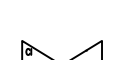
ABBREVIATIONS

CI - CAST IRON
CP - CATHODIC PROTECTION
COMP - COMPRESSION
CPLG - COUPLING
EF - ELECTROFUSION
HYD - HYDRAULIC
INSUL - INSULATING
MECH - MECHANICAL
PL - PLASTIC
RED - REDUCER
ST - STEEL
TRANS - TRANSITION

PRESSURE SYSTEM

LP - LOW PRESSURE (< 0.5 PSIG OR <14 W.C.)
EL - ELEVATED LOW ELP (0.5 - ≤ 2 PSIG)
IP - INTERMEDIATE PRESSURE (> 2 - ≤ 60 PSIG)
HP - HIGH PRESSURE (> 60 - ≤ 99 PSIG)
EH - ELEVATED HIGH (> 99 - ≤ 199 PSIG)
SP - SPECIAL PRESSURE (> 199 - ≤ 750 PSIG)

PIPELINE COMPONENTS

	ST VALVE
	PL VALVE
	ST RED
	PL RED
	PL TO ST TRANS FITTING
	TRACER WIRE TEST BOX
	ST CLAMP
	CI CLAMP

PRESSURE CONTROL FITTINGS

	ST LINE STOPPER
	CI MECH LINE STOPPER
	ST SIDE OUT
	ST BOTTOM OUT
	ST SADDLE
	CI SADDLE
	ST TAPPED CLAMP
	CI TAPPED CLAMP
	PL EF TEE
	ST NON-BLOWING TEE
	ST NON-BLOWING NIPPLE
	PL SADDLE TEE
	PL EF HV TEE
	PL EF BRANCH SADDLE

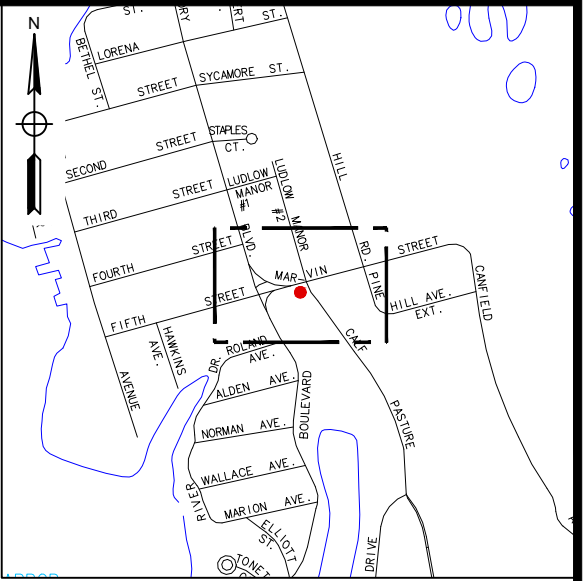
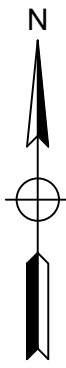
MISCELLANEOUS

	PLASTIC PIPE SQUEEZE
	INSIDE METER
	OUTSIDE METER
	REGULATOR STATION
	SERVICE VALVE

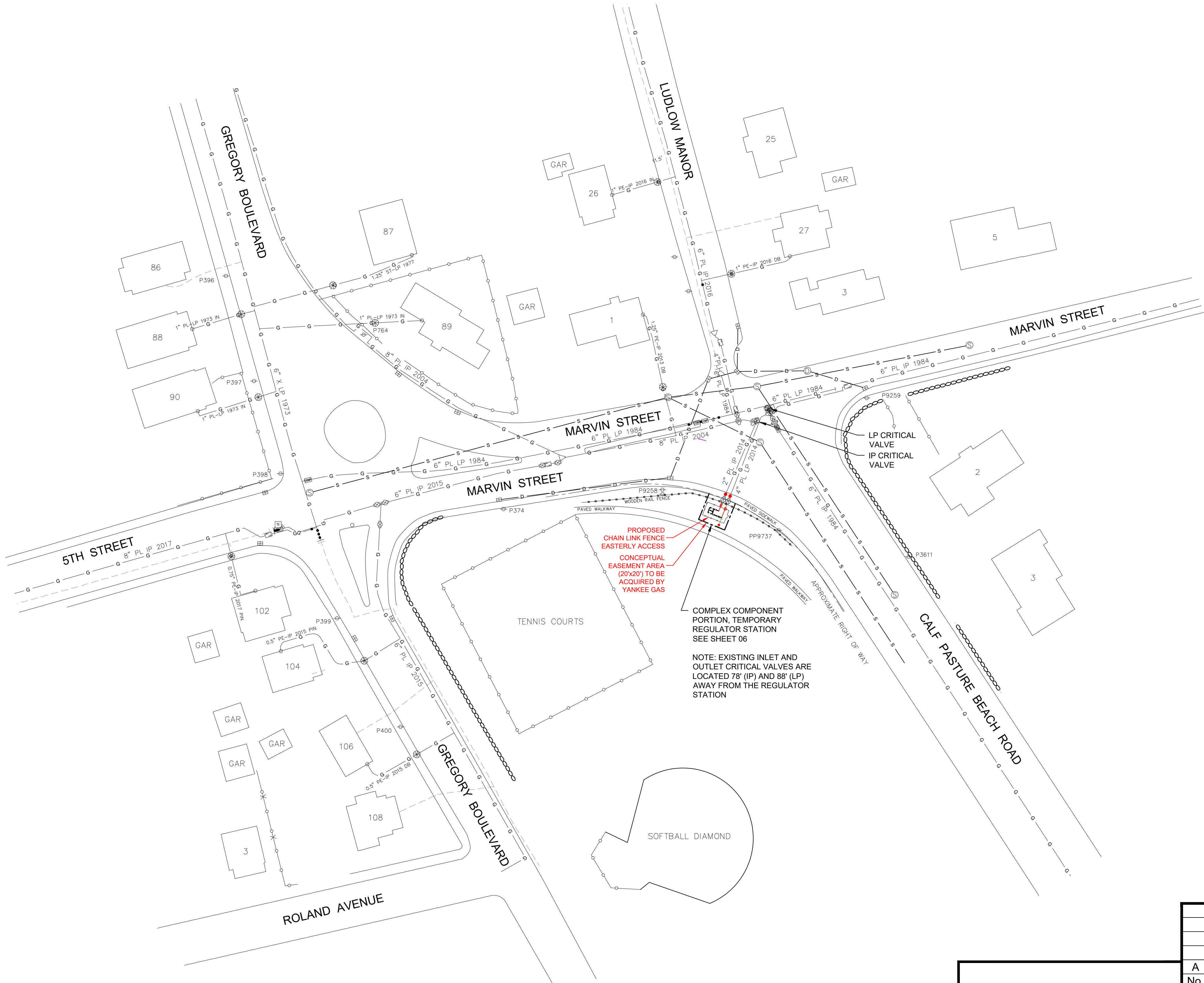
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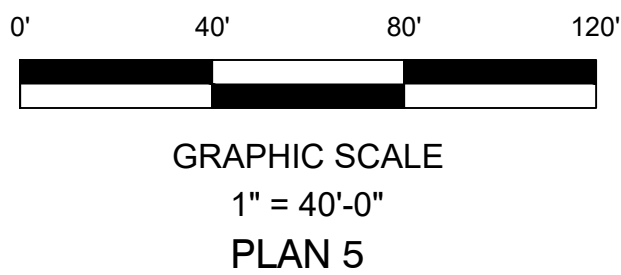
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No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
GREGORY BOULEVARD, NORWALK, CT.			
PROJECT #24C720			
LEGEND			
SCALE: NO SCALE		SHEET 04 OF 09	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 10/30/2024	RC 10/30/2024	CT-SOU-PIP-24-063-04	A



KEY MAP
SCALE: N.T.S.



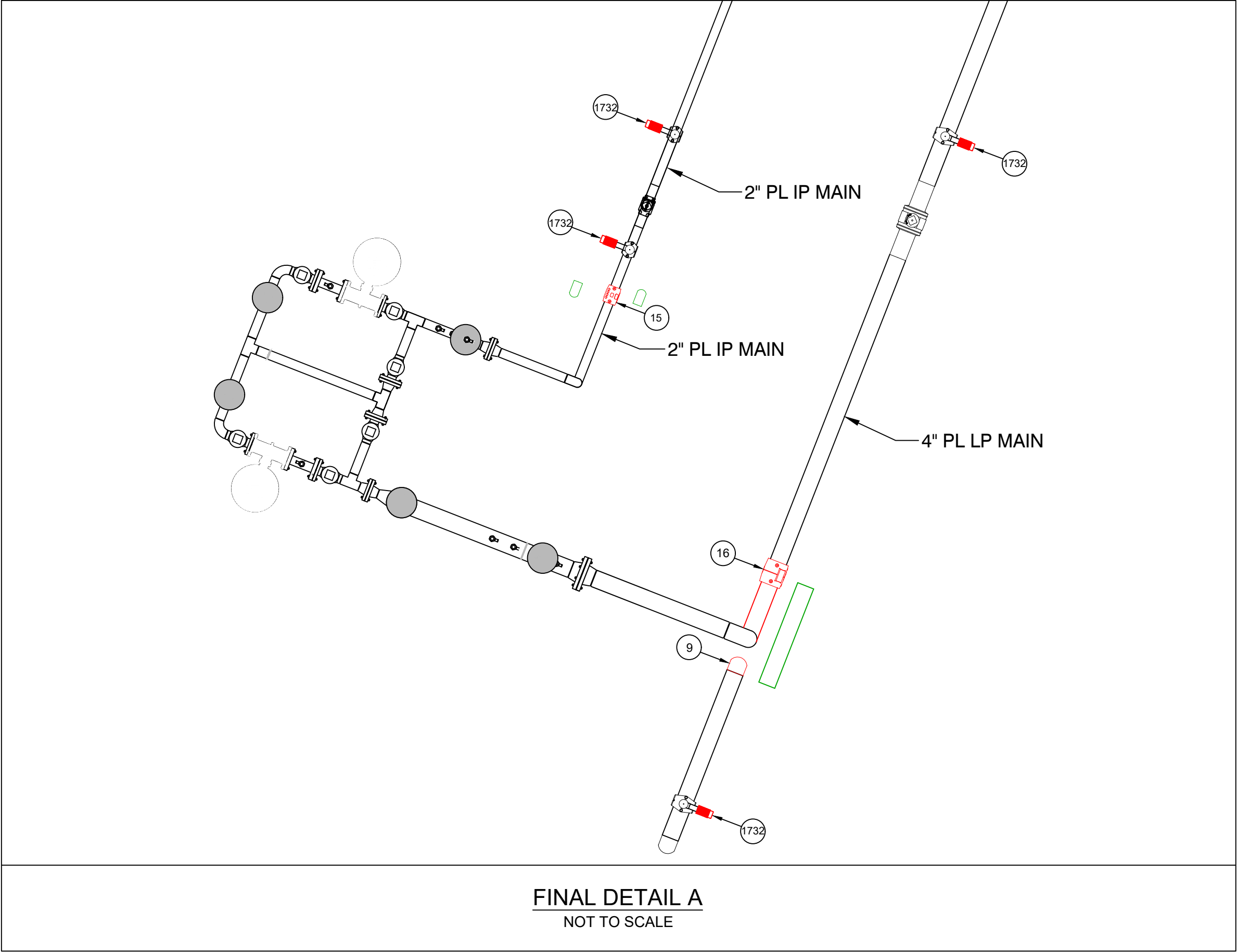
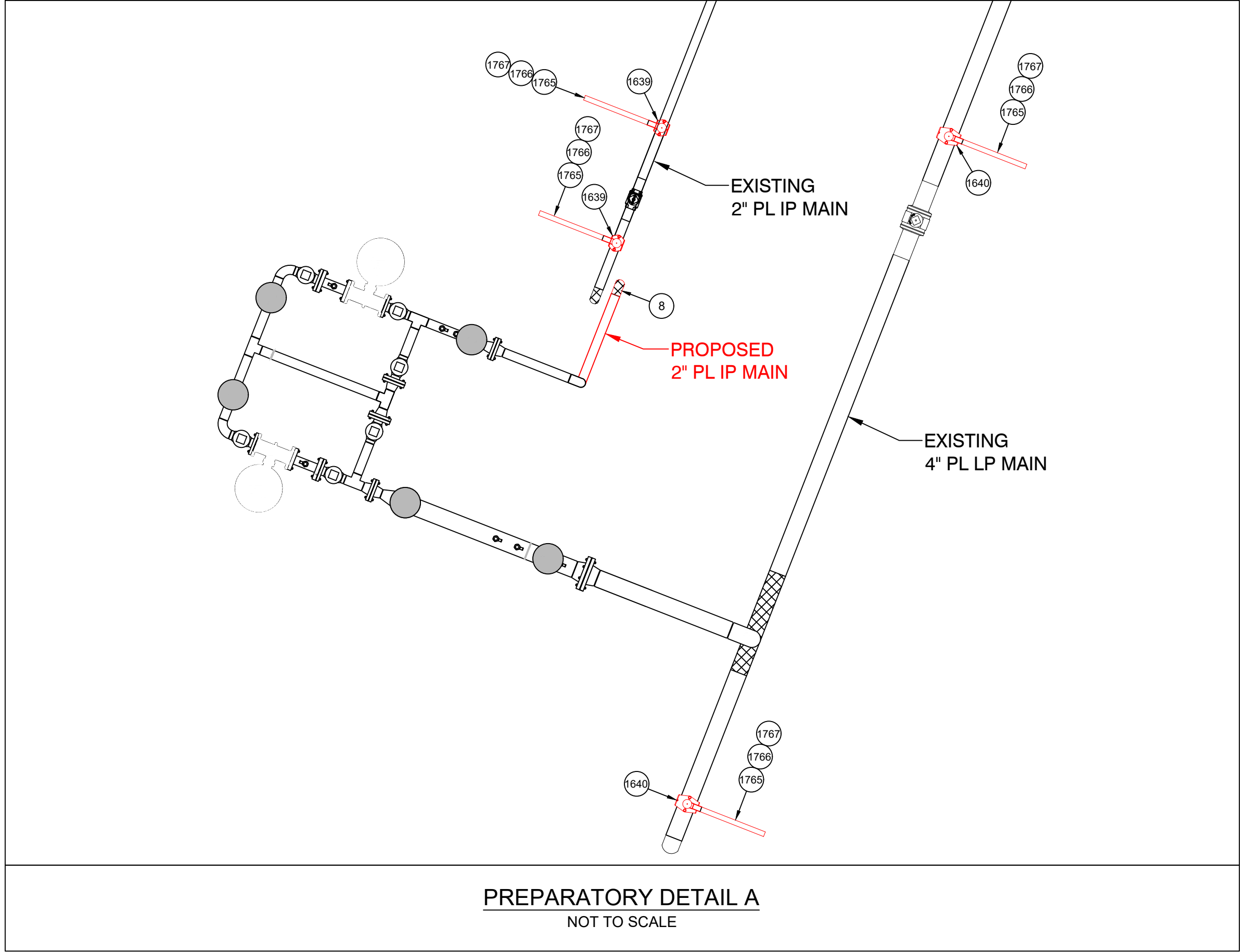
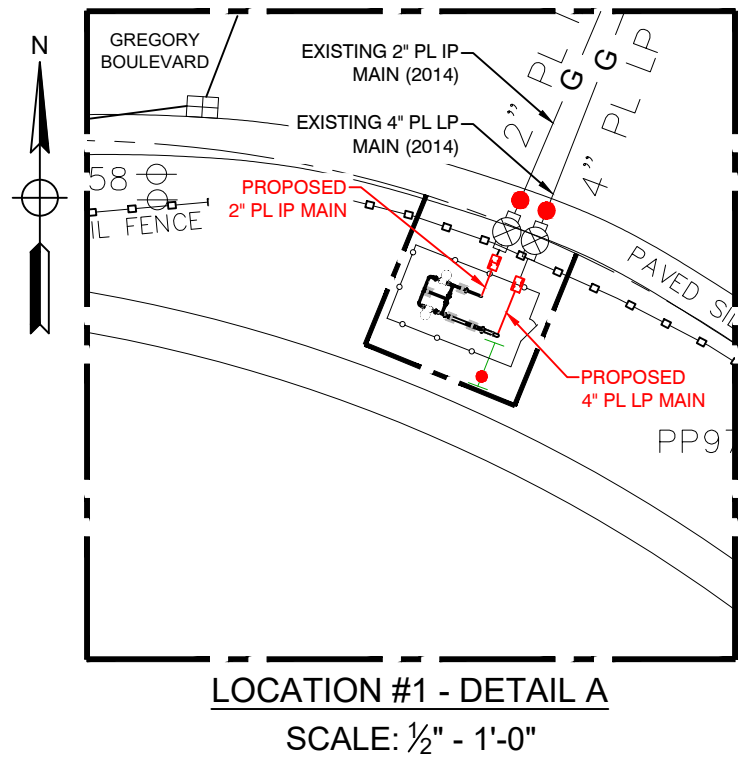
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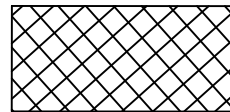




SARGIS ASSOCIATES, INC.
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25 COMMERCE DRIVE
CROMWELL, CT 06416

A	ISSUED FOR PERMIT ONLY	12/18/24	TG/RC
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
GREGORY BOULEVARD, NORWALK, CT.			
PROJECT #24C720			
PLAN 5			
SCALE: 1"=40'		SHEET 05 OF 09	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 10/30/2024	RC 10/30/2024	CT-SOU-PIP-24-063-05	A

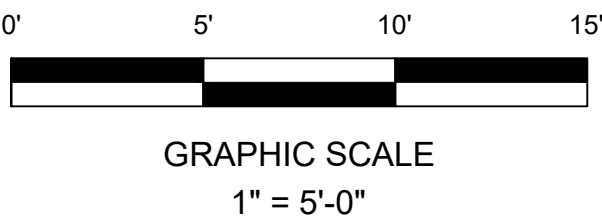
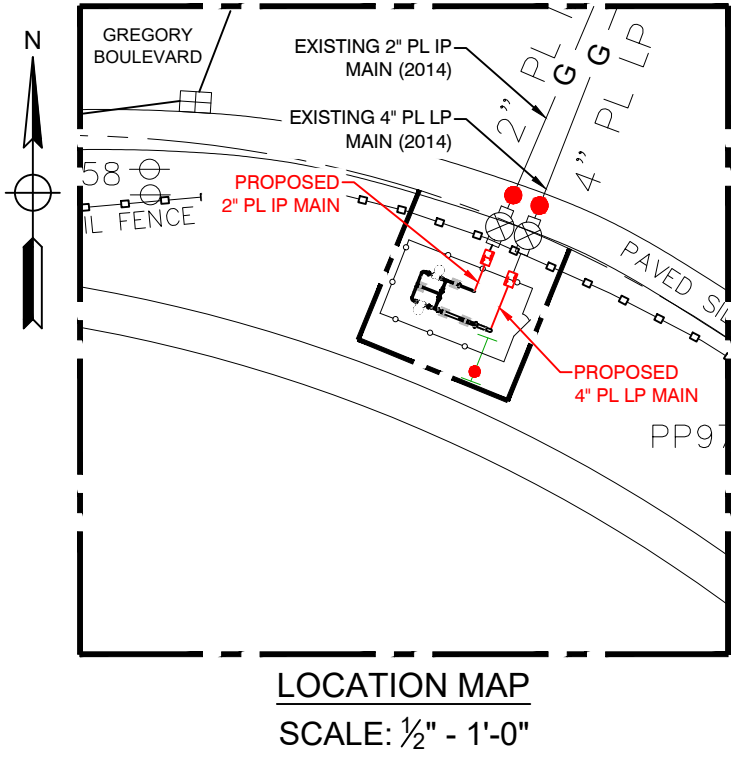
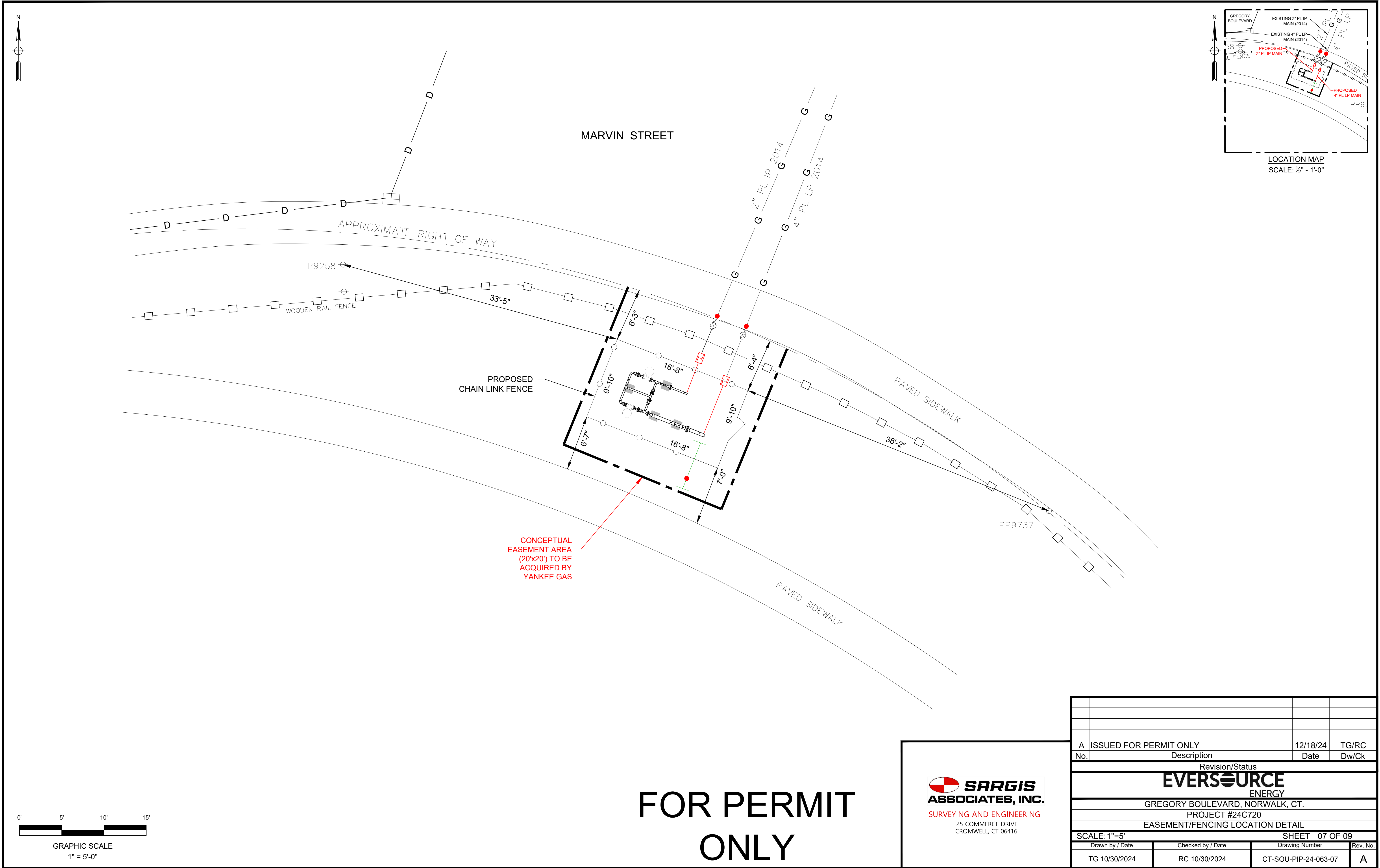


 = PIPING TO BE REMOVED DURING TIE-IN OR CUT AND CAP

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25 COMMERCE DRIVE
CROMWELL, CT 06416

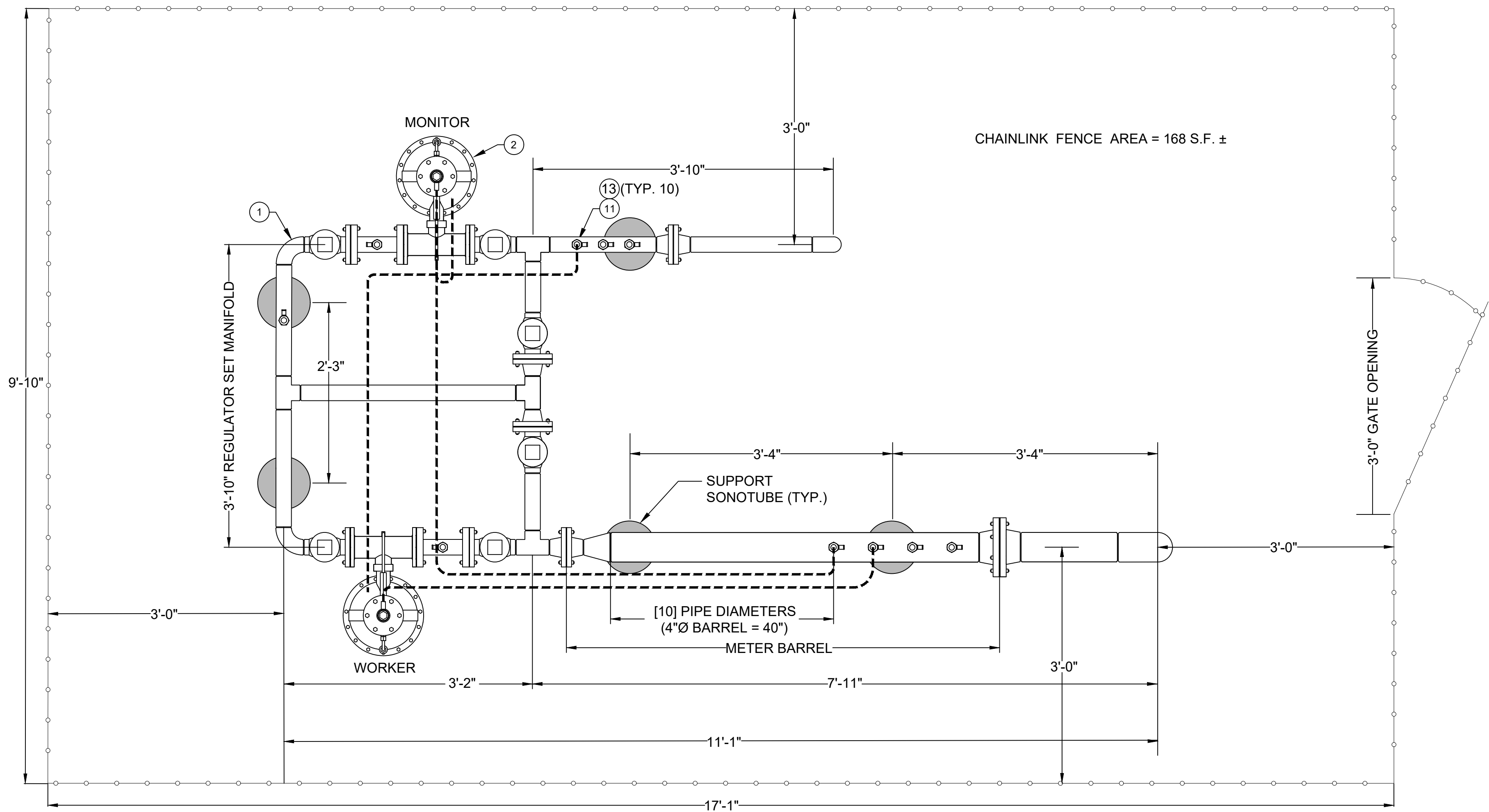
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No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
GREGORY BOULEVARD, NORWALK, CT.			
PROJECT #24C720			
PREPARATORY AND FINAL TIE-IN DETAILS			
SCALE: AS NOTED		SHEET 06 OF 09	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 10/30/2024	RC 10/30/2024	CT-SOU-PIP-24-063-06	A



FOR PERMIT
ONLY

SARGIS ASSOCIATES, INC.
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

A	ISSUED FOR PERMIT ONLY	12/18/24	TG/RC
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
GREGORY BOULEVARD, NORWALK, CT.			
PROJECT #24C720			
EASEMENT/FENCING LOCATION DETAIL			
SCALE: 1"=5'		SHEET 07 OF 09	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 10/30/2024	RC 10/30/2024	CT-SOU-PIP-24-063-07	A



PLAN VIEW

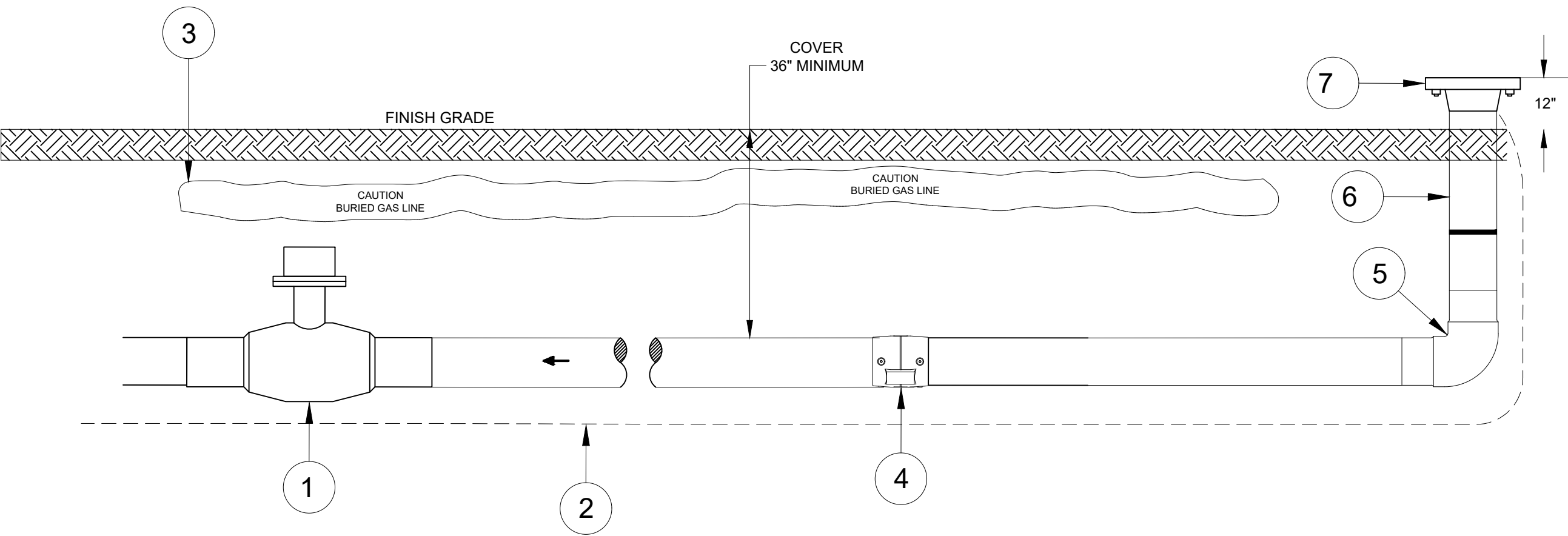
BILL OF MATERIALS					
ITEM	Stock Code	SIZE	DESCRIPTION	QTY	UNITS
1	551597	2"	MANIFOLD, REGULATOR, FOR 2" REGULATORS IN WORKER/MONITOR CONFIG PER SPC M-10 (REQUIRES MODIFICATION AS SHOWN)	1	EA
2	620098	2"	REGULATOR, 2" FLNG FISHER 99L, W/ 7/8" ORIFICE	2	EA
7	588502	4"	FLANGE, PIPE, RAISED FACE, 4 IN, BUTT WELD, STD WALL, STEEL, ASTM A694 GR F52, ANSI B16.5, 600 LB	2	EA
8	545360	4"	ELBOW, PIPE, 90 DEG, 4 IN X 0.237 IN THK WALL, BUTT WELD ENDS, CS, ASTM A234 GR B, ANSI B16.9, LONG RADIUS	2	EA
9	562138	4"	VALVE, BALL, 4 IN, STEEL, WELD X WELD, 150 LB, FULL PORT OPENING, EPOXY COATED, 9.75 IN LONG, BALLOMAX	1	EA
11	562179	1/4"	VALVE, BALL, BRASS, MNPT X FNPT W LOCKING HANDLE, PARKER MV 608-4, OR EQUIV.	10	EA
13	554869	1/4"	PLUG, TEST, 1-1/2" L, PETE'S PLUG II OR EQUIV., BRASS	10	EA
17	620206	2"	STAND, SUPPORT, UPLIFT CONNECTOR, FOR 2 IN TO 3.5 IN PIPE SADDLES W/ 5/8 IN ROD, MT-C-PSG 5/8 OC, 10/BOX	2	EA
18	593327	2"	CONNECTOR, PSCU 2 IN PIPE SADDLE W/ COATED U-BOLTS, 5/8 IN ROD, 10 PER BOX	2	EA
20	620209	---	STAND, SUPPORT, FOR MT-80 S OC (2 IN X 4 IN) GIRDER 10 FT LG	4	EA
21	BY OTHERS	BY OTHERS	8" SONOTUBE	4	EA
22	TBD	4"	ASSEMBLY, BARREL, 2" 150# FLG IN X 4" 150# FLG OUT W/ (3) 1/2" 3000# THREADOLETS AND (1) 1/4" 3000# THREADOLET PER SPC XXXX	1	EA
23	546712	4"	FLANGE, PIPE, BLIND, RAISED FACE, 4 IN, CS, ASTM A105 GR II, ANSI B16.5, 150 LB, FORGED, (8) 5/8 IN DIA BOLTS, IAW YG SCP B-2	1	EA
24	547453	2"	GASKET, RING, 2 IN NPS, 2.375 IN ID, 4.125 IN OD, 1/16 IN THK, C-4401, ANSI B16.21, 125-150 LB, FOR FLANGE	12	EA
27	620207	4"	STAND, SUPPORT, UPLIFT CONNECTOR, FOR 4 IN TO 6 IN PIPE SADDLES W/ 7/8 - 1 IN ROD, MT-C-PSG 7/8-1 OC, 10/BOX	3	EA
28	593341	4"	CONNECTOR, PSCU 4 IN PIPE SADDLE W/ COATED UBOLTS, 7/8 - 1 IN ROD, 10 PER BOX	3	EA
29	550811	4"	GASKET, FULL FACE, 4 IN NPS, PHENOLIC INSULATOR/POLY SLEEVES/DBL WASHERS, CLASS 150	1	EA
30	546589	2"	FLANGE, PIPE, RAISED FACE, 2 IN X 6 IN OD, SLIP-ON, CS, ASTM A105 GR II, ANSI B16.5, 150 LB, FORGED, (4) 5/8 IN DIA BOLTS, SPC. MS-FL-2	2	EA
31	545363	2"	ELBOW, PIPE, 90 DEG, 2 IN X 0.154 IN THK WALL, BUTT WELD ENDS, CS, ASTM A234 GR B, ANSI B16.9, LONG RADIUS	2	EA
32	562137	2"	VALVE, BALL, 2 IN, STEEL, WELD X WELD, 150 LB, FULL PORT OPENING, EPOXY COATED, 7 IN LONG, BALLOMAX	1	EA

- NOTES:
1. LOCATIONS SHOWN ON THE DRAWINGS ARE APPROXIMATE. EXACT LOCATIONS OF THE TIE-INS SHALL BE DETERMINED AT THE TIME OF CONSTRUCTION TO SUIT FIELD CONDITIONS.
 2. PIPE SUPPORTS SHALL BE INSTALLED AT THE LOCATIONS SHOWN.
 3. ALL PENETRATIONS AT THREADOLETS SHALL HAVE A DRILLED DIAMETER EQUAL TO THE THREADOLET ID.
 4. FABRICATOR SHALL FIELD VERIFY ORIENTATION OF EXISTING FLANGES.
 5. SENSING LINE TAPS SHOULD BE INSTALLED [10] PIPE DIAMETERS DOWNSTREAM OF REGULATORS WHENEVER POSSIBLE.
 6. DEPTH OF SUPPORT SONOTUBES MAY VARY DEPENDING ON BOTH THE SOIL ON-SITE, AND THE HEIGHT OF THE WATER TABLE.

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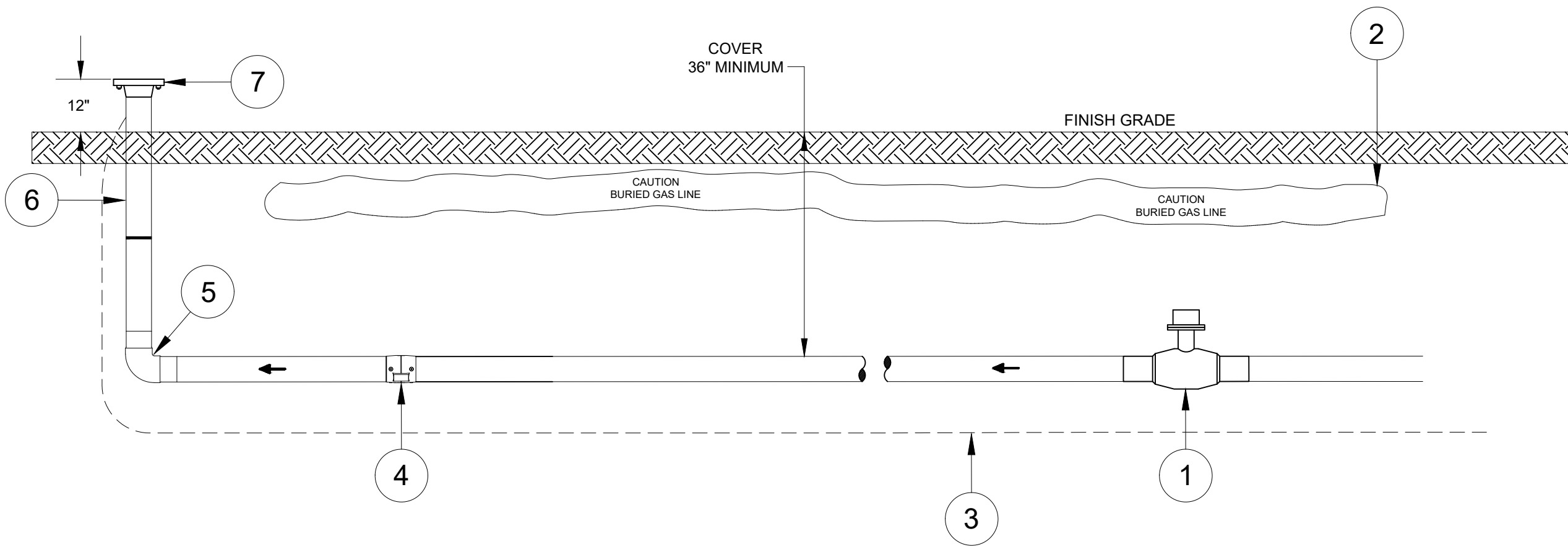


A	ISSUED FOR PERMIT ONLY	12/18/24	TG/RC
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
GREGORY BOULEVARD, NORWALK, CT.			
PROJECT #24C720			
TEMPORARY REGULATOR STATION PLAN & SECTION VIEWS			
SCALE: 1"=1'-0"		SHEET 08 OF 09	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 10/30/2024	RC 10/30/2024	CT-SOU-REG-24-064-08	A



TEMPORARY REGULATOR INSTALLATION - LP OUTLET
N.T.S.

- 1 4" PL VALVE
- 2 TRACER WIRE
- 3 WARNING TAPE
- 4 4" PL ELECTROFUSION COUPLING
- 5 4" PL 90° ELBOW
- 6 4" ANODLESS RISER
- 7 4" ST WELD FLANGE



TEMPORARY REGULATOR INSTALLATION - IP INLET
N.T.S.

- 1 2" PL VALVE
- 2 WARNING TAPE
- 3 TRACER WIRE
- 4 2" PL ELECTROFUSION COUPLING
- 5 2" PL 90° ELBOW
- 6 2" ANODLESS RISER
- 7 2" ST WELD FLANGE

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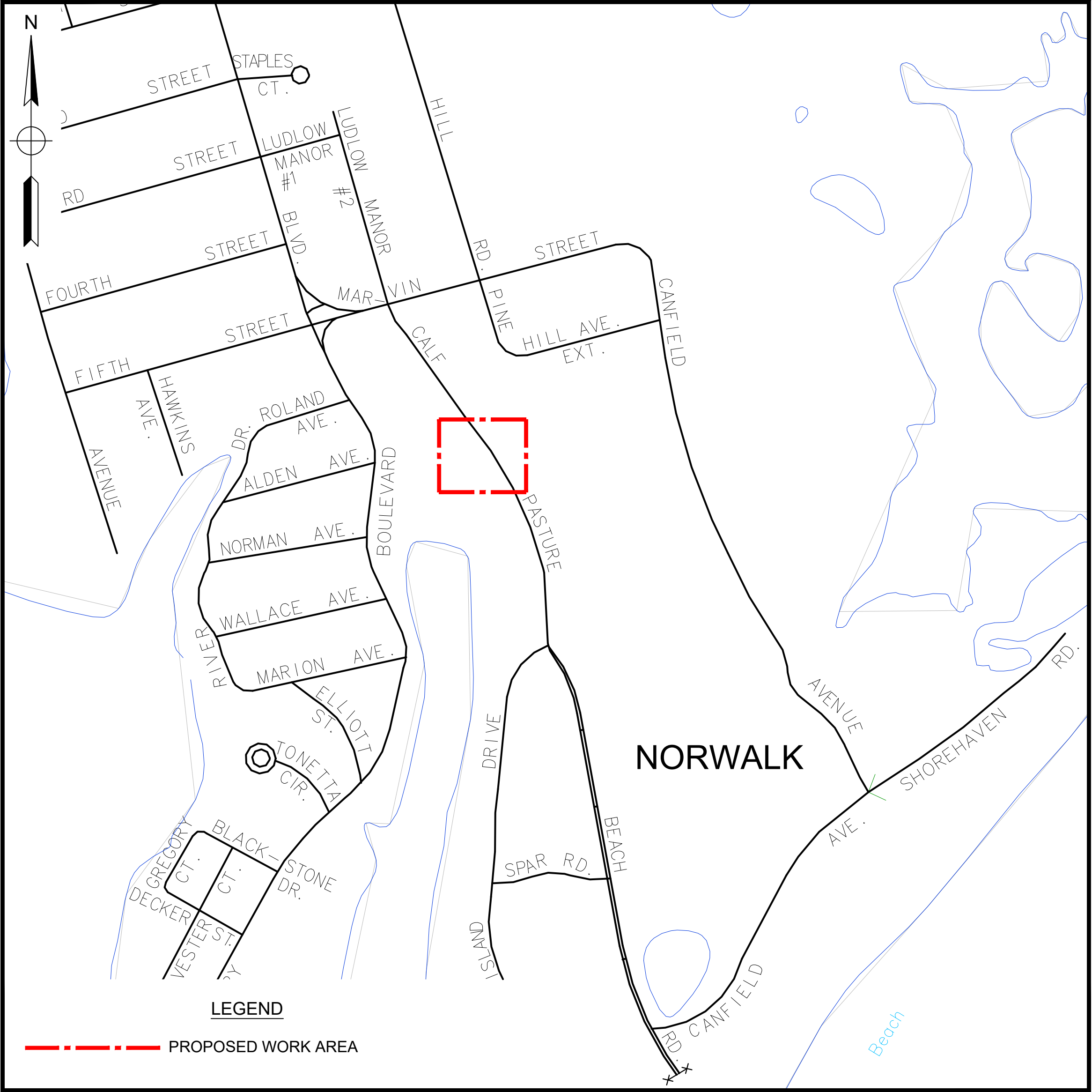
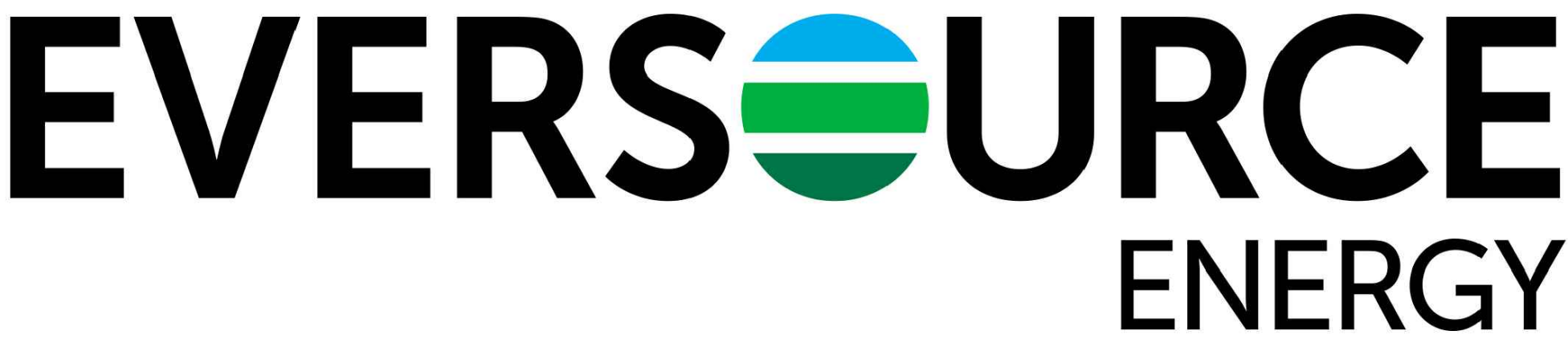
SURVEYING AND ENGINEERING

25 COMMERCE DRIVE
CROMWELL, CT 06416

A	ISSUED FOR PERMIT ONLY	12/18/24	TG/RC
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
GREGORY BOULEVARD, NORWALK, CT.			
PROJECT #24C720			
TEMPORARY REGULATOR STATION SECTION VIEWS			
SCALE: NOT TO SCALE		SHEET 09 OF 09	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 10/30/2024	RC 10/30/2024	CT-SOU-REG-24-064-09	A

TABLE OF CONTENTS

SHEET #	TITLE
1 OF 15	COVER SHEET
2 OF 15	CONSTRUCTION NOTES
3 OF 15	BILL OF MATERIALS
4 OF 15	LOCATION PLAN
5 OF 15	INSTALLATION PLAN
6 OF 15	ENCLOSURE DETAILS
7 OF 15	PANEL LAYOUT/BILL OF MATERIALS
8 OF 15	TERMINAL BLOCK DETAIL
9 OF 15	120V AC POWER DISTRIBUTION
10 OF 15	120V AC POWER DISTRIBUTION
11 OF 15	24V DC POWER DISTRIBUTION
12 OF 15	GROUNDING DETAIL & CONDUIT SCHEDULE
13 OF 15	RTU1 LOOP DETAIL
14 OF 15	NETWORK DETAIL
15 OF 15	TRAFFIC CONTROL DETAILS



WORK SCOPE

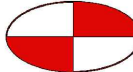
INSTALLATION: SINGLE CABINET TELEMETRY

AFFECTED STREETS: CALF PASTURE BEACH ROAD

SINGLE ENDPOINT CABINET INSTALLATION
CALF PASTURE BEACH ROAD, NORWALK, CT
WORK LOCATION: CALF PASTURE BEACH ROAD
PROJECT #TBD
SYSTEM NAME: NORWALK IP 30
MAOP = 30 PSIG

FOR PERMIT
ONLY

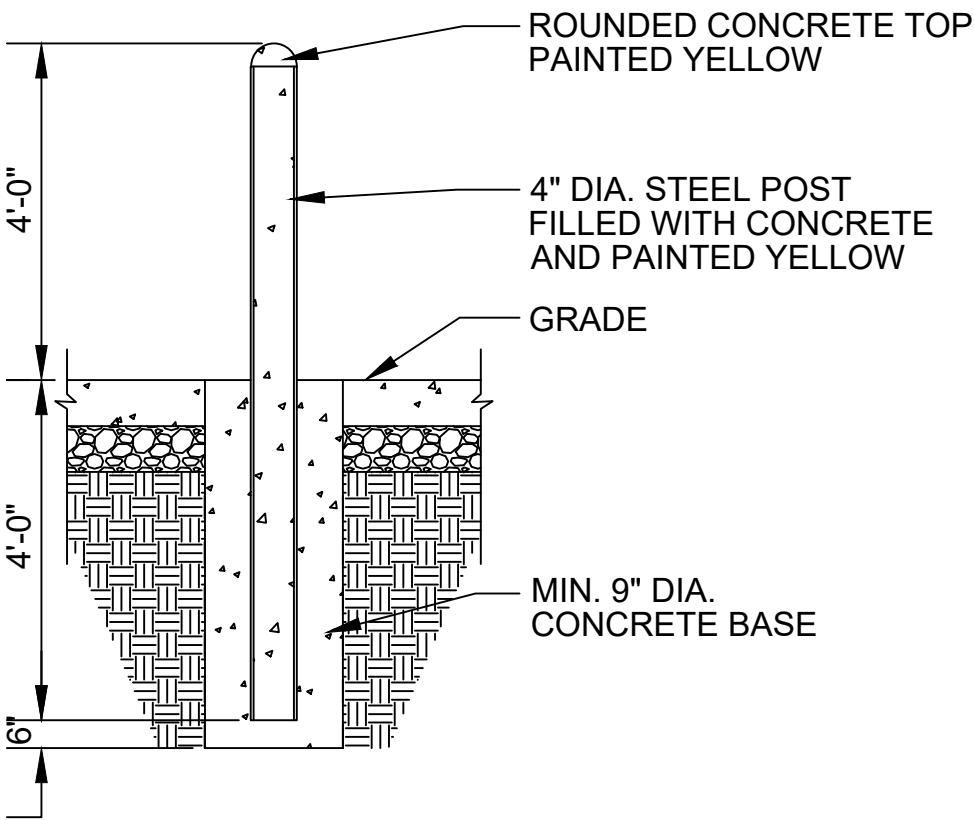
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A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
COVER SHEET			
SCALE: NOT TO SCALE		SHEET 1 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SG 11/20/24	AB 11/20/24	TBD-01	B

**SARGIS
ASSOCIATES, INC.**
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

GENERAL NOTES:

1. IF ANY OF THE FOLLOWING OCCUR A DRAWING REVISION IS REQUIRED AND MUST BE APPROVED AND/OR STAMPED BY THE ENGINEER OF RECORD. CHANGES CAN BE APPROVED AND/OR STAMPED BY A PROJECT ENGINEER, BUT THE ENGINEER OF RECORD MUST BE INFORMED.
- 1.1. IF THE TIE IN POINT MOVES TO A DIFFERENT SEGMENT OF PIPE THAN SHOWN.
- 1.2. IF A CHANGE IN THE LOCATION OF VALVES IS REQUIRED.
- 1.3. IF THERE IS ANY CHANGE TO WHAT IS SHOWN ON THE DRAWING WITHIN 50 FT OF A PRESSURE REGULATING STATION, DISTRICT REGULATOR, OR GATE STATION.
- 1.4. IF A CHANGE IN PIPE SIZE, MATERIAL, OR WALL THICKNESS IS REQUIRED.
- 1.5. ALTERNATE FITTINGS THAT ARE ACCEPTABLE FOR ANY TIE-IN DETAIL WILL BE CALLED OUT IN THE DRAWING. FITTING CHANGES NOT SHOWN AS ALTERNATIVES ON THE DRAWING WILL NEED TO FOLLOW THE DRAWING CHANGE PROCESS CONTAINED IN SECTION V.D.
2. CONSTRUCTION DRAWINGS, LOCATIONS OF EXISTING UTILITIES, UNDERGROUND STRUCTURES AND WORK LOCATIONS ARE BASED ON BEST AVAILABLE INFORMATION BUT HAVE NOT BEEN FIELD VERIFIED.
3. ALL WORK, MATERIAL AND CONSTRUCTION SHALL BE PERFORMED AND COMPLETED IN COMPLIANCE WITH ALL PERMITS AND APPROVALS PER EVERSOURCE, LOCAL, STATE, OSHA AND FEDERAL REGULATIONS AND STANDARDS.
4. ALL LIVE GAS WORK EXCEPT SERVICE SIZE TAPS, INCLUDING BUT NOT LIMITED TO TAPPING OF FITTINGS ON LIVE MAINS, STOPPING, MANIPULATING VALVE, ABANDONMENT, SHALL BE PERFORMED BY, OR AT THE DIRECTION AND UNDER THE DIRECT SUPERVISION OF EVERSOURCE GAS PERSONNEL AND IN ACCORDANCE WITH THE WRITTEN PROCEDURE. DRAWING CHANGES MAY ALSO REQUIRE A CHANGE TO THE PROCEDURE.
5. EXCAVATOR IS REQUIRED TO PROTECT EXISTING UTILITIES, STRUCTURES, LANDSCAPES FEATURES, SIGNAGE, CURBS, ETC. CARE SHOULD BE TAKEN NOT TO DISTURB OR DAMAGE SUCH ITEMS. ROADWAY, SIDEWALKS, AND GRASS DISTURBED SHALL BE RESTORED TO THE SATISFACTION OF THE CITY OR TOWN. PLANT BEDS WILL BE RELOCATED TO THEIR EXISTING REGULAR LOCATION.
6. ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), INCLUDING ALL REVISIONS AND ADDENDA. ALL TRAFFIC CONTROL DEVICES WILL BE SUPPLIED BY EXCAVATOR.



PROTECTIVE POST (BOLLARD) DETAIL
SCALE: NTS

FOR PERMIT
ONLY

B	FOR PERMIT ONLY	12/5/24	SG/AB
A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
CONSTRUCTION NOTES & BOLLARD DETAIL			
SCALE: NOT TO SCALE		SHEET 2 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SG 11/20/24	AB 11/20/24	TBD-02	B

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SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

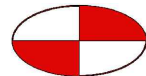
FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

BILL OF MATERIALS		
DESCRIPTION	QTY	UNIT
BOX VALVE, CURB, W/ 4-1/4 IN SQ COVER NON-LOCKING LID, FOR 1/2, 3/4, 1, 1-1/4, CURB VALVES, PAVEMENT RISER RING IN 583489, 48/SKID	1	EA
CABLE, INSULATED, MDP, #12 AWG, 7 STR, YELLOW, POLYETHYLENE-30, SOFT DRAWN CU, 500 FT/RL, FOR USED AS PIPE LOCATOR	30	FT
ENDPOINT CABINET	1	EA
ENDPOINT CABINET CONCRETE PAD	1	EA
FITTING, COUPLING, METFIT, REDUCER, 1 IN IPS X 1/2 IN CTS	4	EA
OVERPIPE PROTECTION PLATE, 0.6 IN THICK	6	EA
PIPE, 1/2 IN CTS X 0.090 IN THK WALL SDR 7, 5/8 IN OD, 500 FT LG COIL, POLYETHYLENE, PE3408/PE100	30	FT
SLEEVE, PROTECTION, 2-1/2 X 18 IN, PVC, 50/BOX	1	EA
TAPE, WARNING, MARKED BURIED GAS LINE, 4 MIL, 1000 FT ROLL, 6 IN W, YELLOW, ISSUE EACH ROLL AS 1, T-01-A00	30	FT
TEE, PIPE, NON-BLOWING, ELECTROFUSION TAPPING TEE 4 IN IPS SDR 11 MAIN X 1 IN IPS SDR 11 STAB OUTLET, HDPE, BLACK	1	EA
VALVE, BALL, FULL PORT, 1/2 IN CTS, SDR 7.0, PE 4710, BUTT FUSE, POLYETHYLENE, BLACK FINISH. REPLACED IN 561834	1	EA
VALVE, BLEED, EXCESS FLOW, BLACK, 1 IN IPS X 10 IN LG, #P32, PLASTIC, SDR 11, PE4710, SERIES 300	1	EA
VALVE, METERING, INSULATING, LOCK-WING TAMPER PROOF, 3/4 X 3/4 IN, TUBE, BLACK FINISH, 15/BOX	1	EA
ELBOW , 1/2" CTS	1	EA
RISER, 1/2" CTS X 3/4"	1	EA

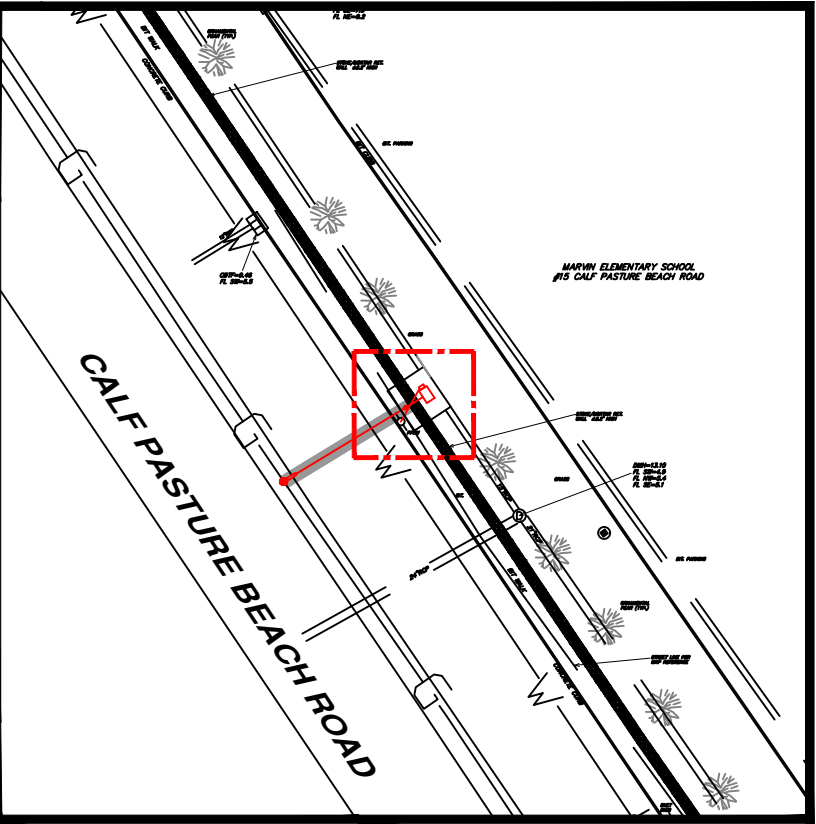
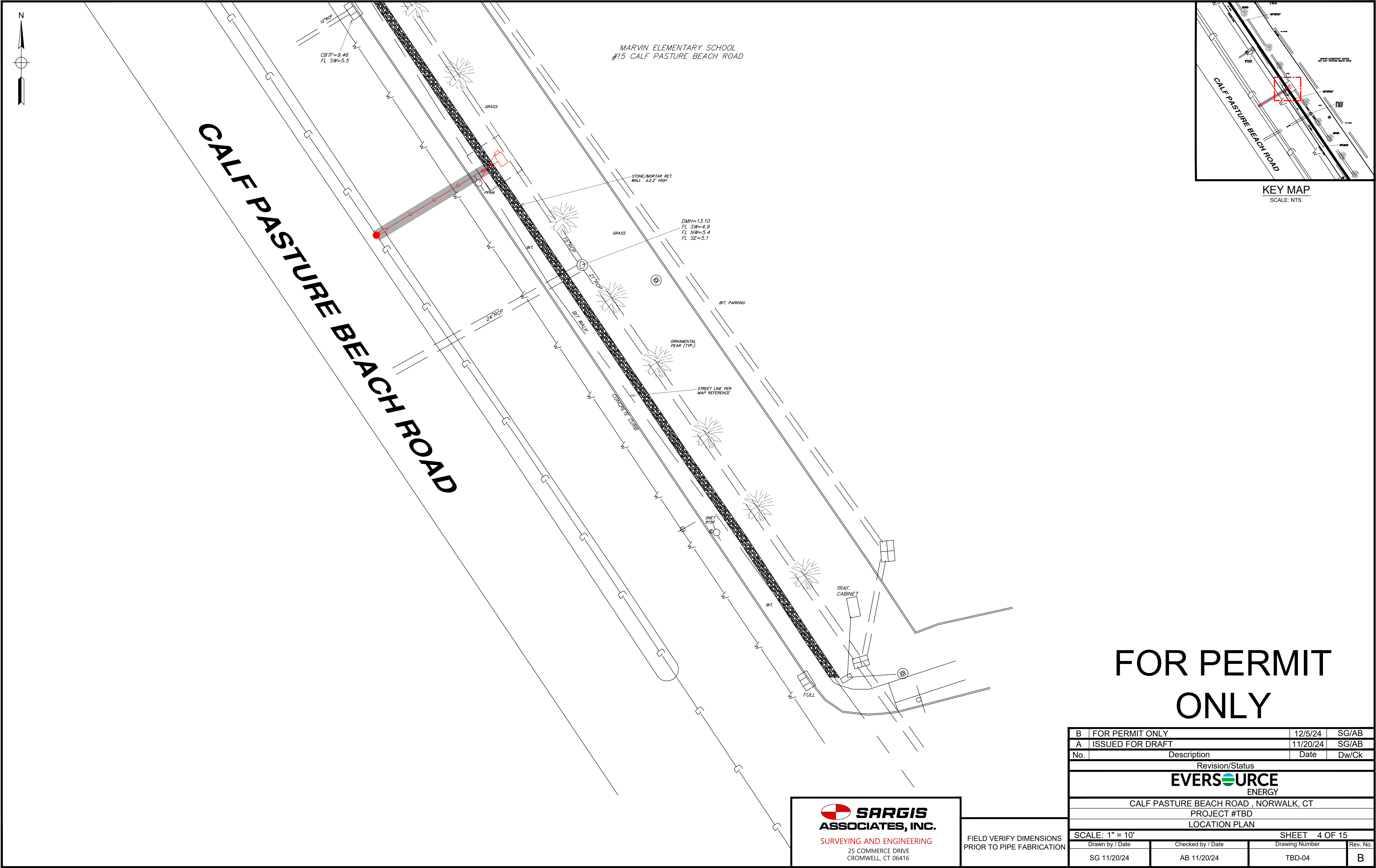
BILL OF MATERIALS - ELECTRIC				
ITEM	SIZE	DESCRIPTION	QTY	UNIT
101	3"	PVC CONDUIT, SCH 40, ELECTRICAL GRADE	10	FT
102	3"	PVC ELBOW, 90 DEG, 24" RADIUS, SCH 40, ELECTRICAL GRADE	2	EA

FOR PERMIT
ONLY

B	FOR PERMIT ONLY	12/5/24	SG/AB
A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
BILL OF MATERIALS			
SCALE: NOT TO SCALE		SHEET 3 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SG 11/20/24	AB 11/20/24	TBD-03	B

 **SARGIS
ASSOCIATES, INC.**
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

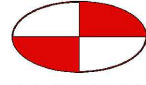
FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION



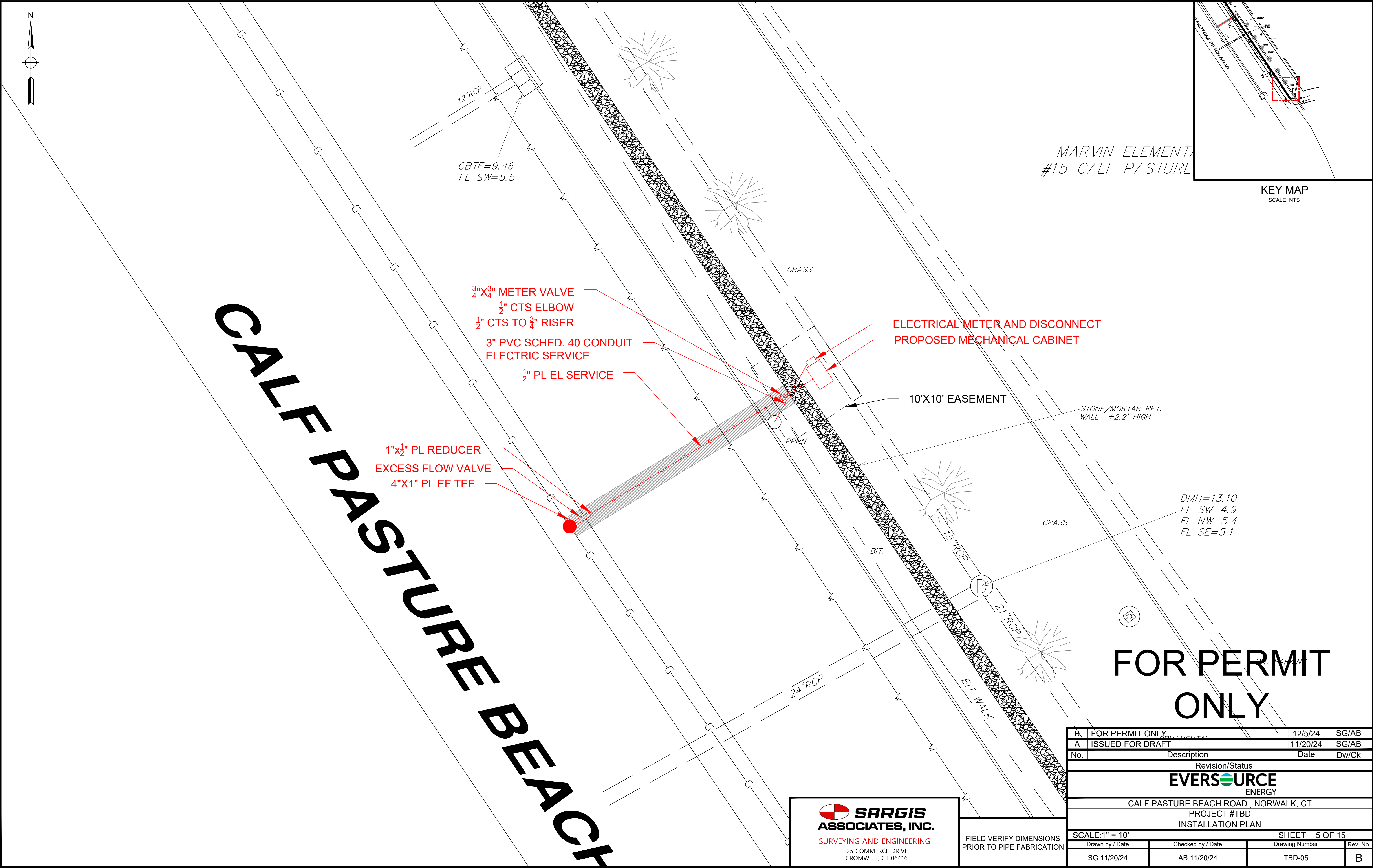
KEY MAP
SCALE: NTS

FOR PERMIT
ONLY

B	FOR PERMIT ONLY	12/5/24	SG/AB
A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
LOCATION PLAN			
SCALE: 1" = 10'		SHEET 4 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SG 11/20/24	AB 11/20/24	TBD-04	B

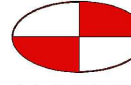
**SARGIS ASSOCIATES, INC.**
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

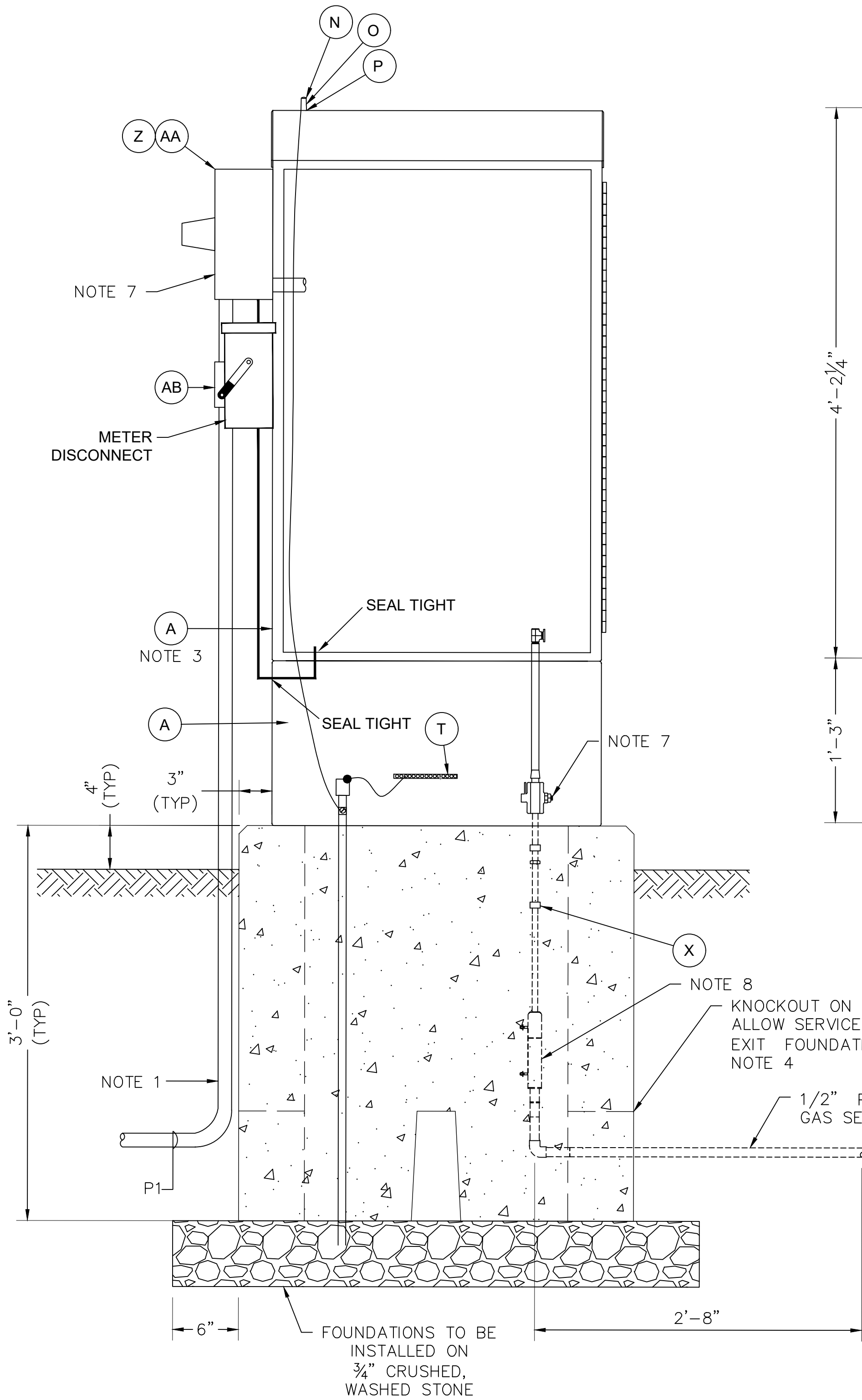


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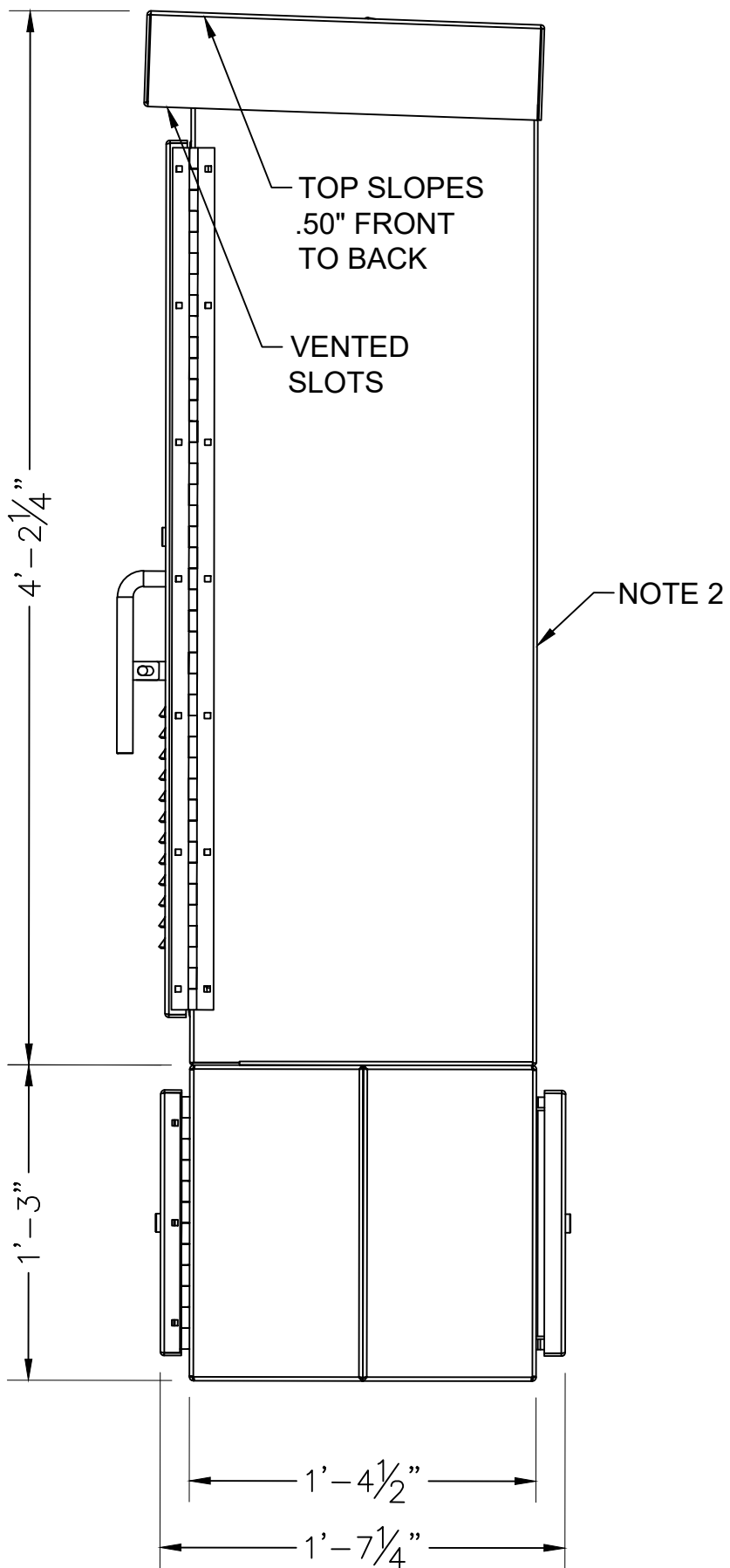
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A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
INSTALLATION PLAN			
SCALE: 1" = 10'		SHEET 5 OF 15	
Drawn by / Date		Checked by / Date	
SG 11/20/24		AB 11/20/24	
Drawing Number		Rev. No.	
TBD-05		B	

**SARGIS ASSOCIATES, INC.**
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

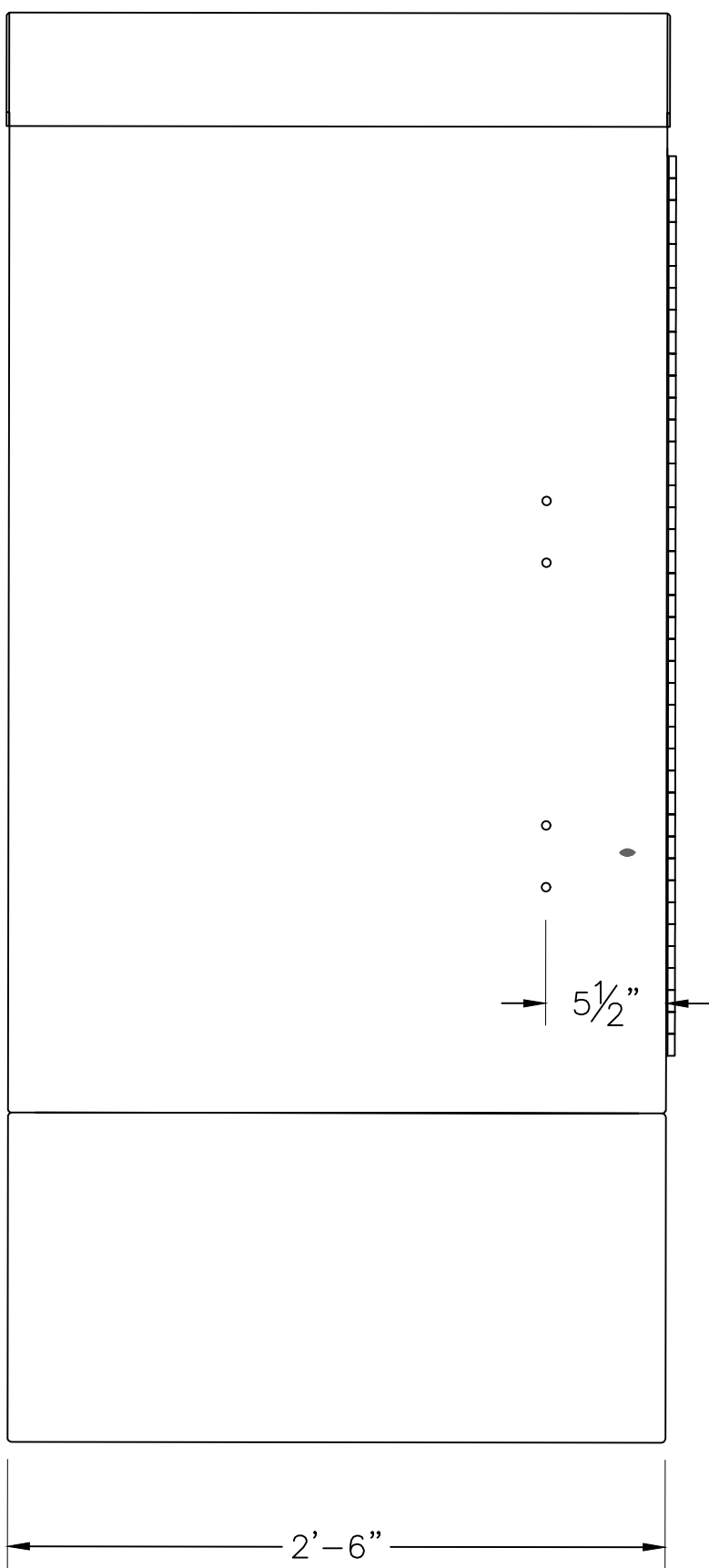
FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION



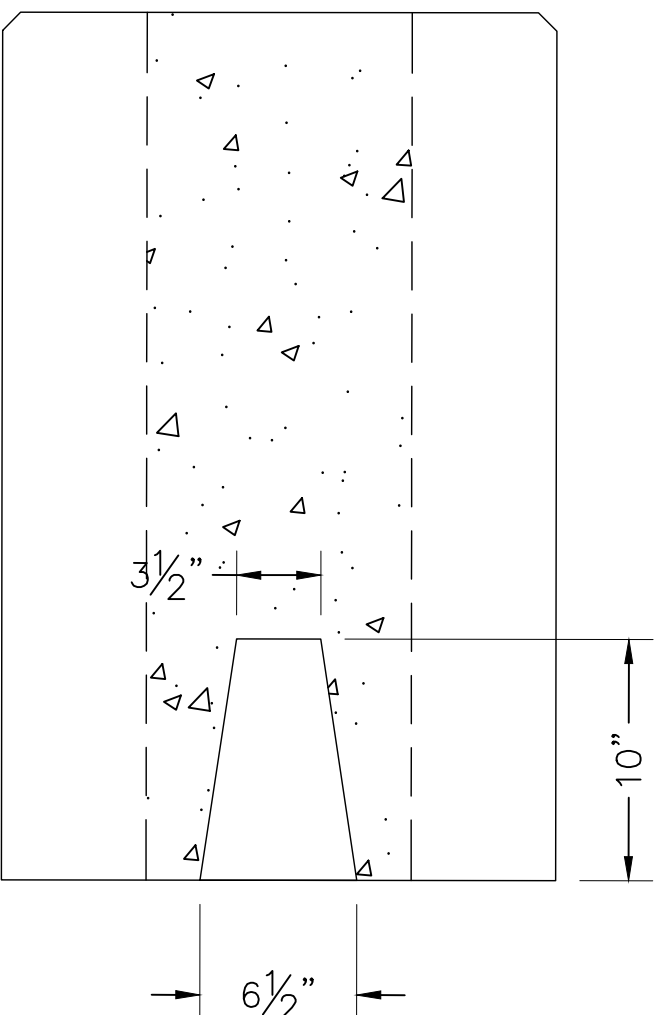
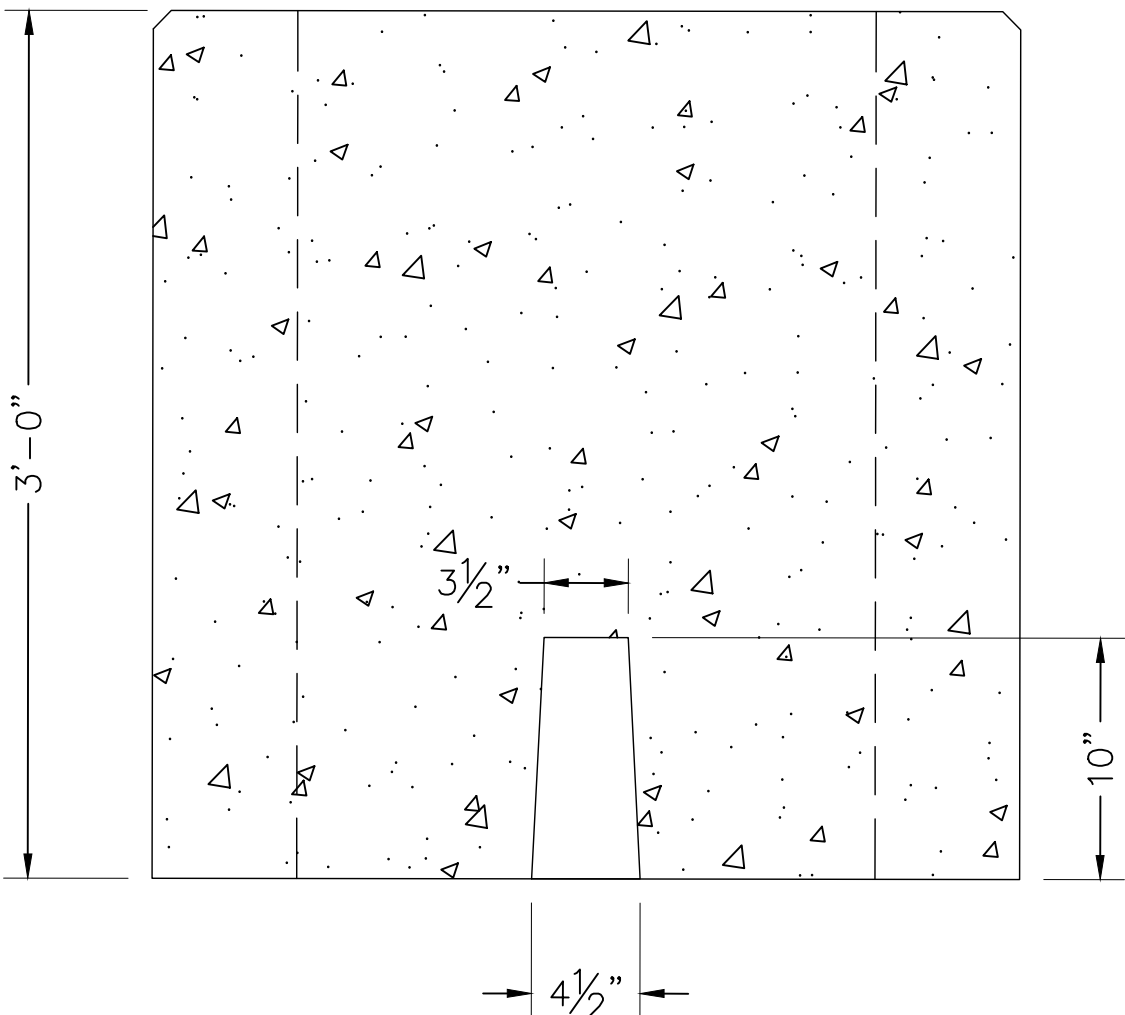
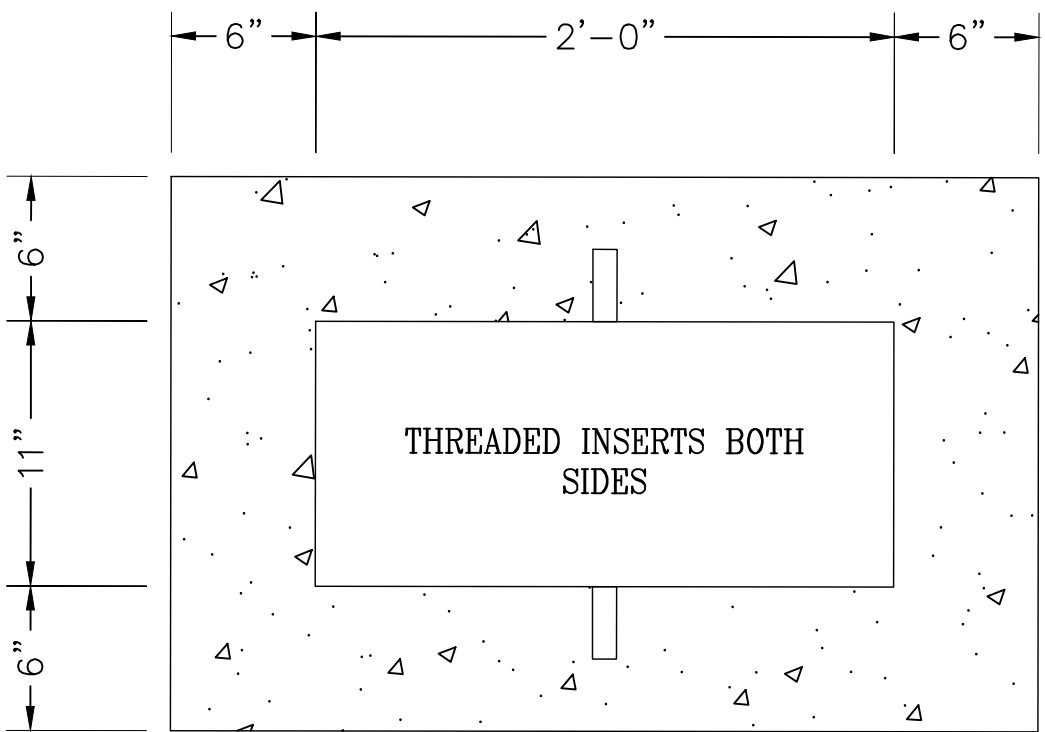
ENCLOSURE ELEVATION VIEW



RIGHT OUTSIDE VIEW



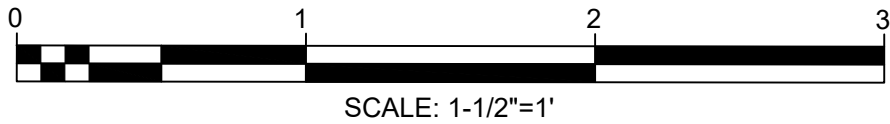
FRONT INSIDE CUT-OUT DETAIL



FOR PERMIT ONLY

NOTES:

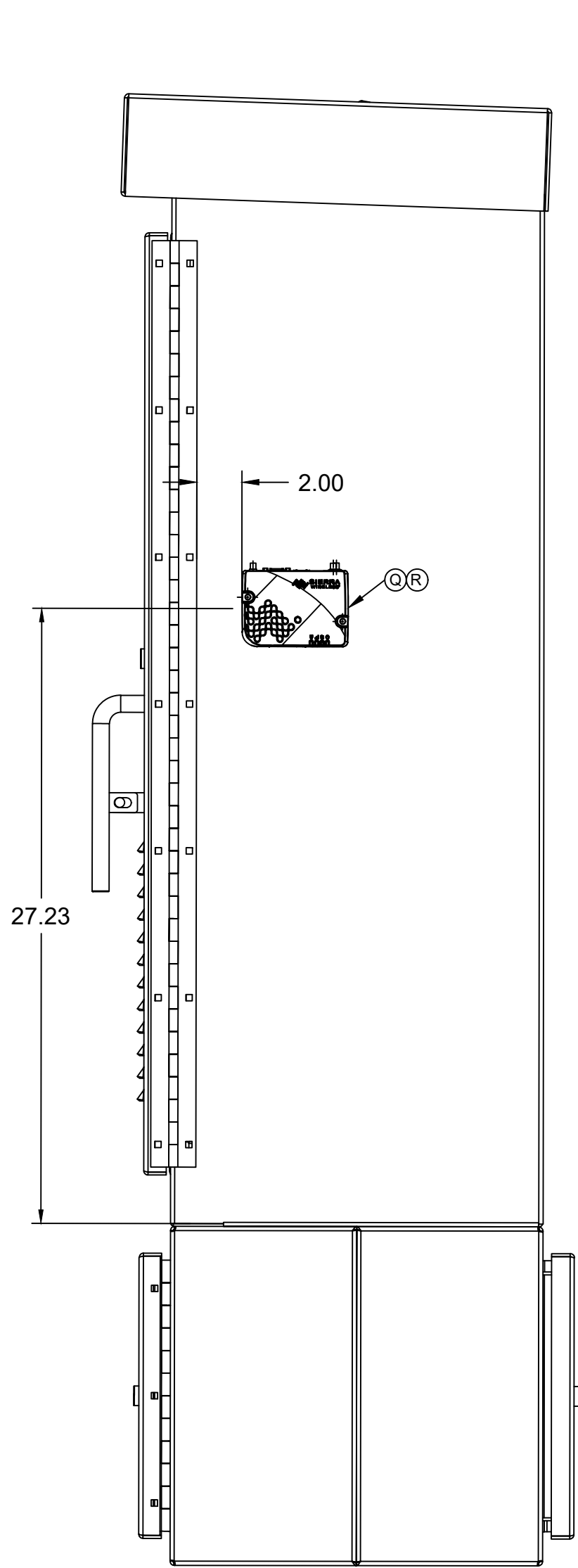
- SERVICE CONNECTION TO CABINET SHALL BE IN ACCORDANCE WITH NFPA 70, THE REQUIREMENT OF THE LOCAL UTILITY AND THE AUTHORITY HAVING JURISDICTION (AHJ). IF A METER IS REQUIRED, IT SHALL BE LOCATED EXTERNAL TO THE CABINET .
- EQUIPMENT SHALL BE MOUNTED NEAT AND PLUMB.
- INSTALL STANDOFFS TO THE BACK PLANE OF EACH CABINET.
- ALL BELOW GRADE OPENINGS IN POLL BOX SHALL BE PARGED WITH CONCRETE.
- MARK CONDUIT AT 18" INTERVALS WITH 1 BAND BLUE SCOTCH 35 MARKING TAPE.
- METER TROUGH & CIRCUIT BREAKER SHALL BE BY ELECTRICAL CONTRACTOR, METER BY UTILITY.
- MOUNT 1" ABOVE CONCRETE
- PIPE, RISER, STRAIGHT, ANODELESS, 3/4 IN MNPT X 1/2 IN CTS 0.090 IN THK WALL, STEELXHDPE, 18 IN X 48 IN PIGTAIL MAXIMO NUMBER 556743



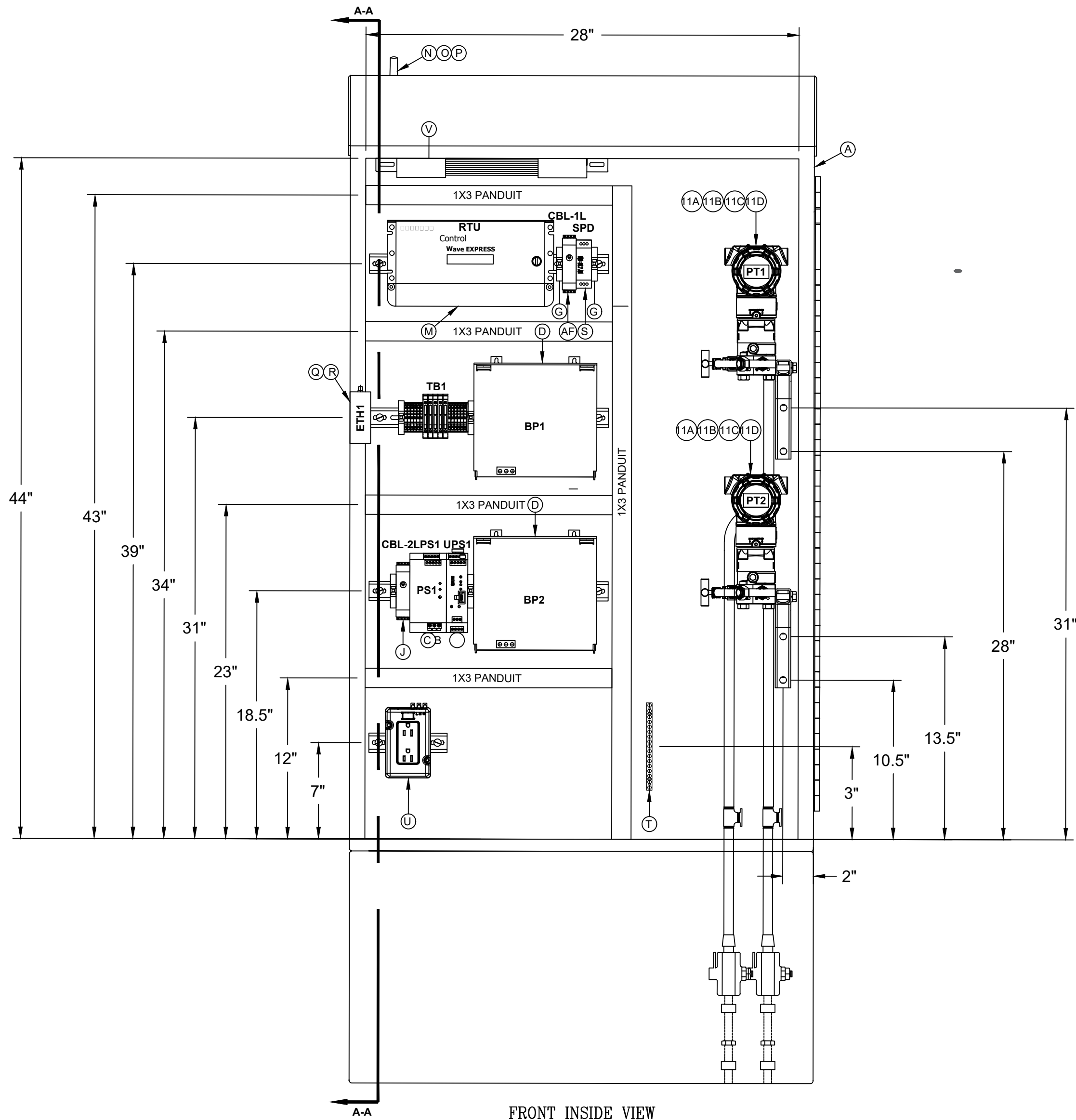
SARGIS ASSOCIATES, INC.
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

B	FOR PERMIT ONLY	12/5/24	SG/AB
A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
ENCLOSURE DETAILS			
SCALE: AS NOTED		SHEET 6 OF 15	
Drawn by / Date		Checked by / Date	
SG 11/20/24		AB 11/20/24	
Drawing Number		Rev. No.	
TBD-06		B	



VIEW A-A: LEFT INSIDE



FRONT INSIDE VIEW

NOTES:

1. FURNISHED AND INSTALLED BY ELECTRICAL CONTRACTOR.
2. MILBANK METER BOX WITH BYPASS LEVER PLUS SEPARATE 30 AMP CIRCUIT BREAKER BOX (LOCKABLE) - FURNISHED AND INSTALLED BY ELECTRICAL CONTRACTOR.
3. ROSEMOUNT TRANSMITTER CG4 NEEDS TO BE SPANNED TO:
0-30 PSIG - LIP
0-100 PSIG - IP
0-250 PSIG - HP
4. ROSEMOUNT TRANSMITTER CD2 NEEDS TO BE SPANNED TO:
0-30 IN H₂O - LP
5. SIERRA COM RV55 TO BE DIN RAIL MOUNTED TO CABINET.



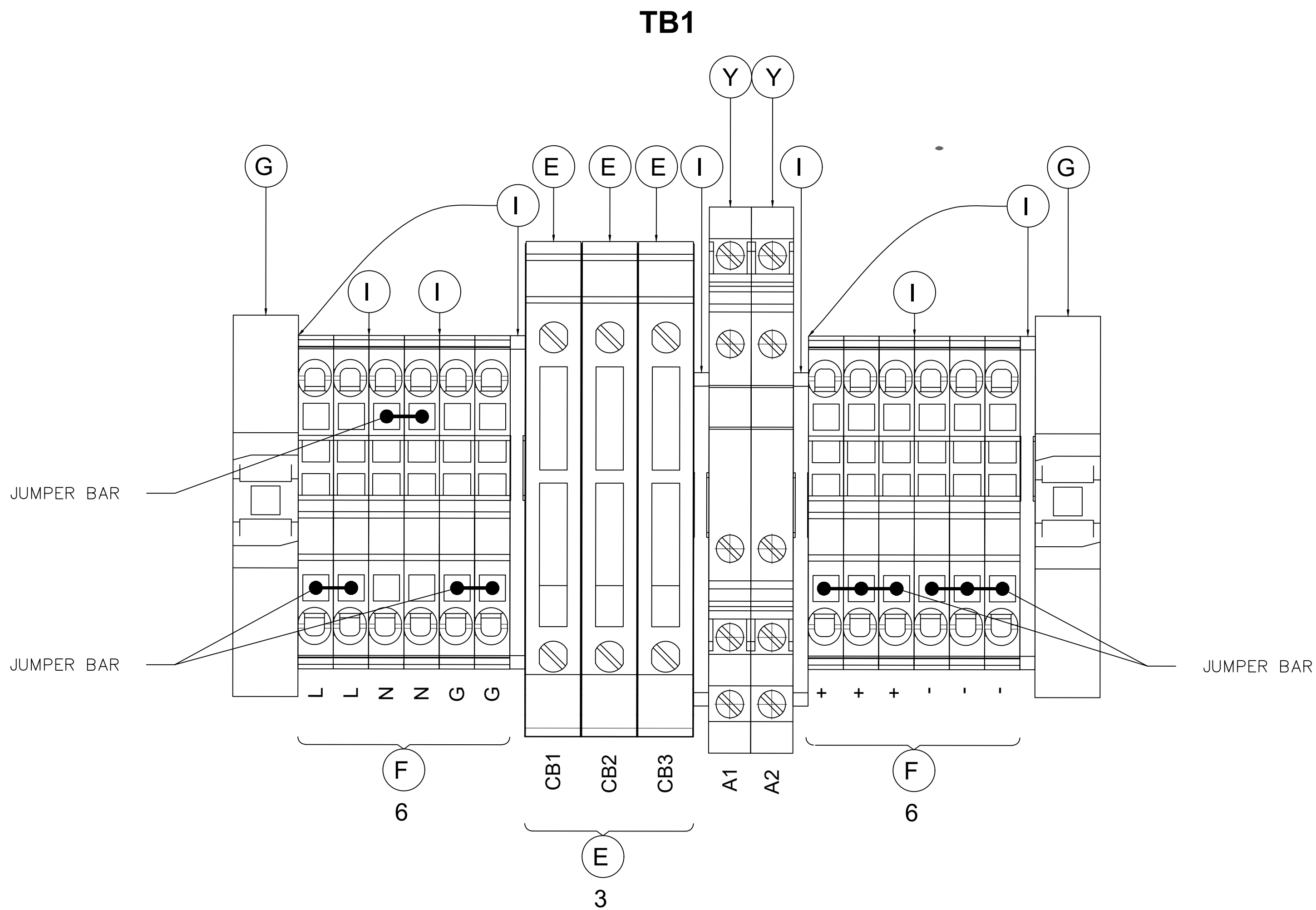
ITEM	QTY	PART NUMBER	DESCRIPTION	ITEM	QTY	PART NUMBER	DESCRIPTION
AC	1	TCP-1A	1A CB PHOENIX CONTACT	A	1	MARLIN ENCLOSURE	MARLIN ENCLOSURE: 50"H X 30"W X 16.5"D BASE MOUNT TYPE M CABINET WITH 15"H RISER CABINET IS A BASE MOUNTED, SINGLE FRONT DOOR ENCLOSURE, 2 LOUVERS TO BOTTOM DOOR, FLOOR PLATE, 6 EA. - 3/8" X 2 STUDS TO BACKPLATE
AD	1	TCP-2A	2A CB PHOENIX CONTACT	B	1	1274119	PHOENIX CONTACT: QUINT 24VDC UPS MODULE
AE	1	TCP-6A	6A CB PHOENIX CONTACT	C	1	2866763	QUINT-PS/1AC/24DC/10 10 AMP POWER SUPPLY
AF	1	2907205	PHOENIX CONTACT: CIRCUIT BREAKERS ELECTRONIC 10A 120VAC DIN RAIL MOUNT HMC SERIES	D	2	1274119	PHOENIX CONTACT: ENERGY STORAGE DEVICE, LEAD AGM, VRLA TECHNOLOGY, 24 V DC, 12 AH
NOTE 3				E	3	3118203	PHOENIX CONTACT: MINI CB TB UKG-ISI-C
				F	12	3031225	PHOENIX CONTACT: FEED THRU TERMINAL BLOCK BLUE PUSH IN CONNECTION
				G	9	3022218	PHOENIX CONTACT: DIN RAIL END STOPS
				H	2	3030213	PHOENIX CONTACT: PUSH IN JUMPER 10 POLE
				I	5	3030417	PHOENIX CONTACT: END PLATE
				J	1	2907192	PHOENIX CONTACT: HMC 11 120AC 20A C1D2 CIRCUIT BREAKER ELECTRONIC 1POLE 20A 120VAC
				11A	1	R0305EC22B11B4	ROSEMOUNT COPLANAR MANIFOLD
				11A	1	3051CG4A02A1AS5K 5M5T1	ROSEMOUNT: 3051C PRESSURE TRANSMITTER CALIBRATED TO 0-100 PSIG INTERMEDIATE PRESSURE
				11B	1	R305EC32B11B4	ROSEMOUNT COPLANAR MANIFOLD
				11B	1	3051CD2A02A1AS5K 5M5T1	ROSEMOUNT: 3051C PRESSURE TRANSMITTER CALIBRATED TO 0-30 IN. W.C. LOW PRESSURE
NOTE 4				M	1	CWEXP- 2-1-S8-5-00-1-0	EMERSON: CPU WITH ETHRNET DIN MOUNT, 9-28V, ETHERNET, 33 MHZ, NO GAS CALCS, 2 PID/ON BASE CPU BASE + 2 DIOQ, 4 DI, 2 DO, 2 HSC, 3 AI, NO APPLICATIONS, CONFORMAL COATING, NO DISPLAY
				N	1	TRA6927M3PB-001	LAIRD CONNECTIVITY INC. : OMNI-DIRECTIONAL ANTENNA BULKHEAD, IT 4C/3C PHANTOM, CELLULAR LTE
				O	1	GEMEK	GEMEK: S-LMR 240 COAXIAL CABLE 10 FT SMA MALE TO N MALE CONNECTOR
				P	1	8521T921	MCMASTER: CARRI GASKET FOR PANEL MOUNT ANTENNA
				Q	1	6000659	SIERRA WIRELESS: DIN-RAIL BRACKET FOR MOUNTING THE AIRLINK RV50 CELLULAR MODEM
				R	1	RV55-EVE-KIT	SIERRA WIRELESS: AIRLINK RAVEN RV50X LTE ADVANCED CELLULAR GATEWAY KIT
				NOTE 5			
				S	1	MA15/D/1/SI	EATON ELECTRIC LIMITED: MTL MA15/D/1/SI SURGE PROTECTION FOR 120VAC 15 AMP)
				T	2	NA-413	ELEC DIRECT: 15-PORT GROUND BAR
				U	1	1492-REC20G	ALLEN BRADLEY: PANEL MOUNT RECEPTACLE 20A 125VAC GFCI
				V	1	EL1200D24V ELA02SF ELCN124V	HOFFMAN: PANEL LIGHT 24VDC LED WITH ACC.
NOTE 1				W	2	GROUND CLAMP	DAIRYLAND 3/4" PIPE & MTL=38 TUBING
				NOTE 1			
				X	2	INSULATING UNION 3/4" GROUND JOINT	
				Y	2	2906798	PHOENIX CONTACT: ANALOG SURGE PROTECTOR
NOTE 2				Z	1	HOM130	30 A CIRCUIT BREAKER
				AA	1	U3741-XL-100-BL	MILBANK METER BOX WITH BYPASS LEVER
				AB	2	AX135	OZ GEDNEY EXPANSION FITTING

FOR PERMIT ONLY

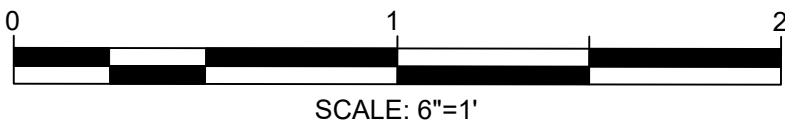
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A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
PANEL LAYOUT/BILL OF MATERIALS			
SCALE: NOT TO SCALE		SHEET 7 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
SG 11/20/24	AB 11/20/24	TBD-07	B

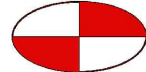
SARGIS ASSOCIATES, INC.
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION



**FOR PERMIT
ONLY**

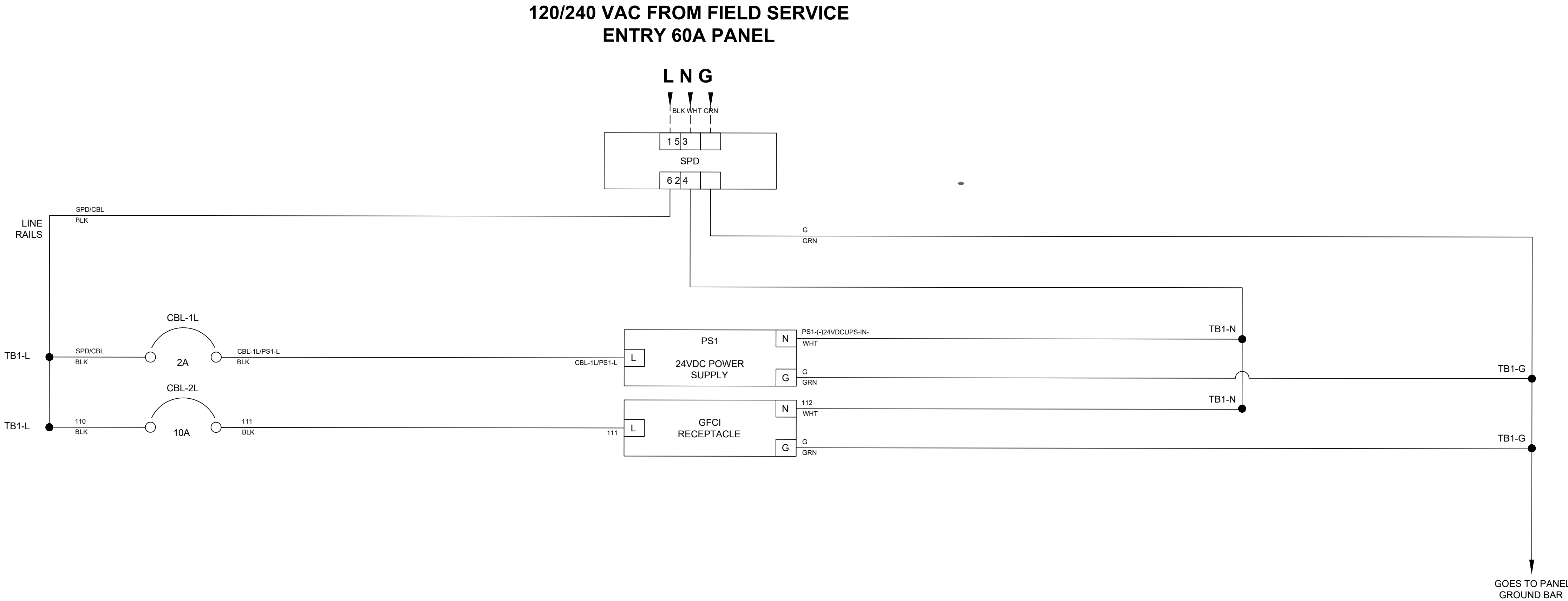


**SARGIS
ASSOCIATES, INC.**

SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

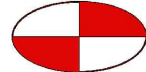
FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

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No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
TERMINAL BLOCK DETAIL			
SCALE: AS NOTED		SHEET 8 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 11/20/24	AB 11/20/24	TBD-08	B



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B	FOR PERMIT ONLY	12/5/24	SG/AB
A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
120V AC POWER DISTRIBUTION			
SCALE: AS NOTED		SHEET 9 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 11/20/24	AB 11/20/24	TBD-09	B

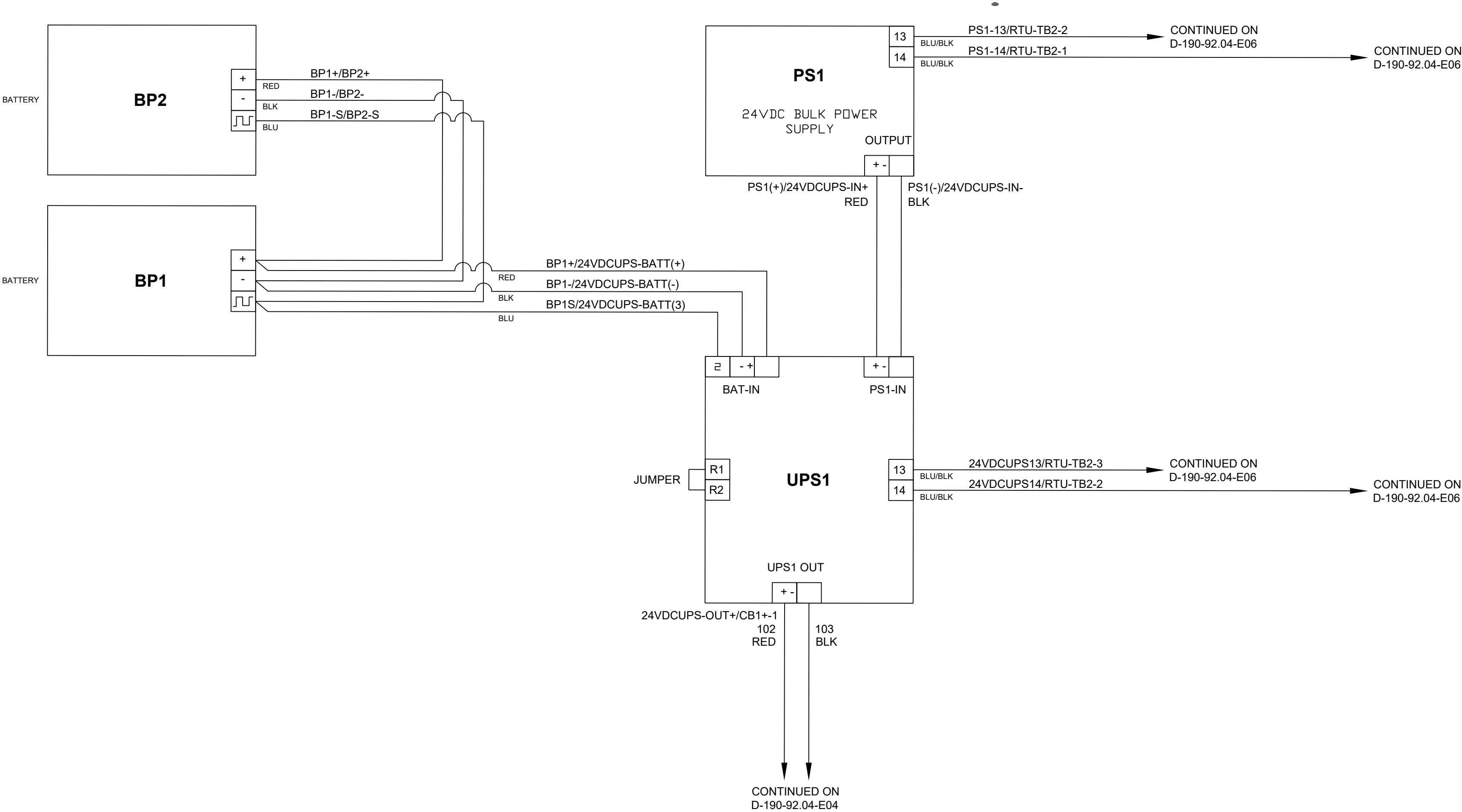


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SURVEYING AND ENGINEERING

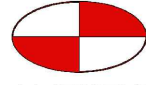
25 COMMERCE DRIVE
CROMWELL, CT 06416

FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION



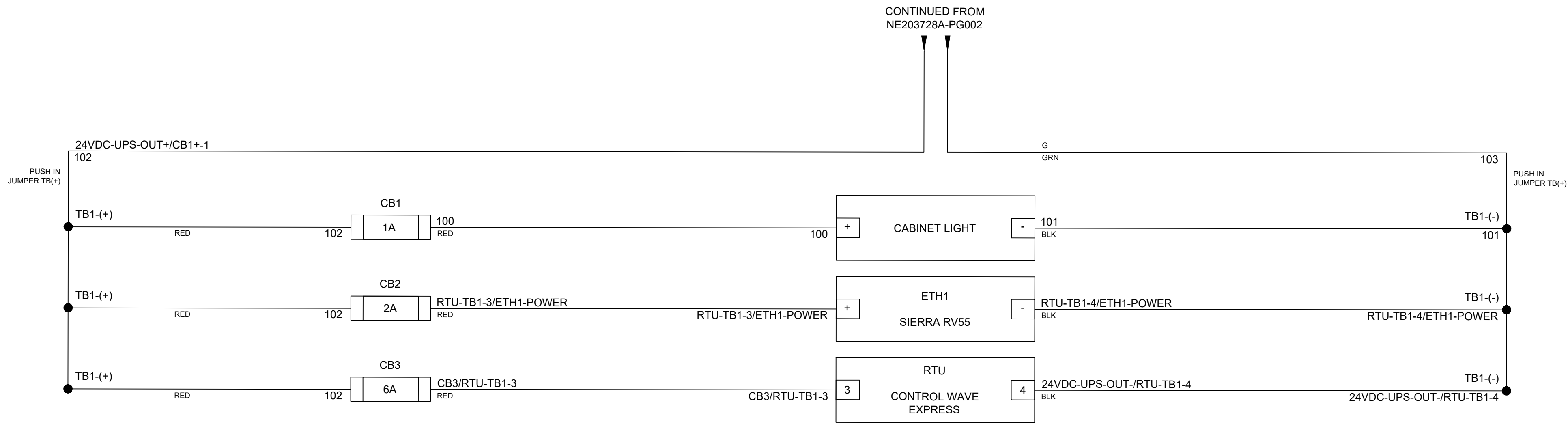
FOR PERMIT
ONLY

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A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
Calf Pasture Beach Road , Norwalk, CT			
PROJECT #TBD			
12V AC POWER DISTRIBUTION			
SCALE: AS NOTED		SHEET 10 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 11/20/24	AB 11/20/24	TBD-10	B

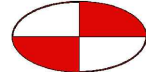


SARGIS ASSOCIATES, INC.
SURVEYING AND ENGINEERING
25 Commerce Drive
Cromwell, CT 06416

FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION



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SARGIS ASSOCIATES, INC.
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

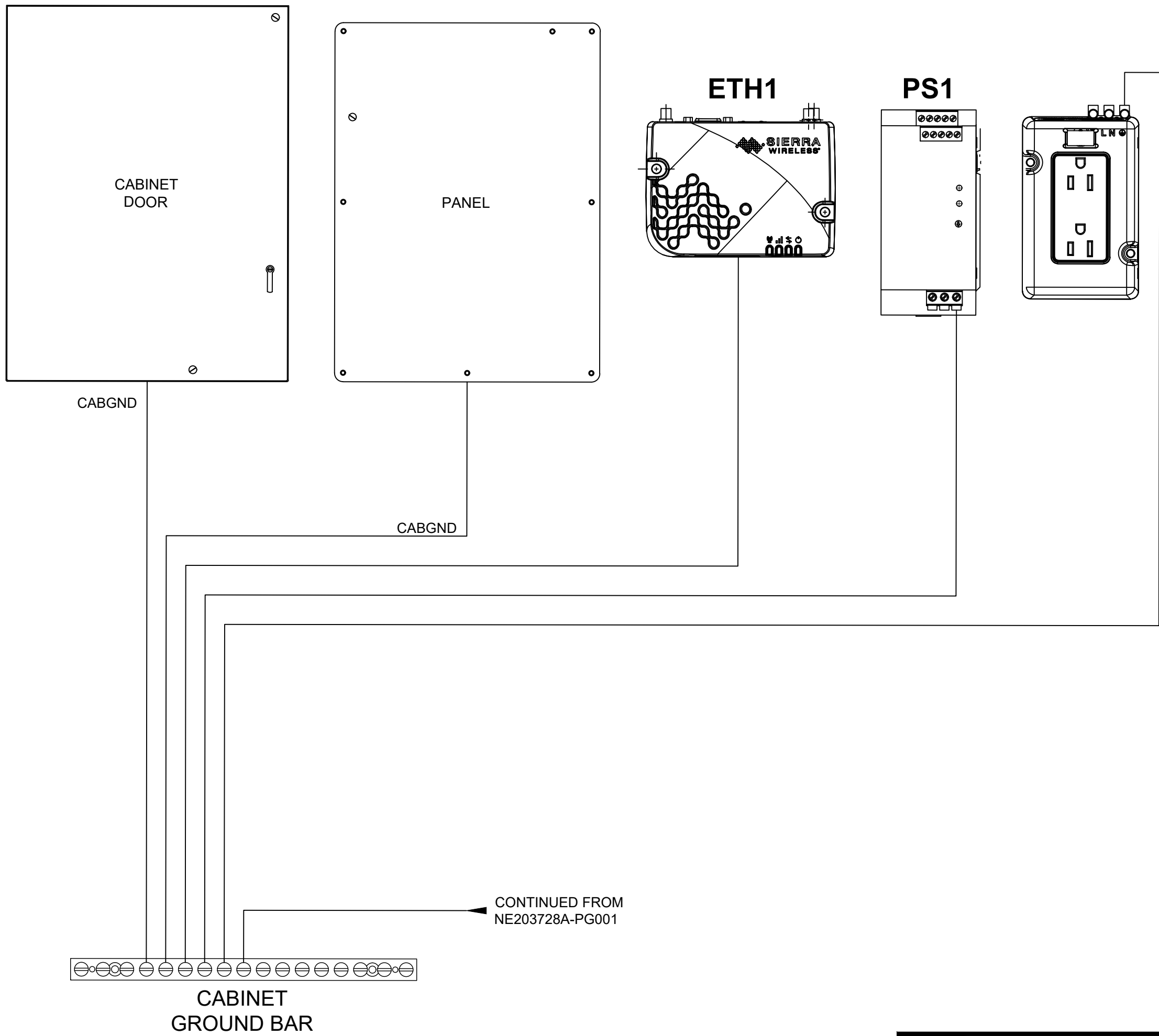
FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

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A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
Calf Pasture Beach Road , Norwalk, CT			
PROJECT #TBD			
24V DC POWER DISTRIBUTION			
SCALE: AS NOTED		SHEET 11 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 11/20/24	AB 11/20/24	TBD-11	B

190-92.03 EGMA End Point Telemetry Box											
CONDUIT FILL CALCULATION- Based on NFPA 70, 2020 Edition											
ITEM	FROM	To	CONDUIT	WIRE/CABLE	TYPE	MFG	BELDEN PN	COLOR CODE	OD(	Area(Sq")	Ext Area(Sq")
POWER											
P1	Utility Pole Meter/Tele Cab	1-1/4",RMC/PVC		3-#6 AWG,1-#8g	THWN-2,THHN	generic		Blk,Red,Wht,Grn	0.256,0.216 0.15	0.04	0.19
										NOTE 2	1.526
										40% Fill	0.610
										Actual Fill %	0.120

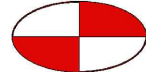
NOTE 5

NOTE 5: CAN BE TRANSITIONED TO PVC SCHEDULE 40 AFTER 6" ABOVE GROUND



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ONLY

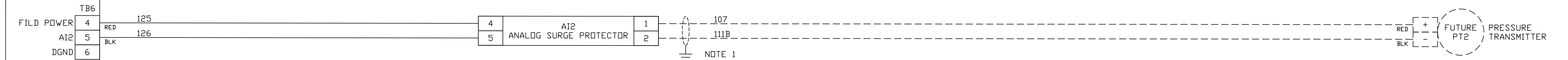
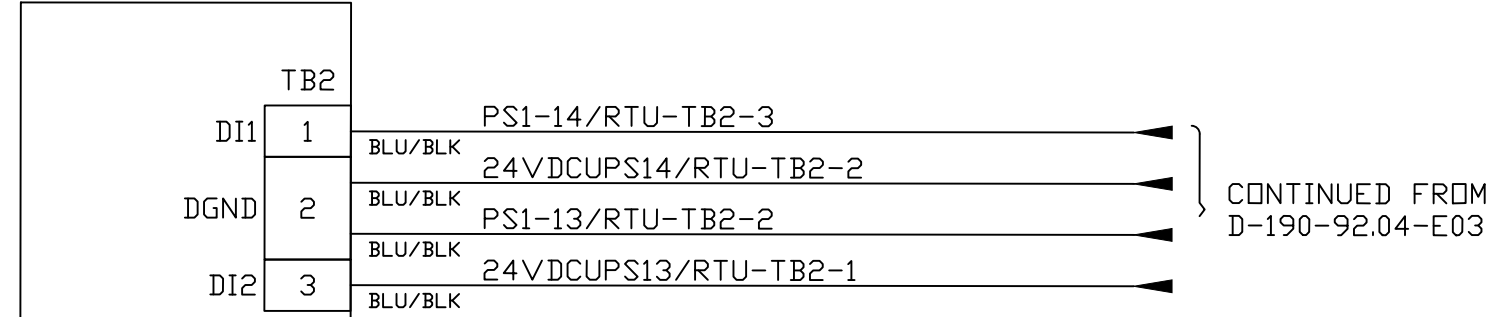
B	FOR PERMIT ONLY	12/5/24	SG/AB
A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
Calf Pasture Beach Road , Norwalk, CT			
PROJECT #TBD			
GROUNDING DETAIL & CONDUIT SCHEDULE			
SCALE: AS NOTED		SHEET 12 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 11/20/24	AB 11/20/24	TBD-12	B



SARGIS ASSOCIATES, INC.
SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

[illegible]



NOTE:
1. SHIELD SHALL BE GROUNDED ONLY AT THIS POINT.

LEGEND

_____ NECI

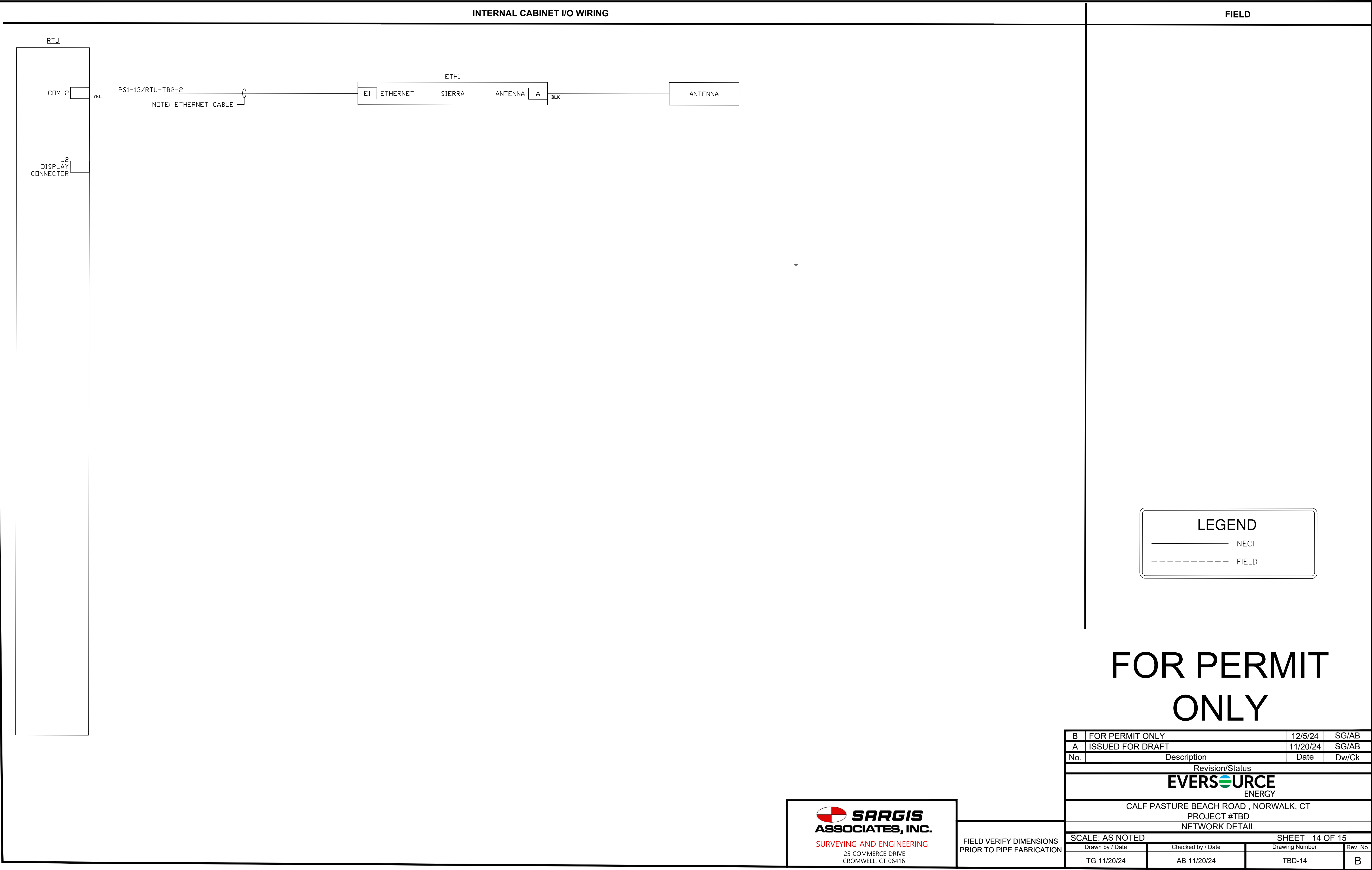
----- FIELD

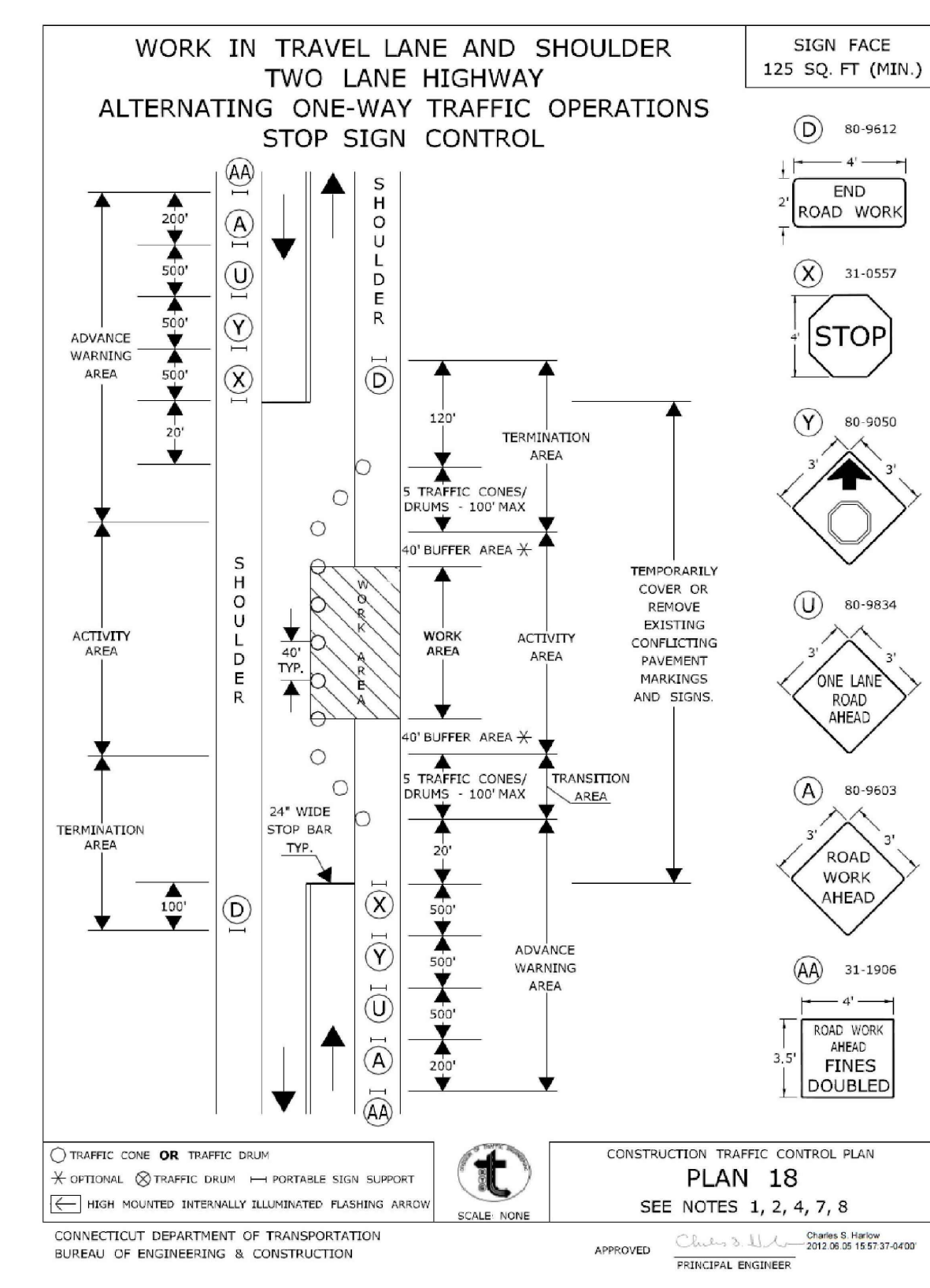
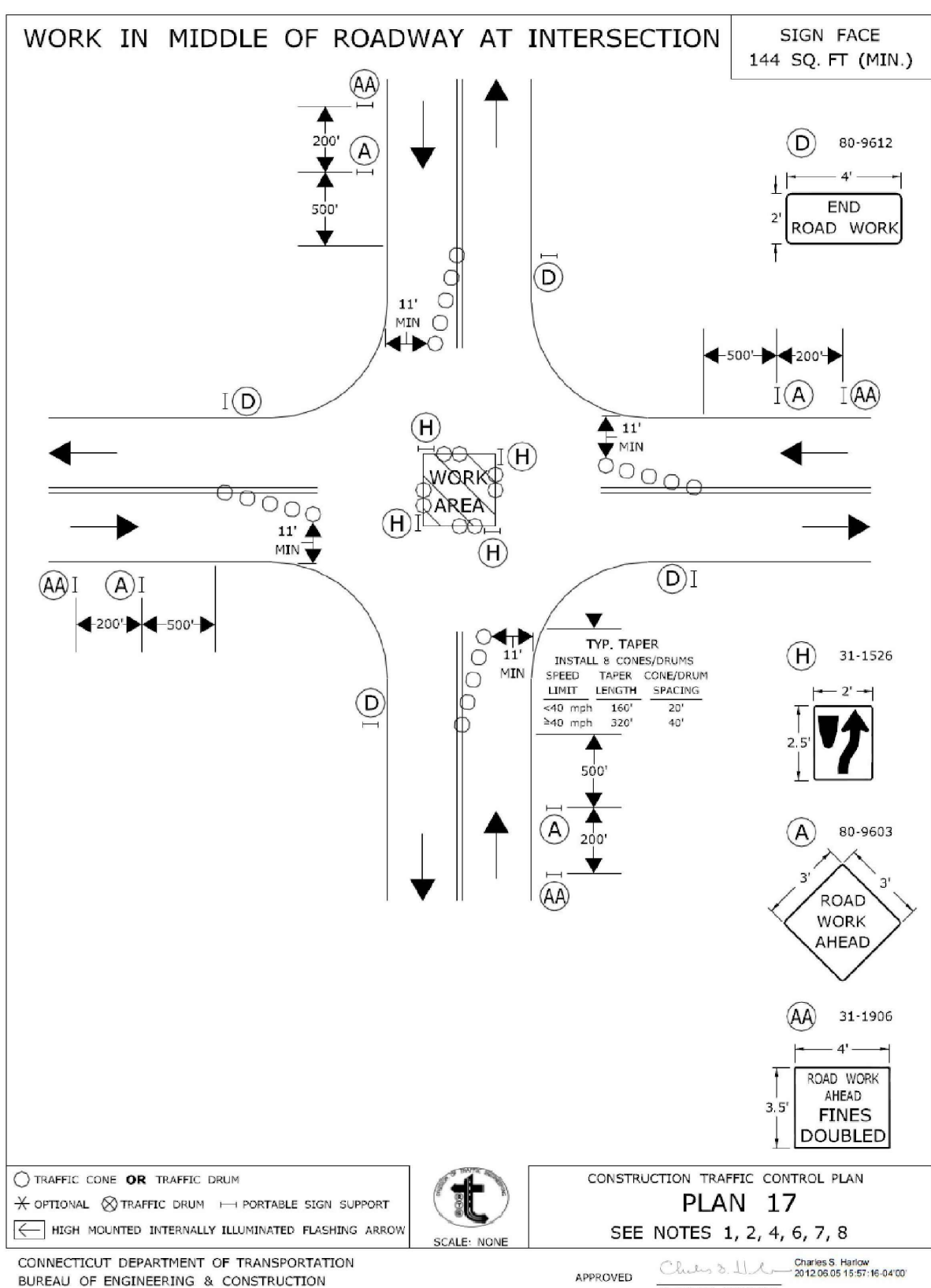
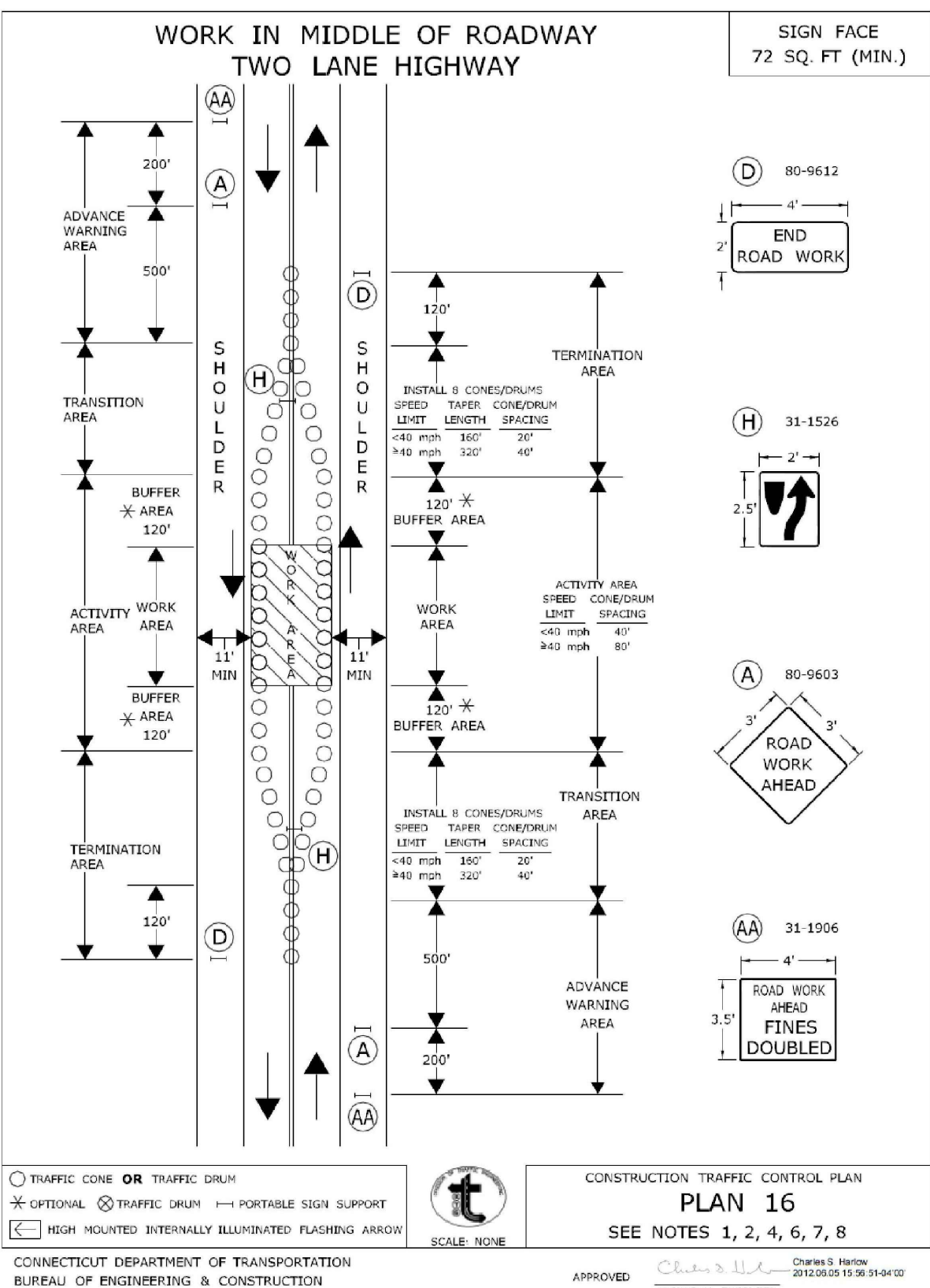
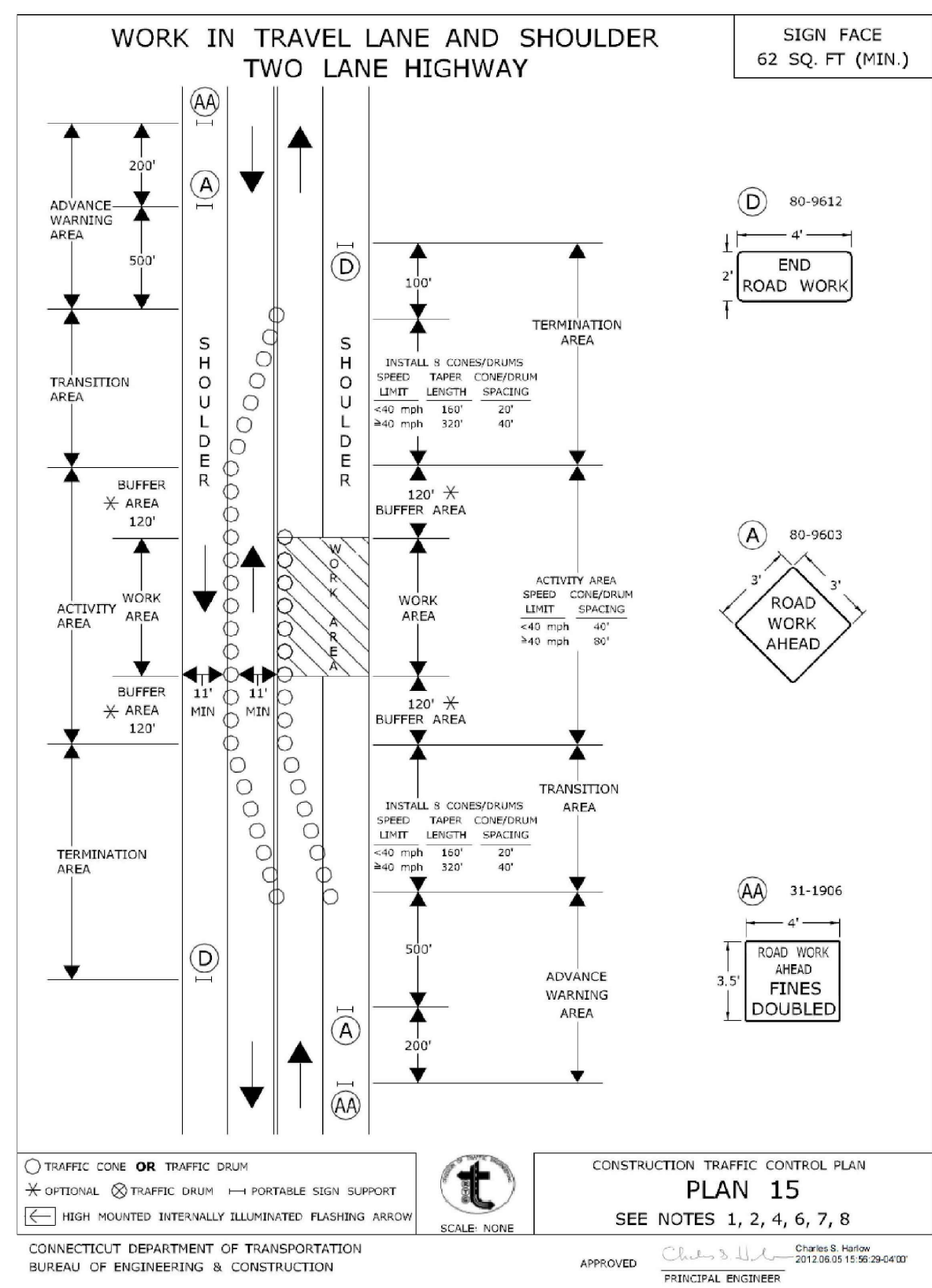
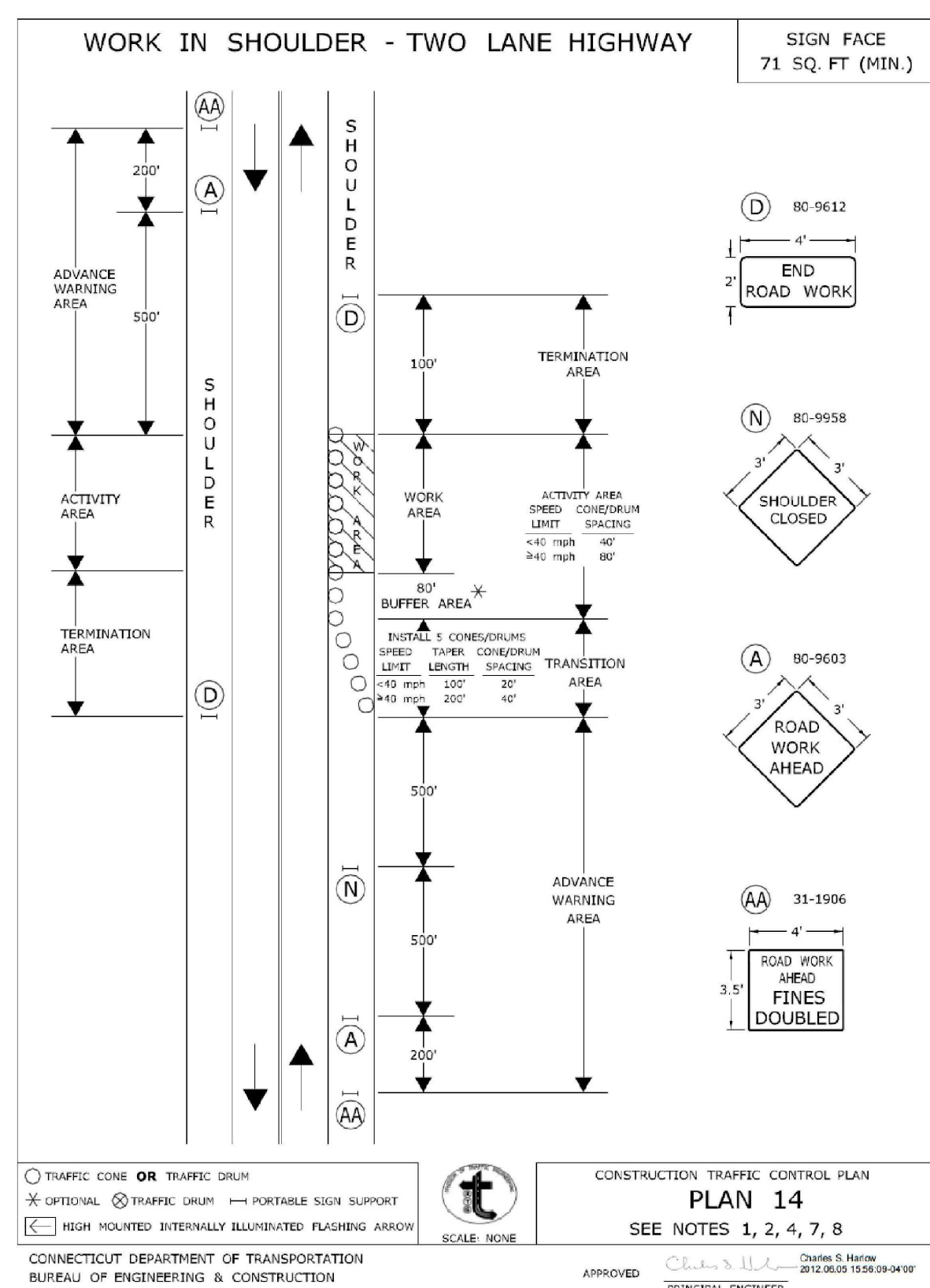
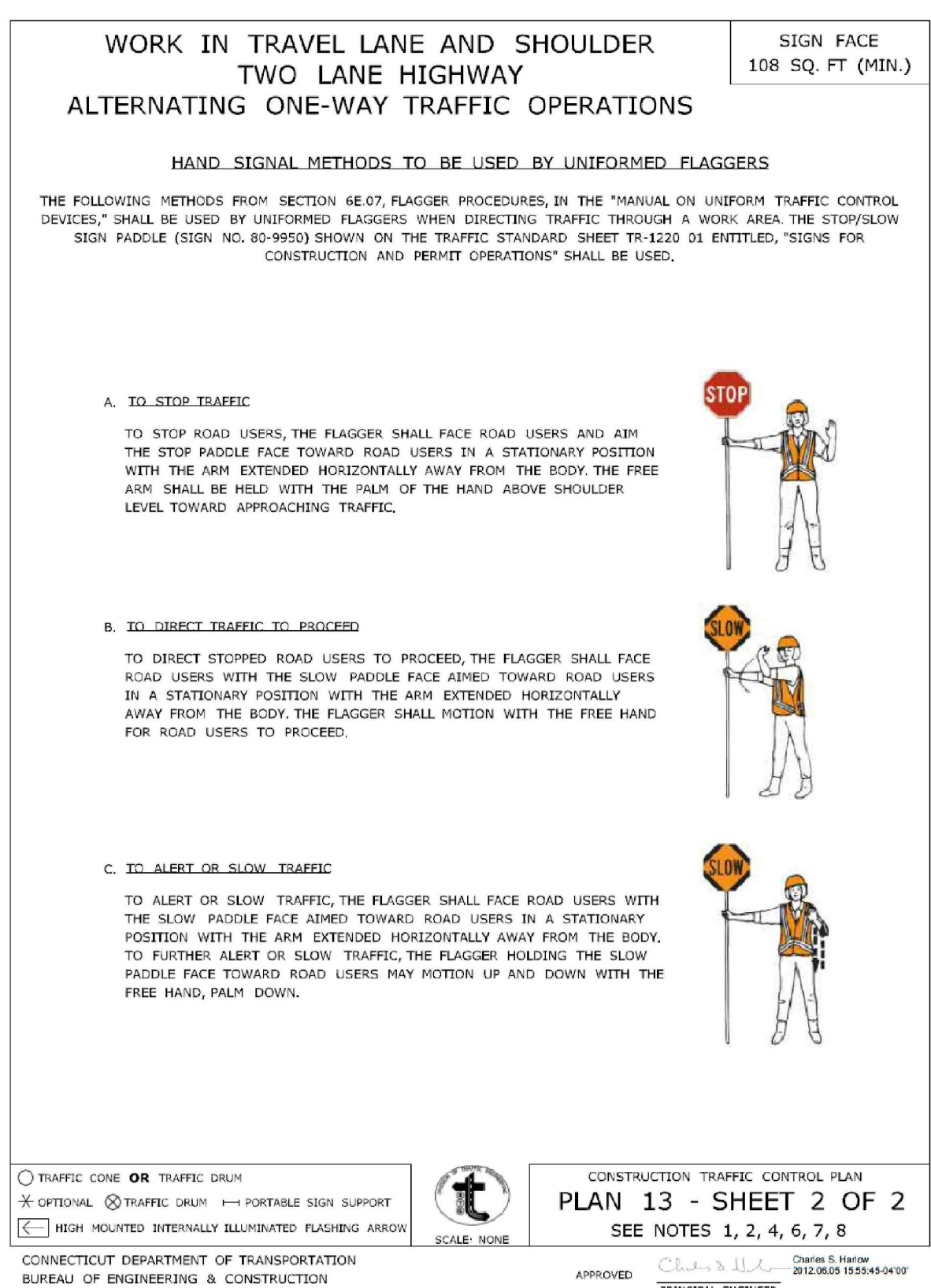
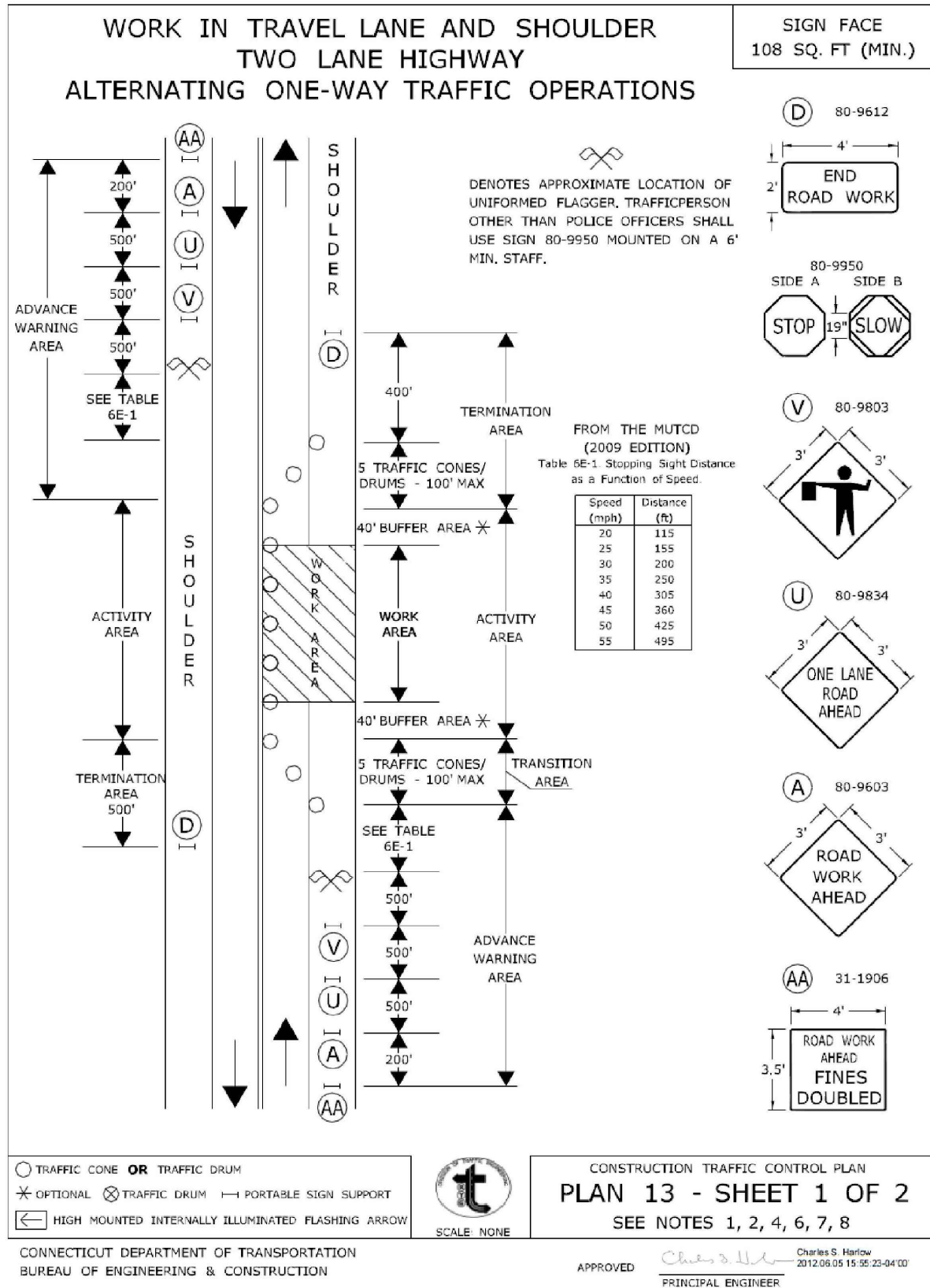
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B	FOR PERMIT ONLY	12/5/24	SG/AB
A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVSOURCE ENERGY			
CALF PASTURE BEACH ROAD , NORWALK, CT			
PROJECT #TBD			
RTU1 LOOP DETAIL			
SCALE: AS NOTED		SHEET 13 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 11/20/24	AB 11/20/24	TBD-13	B



FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION





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B	FOR PERMIT ONLY	12/5/24	SG/AB
A	ISSUED FOR DRAFT	11/20/24	SG/AB
No.	Description	Date	Dw/Ck
Revision/Status			
EVERSOURCE ENERGY			
CALT PASTURE BEACH ROAD, NORWALK, CT			
PROJECT #TBD			
TRAFFIC CONTROL DETAILS			
SCALE: AS NOTED		SHEET 15 OF 15	
Drawn by / Date	Checked by / Date	Drawing Number	Rev. No.
TG 11/20/24	AB 11/20/24	TBD-15	B



SURVEYING AND ENGINEERING
25 COMMERCE DRIVE
CROMWELL, CT 06416

FIELD VERIFY DIMENSIONS
PRIOR TO PIPE FABRICATION

PROJECT DESCRIPTION

Tree Inventory Services

PlanIT Geo (PG) will create a customized TreePlotter application with defined fields and values listed below to inventory/assess approximately 25,000 trees and planting sites for the City of Norwalk, Connecticut. PlanIT Geo will work with City of Norwalk, Connecticut staff to determine the target areas for this inventory and the criteria for and count of trees added to the inventory. PG will facilitate communication on a weekly basis at a minimum to assure both parties are informed on work completed, upcoming schedules, and any questions that arise from the field.

PlanIT Geo's recommended fields for data collection:

- Unique ID number
- Status
- Common and scientific names
- Number of stems
- Diameter at standard height (DSH) taken at 4.5 feet above grade
- Condition
- General observations and defects
- Site Width
- Growing space
- Land use
- Address
- Latitude and Longitude
- Recommended maintenance prioritization/tree work
- Overhead utilities
- Clearance conflicts
- User
- Date recorded
- Last modified user
- Last modified date

****Additional fields may be added after initial consultations and may affect the unit pricing**

DATA DELIVERY

PlanIT Geo will deliver all tree inventory data in ESRI Shapefile and CSV formats. Files will contain full metadata references and can be projected to desired coordinates. All data is free to export at any time from TreePlotter.

TREE INVENTORY TERMS AND CONDITIONS

PlanIT Geo will work with City of Norwalk, Connecticut to confirm the locations and boundaries for data collection, identify schedules and consultations, provide an overview of the tree data collection process, determine communication methods and exchange contact information, and be briefed on safety procedures and protocols.

PlanIT Geo will adhere to all safety and ISA standards during the project. At any time during the project, City of Norwalk, Connecticut staff can access and export the tree inventory data. Project completion will be determined after the data has been reviewed and delivered in ESRI Shapefile, CSV, and map formats.

Quotation

Exp. Date:

10 / 01 / 2025

Prepared for:

 City of Norwalk, Connecticut
 Sarah Cruz

INVENTORY SERVICES	QTY	PRICE	SUBTOTAL
Base Tree Inventory Inventory and Assessment of remaining Norwalk's trees. Price includes travel, per-diem, and all overhead costs. Any trees in naturalized areas will only be collected at 8" diameter or above	22500	\$5.00	\$112,500.00
Planting Site Inventory Collecting of planting sites throughout the City, based on an agreed set of criteria for planting site width and feasibility.	2500	\$5.00	\$12,500.00
			\$125,000.00

Payment

Note: These payment terms will be amended based on PlanIT Geo's review and approval of Norwalk's contract.

Tree Inventory: Invoices will be sent monthly for the exact number of trees collected during that time period.

Net 30-day terms.

Checks payable to:

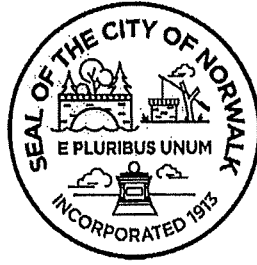
PlanIT Geo INC

P.O. Box 1334

Wheat Ridge, Colorado 80034

City of Norwalk, Connecticut

Disclaimer: Inventory data provided by PlanIT Geo, Inc., referred to herein as "PlanIT Geo", is based on visual recording of observations and measurements at the time of the inspections. All information and data fields populated as a part of this tree inventory are for the purpose of assisting municipalities or private entities in maintenance needs, removal, and replacement of their managed trees. Recommendations provided by PlanIT Geo may be accepted or disregarded by the town and/or client or the town and/or client may seek additional advice. Visual records do not include testing or analysis of any tree component. In no event shall PlanIT Geo be held liable for any special, direct, indirect, consequential, or incidental damages caused by tree failures whatsoever and PlanIT Geo is not responsible for any hidden or otherwise non-observable hazards discovered or identified. All risk assessments performed by PlanIT Geo's Certified Arborists assume a 1-year timeframe for the assessed tree part for failure. All immediate concerns are passed on to the client indirectly through the live webmap (TreePlotter: Inventory), or directly through communication from PlanIT Geo's Certified Arborists or project managers. It is recommended that each tree be reinspected within the 1-year time frame to update the likelihood of failure matrices. Storms or other Acts of God change the structural stability of trees and all trees surveyed prior to the event will need to be re-evaluated. Also, the dynamics of inventoried trees may result in data that varies from the current condition or characteristics observed in the field due to deterioration and/or growth of living specimens in a natural environment. All previous data populated by PlanIT Geo staff can be considered out of date upon revisiting and re-evaluating the initially inventoried trees. PlanIT Geo provides no warranty regarding the function, health, or use of the urban and community forest for any purpose. Additional GIS layers may be included in the TreePlotter application for use by the field crew collecting the tree inventory data. These layers are not included in the standard software terms and will be removed from the app after data collection is complete, unless otherwise agreed upon.



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 2/26/2025

DEPARTMENT: Rec and Parks

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

Check One:

☒	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☒	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☐	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
☐	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	6	Other, please explain:

TOTAL COST: \$125,000.00 MUNIS Account: 38 0000 5790 G0058

VENDOR: PlanIT Geo

Purchasing Agent Signature		The Purchasing Agent		Department Head Signature	
Sharon Conners Digitally signed by Sharon Conners Date: 2025.02.27 10:19:51 -05'00'	☒	Supports	 Department Head Name Robert Stowers Date: 02/26/2025		
	☐	Does Not Support			
	☐	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?			

JUSTIFICATION:

Recreation and Parks has a current contract with PlanIT Geo for geo-spatial mapping and analysis, development of a Tree Master Plan, and tree inventory services. The consultant completed an inventory of 4,500 public trees in 2023 as a data sample to support the Tree Master Plan. The City utilizes PlanIT Geo's data collection platform, Tree Plotter, to maintain the inventory and assist in tree management (work orders, inspections, documenting plantings). We are requesting to continue their services to perform additional field work in surveying and collecting data points for up to 25,000 trees to be inventoried on the shared platform, and deliver a summary of the findings to be added as an addendum to the Tree Master Plan. This work would significantly impact the City's ability to properly manage our public tree population.

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

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



To: Members of the Common Council
From: Deanna D'Amore, Director of Health
Re: Contracted Laundering Services
Date: March 11, 2025

The Norwalk Health Department is seeking to enter into an agreement with healthcare apparel vendor, Cintas, to provide laboratory coat inventory along with cleaning & repair services for health department clinical staff to be in compliance with healthcare industry safety measures and best practices.

We request approval for the following authorization:

1. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with CINTAS Corporation for a period of five (5) years, in the amount of \$2,476.00 for year one (1) increased by 3% for each year thereafter. Account # 0120-70-5276.

Description: CINTAS Corporation is a full-service uniform rental, laundry, maintenance, and repair company. The cost of the service is to be charged to account #0120-70-5276.



HARD-WORKING STYLE & COMFORT

READY™



UNIFORM DIFFERENTIATION

WHY IS THIS IMPORTANT?

81% of Americans would be more likely to trust a home service professional wearing a uniform.

70% of your customers feel that uniforms make your employees look neater and more professional.

60% of your prospects feel that uniforms would make your workers look better trained and proud of their company.

HOW THE UNIFORM RENTAL PROGRAM WORKS



You will be assigned a Cintas Representative and a set number of garments when you start the program.



Each week, your dirty garments will be picked up by your Cintas Representative, then washed, dried and finished.



We will inspect, repair, replace and change size at no additional charge.



Each week, your Cintas Representative will return your cleaned garments from the previous week.

Note: Eleven uniforms will be delivered the first week of your service. This is to provide clean uniforms for the second week while those from the first week are being laundered. The extra uniform is for use on delivery day.

WHAT MAKES US UNIQUE?

We're the **largest manager of flame resistant clothing programs** in North America.

We offer unique retail-inspired garments through our **exclusive partnerships with Carhartt®, Zorrel Apparel and TAL Fabrics.**

Cintas TruCount™

Accurate tracking of all of your uniforms throughout the service process.

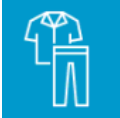
Now, no missing garments in the uniform black hole. With our TruCount™ Inventory Control System, we know, and you know, exactly where your garments are at all times. It's communication, accountability and reliability delivered to you weekly by your Cintas Service Sales Representatives and powered by TruCount.™

Proposal Date: 02/24/2025

Expiration Date: 03/26/2025

Customer Name Norwalk Health Department		Prepared For Norwalk Health Department	
Delivery Address 137 East Avenue		Delivery Address 2 :	
City : Norwalk	State / Province : CT	Zip / Postal Code : 06851	Phone : 203-854-7776

Garment Group 1

Garment	Frequency	Inventory	Unit Price	Price
 X59926 CINTAS LAPEL COAT	Weekly	40	\$ 1.000	\$ 40.000
1 Employees / Price per employee per week: \$40.00		Weekly Total :	\$	40.00

Programs

Charge Description	Unit Price
Uniform Advantage	\$ 3.20
Premium Uniform Advantage	\$ 0.00
Prep Advantage	\$ 2.00
Emblem Advantage	\$ 2.40
Weekly Total :	\$ 7.60

Other Charge

Charge Description	Price Per Week
Service Charge	\$ 0.00

Uniform Charges

Charge Description	One Time Charges
Name Emblem	\$ 0.00
Company Emblem	\$ 0.00
Preparation Charge	\$ 0.00

Total

Charge Description	Sale Price
Weekly Delivery Total	\$ 47.60

#

Sales Partner
KREITLERJ@CINTAS.COM
UR v1





To: Members of the Common Council
From: Deanna D'Amore, Director of Health
Re: CT State Community College - Norwalk Facilities Use Agreement
Date: March 12, 2025

The Health Department would like to provide free health screenings for students and staff of CT State Community College - Norwalk, as part of our Know Your Numbers program. Know Your Numbers provides community members with the opportunity to be screened for various health measures (A1C, blood pressure, BMI, and waist circumference), offers guidance on healthy behaviors to help reduce risk, and connects individuals to healthcare providers, food agencies, and other relevant community resources. This program is currently held in locations around the community, including Norwalk Public Library and the Open Doors Smilow Center. In order to hold a screening on CT State campus, the school requires the execution of a Facility/Equipment Use Agreement for each screening date. Exact dates are being finalized, but the Agreement would be identical for each scheduled date.

We request approval for the following authorization:

1. Authorize the Mayor, Harry W. Rilling, to execute agreements with CT State Community College – Norwalk for Health Department staff and volunteers to use space on CT State Norwalk campus for the Know Your Numbers health screening program on various dates between April 1, 2025 and March 31, 2026.

FACILITY/EQUIPMENT USE AGREEMENT

This Facility/Equipment Use Agreement ("Contract") is entered into by and between Connecticut State Community College, a constituent unit of the State of Connecticut System of Higher Education, with an address of 185 Main Street, New Britain, CT 06051, on behalf of its **Norwalk** Campus, located at **188 Richards Ave, Norwalk, Ct 06488 and Norwalk Health** (hereinafter the "Contractor") with a principal place of business at **137 East Avenue Norwalk, CT 06851**.

I. USE and TERM: ☒ **USE OF FACILITIES AND/OR ☐ **USE OF EQUIPMENT** (Check One or Both)**

<u>Use Summary:</u>	The constituent unit agrees it will permit Contractor to use the following listed facilities, which may include but is not limited to specific buildings, rooms, rehearsal spaces, dressing areas, outdoor spaces, and / or equipment, Atrium A & B for the sole purpose of Know Your Numbers, Health Screening for the time period specified below and subject to the terms and conditions specified within this Contract.		
<u>Term:</u>	From: [Enter Start Date]	To: [Enter End Date]	
<u>Location:</u>	Constituent unit's East Campus		
<u>Day(s) and Hours:</u>	[Enter Day(s) and Hours of Use] Eastern Time		
<u>Reservation Number:</u>	129377		

II. USE FEE: Use Fee payment* under this Contract is to be made as follows:

Deposit \$ 0 due on or before 0.
Balance \$ 0 due on or before 0.

MAXIMUM AMOUNT OF CONTRACT \$ No Charge

Send Payment to:	Name:	[N/A]
	Department:	[Institution Department, if applicable]
	Address:	[Institution Street] [Institution City], [Institution State] [Institution Zip]
	Phone:	[Institution Phone]
	Fax:	[Institution Fax]
	Contact:	[Institution Contact]
	Contact Email:	[Institution Contact Email]

1. If Contractor is not an agency of the State of Connecticut, a deposit equal to **[Choose Percentage]** of said fee shall be submitted by Contractor to the constituent unit with this signed Contract. Said deposit shall be credited against the payment by Contractor of the full fee for use. This deposit shall be non-refundable unless the constituent unit terminates this Contract in accordance with subsection 8(b) of Section VIII hereof, the constituent unit is unable to deliver possession of the facility through no fault of the Contractor., or the Contractor cancels its reservation at least sixty (60) days in advance of the Event.
2. The constituent unit reserves the right to cancel this Contract if it is not returned with the appropriate deposit.
3. **Additional Fees or Services:** This Use Fee herein is the minimum cost of the Event, based on the constituent unit's evaluation of information provided by the Contractor and does not include any additional labor or equipment. The Use Fee includes, but is not limited to, custodial, security, equipment and / or materials fees as determined by the constituent unit. The constituent unit reserves the right to add, change, alter, or delete any rule, policy or procedure pertaining to the rental of, usage of, or fees charged for the facilities and/or equipment.
 - a. Any additional custodial overtime services, additional technical assistance, additional security services, or any other unforeseen and unavoidable expenses, resulting from the Event and not part of the estimated costs shall be borne by the Contractor.
 - b. In addition, the constituent unit shall make every effort to provide advance notice of at least five (5) calendar days to the Contractor or its authorized representative if any special service is required to support production of the event. This will not be the case with "day-of-the-event" personnel overtime charges assessed as a result of services to support the presentation of the Contractor's event.
 - c. The constituent unit shall not be responsible for providing, for use of the Contractor, any spaces or venues that are not subject to this Contract. If the Contractor should decide not to utilize the facilities or any

portion thereof, the constituent unit shall not be obligated to reduce any fees that have been charged for their use.

4. **Notices:** All notices, demands or requests provided for or permitted to be given pursuant to this Contract must be in writing. All notices, demands and requests shall be deemed to have been properly served if given by personal delivery, or if transmitted by facsimile with confirmed receipt, or if delivered to Federal Express or other reputable express carrier for next business day delivery, charges billed to or prepaid by shipper; or if deposited in the United States mail, registered or certified with return receipt requested, proper postage prepaid, addressed as follows:

MUST BE COMPLETED

If to the
Constituent Unit*: CT State Norwalk
188 Richards Avenue
Norwalk, CT
Attn: John Bennett

If to the
Contractor*: Norwalk Health
137 East Avenue
Norwalk, CT 06851
Attn: Kelley Tomlinson

[Note: *Any party may change its Notice information in writing in accordance with this Section.]

III. GENERAL TERMS AND CONDITIONS:

1. Contractor Responsibilities:

- a. The Contractor shall not include the name of the constituent unit and/or any of its institutional or athletic insignia or logos in any written materials, advertising or promotion without the prior written consent of the constituent unit other than as the location for the contracted event. The name of the constituent unit is not to be associated with any group that is not a bona-fide organization of the constituent unit.
- b. Contractor hereby warrants that it owns all rights, title and interest to, or is otherwise fully authorized to perform and display publicly, and to record, any and all parts of the event(s) covered by this Contract, including without limitation, all musical works, dramatic works, literary works, pictorial and graphic works and choreographical works. Contractor shall have the sole obligation to obtain all permits, licenses and authorizations necessary from the holder of any copyright or other proprietary right of any and all parts of the event(s) covered by this Contract, and shall immediately upon the request of the constituent unit, deliver written proof of such to the constituent unit.
- c. The constituent unit reserves all commercial broadcasting, television, recording and filming rights, if available to be exercised by the constituent unit, for its own benefit. The constituent unit will consider releasing these rights under a mutually beneficial agreement with the Contractor. Bona fide news coverage shall remain exclusive of such agreement. The Contractor shall not permit the vending or distribution of any merchandise and/or service in the facilities or on the premises of the constituent unit except where specifically agreed upon as a part of this Contract.
- d. The Contractor may not assign any part or right of this Contract or sublet the constituent unit or any part thereof to any other party without the prior written consent of the constituent unit. The constituent unit will not be responsible for any agreement(s) made by the Contractor to Event participants or any other party unless such agreements are expressly made part of this Contract.
- e. The Contractor agrees to furnish the constituent unit's Contact with a copy of any contract between the Contractor and other parties for review prior to final approval for the use of constituent unit facilities.
- f. The Contractor shall comply with all applicable rules, policies and procedures promulgated by the constituent unit and/or the Connecticut State Colleges and Universities governing the use of the constituent unit's property and equipment. Specific system and constituent unit policies and procedures will be made available to the Contractor upon request. The Contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this Contract which in any manner affect its conduct or its use of the facilities. The constituent unit shall not be required to observe or comply with any rules, regulations, or policies of the Contractor that are not specifically stated and agreed to as part of this Contract.
- g. In the event of weather-related or other closing announcements, please call the relevant constituent unit Campus's Weather Information Line. A list of regional campus numbers can be found at the following website:
<http://www.ct.edu/conncscu>. Information is also provided to local radio and television stations; however, the notifications are provided by the media as a courtesy and can be subject to inaccuracies. It is the responsibility of the Event coordinator to contact its attendees in the event of any cancellation. Please note that if the event is cancelled due to inclement weather, every effort will be made to reschedule your event. If that is not possible, your deposit will be refunded.

- h. The Contractor shall see that all refuse and waste will be deposited in proper receptacles each day.
- i. The Contractor shall utilize only the parking areas designated for all automotive parking of Event participants, parents, guests and spectators and agrees to instruct all Event participants, parents, guests and spectators to comply with this requirement.

2. **Security**

- a. The Contractor agrees that it shall be responsible for the cost of any security services so provided by the constituent unit, in accordance with Section II.3 above.. The official representative of the constituent unit on site during the contract period shall have full responsibility for the operation of the facility and the areas immediately adjacent thereto and shall act for and on behalf of the constituent unit in the management, supervision and control of the facilities.
- b. The Contractor shall be responsible for any and all loss of, or damage or injury to, any property owned by the constituent unit resulting from the negligent and/or intentional acts of its officers, employees, agents or attendees.
- c. The Contractor shall be responsible for the conduct of those in attendance at the Event and shall, at the Contractor's expense, provide for the necessary personnel, as determined by the constituent unit, to provide adequate and appropriate supervision of these attendees in accordance with and adherence to all of constituent unit policies and procedures which include but are not limited to the use of alcoholic beverages, consumption of food and the prohibition of smoking in all constituent unit facilities.
- d. Should there be a conflict during the presentation of the program; the Contractor agrees that the official representative of the constituent unit will have complete supervision, direction and operational control.
- e. The Contractor shall complete a constituent unit accident report for any incident requiring administration of first aid. Said accident reports shall be provided to the constituent unit's Public Safety Division within twenty-four (24) hours of any incident.
- f. The constituent unit shall revoke the privilege of any participant to use any constituent unit facility if, in the sole opinion of the constituent unit, the participant displays behaviors that are injurious or potentially injurious to themselves, others or property of the constituent unit.
- g. The Contractor shall not over-subscribe the Event in such a way as to exceed the legal fire capacity, of any of the facilities. If requested, the Contractor shall provide ticket manifests to verify that no over-subscriptions have occurred.

3. **Equipment**

- a. It is the responsibility of the Contractor to provide the constituent unit's Contact listed in Section II subsection 4 herein with all necessary information with regard to set-up, audio/visual, and other specific information relating to the use of the facilities 30 business days prior to the event. Failure of the Contractor to provide the necessary information will relieve the constituent unit from any obligation to provide these services in the manner desired by the Contractor.
- b. Equipment provided to or rented by the Contractor as part of this Contract is for use only in the facilities herein contracted and under the supervision, and operation where appropriate, of constituent unit personnel. Under no circumstances shall any equipment be moved from the facilities and/or removed from campus without the express written approval of the constituent unit.
- c. The Contractor shall see that any equipment provided by the constituent unit pursuant to this Contract shall be used appropriately and returned in good working order to its proper location following use each day.
- d. The Contractor agrees that equipment not specified as part of this Contract shall not be used by the Contractor or Event participants.
- e. Contractor agrees that all electrical connections must be made by constituent unit personnel and shall not install or operate any equipment, fixture or device, or operate or permit to be operated any engine, motor or other machinery, or use gas, electricity or flammable substances except with prior written approval of the constituent unit, under such conditions and restrictions as constituent unit may specify.
- f. The Contractor agrees that no equipment, device or fixture may be used which, in the opinion of the constituent unit, endangers the structural integrity of constituent unit facilities.
- g. No candles are allowed in the facility and the hanging of decorations with tape or nails, to any woodwork, is prohibited.
- h. Any equipment or effects of the Contractor remaining on the premises for more than 48 hours after the expiration of this Contract without prior written permission of the constituent unit shall be deemed abandoned and disposed of by the constituent unit at its sole discretion.
- i. The Contractor shall use only its own mobile device or pay telephones to conduct any business while using the facilities, unless there is an emergency.

IV. FOOD SERVICE / STATE SALES TAX:

1. If catering services are available at the constituent unit and requested by Contractor:

- a. The constituent unit presently has a contract for the provision of food service with a food service vendor, pursuant to which the food service vendor provides catering services at the constituent unit. Requests for catering services shall be made through the constituent unit's food service vendor. Food orders must be placed a minimum of two (2) weeks prior to the Event. The Contractor shall provide an estimate of the number of expected attendees to the constituent unit's food service vendor at the time the service request is placed. The Contractor shall provide the constituent unit's food service vendor a guaranteed guest count no fewer than forty-eight (48) hours prior to the Event.
- b. If applicable, the Contractor shall pay, at a minimum, the per person cost for the number of guests designated in guaranteed guest count provided to the constituent unit's Event Management Office or the constituent unit's designated contact person, as well as the per person cost for any guests served in excess of the guaranteed count. Prices for catering services may be obtained from the constituent unit's food service vendor. The constituent unit's food service vendor shall prepare and submit an invoice for the catering service to the Contractor, which invoice shall provide for payment by the Contractor directly to the food service vendor.
- c. In all cases, all information pertaining to changes in food menus, guaranteed guest counts or any other related food service item, must be communicated directly to the constituent unit's food service vendor. The Contractor agrees that neither the constituent unit nor the constituent unit's food service vendor shall be responsible for changes in services required or the number of attendees for which the Contractor is charged if such changes are not communicated directly to the constituent unit's food service vendor within the time frames specified in subsection 1.c. of this Section IV.
- d. The Contractor shall cancel catering orders, by directly notifying the constituent unit's food service vendor, a minimum of forty-eight (48) hours (excluding weekends) in advance of the Event. Should the Contractor fail to do so, it shall be responsible for the full cost of the catering service requested, which cost shall be based on the guaranteed guest count provided in accordance with subsection 1 of this Section IV. Cancellations that are necessitated by inclement weather must be made by 9:00 a.m. eastern time on the day of the Event.

2. If catering services are not provided by or not available at the constituent unit:

- a. The Contractor may engage a properly licensed third-party food service vendor ("third-party vendor") to provide catering services in relation to the Event. Contractor shall provide a description of the food and beverages to be served and shall provide the caterer's name and contact information to the constituent unit. Contractor shall be responsible for removal of all waste from the constituent unit's facilities at the conclusion of the Event. If the rental of additional dumpsters is necessary for large parties or events, a fee may be charged for each required dumpster. The constituent unit reserves the right to approve any third-party vendor providing catering services at the constituent unit's facilities. Approval of such third-party vendor must be given by the constituent unit in advance of the Term specified in Section I, above.

3. State Sales Tax:

- a. Under the Connecticut General Statutes, all sales of food and/or beverages for events held on campus are subject to the Connecticut state sales tax in effect at the time the Event occurs, unless the Contractor provides one of the following approved certifications for tax exemption for the program:
 - i. The organization is not reimbursed, in whole or in part, by donation or otherwise, for its payment for the meal by those consuming the meals, and the Contractor has provided an approved CERT-112 or CERT-123 from the Connecticut State Department of Revenue Services listing the Institution as the retailer. Such exemptions take a minimum of six (6) weeks to process through the Connecticut State Department of Revenue Services. Request forms are available from the Connecticut State Department of Revenue Services either at their office or website, <http://www.ct.gov/drs>.
 - ii. The Contractor is a nonprofit organization and is collecting a donation or leveling a charge for admission as a fundraiser and has supplied a completed CERT-119 or CERT-134 indicating that the Event is one (1) of the five (5) fundraisers or social events covered by the exemption the organization has for that calendar year, under the Special Notice 98(11) Exemption from the Connecticut State Department of Revenue Services, and listing the Institution as the retailer. Under no circumstances shall more than five (5) CERT-119 or CERT-134 forms be accepted from any one contractor in a given calendar year.
- b. In all cases, the Contractor shall submit the appropriate documentation to the constituent unit's Event Manager when the Contract is executed or, in cases where a CERT-112 or CERT-123 is being requested, no later than two (2) weeks prior to the Event. If a CERT-112 or CERT-123 is to be utilized, the Contractor shall submit the request to the Connecticut State Department of Revenue Services no later than eight (8) weeks prior to the Event.
- c. In all cases where the appropriate documentation for tax exemption is not provided within the specified time, the Contractor will be charged all appropriate Connecticut state sales tax.

V. SPECIFIC TERMS AND CONDITIONS APPLICABLE TO ANY PROGRAM INVOLVING MINORS:

1. Connecticut General Statutes §§ 17a-101 through 17a-103a, inclusive, currently set forth Connecticut's mandatory reporting laws concerning known or suspected abuse or neglect of a minor.
2. The Contractor will ensure that all of its employees or volunteers who will supervise or otherwise come into contact with minor attendees of any of the Contractor's programs using the constituent unit facilities are fully aware of and have been sufficiently trained to comply with, their reporting obligations pursuant to §§ 17a-101 through 17a-103a, as may be amended from time to time.
3. The Contractor's failure, including the failure of any of the Contractor's employees or volunteers, to comply with this Section may result in immediate termination of this Contract. In addition, the Contractor may be disqualified from entering into further contracts with the constituent unit.

VI. SPECIFIC TERMS AND CONDITIONS APPLICABLE TO PARTICULAR VENUES:

1. **If theater facilities are reserved:**

- a. The constituent unit shall provide essential stage equipment, lighting and sound, technicians, house management, and custodial services as it deems necessary for the Event, as well as any additional services mutually agreed upon by the constituent unit and the Contractor. The cost of such services shall be borne by the Contractor and are reflected in the fee for use specified in Section II of this Contract.
- b. When applicable, the Contractor shall provide, at its own expense, such event staff including, but not limited to ushers, ticket sellers, and ticket collection personnel, as deemed necessary by the constituent unit's Event Manager. These services may either be arranged through the constituent unit's Event Manager or provided by the Contractor, by mutual agreement of the parties. Personnel provided by the Contractor for ushering, ticket selling and ticket taking shall be under the general direction of the constituent unit's house management staff and shall arrive at the Event venue for a general training session regarding policies and procedures governing these activities one (1) hour prior to the doors opening for the Event. The Contractor acknowledges and agrees that the failure of such personnel to arrive for this training session on time will delay the opening of the doors for the Event.
- c. Any additional rehearsal and/or dressing room facilities must be specifically included in Section I of this Contract and the arrangements for set-up or special services in these areas must be made through the constituent unit's Event Manager. The cost of such services shall be borne by the Contractor and are reflected in the fee for use specified in Section II of this Contract.

2. **If a gymnasium or other sports facility is reserved:**

- a. All participants, parents, guests and spectators associated with the Event shall be limited to use of the lobby, venue and spectator stands associated with the venue(s) specified in this Contract.
- b. If locker rooms and showers are used, they shall be limited to the "student" locker facilities, unless otherwise specified. The Contractor shall supply or have participants supply their own locks for the lockers and agrees that all lockers shall be cleaned out of all clothing, equipment and supplies after each use, and that all locks shall be removed.
- c. The Contractor shall not permit street shoes to be worn on gym courts or pool decks.
- d. The Contractor shall not permit gum chewing on gym courts or in pool areas.
- e. If the facilities include an pool, Contractor shall provide, at its sole expense, a minimum of one (1) Red Cross certified lifeguard for each thirty (30) participants engaged in swimming activities. Contractor shall provide the constituent unit with a copy of the Red Cross certification held by each lifeguard providing life-guarding services.
- f. The Contractor shall bear the entire expense for any and all officials, referees and timekeepers it requires for the Event.

VII. INSURANCE REQUIREMENTS:

1. **Commercial General Liability:** Contractor shall provide the constituent unit a certificate of insurance, from its insurance provider, thirty (30) days prior to the Event, which states that the Contractor is insured for the period of time covered by this Contract with minimum Commercial General liability coverage established at: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage coverage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Fire Legal Liability, Contractual liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit. The constituent unit and its

Board of Regents and their agents, officers and employees shall be named as Additional Insured. Said certificate of insurance shall indicate the specific dates covered by this Contract and reference the Event set forth in Section I of this Contract. The coverage shall contain no special limitations on the scope of protection afforded to the State.

- a. If alcoholic beverages are served, but not sold, then host liquor liability coverage should be included within the Commercial General Liability coverage. If alcoholic beverages are sold, then a separate Liquor Liability policy (\$1,000,000 limit) is required.
- b. If a caterer is providing alcoholic beverages, then the caterer is required to have insurance coverage in the amount of \$1,000,000. A Liquor Liability policy is required of the entity that is either serving or providing the alcohol.
2. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the Contractor does not own a vehicle used in the execution of the Contract, then only hired and non-owned coverage is required. *[If a vehicle is not used in the execution of the Contract then automobile coverage is not required.]*
3. **Workers' Compensation and Employers Liability:** *[If any employees of Contractor are involved in the use of facilities]* Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Policy Disease Limit, \$100,000 each employee.
4. **Additional Provisions:**
 - a. The Contractor shall assume any and all deductibles in the described insurance policies.
 - b. The Contractor's insurer shall have no right of recovery or subrogation against the State and the described insurance shall be primary coverage.
 - c. Any failure to comply with the reporting provisions of the policy shall not affect coverage provided to the State.
 - d. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after 30 days prior written notice by certified mail return receipt, has been given to the constituent unit.
 - e. All coverage is to be written on an "Occurrence" policy form.
 - f. The insurance companies providing coverage must have an A-, VII or better rating in the current edition of Best's Key Rating Guide and be licensed to do business in the State of Connecticut.
 - g. Contractor shall provide the constituent unit with a certificate of insurance thirty (30) days prior to the event, which states that the Contractor is insured for the period of time covered by this Contract and reference the event and event dates set forth in Section I of this Contract.
 - h. If Contractor claims to be a nonprofit agency, it must provide a copy of the appropriate official state or federal certification of that status, thirty (30) days prior to the Event. Failure to provide such certification will result in appropriate changes in Event pricing or cancellation of the reservation. Any documentation and/or certification provided for substantiation that an organization is a nonprofit agency under Connecticut state law shall only constitute verification of eligibility for nonprofit facility use rates, and shall not cover any exemption for Connecticut state sales tax for food purchases related to the Event.

VIII. GENERAL STATE CONTRACT PROVISIONS:

1. **Statutory Authority.** Connecticut General Statutes §§ 10a-6, 10a-1b, 4a-52a, and/or 10a-151b provide the constituent unit with authority to enter into contracts in the pursuit of its mission.
2. **Forum and Choice of Law.** The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.
3. **Indemnification.** The Contractor hereby indemnifies and shall defend and hold harmless the State, its officers and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, liabilities, monetary loss, interest, attorneys' fees, costs and expenses of whatsoever kind or nature arising out of the performance of this Contract, including those arising out of injury to or death of Contractor's employees or subcontractors, whether arising before, during or after completion of the services hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any intentional, reckless or negligent act or omission of the Contractor or its employees, agents or subcontractors.

4. **Sovereign Immunity.** The parties acknowledge and agree that nothing in this Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this Contract. To the extent that this section conflicts with any other section, this section shall govern.
5. **Claims Against the State.** The Contractor agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut or the constituent unit arising from this Contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate any legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.
6. **Nondiscrimination.** Each party agrees, as required by sections 4a-60 and 4a-60a of the Connecticut General Statutes, not to discriminate against any person on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such party that such disability prevents performance of the work involved. Each party agrees to comply with all applicable federal and state of Connecticut nondiscrimination and affirmative action laws, including, but not limited to, sections 4a-60 and 4a-60a of the Connecticut General Statutes.
7. **Executive Orders and Other Enactments.**
 - (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.
 - (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.
 - (c) This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.
8. **Termination.**
 - a. **Termination for Cause.** In the event that the Contractor shall fail to perform, keep or observe any of these terms, covenants or conditions of this Contract, the constituent unit may terminate this Contract for cause by providing a written Notice to Cure to the Contractor citing the instances of noncompliance with the contract. The Contractor will have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
 - i. If the Contractor and the constituent unit reach an agreed upon solution, the Contractor will then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
 - ii. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by Contractor, the constituent unit reserves the right to terminate the Contract at that time by written notice of such termination.
 - iii. If the mutually agreed upon solution is not implemented within thirty (30) days from the date of agreement, the constituent unit reserves the right to terminate the Contract at that time by written notice of such termination.
 - iv. The constituent unit will be obligated only for those goods or Services rendered and accepted prior to the date of Notice of Termination.
 - v. Remedies for Default: If the solution mutually agreed upon pursuant to subsection (a) of this Section is not implemented within the thirty (30) days provided in said subsection, the Contractor shall forfeit all rights under this Contract, to any monies paid to the constituent unit, in the form of deposits, advance payments, etc., and be further responsible for any additional monies owed which the constituent unit deems necessary to cover expenses incurred due to the cancellation of the Contractor's event.
 - b. **Termination for Convenience.**
 - i. The constituent unit may terminate this Contract in whole or in part whenever, for any reason, the constituent unit shall determine that such termination is in the best interest of the constituent unit and/or the State of Connecticut.
 - ii. If this Contract is terminated by the constituent unit pursuant to this section, the constituent unit will provide the Contractor **[Please Insert Number of Days]** days written notice of such intention. In the event of such

termination, the Contract Administrator and/or designee will notify the Contractor by certified mail, return receipt requested. Termination will be effective as of the close of business on the date specified in the notice.

9. **Force Majeure.** If the performance of obligations under this Contract are rendered impossible or hazardous or is otherwise prevented or impaired due to illness, accident, Act(s) of God, riots, strikes, labor difficulties, epidemics, earthquakes, and/or any other cause or event, similar or dissimilar, beyond the control of the Contractor, then each party's obligations to the other under this Contract shall be excused and neither party shall have any liability to the other under or in connection with this Contract.
10. **Campaign Contribution Restrictions.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Contract represents that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "SEEC Form 10:" [Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations](http://www.seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf)." www.seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf
11. **Entire Agreement and Amendment.** This Contract is the entire agreement between the Contractor and the constituent unit and supersedes and rescinds all prior agreements relating to the subject matter hereof. This Contract may be amended only in writing signed by both the Contractor and the constituent unit and approved by the Connecticut Attorney General, if applicable. The Contractor indicates it has read and freely signed this Contract, which shall take effect as a sealed instrument. The Contractor further certifies that the terms of this Contract are legally binding and its duly authorized representative has signed this agreement after having carefully read and understood the same.

IX. **ACCEPTANCE OF AGREEMENT**

If a signed original of this Contract has not been received by the constituent unit 2 weeks prior to the Event, the constituent unit shall have the right to contract with other parties for the use of the space without notice to the Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract by their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

[CONSTITUENT UNIT]

[CONTRACTOR]

By: <u>John Bennett</u>	By: _____
Print Name: <u>John Bennett</u>	Print Name: _____
Title: <u>Associate Dean of Campus Operations</u>	Title: _____
Date: <u>2/24/25</u>	Date: _____

By the Connecticut Attorney General

This contract template, having been reviewed and approved as to form by the Connecticut Attorney General, is exempt from review pursuant to a Memorandum of Agreement between the Connecticut State Colleges and Universities, Board of Regents for Higher Education and the Connecticut Attorney General dated March 25, 2019. Therefore, no signature is required below.



CITY OF NORWALK

Lamond Daniels, LCSW, MPA

Chief of Community Services

125 East Avenue, Room #202

Norwalk, CT 06856

Office: (203) 854-7718

Mobile: (475) 459-8532

NorwalkCT.gov/1898/Community-Services

ldaniels@norwalkct.gov

March 12, 2025

Chair Nicol Ayers
Community Services Committee
Norwalk Common Council
125 East Avenue
Norwalk, CT 06851

RE: Support for Carver's Summer Enrichment Program Funding Request

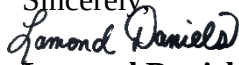
Dear Chair Ayers and Members of the Community Services Committee,

I write to express my support for the requested action item of **\$147,000** to help sustain Carver's Summer Enrichment Program. This funding will assist Carver in continuing to provide high-quality, academically enriching, and culturally responsive summer programming for Norwalk's K-8 students.

While we had to decrease the city's funding for summer programs by 25%, we are still pleased to support Carver's efforts in ensuring that students have access to engaging learning experiences over the summer. Carver's program plays a unique role in supporting student growth by offering instruction from certified Norwalk Public Schools teachers in literacy, math, and science, along with project-based learning, wellness activities, and enriching field trips.

We recognize the impact that a reduction in funding can have on program planning, and we appreciate Carver's continued commitment to serving Norwalk's families.

Thank you for your time and consideration. Please find the Common Council agenda attached for reference.

Sincerely,

Lamond Daniels, LCSW, MPA
Chief of Community Services
City of Norwalk



CITY OF NORWALK
Transportation Mobility & Parking
P: 203-854-7260
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: Economic and Community Development Committee of the Common Council

FROM: James Travers – Director of Transportation, Mobility and Parking

CC: Sabrina Godeski, BS, MPL, AICP – Director of Business Development & Tourism
Garrett Bolella, P.E., PTOE, RSP1 – Assistant Director, Transportation, Mobility and Parking
Greg Pacelli – Transportation Planner, Transportation, Mobility and Parking

REF: February 6th Meeting Agenda Item – Authorize the Mayor, Harry W. Rilling, to enter into any and all documents and agreements required by the Connecticut Department of Transportation (CT DOT) to accept grant funding under the Urban Action Grant Program.

DATE: January 31, 2025

Memorandum

In 2024, the city received \$600,000 through the Bond Commission for the construction of the Route 53 Chestnut Hill Road Sidewalk Project. The funding provides a grant-in-aid administered through the Connecticut Department of Transportation's Urban Action Grant (UAG) Program.

This project will involve the installation of new ADA Compliant sidewalks along State Route 53 Chestnut Hill Road from Newtown Avenue to Field Street, spanning approximately one (1) mile in length. The new sidewalk will establish a crucial pedestrian link between Route 53 (Newtown Avenue) and Field Street, which lies within the walkshed of Cranbury Elementary School.

Currently, as State Route 53 transitions from Newtown Avenue to Chestnut Hill Road, the sidewalks progressively narrow and deteriorate, eventually disappearing altogether along Chestnut Hill Road. This project aims to address these deficiencies and enhance pedestrian accessibility, connectivity, and safety in the area.

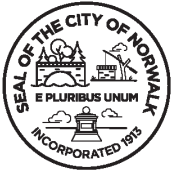
The Transportation, Mobility, and Parking Department plans to award a design consultant within the next month or so, allowing the design work to begin shortly after. The department plans to host a public information meeting in the spring 2025. We aim to complete all design activities by the summer, with the intent to begin construction in the fall 2025.

Authorize the Mayor, Harry W. Rilling, to enter into any and all Project Authorization Letters and other documents required by Conn. DOT needed for expenditure of funds under the Connecticut Department of Transportation's Urban Action Grant (UAG) Program for Route 53 Chestnut Hill Road Sidewalk Project.

Account Numbers

0924 3750 5777 C0824

0925 3750 5777 C0824



Transportation Mobility & Parking

CITY OF NORWALK
Transportation Mobility & Parking
P: 203-854-7335
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

To: Economic and Community Development Committee of the Common Council

From: Benjamin Yeung, P.E. – Senior Traffic Engineer, Transportation, Mobility, and Parking (TMP)

CC: Sabrina Godeski, BS, MPL, AICP – Director of Business Development & Tourism
James Travers – Director, TMP
Garrett Bolella – Assistant Director, TMP

Subject: March 2025 Agenda - Authorize the Mayor, Harry W. Rilling to execute an Agreement between the City of Norwalk and VHB for 100% Design Services, Bid Advertisement, and Bid Analysis for the Roundabout at the Intersection of South Main Street, Meadow Street, Wilson Avenue, & Meadow Street Extension, in an amount not to exceed \$377,000.

Date: March 10, 2025

The City of Norwalk is building the new South Norwalk Elementary School (the “School”) at 1 Meadow Street Extension, immediately adjacent to the intersection of South Main Street, Meadow Street (Rt. 136), Wilson Avenue (Rt. 136), and Meadow Street Extension (the “Intersection”). The School will be the first full-service elementary school in South Norwalk, accommodating up to 682 students. The School is currently under construction and plans to open in Fall 2025. The Traffic Impact Assessment prepared for the School estimates that 55% of vehicular traffic to and from the School will pass through the Intersection.

Currently, the Intersection is configured as two very closely-spaced, skewed, T-intersections (**Figure 1**). The unusual configuration leads to inefficiencies in traffic flow, and poor sightlines at the Intersection lead to traffic safety issues. The hazards are exacerbated by a relatively high percentage of heavy vehicles (~15%). Crash data from January 2015 to December 2023, revealed that this Intersection is in the top ten percent most dangerous intersections by crash rate citywide, with several crashes involving vulnerable roadway users prior to 2020. The School is expected to generate increases in peak hour traffic volumes of 35-55% at the Intersection. Furthermore, higher rates of pedestrian crossings, including many schoolchildren, are expected at the Intersection due to the proximity of the School.

The non-standard configuration of the Intersection is related to an unused rail spur and associated wing wall structure in the northwest quadrant of the Intersection (**Figure 2**). The City of Norwalk recently acquired this vacant, abandoned rail spur property by eminent domain, with the transfer completed in December 2024. This allows us to align South Main Street, to the north, with Wilson Avenue to the south, such that a modern roundabout at the Intersection can be constructed (**Figures 3 & 4**). These needed roadway improvements will simplify turning movements, improve sightlines, and make it easier for drivers to anticipate the movements of other drivers and of vulnerable roadway users such as pedestrians and bicyclists.



Figure 1. Aerial View of the Intersection of South Main Street, Meadow Street, Wilson Avenue, and Meadow Street Extension



Figure 2. Overhead Photo showing wingwall for former rail spur, at the Intersection of South Main Street, Meadow Street, Wilson Avenue, and Meadow Street Extension



Figure 3. Proposed Roundabout Concept Plan – Aerial Image Background

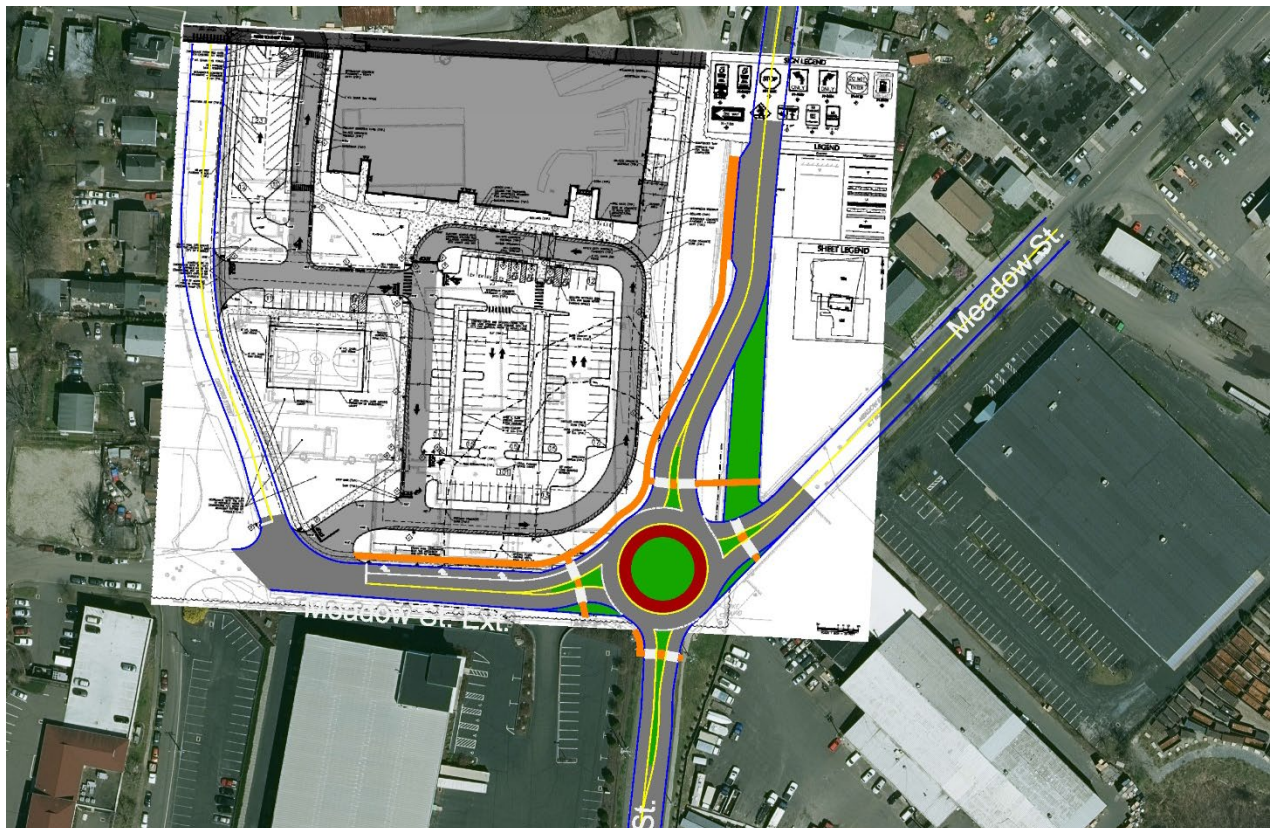


Figure 4. Proposed Roundabout Concept Plan – School Site Plan Background

Traffic analysis and engineering judgment show that these improvements will allow the Intersection to better accommodate future traffic demand and mitigate or eliminate existing safety issues. Crucially, the redesign will give pedestrians a safer, more comfortable walking experience by providing landscaped amenity zones between the sidewalk and the curb on all approaches to the Intersection, and it will provide marked pedestrian crosswalks across each leg of the roundabout. The redesign will also provide an opportunity to accommodate supplemental student pick-up and drop-off on South Main Street. The proposed roundabout will allow these vehicles to return northbound on South Main Street, mitigating cut through traffic in the local neighborhoods.

In the Fall of 2024, the City of Norwalk was awarded \$2.5 million in construction funding for this project through the Community Investment Fund 2030 (CIF), which is a State program for fostering economic development in historically underserved communities throughout Connecticut. In September 2023, the City's Common Council approved a special capital appropriation of \$1 million for the City's Transportation, Mobility, and Parking (TMP) Department for roadway improvements at this Intersection, which will be applied to this fee for VHB's services. Another \$1 million was appropriated to the City's Department of Public Works (DPW) to address flooding issues at the Intersection. Furthermore, the City has already begun investing into the area's multimodal transportation network with shared lane markings for bicycles and a bike lane on eastbound Meadow Street installed in 2023. The City is also managing an active project for upcoming construction of new sidewalks on Knapp Street, Lexington Avenue Extension, Laura Street, and Austin Street, with construction anticipated to start in Spring 2025. All these efforts, including the proposed roundabout, will collectively enhance mobility to and from the new School and around the South Norwalk neighborhood.

The expectation for the roundabout project is that initial site work, including the removal of the existing railroad embankment, will occur in the summer of 2025. The design of the roundabout would be finalized by early 2026 and construction on the roundabout itself would occur in the summer of 2026 to minimize traffic impacts during the school year.

VHB was selected through TMP's on-call traffic engineering contract as the consultant most qualified to complete this design, as well as provide support with bid advertisement and analysis. VHB has supported TMP on this project previously by developing preliminary conceptual designs and traffic analysis for the redesign of the Intersection. VHB served the City during the CIF grant application process and their expertise and responsiveness was essential to the City's success in securing the funding. VHB's proposed fee for this current scope of work is not to exceed \$377,000 and work can begin immediately upon authorization.

REQUESTED ACTION: Authorize the Mayor, Harry W. Rilling to execute an Agreement between the City of Norwalk and VHB for 100% Design Services, Bid Advertisement, and Bid Analysis for the Roundabout at the Intersection of South Main Street, Meadow Street, Wilson Avenue, & Meadow Street Extension, in an amount not to exceed \$377,000.

ACCT: 0924 3750 5777 C0835

Sincerely,



Benjamin Yeung, P.E. – Senior Traffic Engineer, TMP

**PROPOSAL
100% DESIGN SERVICES, BID ADVERTISEMENT, AND BID
ANALYSIS
Roundabout at Intersection of South Main Street, Meadow Street, Wilson Avenue,
& Meadow Street Extension
PREPARED FOR:
THE CITY OF NORWALK
TRANSPORTATION, MOBILITY, AND PARKING
DEPARTMENT**

**PREPARED BY:
VANASSE HANGEN BRUSTLIN (VHB)
100 GREAT MEADOW ROAD, SUITE 200
WETHERSFIELD, CT 06109**

2-21-25

PROJECT DESCRIPTION

The City of Norwalk has identified the need to improve roadway safety, calm traffic, and optimize traffic operations, at the intersection of South Main Street, Meadow Street (Rt. 136) (City-owned/controlled), Wilson Avenue (Rt. 136) (State-owned/controlled), and Meadow Street Extension (the "Intersection"). The Intersection is currently configured as two very closely-spaced, skewed, T-intersections. The unusual configuration leads to inefficiencies in traffic flow, and poor sightlines at the Intersection lead to traffic safety issues. The hazards are exacerbated by high percentages of heavy vehicles (~15%). Crash data from January 2015 to August 2022, revealed that the Intersection is in the top ten percent most dangerous intersections by crash rate citywide, with several crashes involving vulnerable roadway users.

This Request for Proposals is for Consultant Design Services for roadway and sidewalk improvements to the Intersection, including the upstream and downstream approach legs to the Intersection (i.e., the functional area). In September 2024, this project was recommended by the Community Investment Fund (CIF) Board for \$2,500,000 in construction funding, with approval from the Governor of the State of Connecticut and the State Bond Commission in October 2024. There is also \$1 million allotted for this project from City capital funds as well, for a grand total of \$3.5 million for design & construction.

The City of Norwalk is building the new South Norwalk Elementary School (the "School") at 1 Meadow Street Extension, immediately adjacent and northwest to the Intersection. The School is currently under construction and plans to open in Fall 2025 with the expectation that initial roadway preparation work will be completed by this project removing the existing railroad embankment in the initial phase for summertime 2025 construction. The next phase will be the roundabout construction in summer 2026.

The following tasks have been adopted from the City's Request for Proposal and modifications to the sequencing to separate the two major phases of the design and construction of the

improvements for 2025 and 2026 construction seasons. Additional language is included as necessary to identify VHB's role in performing these tasks *in italicized text within the scope*.

Please note:

VHB Tasks 1.1 to 1.7 = *City RFP Tasks 1-7*.

VHB Tasks 2.1 – 2.5 = *City RFP Tasks 8-13*.

SCOPE OF SERVICES – PRELIMINARY SITE WORK 2025

TASK 1.1 - PRELIMINARY ENGINEERING AND REVIEW

- VHB will review and become familiar with the concept plans shown in the RFP. VHB will also review the following supplemental documentation:
 - CIF grant application submitted by the City of Norwalk for this project on June 21, 2024.
 - Stormwater Management Analysis, Intersection of South Main and Meadow Streets, Norwalk, Connecticut, prepared by Langan CT, Inc., dated July 15, 2024.
 - Proposal for Professional Consulting Services, Design Development thru Construction Administration, Meadow and South Main Street Intersection, Norwalk, Connecticut, prepared by Langan CT, Inc., dated October 18, 2024.
 - Phase I Environmental Site Assessment for South Main Rail Corridor, Norwalk, Connecticut, prepared by Langan CT, Inc., dated October 20, 2023.
 - Phase II Environmental Site Investigation, South Main Rail Corridor, South Norwalk, Connecticut, prepared by Langan CT, Inc., dated March 28, 2024.
 - Traffic Impact Assessment for South Norwalk Elementary School, Norwalk, Connecticut, prepared by Langan CT, Inc., dated May 2023.
 - Traffic & Parking Management Plan, South Norwalk Elementary School, Norwalk, Connecticut, prepared by Langan CT, Inc., dated July 14, 2023.
 - Civil Plan Set for South Norwalk Elementary School (State Project No. 103-0264 N)
 - Planning and Zoning Submission, prepared by Langan CT, Inc., dated May 24, 2023.
 - Bulletin #2R1, prepared by Langan CT, Inc. and Tecton Architects, dated May 29, 2024.
- VHB will review the project for environmentally sensitive areas within its boundaries early in the process to determine whether any mitigating measures may be necessary. VHB will coordinate early and continuously with any affected agencies for the purpose of identifying permit and mitigation requirements and to facilitate subsequent application processes. VHB may be required to make presentations to agencies as early as the Preliminary Design phase to obtain feedback before and during the actual permit process. VHB will coordinate with agencies to ensure all the permit applications,

including all supporting documents are prepared in the required format. As part of this task, VHB will review potential land use restrictions. *VHB will also perform a desktop review for environmentally sensitive areas within the project limits including wetlands, watercourses, and floodplain areas. We will submit a Natural Diversity Database request to CTDEEP and an iPAC request to US Fish & Wildlife to identify any state and federally listed threatened/endangered species or species of concern that may be within the project area. For example, all proposed end-use features shall be 25 feet minimum from wetlands.*

- Note that the City Transportation, Mobility and Parking (TMP) has already secured a letter of concurrence from the State Historic Preservation Office (SHPO) dated October 3, 2024, that the proposed project will not have an impact on any historic properties.
- VHB will review the existing boundary and topographic survey completed for the South Norwalk Elementary School project, which was prepared conforming to A-2 horizontal accuracy and T-2 topographic accuracy per the "Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1996. VHB will determine if additional survey area will be needed in order to complete the proposed concept design. If so, VHB will conduct the necessary survey work by a licensed surveyor, conforming to the applicable standards for A-2 and T-2 accuracy.

TASK 1.2 – TRAFFIC AND SAFETY ANALYSIS

- VHB will perform traffic analysis to evaluate the roundabout capacity by comparing the Future No-Action (maintain existing roadway configuration) and With-Action (proposed modern roundabout) Conditions. The proposed traffic volumes associated with the School at full capacity (per the Traffic Impact Assessment dated May 2023 from Langan) should be incorporated into both the No-Action and With-Action Conditions. The weekday AM and PM peak hours should be assessed, to coincide with anticipated arrival and dismissal times for the School.
 - Conduct one field review of the intersection operations during the peak hours.
 - The Synchro files associated with the School's May 2023 Traffic Impact Assessment will be provided by the City.
 - If needed, propose changes to the roundabout configuration to maintain a reasonable level of service (LOS) *D or better*. *VHB will review two potential revisions to consider the trade-off between operational efficiency, available ROW, and pedestrian crossing distance if proposing any additional auxiliary lanes.*
- VHB will review the historical crash data and crash reports for the most recent five years

at the Intersection and identify potential crash types that the proposed roundabout could help to mitigate. These safety benefits should be highlighted in the public information materials (Task 1-2).

- The City will provide all crash reports available for this Intersection from the Norwalk Police Department. VHB will also utilize the data available from the CT Crash Data Repository.
- VHB will investigate the potential need for, and feasibility of, rectangular rapid flashing beacons (RRFBs) at the crosswalks traversing each leg of the roundabout.

TASK 1.3 – GEOTECHNICAL & PAVEMENT DESIGN (*Direct Expense*)

VHB will retain John Turner Consulting (JTC) for the majority of Task 1.3 services, building upon the previous pavement design work JTC has provided to VHB and the City of Norwalk.

Pavement Condition Assessment and Mark Out

A pavement condition assessment will be completed which will give input for the detailed consideration of existing pavement distresses and possible causes of those distresses. The pavement distresses will be evaluated based on severity and extent during the initial site visit. Each pavement segment (defined as a pavement area with consistent name, geometry, and condition) will be condition evaluated by recording the extent and severity of nine (9) classes of pavement distress for the hot mix asphalt (HMA) surfaces. The pavement condition index (PCI) will be assessed from individual numerical ratings for each deficiency found. The more pronounced and abundant pavement defects, the lower the PCI.

During this site visit, soil boring locations will be identified and marked within the project areas. The locations will be marked out in relation to the existing site features and under the constraints of drill rig access and/or utility conflicts, both within existing roadway and off-roadway in proposed new pavement areas, for future subsurface sampling and testing.

- JTC will mark the locations for soil boring excavations and obtain Call Before You Dig permits and approvals.
- JTC will prepare and submit City of Norwalk, CT street opening permits and bond requirements for boring excavation.
- JTC will provide a condition assessment and perform a photo log / video log of existing pavement conditions for each of the pavement sections.

Pavement Material Testing & Soil Analysis

Traffic management is anticipated to consist of traffic cones and vehicles with strobe lights to warn and guide traffic around the sampling operations. In addition, maintenance and protection of traffic will be provided by the Norwalk Police Department. JTC will arrange any traffic control details, with the associated costs being passed directly to the City of Norwalk.

JTC will evaluate the pavement and soils conditions by sampling and testing. JTC will perform up

to seven (7) borings within the existing roadways to a depth of 3 to 5 feet below ground surface or to practical refusal and up to three (3) borings in the vicinity of the proposed re-alignment of South Main Street and roundabout to a depth of up to 10 feet below ground surface or to practical refusal, for a total of ten (10) borings. As the borings are advanced through the pavement section, continuous standard penetration tests (SPTs) will be conducted, in general accordance with ASTM D 1586. JTC will remove each of the material layers in the boring locations up to a 36" depth by layer sampling, based on American Society of Testing and Materials (ASTM) techniques, then bag and tag for shipment to the materials testing laboratory. The remaining material layers past the 36" depth will be visually identified only, up to the final boring depth.

Upon completion, each boring will be backfilled with soil cuttings derived from the investigation. The existing roadway at the boring locations will be restored to the satisfaction of the City in accordance with the excavation permit. Pavement disturbed by drilling activities will be repaired with industry standard cold patch. Grouting the boreholes can also be performed for an additional fee, if required. If the City requires hot mix asphalt patching, this can be provided for an additional fee. We would initially patch the holes with cold patch during the drilling program, then return to the site if/when the HMA plants are open, remove the cold patch, and place/compact HMA patch.

Four-inch (4") diameter pavement cores will be extracted, and each hot mix asphalt layer will be evaluated for material type, quality, thickness, and bond. A visual observation will be provided for the base material below the pavement. Cores will be patched with industry standard cold patch.

In the laboratory, the materials will be evaluated for similar characteristics and a representative sample will be made on those materials prior to them being analyzed. JTC will test the pavement materials for depth and classification. For those materials that are present, JTC will provide American Association of State Highway and Transportation Officials (AASHTO) and Unified Soil Classifications, including Atterberg Limits, all in accordance with ASTM or AASHTO criteria. No analysis of the existing hot mix asphalt layers is included.

VHB with JTC supporting materials will prepare a pavement design and geotechnical engineering report in accordance with CTDOT guidelines. The report will include:

- Plan showing locations of subsurface explorations.
- Detailed logs of subsurface explorations.
- Summary of subsurface conditions.
- Laboratory testing results on selected soil samples.
- Recommendations on, but not limited to, the following topics:
 - Suitability of the proposed pavement section.
 - Need for removal or potential re-use of on-site soils.
 - Need for rock excavation and/or utility trench dewatering.

TASK 1.4 – UPDATE CONCEPT PLAN & PUBLIC ENGAGEMENT

- *Working with the City team, VHB will coordinate and present the project concept at one public information meeting (including the recording of meeting minutes) to share a full, public-facing version of the concept plan for the proposed layout of the intersection.*
- Prior to the meeting, VHB will modify the concept design plan, *with minor changes in layout*, in coordination with TMP. This work involves the production of colored concept drawings which depict horizontal and plan view improvements and include the aforementioned design elements that improve accessibility, connectivity, traffic operations and safety, and place making as well as a preliminary drainage plan.
- *City to coordinate and organize public comments during the two-week period after the public meeting and provide to VHB.* VHB will create a separate document outlining all comments collected along with responses by VHB will. VHB will provide this document to this City as part of a post meeting summary.

TASK 1.5 – PRELIMINARY SITE WORK BID PACKAGE PREPARATION

- VHB will prepare 100% Plans, Specifications and Cost Estimates for a Preliminary Site Work Construction Bid Package (no roundabout design)
 - The purpose of the Preliminary Site Work is to advance project-related construction activities to reduce the amount of time needed to complete the main construction package for the roundabout, since construction on the future roundabout could include impactful lane closures which may not be feasible during the school year (the School is planned to be operational by Fall 2025, though not at full capacity). Completing the Preliminary Site Work by removal of the abutment wall and earth embankment on the former rail spur property in advance will provide an advanced design for knowledge of the soil conditions and composition closer to the final roadway elevation and reduce the risk of last-minute design changes.
 - The Preliminary Site Work should consist of project-related construction activities which can be expected to need to be done regardless of minor differences between the current concept plan and the 100% Final Design. This may include, clearing and grubbing of the former rail spur property (in preparation for the realignment of South Main Street), *removal of the embankment material*, re-grading of the property, removal of the retaining wall, removal of contaminated fill on the rail spur property, and sedimentation and

erosion control for the site to remain in place until Phase 2 of the project is underway.

- Demolition Plan – This plan will depict the existing site features that will be removed within the limit of work (area encompassed by the removal of the rail spur, retaining wall, and mound/berm area). The demolition limits depicted in the plan are intended to aid the contractor during the bidding and construction process and are not intended to depict each and every element of demolition, as the contractor is responsible for identifying the detailed scope of demolition before submitting its bid/proposal to perform the work and shall make no claims and seek no additional compensation for changed conditions or unforeseen or latent site conditions related to any conditions discovered during execution of the work.
 - Grading & Drainage Plan – VHB will prepare a grading and drainage plan for the removal of the rail spur, retaining wall, and mound/ berm area in preparation of the future roundabout. This plan will show proposed contours and spot grade elevations of the improvements area.
 - It is anticipated that drainage improvements will not be necessary at this stage.
 - Erosion & Sediment Control Plan – This plan will depict the limits of clearing and grubbing in association with the removal of the rail spur, retaining wall, and mound/berm area. This plan will depict various applicable erosion and sediment control techniques such as silt fencing, temporary sediment traps (if needed) and temporary vegetation for stabilization. These techniques will be designed in conformance with the CT Erosion & Sediment Control Guidelines and City of Norwalk Engineering Standards.
 - VHB will provide an engineering Cost Estimate for the above-listed plans.
- *VHB will prepare a Soil Management Plan (SMP) to control potential exposure pathways for the Preliminary Site Work where residual soil and groundwater contamination may be present. VHB has reviewed the Phase II Environmental Assessment report prepared by Langan, dated March 28, 2024 . We understand the project includes removal of contaminated fill from the former rail spur. VHB will submit one draft of the SMP to the Client for review, prior to finalization.*
 - *The SMP will include relevant project information and best practices for the management of Site soils to be implemented by the contractors and site personnel during earth work / soil disturbance activities in areas of known contamination. The SMP will include the following:*
 - *Site background information*

- *Identify impacts known on-Site*
 - *Summary of proposed work*
 - *Health and safety provisions*
 - *Excavation work plan activities*
 - *Soil screening/monitoring procedures*
 - *Stockpile management procedures*
 - *Decontamination plans for personnel and heavy equipment*
 - *Waste determination and characterization requirements*
 - *Waste transport and disposal protocol*
 - *Dust control and monitoring plan (if necessary)*
- Groundwater was not encountered by Langan during the Phase II so groundwater is assumed to be deeper than 10 feet below grade and *is not anticipated* be encountered during the project. It should be noted that some areas investigated by Langan had refusal of drilling at depths of 3 to 7 feet below ground that Langan presumed to be shallow bedrock. Early investigations show that contaminated fill may be limited to the first few feet below the surface. VHB will review the Phase I and Phase II Environmental Site Investigations previously completed by Langan for the former rail spur property, to guide in the development of the SMP. VHB will assume coordination with CT DEEP to understand and confirm their requirements in order to permit this work *with one virtual meeting if needed*.
- *VHB will provide spot checks of soil management procedures at the Site during construction, including up to two site visits per week for up to eight weeks. In the event that impacted soils are observed or soil management practices observed are not in line with the SMP, then VHB will coordinate with the City and inform them of mitigation needed for correcting the procedures. VHB will perform the scope of services of this task on a Time and Materials basis at the standard hourly billing rates in effect at the time the work is performed.*
- Prior to finalizing, VHB will coordinate with utility companies as utility poles must be relocated in this phase and submit draft Plans to those with facilities affected by the proposed improvements. This may include any of the following:
 - Sending letters/plans to impacted utilities prior to Final submission of the Preliminary Site Work Bid Package.
 - Attending one (1) field utility meeting to familiarize companies with the proposed improvements and incorporate any recommendations or adjustments necessary based on the review of the utility owner(s).
- Prior to finalizing, VHB will assume a stakeholder meeting and coordination with the City

of Norwalk School Construction Division and City of Norwalk DPW to *identify* critical issues on the regrading (including overall concept/layout and the Right-of-Way acquisition process) that arise in preparation of the Preliminary Site Work Construction Bid Package.

TASK 1.6 – PRELIMINARY SITE WORK BID PACKAGE ASSISTANCE

- VHB will compile the bid package for the Preliminary Site Work (as listed in Task 1.5), including special provisions (e.g., contractor work hours, working around/near school location/hours), in addition to Plans, Specifications & Estimates.
 - The City will provide assistance with the front matter of the bid package (e.g., invitation to bid document, etc.).
- VHB will assist the City in responding to *questions and developing a maximum of two* addendums during the open portion of the bid advertisement.
- *VHB will modify plans to reflect conflicts or additional information identified through the bid process* in a timely manner at no additional cost to the City.

TASK 1.7 – PRELIMINARY SITE WORK BID ANALYSIS ASSISTANCE

- Once the bids are publicly unsealed, VHB will assist the City in completing a Bid Analysis package.
- VHB will review the unsealed bid prices in comparison to other bids and the engineer's estimate.
- The Bid Package should include the following information regarding the Contractor:
 - Bid/Bidder Responsiveness
 - Bidder Responsibility Determination
 - Contractor Qualifications/Experience
- City will be responsible for reaching out to the low bidder and requesting documentation pertaining to the Federal System for Award Management (SAM).
- Develop a memorandum noting the results & following information in order to submit bid results and a request for construction funds.
 - Date of bid opening
 - Number of bidders
 - Bid Tabulation and analysis of a maximum of four (4) bids

- Recommendation from the Municipal Chief Administration Officer for award of the project, based on the bid analysis.
- City to provide Certificate of Compliance Form (Must be Included and Submitted by Contractor as part of bid document)
 - City to provide once bids are unsealed.
- Explanation and/or justification if the low bid is 10% above or below the final engineer's estimate.
- Explanation and/or justification if it is determined that the lowest responsible bidder is not the apparent low bidder.
- Anticipated award date

SCOPE OF SERVICES – ROUNDABOUT DESIGN 2025/2026

TASK 2.1 – 30% DESIGN SUBMISSION

- VHB will coordinate with utility companies and submit the 30% Design Plans to those with facilities impacted by the proposed improvements. This may include any of the following:
 - Sending letters/plans to impacted utilities after the 30% Design submission.
 - Attending one (1) field utility meeting to familiarize companies with the proposed improvements and incorporate any recommendations or adjustments necessary based on the review of the utility owner(s).
- VHB will assume a stakeholder meeting with the City of Norwalk School Construction Division, City of Norwalk DPW, and CT DOT Roundabout Committee to work through critical issues (including overall concept/layout and the Right-of-Way acquisition process) that arise in preparation of the 30% Design.
- VHB will anticipate responding to *a maximum of two rounds* of City comments compiled by Transportation, Mobility and Parking which may include comments from any affected City Departments (i.e., Department of Public Works, School Construction Division, etc.). VHB will also anticipate responding *to two rounds of comments* from the CT DOT Roundabout Committee.

TASK 2.2 – 60% DESIGN SUBMISSION, INCLUDING SPECIFICATIONS AND COST ESTIMATES

This phase will incorporate comments from the final 30% Design review to produce 60% Plans, Specifications and Cost Estimates.

- VHB will modify the 30% plan, *as directed by the City*, based upon stakeholder feedback to produce a 60% design submission. Drawings which depict horizontal and plan view improvements and include the aforementioned design elements that improve accessibility, connectivity, traffic operations and safety, and place making as well as a proposed drainage plan.
- VHB will design a drainage system for the new roundabout that will integrate with the Langan design recommendations, as noted in the *draft* report titled “Stormwater Management Analysis Intersection of South Main St and Meadow Streets” dated July 15, 2024, to ensure consistency between the two projects and that project goals regarding flooding mitigation are met under the proposed roadway design.

- VHB will *request that the lighting vendor that supplies City of Norwalk lighting to conduct a photometric lighting analysis of the project area* to ensure uniform roadway and pedestrian illumination levels.
- VHB will *identify the need for* modular block/earth-retaining structures necessary to accommodate the new roadway alignment along the new section of roadway. If required, VHB will specify manufacturer who will provide the design of the earth-retaining structure.
- *VHB will work with Norwalk Public Works on the layout of the electrical lighting for the pedestrian lights.*
- All plans, reports and documents shall be submitted electronically to the City in both PDF and original AutoCAD, MS Word, MS Excel formats, as applicable.
- *VHB will retain the services of a utility test pit subcontractor to conduct test pits at up to ten (10) locations throughout the project area to verify conflicts with subsurface utilities. VHB will meet the subcontractor on site to mark the test pit locations as well as review the results and incorporate into the design.*
- *VHB will complete a Roundabout Fastest Path Analysis in accordance with NCHRP 1043.*
- *VHB will complete a Roundabout Swept Path Analysis (turning template maneuvers) for WB-62, school bus, and firetruck.*
- VHB will anticipate responding to *a maximum of two rounds* of City comments compiled by TMP which may include comments from any affected City Departments (i.e., Department of Public Works, School Construction Division, etc.). VHB will also anticipate responding to one round of comments from the CT DOT Roundabout Committee.
- In addition to an itemized construction cost estimate, VHB will *provide modifications to the established cost estimates to the City in support of the DECD Project Financing Plan*, which is necessary for the CIF grant funding for this project. The DECD Project Financing Plan includes a cost breakdown which is not specific to construction projects. The City will provide guidance/input on funding sources as needed.

TASK 2.3 – FINAL DESIGN SUBMISSION, INCLUDING PLANS, SPECIFICATIONS, CONTRACT (BIDDING DOCUMENTS) AND FINAL CONSTRUCTION COST ESTIMATE

This phase will incorporate comments from the 60% Design review to produce Final Design Plans, Specifications and Cost Estimates.

- All draft plans, reports and documents shall be submitted electronically to the City in both PDF and original AutoCAD, MS Word, MS Excel formats, as applicable.
- VHB will anticipate responding to *two rounds* of City comments compiled by Transportation, Mobility and Parking which may include comments from any affected City Departments (i.e., Department of Public Works, School Construction Division, etc.). VHB will also anticipate responding to 1 round of comments from the CT DOT Roundabout Committee.
- A minimum of one original and one (1) hard copy of all final plans, reports and documents shall be submitted to the City in addition to a digital/electronic copy. Digital/electronic plans shall be submitted electronically in both PDF and AutoCAD formats. All reports and documents shall be submitted electronically to the City in both PDF and original MS Word or MS Excel formats, as applicable.
- The Final (100%) Design Plan shall consist of at minimum:
 - Title Sheet
 - Index Plan
 - Existing Conditions Plans
 - Construction Details
 - Alignment and Baseline Tie Plans
 - Profiles
 - Construction Staging and Temporary Traffic Control Plans (*to maintain traffic during construction*)
 - Roadway/Sidewalk Construction Plans w/Rights for Construction Designations
 - Grading, Drainage (Existing, and Bioswales) and Erosion & Sedimentation Control Plans
 - Electrical Plans for Pedestrian lighting and *connections to adjacent power*
 - Pavement Marking & Signage Plans
 - Landscaping & Planting Plan and Details
 - Cross Sections
- VHB will continue to coordinate with utility companies and submit the Final Design Plans to those with facilities impacted by the proposed improvements. This may include any of the following:
 - Sending letters/plans to impacted utilities after the Final Design submission.
 - Continued coordination with utility owners for design adjustments, potential conflicts, and/or project scheduling.
- VHB will assist with the submittal of 100% final design and cost estimate, along with any

documentation of project design or financing plan changes, for Connecticut Department of Economic Community Development (CT DECD) review as part of CIF grant program requirements. VHB will provide assistance in responding to questions or comments raised by CT DECD during their review.

TASK 2.4 – CONSTRUCTION BID PACKAGE ASSISTANCE

- VHB will compile the bid package including special provisions (e.g., contractor work hours, working around/near school location/hours), in addition to Plans, Specifications & Estimates.
 - The City will provide assistance with the front matter of the bid packages (e.g., invitation to bid document, etc.).
- VHB will assist the City in responding to *questions and developing a maximum of two* addendums during the open portion of the bid advertisement.
- *VHB will modify plans to reflect significant, conflicts, additional information, etc. identified through the bid process* in a timely manner at no additional cost to the City.

TASK 2.5 – CONSTRUCTION BID ANALYSIS ASSISTANCE

- Once the bids are publicly unsealed, VHB will assist the City in completing a Bid Analysis package.
- VHB will review the unsealed bid prices in comparison to other bids and the engineer's estimate.
- The Bid Package should include the following information regarding the Contractor:
 - Bid/Bidder Responsiveness
 - Bidder Responsibility Determination
 - Contractor Qualifications/Experience
- City will be responsible for reaching out the low bidder and requesting documentation pertaining to the Federal System for Award Management (SAM).
- Develop a memorandum noting the results & following information in order to submit bid results and a request for construction funds.
 - Date of bid opening
 - Number of bidders
 - Bid Tabulation and analysis of a maximum of four (4) bids

- Recommendation from the Municipal Chief Administration Officer for award of the project, based on the bid analysis.
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- Explanation and/or justification if the low bid is 10% above or below the final engineer's estimate.
- Explanation and/or justification if it is determined that the lowest responsible bidder is not the apparent low bidder.
- Anticipated award date

CITY-FURNISHED INFORMATION

It is understood that VHB will perform services under the sole direction of the City TMP Department. The City will provide VHB with project-related information and technical data including, but not limited to:

- Permission to access the project areas and any off-ROW access points for field assessment
- GIS shapefile data from the City GIS database on the ROW for this segment will be provided to VHB
- AutoCAD files for City developed concept plans and survey data from school project
- Access to all studies listed in the RFP
- Access to any site plans for the school project
- Copies of recent City roadway construction project plans, specifications and estimate in electronic formats
- City traffic count and crash data
- Sanitary sewer and storm drainage invert data (from survey)
- Copy of final Stormwater Management Report for South Norwalk Elementary School and/or design explanation of compensatory flood mitigation measures for filling within FEMA Flood Zone AE as a result of the School's grading

VHB will rely upon the accuracy and completeness of client-furnished information and studies, plans, and reports completed by others in connection with the performance of services under this Agreement. VHB will not, as part of this Agreement, independently verify the accuracy and completeness of work prepared by others.

ASSUMPTIONS

The following assumptions are provided for the project scope of work tasks:

- The project area is almost entirely within a FEMA Flood Zone AE. Any proposed filling within this area will require compensatory flood storage volume. Due to the limited area, it is assumed that raising grades (i.e., filling in the Flood Zone) may be infeasible.
- The stormwater management study for the South Norwalk Elementary School will be readily available for VHB to review. It is assumed this study, or another study by Langan, has thoroughly addressed the school's filling in the FEMA Flood Zone AE and has provided adequate compensatory flood volume to offset the fill.
- Full depth pavement reconstruction will be minimized through reuse of existing roadway grades as much as possible *such as on the approaches where curblines are unaffected*.
- Design for utility relocations is excluded.
- Meetings beyond those specified herein will be negotiated as an amendment.
- Public notice fees and/or permit application fees are excluded.
- Public meeting notices will be handled by the City TMP.
- City will lead coordination efforts with CTDOT.
- Test pit contractor costs beyond the contract allowance will be negotiated as an amendment prior to work being completed.
- Any additional tasks beyond that identified in the preceding Scope of Work will be deemed out of scope and completed under an amendment to this original contract.
- Waste Characterization Sampling is excluded.
- Arranging off-site disposal of contaminated soils is excluded.
- Comprehensive CEPA review or documentation is excluded.
- Wetland Delineations, Mitigation, or Habitat Assessments is excluded.
- Noise, Air, and Vibration studies are excluded.
- Groundwater Dewatering during construction is excluded.
- *Limited number of roundabout comments as defined during reviews*

PAYMENT FOR VHB SERVICES

VHB will perform the Scope of Services contained in this agreement on a lump sum basis for the above **Tasks** for a total labor fee of **\$320,800** excluding reimbursable expenses.

In addition to the labor compensation, VHB will be reimbursed for expenditures made specially for the project including retaining a test pit contractor, printing, reprographics, and travel. These direct expenses will be billed at cost plus 10%. If subconsultants and subcontractors are engaged by VHB for this project, and are therefore under contract to VHB, their services will be invoiced at 1.10 times their actual cost. This adjustment covers the additional expense of coordination/administration. For budgetary purposes, VHB estimates that reimbursable expenses will be \$56,200. Within this amount, pavement design/geotechnical report services are included and an allowance of \$20,000 is allocated for test pits for utilities, to be confirmed with updated plans at the 60% design level. If the test pit quotes exceed this allowance, VHB will

renegotiate this allowance as an amendment.

Total Contract Amount: \$320,800 (Lump sum) + \$56,200 (Direct Expense) = **\$377,000**

See table of fees below:

Tasks 1.1-1.7	Site Work Package (Summer 2025)	\$56,800
Tasks 2.1-2.5	Design Package (Summer 2026)	
	30% Design Submission	\$26,300
	60% Design Submission	\$82,000
	100% Design Submission	\$155,700
	Subtotal Labor	\$320,800
	Pavement/Geotech Design	\$26,000
	Utility Test Pits	\$20,000
	Miscellaneous Expenses	\$10,200
	Subtotal Expenses	\$56,200.00
Total Project Fee		\$377,000

PROFESSIONAL EXPERIENCE

VHB's experience in roundabout studies, design and construction support services includes over 50 roundabout projects. VHB's team includes uniquely qualified roundabout experts from CTDOT as well as industry leading designers and the Chair of the Institute of Transportation Engineers (ITE) Roundabout Committee. These experts are supported by a team of roundabout designers with three completed roundabouts in Connecticut in the last three years. These include the award-winning Norwich roundabout, UCONN Storrs campus roundabout and Climax Road roundabout in Avon.

SCHEDULE

VHB anticipates performance of services, including City and CTDOT reviews, to be completed to allow for Summer 2025 construction of the initial phase and the Summer 2026 construction of the roundabout. This schedule will allow for a 2025 summer construction season start with authorization by March 14. The schedule is dependent upon expedited City, CTDOT Roundabout Committee, and reviews of the project plans at each phase. VHB anticipates a mid-March 2025 authorization with the first public information meeting expected to be held in April/May 2025.

VHB will begin performance of the above services upon receipt of written authorization to proceed. The schedule is also subject to timely delivery of information and reviews promised by the City. If the City requests that work under this Proposal be stopped, the schedule is subject to renegotiation when written authorization to proceed is received.

Should circumstances beyond the control of VHB, such as changes or an increase in the *scope of work*, or change in City personnel managing the project or limitations caused by the condition

under which the services are to be provided (i.e. snow, leaf, sand, ice coverage, or frost penetration) require an extension of time, VHB will notify the City in writing as to why the specified period of time is inadequate and will submit a revised project schedule. If the City *and* VHB determine that an extension is warranted, both parties will agree to an acceptable completion date. This extension of time will be VHB's only remedy for delays or hindrance except when such delay or hindrance lasts for more than one year, after which the City and VHB agree to renegotiate the compensation for services remaining to be performed.



CITY OF NORWALK
Transportation Mobility & Parking
P: 203-854-7260
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

TO: Economic and Community Development Committee of the Common Council

FROM: James Travers – Director of Transportation, Mobility and Parking

CC: Sabrina Godeski, BS, MPL, AICP – Director of Business Development & Tourism
Garrett Bolella, P.E., PTOE, RSP1 – Assistant Director, Transportation, Mobility and Parking
Greg Pacelli – Transportation Planner, Transportation, Mobility and Parking

REF: March 17th Meeting Agenda Item – Authorize the Mayor, Harry W. Rilling, to enter into any and all documents and agreements required by the Connecticut Department of Transportation (CT DOT) to accept funding related to West Rocks Road Sidewalk Project under state project(s) 102-365 and 102-374.

DATE: March 13, 2025

Memorandum

This request includes two state projects, 102-365 and 102-374, along the West Rocks Road corridor. Together, these projects will improve pedestrian accessibility, enhance connectivity, reduce vehicular speeds, and overall, increase safety for all roadway users along the corridor.

Project 102-365 is funded through the Local Road Accident Reduction Program (L.R.A.R.P) and administered by the Connecticut Department of Transportation (CTDOT). This project will involve the installation of ADA-compliant sidewalk ramps at key crossing locations along the corridor. Additionally, it will incorporate traffic calming measures, including multiple raised crosswalks, Rectangular Rapid Flashing Beacons (RRFB), and Speed Sign Flashing Beacons. Collectively, these treatments will enhance pedestrian safety at crossings and effectively reduce vehicular speeds, addressing concerns identified by existing data that indicates this corridor to experience excessively high speeds.

Additionally, in 2022, the city was allocated \$1.4 million through Congressman Jim Himes as part of the Congressionally Directed Spending. These federal funds, designated for Project 102-374, are also being administered by the Connecticut Department of Transportation (CTDOT). This project is dedicated to the installation of new 5 ft. wide ADA-compliant sidewalks along the West Rocks Road corridor, extending from Adams Avenue to Creeping Hemlock Drive, which is approximately 2 miles in length. The addition of these sidewalks will provide a safe and separated pedestrian pathway in a heavily trafficked corridor that serves three schools. This

project stems from the city's 2012 Pedestrian Bikeway Transportation Plan where West Rocks Road was listed as a Priority 1 Corridor due to the presence of three schools along the corridor.

The Transportation, Mobility, and Parking Department plans to consolidate projects 102-365 and 102-374 into one single construction bid, with the advertisement scheduled for release by the end of March. The goal is to award the contract in the spring and initiate construction in early summer 2025 after school is out for the summer.

Authorize the Mayor, Harry W. Rilling, to enter into any and all documents and agreements required by the Connecticut Department of Transportation (CT DOT) to accept funding related to the West Rocks Road Sidewalk Project under both state project(s) 102-365 and 102-374.

Account Numbers

0925 3750 5777 C0706



Memorandum

March 17th, 2025

To: Josh Goldstein, Chairperson – Economic and Community Development

From: Planning & Zoning Staff

Re: Amendment to the Citywide Plan – Affordable Housing Action Plan

Dear Common Council,

At the joint meeting of Common Council and Planning and Zoning Commission held January 30th, the consultant presented Norwalk's Affordable Housing Action Plan (Plan) draft. The consultant has made some edits to the plan based off of feedback received. The next step is the inclusion of Affordable Housing Action Plan within the Citywide Plan (POCD) which requires the Plan to be referred to you.

To note as the Plan gets formally adopted the Ad Hoc Affordable Housing Committee has been working closely with staff on priority items and tasks to move forward. This includes discussions on community land trusts, tax incentives options, and some changes to the workforce housing regulations. Provided below is the proposed amendment into the POCD.

Proposed Amendment:

Page 75, Chapter 4, Housing Choice & Healthy Life, Action V.

v. **Implement the recommendations of the Affordable Housing Action Plan (2025, as amended). The City will further evaluate, modify as necessary and implement recommendations within the plan.** ~~Develop a Norwalk Housing Plan that establishes a set of housing data to monitor and analyze, a policy framework, and an implementation plan. Before developing the plan itself and hiring a consultant, the housing planner should prepare a housing policy white paper to structure the process—identifying the elements for the plan in terms of data, policy options, types of housing solutions, administration of housing functions, and so on.~~

When: 2025-2029

Who: Common Council; Mayor's office; Planning & Zoning;

Resources: Staff Time

The draft Plan can be view at:

https://www.norwalkct.gov/DocumentCenter/View/35067/Norwalk-AHAP_2025-01-10-merged

For your convenience, I have attached the full page 250 of the Citywide Plan. The Citywide Plan can be viewed at: <https://tomorrow.norwalkct.org/wp-content/uploads/2020/10/Norwalk-Citywide-Plan.pdf>