

# **CITY COUNCIL MEETING**

**August 4, 2020**

The meeting will be called to order at 7:30 P.M.

*PLEDGE OF ALLEGIANCE & PRAYER*

## **ROLL CALL**

Alves, Buzaid, M. Esposito, Levy, Salvatore, Stanley, Taborsak, Fox, Priola, DiGilio, Cavo, Rotello,  
Visconti, Palma, J. Esposito, Santos, Perkins, Chianese, Cammisa and Molinaro

\_\_\_\_\_ **PRESENT** \_\_\_\_\_ **ABSENT**

## **ACCEPTANCE OF ELECTRONIC SERVICE**

## **PUBLIC COMMENT via EMAIL**

**MINUTES** - Minutes of the Council Meeting held July 7, 2020

## **CONSENT CALENDAR**

## **AGENDA**

1. COMMUNICATION - Appointment – Fire Captain
2. COMMUNICATION - Appointment – Deputy Fire Marshal
3. COMMUNICATION – Emergency Management Services
4. COMMUNICATION – Donation of Vintage Race Car
5. COMMUNICATION – Donation Beaver Street Basketball Court
6. COMMUNICATION - Disposal of Surplus Vehicles and Equipment
7. RESOLUTION – CDBG-CV Pass Through
8. RESOLUTION – Memorandum of Agreement – 2020 State Homeland Security Agreement
9. RESOLUTION – Per Capita FY 2021 Grant Allocation
10. RESOLUTION – 2020 Byrne DOJ Funding – Police Department
11. DEPARTMENT REPORTS – Police, Fire, Health-Housing & Welfare, Public Works, Permit Center,  
UNIT, Elderly, Library

ADJOURNMENT



## CITY OF DANBURY

OFFICE OF THE MAYOR  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON  
MAYOR

(203) 797-4511  
FAX (203) 796-1666  
m.boughton@danbury-ct.gov

July 27, 2020

Honorable Members of the City Council  
City of Danbury, Connecticut

Dear City Council Members:

I hereby submit for your confirmation the promotional appointment of Fire Lieutenant Robert Shea Hanson to the position of Fire Captain.

Lieutenant Hanson started his career with The Danbury Fire Department on July 6, 2006. He came to the Danbury Fire Department with experience as a volunteer firefighter and as a 911 dispatcher. He was promoted to the rank of Fire Lieutenant in March 2014. In addition to his many certifications such as; Incident Safety Officer Rescue Core Technician, Hazard Materials Technician and Advanced Rope Rescue Technician, he holds a certification as a Fire Officer I.

Furthermore, Lt. Hanson has completed course work towards his Bachelor's Degree in Fire Protection Engineering and Safety Technology at Oklahoma State University. Firefighter Hanson has achieved the current rank of number one (1) on the Fire Captain Eligibility list.

It is quite evident that Lieutenant Hanson is a dedicated and highly qualified individual who will serve his department and the citizens of Danbury very well. I am proud and honored to submit his confirmation for promotion to the position of Fire Captain.

Thank you for your considerations.

Sincerely,

A handwritten signature in black ink, appearing to be "M. Boughton", is written over the printed name.

Mark D. Boughton  
Mayor



## CITY OF DANBURY

OFFICE OF THE MAYOR  
155 DEER HILL AVENUE  
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MAYOR

(23) 797-4511  
FAX (23) 796-1666  
m.boughton@danbury-ct.gov

July 27, 2020

Honorable Members of the City Council  
City of Danbury, Connecticut

Dear City Council Members:

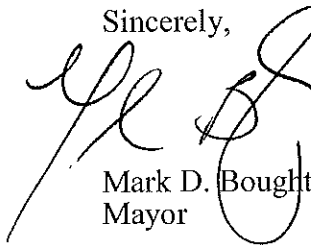
I hereby submit for your confirmation the promotional appointment of Fire Lieutenant Raymond Guard to the position of Deputy Fire Marshal.

Lieutenant Guard began his career with the Danbury Fire Department on October 3, 2005. Since then Lieutenant Guard has obtained many certifications including, but not limited to: Fire Fighter I and II; Fire Officer I; and Fire Service Instructor. He is also a licensed E-1 Electrician. Lieutenant Guard has earned the rank of number one (1) on the current Deputy Fire Marshal Eligibility List.

Lieutenant Guard's accomplishments and contributions speak to his dedication to the Department and City for which he serves. I am proud and honored to submit his confirmation for promotion to the position of Deputy Fire Marshal.

Thank you for your considerations.

Sincerely,



Mark D. Boughton  
Mayor



## CITY OF DANBURY

OFFICE OF THE MAYOR  
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DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON  
MAYOR

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m.boughton@danbury-ct.gov

July 27, 2020

Honorable Members of the City Council  
City of Danbury, Connecticut

Dear City Council Members:

The City of Danbury has experienced many catastrophic events and emergencies like an October snowstorm, tropical storms, blizzards, tornados and now - COVID-19, a global pandemic. One of the most important lessons learned after dealing with the many emergencies that have impacted our Danbury Community is that every emergency management and response begins and ends locally.

The strength and resilience of our Danbury Community is never more evident than during a crisis event. At such time, the collaboration of existing partnerships/relationships from all levels of government, locally based private sector businesses, and non-profit/volunteer organizations coalesce and work tirelessly to effectively respond to the emergency and to expedite recovery by utilizing all available resources.

The Chief Executive Officer/Chief Elected Official and his/her Emergency Management Director (EMD) are the core of a local unified command that, depending on the emergency, may include fire, police, and Emergency Medical Services heads, public health, social services, public works, information technology, school superintendent, human resources, finance and others. The success of emergency management and the response team during a crisis is largely due to the planning, preparation, training, coordination, community and corporate outreach, communications, etc. that has occurred by the EMD (Emergency Management Director) before there was a crisis.

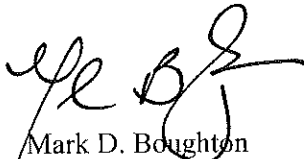
In March, I appointed Fire Chief (retired) TJ Wiedl to temporarily serve as the Emergency Management Director (EMD) and to assist in finding a new EMD. During this time, several options were considered that included: maintain the same approach of providing a small stipend to an existing staff member; adding a new full-time permanent position for the EMD; or hiring out the Emergency Management Services on a contractual basis with Western Connecticut Health Network Affiliates. The option that would clearly best serve the community of Danbury is also the most cost effective.



Western Connecticut Health Network Affiliates (formerly Danbury Hospital) have been contractually operating the City's ambulance services very successfully for nearly 30 years. During most of this time, Mr. Matt Cassavechia has been the Director of the Danbury Ambulance Services. Consequently, I am recommending a very similar contract for Emergency Management Services with the Western Connecticut Health Network Affiliates and its employee Mr. Matt Cassavechia, who is also exceptionally qualified as an EMD, to serve as the City's Emergency Management Director. (Resume attached).

I hereby submit for your consideration the Emergency Management Services Agreement between the City of Danbury and Western Connecticut Health Network Affiliates, Inc. (an affiliate of Nuvance Health).

Sincerely,



Mark D. Boughton  
Mayor

# MATTHEW GENE CASSAVECHIA

## **SUMMARY**

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State of Connecticut licensed Paramedic with over 30 years of pre-hospital clinical experience and 28 years supervisory and management experience in emergency services. Proven history of leading and developing high performing teams operating in high impact situations. Mr. Cassavechia has been an employee of Danbury Hospital since 1990 and has held various supervisory and managerial positions since 1991. He serves as the department head for Western Connecticut Health Network Affiliates – Emergency Medical Services (EMS) and is responsible for all operational and administrative aspects of the EMS programs. Throughout his career, he has managed and/ or supervised every paramedic program in the greater Danbury area. Mr. Cassavechia earned a Bachelor of Science Degree with a concentration in management from Charter Oak University. He holds a master's degree in professional studies Homeland Security and Emergency Management Leadership from the University of Connecticut. In 2004, he successfully achieved a competitive scholarship to the prestigious John F. Kennedy School Senior executives in STATE AND LOCAL government program. In addition, he is an alumnus of the Harvard National Preparedness Leadership Initiative. He is a student of the National Fire Academy Management of EMS, Special Operations, and Advanced Leadership of EMS, and has a significant background in domestic preparedness activities through FEMA's Emergency Management Institute residency course work and instruction. He has completed the National Fire Academy Executive Fire Officer Program, the FEMA National Emergency Management Executive Academy program and is credentialed as a Chief EMS Officer through the Commission on Public Safety credentialing. He is a Certified Emergency Manager through the International Association of Emergency Managers, a Certified Business Continuity Professional and a Certified Public Manager through coursework offered at the Arizona State University.

## **WORK EXPERIENCE**

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### **Director, Emergency Medical Services**

1990 – Present Danbury Health Sys/Nuvance Health - Danbury, CT.

Paramedic promoted throughout career up to position of director. Responsibilities include administration and oversight of several EMS programs: City of Danbury, Town of New Fairfield, Bethel Police Department Paramedic program, Redding Paramedic Program,

Newtown Paramedic Program, NuVance Health Ambulance Service. Joint Regional EMS Coordination operational oversight and design, performance management, recruitment and retention, emergency preparedness, training and education oversight, budget development and administration/ liaison with area Chief Elected officials.

### **Director of Operations**

1998 - 2003 Danbury Ambulance Service Inc. Danbury, CT

Contracted operational oversight of privately owned commercial ambulance service that is the provider of scheduled and non-scheduled ambulance and invalid coach transportation. Responsible for all human resources functions including developing policy and procedures, negotiating union contract, hiring and firing of employees. Successfully bid on several EMS contracts expanding growth of service.

### **Paramedic Supervisor**

1990-1993 Danbury Ambulance Service Inc. Danbury, CT.

Promoted to paramedic supervisor responsible for operational oversight of EMT's and Paramedics.

### **Emergency Medical Technician - DEP**

1988 - 1990 Connecticut Dept. of Environmental Prot. Hartford, CT.

Provided emergency medical care to visitors of Squantz Pond

## **EDUCATION**

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2019 Public Health Graduate Certificate  
University of Vermont - Burlington, VT

2011 Emergency Management Graduate Certificate  
New York Medical College – Valhalla, NY

2007 Homeland Security Leadership Master Degree in Professional Studies  
University of Connecticut Storrs, CT.

2004 Bachelor Degree of Science  
Charter Oak State College - New Britain, CT

1990 Mobile Intensive Care, Paramedic  
Mattatuck Community College - Waterbury, CT

## **CERTIFICATIONS AND TRAINING**

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State of Connecticut EMS - Instructor

Critical Care Paramedic – University of Baltimore MD/ Westchester Medical Center

American Heart Association Certified Health Care Provider

American Heart Association Certified ACLS

American Heart Association Certified PALS

NAEMT PHTLS Pre Hospital Trauma Lifer Support

Advanced Disaster Life Support

Incident Response to Terrorist Bombings – New Mexico Tech

Prevention and Response to Suicide Bombings – New Mexico Tech

WMD Radiological / Nuclear Course for Hazardous Material Technicians – Bechtel, Nevada

Emergency Response to Domestic Biological Incidents

Community Emergency Response Team – Train the Trainer

FEMA – Health Care Leadership Course

Collaborative Leadership in Homeland Security – UCONN

Sports and Special Event Incident Management – Stamford, Conn

Disaster Preparedness for Hospital and Health Care Organizations - TEEX

Hazardous Materials Operations for EMS Providers

State of Connecticut Firefighter III

Mass Casualty Incident Manager

NIMS Training ICS 100, 200, 300, 400, 700, 800

Enhanced Incident Management Unified Command - TEEX

All Hazard Incident Management Team – Conn Fire Academy

NIMS All Hazard Operation Section Chief, Logistics Section Chief, Liaison Officer, Planning Section Chief, Incident Commander

NIMS ICS 300 and 400 Instructor – Train the Trainer

Tactical Emergency Medical Technician – Federal Protective Services Law Enforcement – US Park Police

Basic Crisis Negotiator – FBI

Critical Incident Trained Adult/Pediatric - CABLE

Bow Mac – Critical Incident Management Instructor Conn. Police Academy

SMART triage mass casualty instructor/mass fatality management

National Fire Academy Residency Training – EMS Special Operations, EMS Management, EMS Leadership

Emergency Management Institute Training – IEMC Homeland Security, Advanced Public Information Officer

Harvard John F. Kennedy School of Government State and Local Executive Program – ADPI NAEMT Scholarship

National Fire Academy – Executive Development Executive Fire Officer Program

Chief Medical Officer designation – professional credentialing

Pediatric Disaster Life Support

Emergency Manager – International Association of Emergency Managers

Certified Public Manager – Arizona State University

Harvard National Preparedness Leadership Initiative Cohort 13

FEMA National Emergency Management Executive Academy Cohort 4

Disaster Recovery Inst. - Certified Business Continuity Professional

**EMERGENCY MANAGEMENT SERVICES AGREEMENT**

**THIS EMERGENCY MANAGEMENT SERVICES AGREEMENT** (hereinafter, "Agreement") is made and entered into and effective as of the 1<sup>st</sup> day of July 2020, by and between the **CITY OF DANBURY**, a municipal corporation located in Fairfield County, Connecticut, and organized and existing under the laws of the State of Connecticut, acting herein by **HON. MARK D. BOUGHTON**, herein duly authorized, hereinafter referred to as the "City"; and **WESTERN CONNECTICUT HEALTH NETWORK AFFILIATES, INC.**, a nonstock corporation with its principal place of business located in Danbury, Connecticut and organized and existing under the laws of the State of Connecticut, and an affiliate of Nuvance Health, said corporation acting herein by **JOHN MURPHY, M.D.**, its Chief Executive Officer, herein duly authorized, and said corporation hereinafter referred to as "WCHNA."

**WITNESSETH:**

WHEREAS, WCHNA is knowledgeable and experienced in the management and provision of emergency management planning, preparedness and response activities; and

WHEREAS, City is seeking an all hazard comprehensive emergency management strategy with specific contracted deliverables; and

WHEREAS, in order to ensure City has the necessary emergency management services consistent with the applicable provisions of Connecticut General Statutes Title 28 Civil Preparedness and Emergency Services, Chapter 517, Section 28-7, the City has requested that WCHNA provide certain emergency management services and activities; and

WHEREAS, City through its MAYOR wishes to identify and appoint an emergency management director in connection with WCHNA's provision of emergency management services under this Agreement; and

WHEREAS, WCHNA desires to provide such emergency management services in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, and other consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

- 1) **THE SERVICES.** City hereby engages WCHNA, and WCHNA hereby accepts engagement by City, to provide, or arrange for the provision of specific emergency management activities and deliverables as set forth on **Schedule 1** attached hereto (the "Services"). City and WCHNA may mutually agree to modify the Services from time to time by written agreement as appropriate to address City's engagement of WCHNA to assist City in responding to an actual declared emergency ("Additional Services"), and the parties will negotiate in good faith to establish appropriate additional compensation for such Additional Services.
- 2) **WCHNA RESPONSIBILITIES.** In performing the Services, WCHNA shall have responsibility and authority for designing, operating, and managing the day-to-day aspects of emergency management planning, preparedness and response activities for the City, in any reasonable manner WCHNA deems appropriate, and WCHNA shall employ necessary and qualified personnel to perform such Services. WCHNA shall provide, or arrange for the provision of, all of the space, furniture, equipment (including, without limitation, computer, communications, and technical support equipment), and supplies as are required, in the

reasonable judgment of WCHNA, for the proper provision of the Services. Nothing in this Agreement is intended to shall be deemed to require WCHNA to provide or arrange for provision any services and/or supplies and materials, as well as personnel and logistical support, currently provided by City, or required by law to be provided by City, including but not limited to police, fire, emergency medical services (except to the extent City has contracted with WCHNA therefor), sanitation, mass feeding, shelter, public works, and public health/Health & Human Services (collectively, "City Services"), including to the extent such City Services may be necessary or recommended by WCHNA to support or carry out emergency management planning, preparedness and response activities. WCHNA will communicate and coordinate with City regarding the extent to which City Services are necessary or recommended by WCHNA to support or carry out emergency management planning, preparedness and response activities.

- 3) **CITY AUTHORITY.** City shall retain authority with respect to its governance and operations, including the Services and related compliance activities, to the extent required under federal, state, or local laws, regulations, ordinances, or mandates. The City retains its fundamental financial and operational oversight. It is expressly understood that, consistent with Connecticut General Statutes Sec. 28-8a, the chief executive officer of the municipality in which a major disaster or emergency occurs, or his designee, may take such action as he deems necessary to mitigate the major disaster or emergency and to secure and preserve any documents and evidence pertinent to and necessary for a future investigation.
- 4) **CITY RESPONSIBILITIES.** City will be solely responsible for providing, or arranging for the provision of, the City Services, including City Services that are necessary or recommended by WCHNA to support or carry out emergency management planning, preparedness and response activities. City shall allow for the use of the current City-owned emergency medical



services vehicle(s) and supplies as are required, in the reasonable judgment of WCHNA, for the proper provision of the Services. City will involve WCHNA and work collaboratively with WCHNA in City's coordination with federal and state governmental authorities, including but not limited to the Federal Emergency Management Administration, as well as executives and emergency management officials of other municipalities (collectively, "Other Government Authorities"), regarding carrying out emergency management planning, preparedness and response activities. City acknowledges and agrees that WCHNA's performance of the Services may be limited or otherwise impacted by the directives of and guidance from, as well as the availability of resources from or through, Other Government Authorities.

- 5) **EXTERNAL COMMUNICATION.** Neither party shall discuss the existence of this Agreement with the media without first discussing the same with the other party and allowing for joint comment.
- 6) **AUTHORIZED OFFICIAL DELEGATION.** This Agreement shall identify and delegate Matthew Cassavechia, or his designated successor, as Director of Emergency Management and to have authority over the operational and decisional components of the City's emergency management activities. The Director of Emergency Management shall report directly to the Mayor.
- 7) **COMPENSATION.** City agrees to pay WCHNA \$5,500 per month in advance, payable on the fifteenth (15<sup>th</sup>) day of the preceding month, for the Services.
- 8) **TERM.** This Agreement shall commence as of July 1, 2020 and shall remain in effect, subject to the termination provisions of Section 9 hereof, until June 30, 2025. An option to extend the

term of this Agreement for five (5) additional years, commencing July 1, 2025 and ending June 30, 2030, may be exercised by prior written mutual agreement of the parties.

9) **TERMINATION.**

a) Either party shall have the right to terminate this Agreement without cause and without financial or other liability to the other. Termination hereunder shall be effective if written notice thereof is given to the other party hereto not less than one hundred eighty (180) days prior to the effective date of said termination. Upon the effective date of termination in accordance with the provisions of this Section, the parties shall be relieved of all of their rights and obligations and responsibilities hereunder including specifically, but not limited to, the obligation of the City to continue to make monthly payments following the effective date of termination. In the event of notice of termination of this Agreement, the City shall continue to pay WCHNA for WCHNA's services in accordance with this Agreement until the effective date of termination. Such payment shall include all costs and expenses incurred by WCHNA (to the extent such costs and expenses are otherwise payable to WCHNA under the terms of this Agreement) until the effective date of termination, including all accrued and unpaid expenses.

b) In the event that either party hereto finds that the other party is in default with regard to any of its obligations hereunder, it shall promptly notify the other party thereof, in writing. The notice of default shall, at a minimum, set forth, in detail, the claimed deficiency or default and shall specify what action or actions should or must be taken to cure such default or deficiency. Thereafter, the defaulting party shall have a period of thirty (30) days during which to cure such deficiency. If the defaulting party fails to so cure within said thirty (30) day period, then the non-defaulting party may declare the defaulting party in breach of this Agreement and

immediately (without further notice or further notice or waiting period) terminate this Agreement, reserving to itself any rights which it may have to recover on account thereof.

c) WCHNA understands and acknowledges that the City is a municipal corporation and that the City's obligation to make payments hereunder is contingent upon appropriations by the City of Danbury City Council (the "Council") in accordance with the Danbury Municipal Charter. If sufficient funds are not appropriated by the Council in any fiscal year, the City may terminate this Agreement as of the first day of any month in which sufficient funds are not available. The City agrees to use its best efforts to obtain funds to continue to meet its monetary obligations under this Agreement by taking all appropriate actions to request the necessary funding from the Council.

10) **INSURANCE.** City shall maintain and keep in full force and effect throughout the term of this Agreement, at City's expense, policies of comprehensive general liability, medical/professional liability, and motor vehicle insurance covering all Services provided by WCHNA and its personnel, in the minimum amounts of \$1 million per claim or occurrence and \$3 million in the aggregate.

11) **INDEMNIFICATION.**

a) The City shall indemnify, defend and hold WCHNA harmless from and against any and all costs, expenses, liability, loss, or damages (including reasonable attorneys' fees) arising from the negligent or intentional acts or omissions of City or City's agents or employees in connection with, or from City's breach of, this Agreement.

b) WCHNA shall indemnify, defend and hold City harmless from any and all costs, expenses, liability, loss or damages (including reasonable attorneys' fees) arising from the negligent or

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intentional acts or omissions of WCHNA or its agents or employees in connection with this Agreement; provided, however, that in no case shall WCHNA be responsible for any amount under this Agreement in excess of the compensation it has been paid pursuant to Section 7 (Compensation).

- c) Each party agrees that it will: (i) notify the other party in writing of any event that may give rise to the other party's obligations under this Section (including but not limited to threatening, making or filing of any claim or litigation) promptly upon becoming aware thereof; (ii) cooperate with the other party and its legal representatives in the investigation and defense of any such event, claim or litigation; and (iii) not settle or compromise any such claim or litigation without the other party's prior written consent (which consent shall not be unreasonably withheld) or make any admission or take any other action with respect to such claim or litigation that could be reasonably expected to prejudice the defense or settlement of such claim or litigation. The indemnified party hereby gives the indemnifying party the right to exercise sole control over the defense and settlement of such claims and litigation, including the sole right to select defense counsel; provided, however, that the indemnifying party shall not admit fault by or on behalf of the indemnified party without its prior written consent, and the indemnified party may retain its own legal counsel at its own expense.

- 12) **ENTIRE AGREEMENT; AMENDMENT.** This Agreement, along with all schedules and exhibits referenced herein, constitutes the entire understanding relating to the subject matter hereof between the parties. This Agreement shall not be modified or amended except by a written document executed by all parties to this Agreement.

- 13) **WAIVER OF BREACH.** The waiver by a party of breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach or violation of this Agreement.
- 14) **ACCESS OF THE GOVERNMENT OF RECORDS.** The parties shall comply with all applicable laws, regulations, and ordinances now in effect or hereafter adopted regarding the retention and availability of its books and records related to the performance of its obligations under this Agreement including, without limitation, compliance with the appropriate provisions of the Social Security Act as it relates to retention of records. For the purpose of complying with the Social Security Act, WCHNA agrees to comply with all applicable statutory requirements governing the maintenance of documentation to verify the cost of the Services rendered pursuant to this Agreement including, without limitation, the following:
- a) Until the expiration of four years after the furnishing of the Services pursuant to this Agreement, WCHNA shall make available, upon written request to the Secretary or upon request to the Comptroller General, of any of their duly authorized representatives, the Agreement, and books, documents and records of WCHNA that are necessary to certify the nature and extent of such costs.
  - b) If WCHNA carries out any of the duties of the Agreement through a subcontract, with a value of cost of \$10,000 or more over a twelve-month period, with a related organization (as that term is defined by regulation), such subcontract shall contain a clause to the effect that until the expiration of four years after the furnishing of such services pursuant to such subcontract, the related organization shall make available, upon written request to the Secretary, or upon request to the Comptroller General, or any of their duly authorized representatives, the

subcontract, and books, documents and records of such organization that are necessary to verify the nature and extent of such costs.

- 15) **CONFORMITY WITH LAWS.** This Agreement shall be governed in all respects by the laws of the State of Connecticut. If any provisions of this Agreement are held to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.
- 16) **ASSIGNMENT.** This Agreement is not transferable or assignable by any party without the prior written consent of the other parties, except that WCHNA may assign its rights and obligations under this Agreement to any entity that controls, is controlled by, or is under common control with WCHNA or is a successor to WCHNA by merger, consolidation, reorganization, or sale of all or substantially all of its assets.
- 17) **SUCCESSORS.** This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns.
- 18) **NOTICES.** Any notice or other communication required by this Agreement to be in writing shall be deemed to have been received by the person or entity to whom it is addressed three business days after it is deposited in the United States mail, postage prepaid via certified mail, return receipt requested and addressed as follows:

**Western Connecticut Health Network**  
**24 Hospital Avenue**  
**Danbury, CT 06810**  
 Matthew G Cassavechia  
 Director, Emergency Services

With a copy to the same address to:  
 Attn.: Chief Legal Officer

3-15

**City of Danbury**

HON. Mayor Mark D Boughton

City of Danbury, City Hall

155 Deer Hill Avenue

Danbury, CT 06810

With a copy to:

Office of the Corporation Counsel

City of Danbury, City Hall

155 Deer Hill Avenue

Danbury, CT 06810

- 19) **SEVERABILITY**. In case any one or more of the provisions or parts of a provision contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision or part of a provision of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals on and as of the date first above written:

**CITY OF DANBURY**

By \_\_\_\_\_  
MARK D BOUGHTON, MAYOR

Witnessed

XX \_\_\_\_\_

XX \_\_\_\_\_

**WESTERN CONNECTICUT HEALTH NETWORK AFFILIATES, INC.**

By \_\_\_\_\_  
JOHN MURPHY, M.D.  
Chief Executive Officer, Nuvance Health

Witnessed

XX \_\_\_\_\_

XX \_\_\_\_\_



## Schedule 1

### **EMERGENCY MANAGEMENT SERVICES**

Establish a Local Emergency Management Planning Committee (LEPC), and commence and continue LEPC meetings with regularity to facilitate the engagement of key stakeholders in the community.

Conduct disaster preparedness outreach at community and/or public engagements.

Facilitate collaboration between State, regional and local emergency management partners to improve cooperation and preparedness on behalf of the City.

Create and foster critical relationships with variety of special interest groups.

Conduct annual hazard vulnerability analysis (HVA) for the City.

Assess the functionality of the current Emergency Operations Center (EOC). Assist in developing EOC processes and position-specific checklists, and test and maintain EOC equipment on a regular basis.

Revise and update any existing local emergency plans to ensure compliance with State of Connecticut Division of Emergency Management Homeland Security guidance documents – create new plans to address any vulnerabilities identified by the HVA consistent with best practices in the field.

Attend with regularity state and regional emergency management planning and strategy meetings.

Develop collaborative mutual aid strategies with key stakeholders.

Serve as the primary liaison with State of Connecticut Division of Emergency Management and Homeland Security, the Federal Emergency Management Agency (FEMA), and other Federal and State agencies as indicated.

Conduct and facilitate drills and exercises with municipal department heads and others including table top driven scenarios and full scale exercises where appropriate.

Develop additional contracted deliverables for emergency management jointly with City officials – including but not limited to grant-funded opportunities for training and equipment.

Maintain situational awareness for evolving emergency management matters that may require specific action(s).

**CITY OF DANBURY**  
DEPARTMENT OF PUBLIC WORKS



155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810  
(203) 797-4537 FAX (203) 796-1586

**MAYOR**  
**Honorable Mark D. Boughton**

**PUBLIC WORKS DIRECTOR**  
**CITY ENGINEER**  
**Antonio Iadarola, P.E.**

July 24, 2020

Honorable Mark D. Boughton  
City Council  
City of Danbury  
155 Deer Hill Avenue  
Danbury, CT 06810

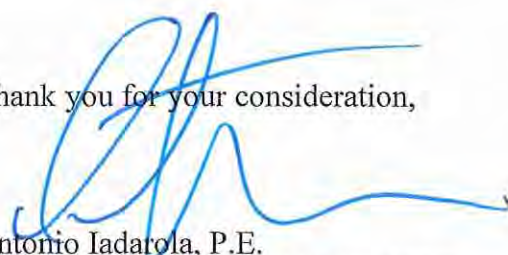
**Re: Donation of Vintage Race Car**  
**Southern New York Racing Association (SNYRA)**

Dear Mayor Boughton and City Council Members,

We hereby submit for your consideration the approval of a donation from Brian Stevens. The significance of this car symbolizes and celebrates the memory of the Danbury Racearena at The Great Danbury State Fair. Racing was a vibrant part of the Fair and the Racearena was one of the most successful, popular tracks in the country. Masses of people, up to 10,000 some days, would fill the stands for the popular Saturday night races. This car was a vibrant part of that history.

The car ID is #51216. We are thankful to Brian and his family for allowing us to care for this relic.

Thank you for your consideration,

  
Antonio Iadarola, P.E.  
Public Works Director/City Engineer  
City of Danbury  
Public Works Department  
Danbury, CT



4-1







SCORE MATCH SCORE

2014

EXIT

EXIT

LOU F...

DAN-BRO

CHICK

25

DC

Eagle & Guard  
Plainville, C

SEAN DONNELLY

52

Bill's Garage  
NEW MILFORD

52

SCOTT  
BUTCH  
DICK  
JIM



**CITY OF DANBURY  
PARKS AND RECREATION  
DEPARTMENT**

HATTERS COMMUNITY PARK  
7 EAST HAYESTOWN ROAD  
DANBURY, CONNECTICUT 06811

NICK KAPLANIS, DIRECTOR  
TEL. (203) 797-4632  
FAX (203) 797-4634

July 23, 2020

Mayor Mark D. Boughton  
Members of the City Council  
City of Danbury  
155 Deer Hill Avenue  
Danbury CT 06810

Re: Donation Beaver St Basketball Court

Dear Mayor Boughton and Council Members:

The Beaver St Co-op would like to donate new backboards and rims for the Beaver St court. This would be a vast improvement from the current backboards at the complex. The Co-op will be responsible for the purchase and installation on site. The value of the new is \$2500.00

I request that this generous donation be accepted at the next meeting of the City Council.

If you require any additional information please do not hesitate to contact me.

Sincerely,

  
Nicholas Kaplanis  
Director of Recreation




**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**CHARLES J. VOLPE, JR., CPPB**  
PURCHASING AGENT

(203) 797-4571 PHONE  
(203) 796-1527 FAX  
c.volpe@danbury-ct.gov

# Memo

**To:** Honorable Mayor Mark D. Boughton and Members of the City Council  
**From:** Charles J. Volpe, Jr., Purchasing Agent   
**CC:** David St. Hilaire, Director of Finance  
**Date:** 7/27/2020  
**Re:** Request for Permission – Disposal of Surplus Vehicles & Equipment

---

The attached listing of vehicles and equipment has been declared surplus.

Pursuant to the requirements set forth by Section 2-211 of the Code of Ordinances, I am requesting your permission to dispose of these items via a public auction. Due to the current health pandemic, it may well be that the auction is conducted online only. In the case of the fire truck, if the auction does not yield an acceptable response, we may engage the services of a broker to assist with the sale.

If you have any questions, please feel free to contact me.

Item #	Last Plate#	Make	Model	Year	VIN#/Serial#	From Dept
1		Ford	Taurus		1FAFP53U24G159395	Public works pool
2	167-DA	CHEVY	S-10	1999	1GCCS14X5X8132204	P&R
3		Western	snow plow 8'		Unkown	PUBLIC BUILDINGS
4	243-DA	Ford	Explorer		1FM5K8AR3EGA0432	POLICE
5	394-DA	FORD	CROWN VIC		2FABP7BV9BX135817	POLICE
6		FORD	CROWN VIC		2FAHP71W05X160601	WATER POOL
7		CHEVY	CAVILER		1G1JC52F537135019	WATER POOL
8		HARPER	DEWEZE MOWER			WATER
9		HI-WAY	SANDERS		QTY 3	HIGHWAY
10		FORD	F350	2005	1FDWF31575EC06944	PUBLIC BUILDINGS
11		HUNTER MNF	K8712418- Jeep		13254	AIRPORT
12	260-DA	FORD	F-350	2006	1FDWF31586EC67141	PUBLIC BUILDINGS
13	244EFO	FORD	500	2007	1FAHP27107G135253	POLICE
14	14-DA	FORD	CROWN VIC	2011	2FABP7BV2BX135822	POLICE
15	332-DA	FORD	EXPEDITION	2007	1FMFU16597LA42081	POLICE
16	105-DA	FORD	EXPLORER	2006	1FMEU73E36UA80062	ENGINEERING-CITY HALL
17	84-DA	CHEVY	K3500	1999	1GBJK34K8XF024146	CITY CENTER
18	71-DA	FORD	TRACTOR	1965	Unknown	AIRPORT
19	No-Plate	KAISER FORD	TRUCK-AMBULANCE	1967	10159	CIVIL PREP/ AIRPORT
20	202-DA	FORD	TAURUS	2004	1FAFP53U54G159391	HEALTH DEPT
21	263-DA	FORD	TAURUS	2004	1FAFP53U44G159396	HEALTH DEPT
22	91-DA	DODGE	STRATUS	2006	EB3EL46T56N151788	HEALTH DEPT
23	259-DA	FORD	TAURUS	2002	1FAFP555X2A113292	HEALTH DEPT
24	115-DA	FORD	TAURUS	2002	1FAFP55582A113291	PLANNING
25	162-DA	CHEVY	BLAZER	2003	1GNDT13X73K136228	HIGHWAY
26	231-DA	FORD	ESCAPE	2009	1FMCU92799K819081	WATER
27	No-Plate	ARCTIC-CAT	ATV	2005	4UF05ATVX5T235454	POLICE
28	333-DA	FORD	EXPLORER	2017	1FM5K8AR2HGA17814	POLICE
29	415-DA	PIERCE	SABRE-FIRE TRUCK	2003	4P1CT02UX3A002798	FIRE
30	110-DA	FORD	CROWN VIC	2007	2FAHP71W87X139972	POLICE
31	255-DA	FORD	CROWN VIC	2011	2FABP7BV58X135846	POLICE
32	306-DA	FORD	CROWN VIC	2009	2FAHP71V19X122632	POLICE
33	316	FORD	CROWN VIC	2011	2FABP7BV58X135815	POLICE
34	39-DA	FORD	Explorer	2004	1FMZV13N64NA48150	POLICE

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Item #	Last Plate#	Make	Model	Year	VIN#/Serial#	From Dept
35	377-DA	FORD	F-150		1F1VX14577NA58181	UNIT
36	273-DA	DODGE	CARAVAN		1D4GP24R068625819	WATER
37		JOHN DEERE	GATOR			SEWER
38	357-DA	SnowCo 3000	Blue Trailer		A000071	PARK AND REC
39	N/A	O.T.C. Engine Hoist	1820		1654	FIRE
40		JACOBSEN	MOWER	2002	94671400448	PARK AND REC
41		JACOBSEN	MOWER	2002	94671400446	PARK AND REC
42	N/A	ROGERS DIESEL	GENERATOR 2716		57	AIRPORT
43	301-DA	EMPIRE	GENERATOR-175GGA-8E		296-291	WATER DEPT
44	20 each New I-Phone 8's					
45	20 each New I-Phone 10's					
46	15 each Mixed old Phones					

End





7

**CITY OF DANBURY**  
OFFICE OF THE MAYOR  
DANBURY, CONNECTICUT 06810

July 27, 2020

To: Members of the City Council  
From: Mayor Mark Boughton  
Re: **CDBG-CV PASS-THROUGH RESOLUTION**

Attached for your review is a resolution that will allow the City of Danbury to apply for a Community Development Block Grant – CoronaVirus (CDBG-CV) from the state Department of Housing.

As you are aware, the City is currently using the Super 8 hotel located at 3 Lake Ave Ext. as a homeless shelter. This grant funding would allow the City to decompress its services for the homeless, and would result in a new, permanent operation to serve the homeless at the Super 8.

The CDBG-CV funding is being made available to the City of Danbury as a pass-through to Pacific House, a non-profit entity which will utilize the funding to acquire the Super 8 hotel. Pacific House will negotiate the purchase price, and then subsequently own and operate this facility as a homeless shelter.

The City Council is respectfully requested to consider this resolution at its next meeting.

Sincerely,

Mark D. Boughton  
Mayor

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810  
[www.danbury-ct.gov](http://www.danbury-ct.gov)  
[m.boughton@danbury-ct.gov](mailto:m.boughton@danbury-ct.gov)  
(203) 797-4511  
FAX (203) 796-1666



# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2020

**RESOLVED** BY THE CITY COUNCIL OF THE CITY OF DANBURY

**WHEREAS**, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and

**WHEREAS**, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and

**WHEREAS**, it is desirable and in the public interest that the City of Danbury make application to the State for up to a \$11,000,000.00 allocation in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered; and

**WHEREAS**, it is anticipated that such funding would be used to acquire space in Danbury to decompress local homeless shelters and to allow for the proper and efficient provision of needed homeless facilities and services during COVID-19 needs;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the parties are cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and

2. That the filing of an application by the City of Danbury in an amount not to exceed \$11,000,000.00 is hereby approved, and that Mark D. Boughton, Mayor of the City of Danbury, is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the City of Danbury.



**CITY OF DANBURY  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810**

Thomas J. Wiedl  
Emergency Management Director

Phone 203-617-9368

**MEMORANDUM**

**TO:** MAYOR MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** THOMAS J. WIEDL, EMERGENCY MANAGEMENT DIRECTOR *TJW.*  
**DATE:** 7/23/20  
**RE:** MEMORANDUM OF AGREEMENT-2020 STATE HOMELAND  
SECURITY GRANT-REGION 5

---

Attached please find a resolution and 'Memorandum of Agreement' regarding the use of the Federal Fiscal Year 2020 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets.

These will allow City of Danbury, as part of Region 5, to participate in pass-through funding from the Department of Emergency Services and Public Protection's Division of Emergency Management and Homeland Security. This funding supports regional activities.

Please do not hesitate to contact me should you have any questions regarding this.

Thank you.

TJW/sk  
Attach



## RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2020

**RESOLVED** BY THE CITY COUNCIL OF THE CITY OF DANBURY

**WHEREAS**, the United States Department of Homeland Security, through the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, has made funds available for the 2020 Federal Fiscal Year State Homeland Security Grant Program; and

**WHEREAS**, this program requires authorization to enter into a Region 5 Memorandum of Agreement to engage in the regional cost sharing and allocation of funds for the purposes of this program, as may be recommended by the regional body; and

**WHEREAS**, pursuant to the program, the State of Connecticut Department of Emergency Services and Public Protection (DESPP) is the administrator of said funds on behalf of the City of Danbury as agent; and

**WHEREAS**, there are no required matching funds.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mark D. Boughton, Mayor of the City of Danbury, or Thomas J. Wiedl, Director of Emergency Management, as his designee, is hereby authorized to execute and deliver any and all documents on behalf of the City of Danbury and to do and perform all acts and things necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.



Dear Region 5 CEOs and EMDs:

The FY 2020 Homeland Security Grant Program will be awarded on or before September 1. The Region 5 REPT will receive a FY 2020 subgrant award with a start date of October 1, 2020.

Attached please find a blanket resolution document and the Region 5 FY 2020 HSGP MOA document for Region 5 towns/cities.

#### **ATTACHMENT 1: Memorandum of Agreement Document**

This document is a requirement for receiving Homeland Security Grant Funds and serves the following functions:

- I. Details state use of local Homeland Security funds and the administration of the DEMHS Region 5 Homeland Security Grant Program;
- II. Details the terms of custodial ownership of assets purchased with regional Homeland Security funds.

**The attachment is a fillable PDF that auto populates data into the document. Please fill out the data sheet on the first page to auto populate the document, then print and follow the instructions on the page two checklist.**

#### **ATTACHMENT 2: Blanket Resolution Template**

All memoranda of agreement require an authorizing resolution. We strongly recommend that you use the blanket resolution template (a blanket does not specify a grant year) as this is the language approved by the Office of the State Attorney General. If you have a blanket resolution with the same town CEO from the previous HSGP MOA's, you may attach a **SEALED** copy to this MOA. If the CEO has changed, or if the resolution references a specific grant year, you must submit a new **SEALED** blanket resolution.

**Please note: if the municipality's current resolution references Department of Emergency Management and Homeland Security, we would ask that you pass a new blanket resolution that references Department of Emergency Services and Public Protection (attached)**

MOAs and Resolutions can be submitted to the Fiduciary Agent **Electronically**.  
(please be sure to use a pencil to show the seal on the Resolution).

Completed MOA's and Resolution are due on or before **October 20, 2020** to the Region 5 REPT Fiduciary Agent:

Rick Lynn ([rlynn@northwesthillscog.org](mailto:rlynn@northwesthillscog.org))  
Executive Director  
Northwest Hills Council of Governments  
59 Torrington Road  
Suite A-1  
Goshen, CT 06756

If you have any questions or concerns regarding this document or the Homeland Security Grant Program, please feel free to contact the DEMHS Grants Unit at [DEMHS.HSGP@ct.gov](mailto:DEMHS.HSGP@ct.gov)

Thank you.

Rita M. Stewart  
Emergency Management Program Supervisor  
Division of Emergency Management and Homeland Security  
860-685-8461 desk  
860-883-5004 cell



FFY 2020 STATE HOMELAND SECURITY GRANT  
PROGRAM Region 5 MEMORANDUM OF AGREEMENT




Data Sheet


Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.

THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY

Step 2-After populating the document, print out entire MOA and obtain the correct signatures as outlined by the completion checklist on the following page.

Town Information: 	
Person Completing Document:	Thomas J. Wiedl
Municipality Name:	CITY OF DANBURY
Town CEO Name:	Mark D. Boughton
Town CEO Title (ie. Mayor):	Mayor

\*Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"

Point of Contact Information: 	
POC Name & Title:	Thomas J. Wiedl
Address:	155 Deer Hill Avenue, Danbury, CT 06810
Email:	t.wiedl@danbury-ct.gov
Phone:	203-617-9368
Fax:	



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**CITY OF DANBURY  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810**

David W. St. Hilaire  
Director of Finance

Phone 203-797-4652  
Fax 203-796-1526

**MEMORANDUM**

**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DS*  
**DATE:** 7/16/20  
**RE:** RESOLUTION-PER CAPITA FY 2021 GRANT ALLOCATION

---

Attached for your review is a resolution that will allow the City of Danbury, Department of Health and Human Services, to accept 'per capita' funding from the State of Connecticut, Department of Public Health.

This allocation, in the amount of \$91,495.65, is available from 7/1/20-6/30/21 and will be used to promote programs within the Health and Human Services Department. There is no local match required.

The City Council is respectfully requested to consider this resolution at its next meeting.

Attach.

DST/sk

Cc: L. Morrissey





## RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_A.D. 2020

**RESOLVED** BY THE CITY COUNCIL OF THE CITY OF DANBURY

**WHEREAS**, the State of Connecticut Department of Public Health has made per capita funding available for the 2020-2021 fiscal year to municipalities in accordance with Section 19a-202 of the Connecticut General Statutes; and

**WHEREAS**, the City of Danbury's Health and Human Services Department has formulated a program to promote optimal health quality in the City of Danbury; and

**WHEREAS**, the State of Connecticut has provided the City of Danbury a grant award application in the amount of \$91,495.65 for funding available from July 1, 2020 - June 30, 2021; and

**WHEREAS**, there is no local match required.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mayor Mark D. Boughton, or Kara M. Prunty, Acting Director of Health, as his designee, is hereby authorized to apply for and accept said funding and to execute all contracts to effectuate purposes thereof.

9-2



CITY OF DANBURY

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

155 DEER HILL AVENUE • DANBURY, CONNECTICUT 06810

[www.danbury-ct.gov/health](http://www.danbury-ct.gov/health) • [healthdept@danbury-ct.gov](mailto:healthdept@danbury-ct.gov)

TEL.: 203.797.4625

FAX: 203.796.1596

Mark D. Boughton  
Mayor

Kara Prunty, MPA  
Acting Director of Health

**TO:** David St. Hilaire  
Director of Finance

**FROM:** Kara Marie Prunty  
Acting Director of Health and Human Services

**DATE:** July 1, 2020

**RE:** Per Capita 2021

---

The Connecticut Department of Public Health (CTDPH) has notified the City of Danbury Department of Health & Human Services that they have opened applications for Per Capita grant funding. The City has been allocated \$91,495.65. This amount covers the fiscal period of July 1, 2020 through June 30, 2021.

The funding will be used to fund multiple programs that provide essential public health services to residents of Danbury, and there is no match requirement.

If there are any questions that I can answer regarding this funding opportunity, please contact me at your convenience.

Respectfully,

Kara Marie Prunty, MPA  
Acting Director of Health & Human Services

STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH

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Deidre S. Gifford, MD, MPH  
Acting Commissioner



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

Public Health Preparedness and Local Health Section

June 29, 2020

Kara M. Prunty, Acting Director of Health  
Danbury Health And Human Services  
155 Deer Hill Avenue  
Danbury, CT 06810

Re: Per Capita Grant in Aid Funding Application for State Fiscal Year (SFY) 2021

Dear Ms. Prunty:

Attached, please find the Per Capita Grant in Aid Funding Application for SFY 2021 (July 1, 2020 – June 30, 2021) and the SFY 2021 Per Capita Allocation Plan. Per capita funding is provided to support direct services to your community; the 10 essential public health services outlined in CGS 19a-207a. We ask that you provide a **detailed budget and justification** for each budget line item and the corresponding essential service(s) being supported. Budget justifications must include a breakdown of costs as appropriate.

The SFY 2021 State of Connecticut appropriated budget for the Department of Public Health reflects, 91.5% of the requested funding used to support the "Local and District Departments of Health" line item, thus reducing your total per capita allocation by 8.5%. Please complete the per capita application and return all required submittals by August 30, 2020. The application checklist for required submittals is located on Page 7 of the application.

All applications must be reviewed and approved by the Department of Public Health prior to payment. If you have any questions, please feel free to contact Sue Walden at (860) 509-7706 or [sue.walden@ct.gov](mailto:sue.walden@ct.gov). Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Francesca Provenzano".

Francesca Provenzano, MPH, CHES, RS/REHS  
Chief, Public Health Preparedness and Local Health Section

Enclosures

cc: Sue Walden, Local Health Section



Phone: (860) 509-7660 • Fax: (860) 509-7160  
Telecommunications Relay Service 7-1-1  
410 Capitol Avenue, P.O. Box 340308, MS#13LOC  
Hartford, Connecticut 06134-0308

[www.ct.gov/dph](http://www.ct.gov/dph)

Affirmative Action/Equal Opportunity Employer



9-4

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH



Deidre S. Gifford, MD, MPH  
Acting Commissioner

Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

### SFY 2021 PER CAPITA FUNDING APPLICATION FOR:

Danbury Health And Human Services  
155 Deer Hill Avenue  
Danbury, CT 06810

SFY 2021 Per Capita Allocation \$91,495.65      Population (2018) 84,730

This application certifies that Danbury Health And Human Services is in compliance with the following terms of the State Aid to Full-time Health Departments Program:

1. The city/town employs a duly authorized full-time Director of Health as defined in **C.G.S. Section 19a-200** "...such director of health shall serve in a full-time capacity, except where a town has designated such director as the chief medical advisor for its public schools under section 10-205, and shall not, during such director's term of office, have any financial interest in or engage in any employment, transaction or professional activity that is in substantial conflict with the proper discharge of the duties required of directors of health by the general statutes or the Public Health Code or specified by the appointing authority of the city, town or borough in its written agreement with such director..."
2. The Municipality shall provide a copy of the written agreement between the Director of Health and the Municipality, only if such agreement is expired or has been revised during the period July 1, 2019 through June 30, 2020.
3. The Health Department shall provide the services of a sanitarian certified under Chapter 395 as defined in **C.G.S. Section 19a-200(b)**.

Name of Sanitarian \_\_\_\_\_ License # \_\_\_\_\_

4. The Health Department shall receive \$1.18 per capita based on the most recent population figures if the following criteria are met as defined in **C.G.S. Section 19a-202**, "... (1) employs a full-time director of health, except that if a vacancy exists in the office of director of health or the office is filled by an acting director for more than three months, such municipality shall not be eligible for funding unless the Commissioner of Public Health waives this requirement; (2) submits a public health program and budget which is approved by the Commissioner of Public Health; (3) appropriates not less than one dollar per capita, from the annual tax receipts, for health department services; (4) has a population of fifty thousand or more..."



**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

David W. St. Hilaire  
Director of Finance

Phone 203-797-4652  
Fax 203-796-1526

**MEMORANDUM**

**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DW*  
**DATE:** 7/16/20  
**RE:** RESOLUTION- 2020 BYRNE DOJ FUNDING— POLICE  
DEPARTMENT

---

Attached for your review is a resolution that will allow the City of Danbury Police Department to apply for and accept funding from the US Department of Justice "2020 Byrne Memorial Justice Assistance Grant (JAG)" program.

This funding, not to exceed \$19,461 will be used to assist the Police Department enhance programs and services that benefit the community. Funds are to be expended between 10/1/19-9/30/21 with no local match required.

The application will be available for review at the Police Department. The City Council is respectfully requested to consider this resolution at its next meeting.

DST/sk

Cc: Chief Ridenhour



# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2020

**RESOLVED** BY THE CITY COUNCIL OF THE CITY OF DANBURY

**WHEREAS** the US Department of Justice, Office of Justice Programs (OJP) has made funding available to the City of Danbury Police Department under the 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) Program; and

**WHEREAS** this funding, not to exceed \$19,461 will be used by the City of Danbury Police Department to assist in enhancing law enforcement and police services within the community; and

**WHEREAS**, the funding period is 10/1/19 - 9/30/21, with no local matching funds required.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mark D. Boughton, Mayor of the City of Danbury, or Partrick Ridenhour, Chief of Police, as his designee, is hereby authorized to apply for and accept said funding and the Mayor is authorized to sign any contracts/documents to effectuate the purposes thereof.



# CITY OF DANBURY

DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE  
375 MAIN STREET

PATRICK A. RIDENHOUR, CHIEF  
SHAUN J. MCCOLGAN, DEPUTY CHIEF  
(203) 797-4614

July 14, 2020

## MEMORANDUM

To: Sue Kaminski – Finance Department

From: Patrick A. Ridenhour, Chief of Police

Subject: FY 2020-21 Edward Byrne Memorial Justice Assistance Grant (JAG)

This Department requests that the City Council act on and approve the Danbury Police Department's application for the JAG/Justice Assistance Grant FY 2020-21 which totals \$19,461.00 to be used for the purchase of services and equipment.

Patrick A. Ridenhour  
Chief of Police

PAR:mrl

Cc: Lt. Daniello – Community Services Division



RECYCLED  
PAPER

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



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## Edward Byrne Memorial Justice Assistance Grant (JAG) Program Fiscal Year 2020 Local Formula Solicitation

CFDA #16.738

Solicitation Release Date: July 9, 2020

Application Deadline: 11:59 p.m. eastern time on August 19, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal law enforcement efforts to prevent or reduce crime and violence.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provision in the "Financial Information" section of the OJP Grant Application Resource Guide.

### Eligibility

The following entities are eligible to apply:

- Units of local government

By law, for purposes of the JAG Program, the term "units of local government" includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may be a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government also may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.

Eligible allocations under JAG are posted annually on the JAG web page. See the allocation determination and Units of Local Government requirements section for more information.

**Applicants with eligible allocation amounts of less than \$25,000 will apply to Category 1,**



## 2020 CONNECTICUT LOCAL JAG ALLOCATIONS

Listed below are all jurisdictions in the state that are eligible for FY 2020 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the JAG Technical report here: <https://www.bja.gov/Jag/pdfs/JAG-Technical-Report.pdf> and current JAG Frequently Asked Questions here: <https://www.bja.gov/Funding/JAGFAQ.pdf>.

### Finding your jurisdiction:

- (1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.
- (2) Direct allocations are listed alphabetically below the shaded, disparate groupings.
- (3) Counties that have an asterisk (\*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to allocate by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
CT	BRIDGEPORT CITY	Municipal	\$143,306	
CT	DANBURY CITY	Municipal	\$19,461	
CT	EAST HARTFORD TOWN	Township	\$16,723	
CT	HAMDEN TOWN	Township	\$24,474	
CT	HARTFORD CITY	Municipal	\$168,875	
CT	MANCHESTER TOWN	Township	\$13,311	
CT	MERIDEN CITY	Municipal	\$28,055	
CT	NEW BRITAIN CITY	Municipal	\$33,489	
CT	NEW HAVEN CITY	Municipal	\$144,822	
CT	NEW LONDON CITY	Municipal	\$18,914	
CT	NORWALK CITY	Municipal	\$33,741	
CT	NORWICH CITY	Municipal	\$14,112	
CT	STAMFORD CITY	Municipal	\$36,395	
CT	WATERBURY CITY	Municipal	\$66,514	
CT	WEST HAVEN CITY	Municipal	\$16,176	
	<b>Total Total</b>		<b>\$178,368</b>	



# CITY OF DANBURY

DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE  
375 MAIN STREET  
(203) 797-4614

PATRICK A. RIDENHOUR, CHIEF  
SHAUN J. MCCOLGAN, DEPUTY CHIEF

July 23, 2020

## MEMORANDUM

To: Mayor Mark D. Boughton  
Members of the City Council

From: Patrick A. Ridenhour, Chief of Police

Subject: **Police Department Monthly Report  
July 2020**

I submit this report of the activities of the Danbury Police Department for the month of July.

### Personnel

Department Strength:

<b>Sworn Personnel</b>	<b>145</b>
Injury/Extended Leave	3
Light Duty	1
<b>Effective strength (as of 07-23-20)</b>	<b>141</b>

\*0 pending retirements

### Community Services (See attached)

### Training

\*\*\*Many training events were canceled for the month of July due to COVID19 concerns\*\*\*

Numerous dates/restricted class size – Firearms Qualifications/Taser Recertification  
7/13-17 FBI – LEEDA Command Leadership Institute

### **Chief's Significant Meetings**

6/30	CPCA Board Transition Meeting/New Officer Installation
7/1	Summit Communications Meeting

7/1 Public Safety Appreciation Lunch – Greens Funeral Home  
7/1 EMS/Public Safety Joint Meeting  
7/6 COVID-19 Taskforce Briefing – Conference Call  
7/6 We Are Better Together Conference Call  
7/7 Meeting with Deacon  
7/7 Executive Session Zoom Test  
7/7 City Council Meeting  
7/8 Mayor’s Cabinet Meeting  
7/9 Re-Entry Meeting  
7/10 Grievance Meeting  
7/10 Entry Level Police Officer Interviews – Remote  
7/13 Entry Level Police Officer Interviews – Remote  
7/13 Chief’s Meeting  
7/13 CREDCJS Meeting – Virtual  
7/14 Fairfield County Chiefs of Police Zoom Meeting  
7/14 SWAT/Body Cameras Meeting  
7/15 Entry Level Police Officer Interviews – Remote  
7/15 Danbury Works Neighbors Night  
7/16 Meeting on Police Accountability Bill  
7/16 Entry Level Police Officer Interviews – Remote  
7/17 Judiciary Committee Listening Session – Police Accountability  
7/21 Zoom DPD Staff Meeting  
7/22 Regional Chiefs Meeting – Ridgefield  
7/23 COVID-19 Taskforce Briefing – Conference Call  
7/23 POSTC UOF Sub-Committee Zoom Meeting

**E-Commerce Trading Location** – no issues reported this month

\*\*\*32” television donated by Chief Ridenhour valued at \$100.00 for use in the Shift Commander’s office.

Respectfully submitted,

Patrick A. Ridenhour  
Chief of Police

PAR:mrl  
Attach.



**CITY OF DANBURY**  
DANBURY, CONNECTICUT 06810

Patrick A. Ridenhour, Chief  
Department of Police  
375 Main Street

Lt. Vincent P. Daniello  
Community Services Division  
(203) 797-4577

To: Patrick A. Ridenhour – Chief of Police

From: Vincent P. Daniello – Lieutenant

Re: Community Services Division - Activity Reports & Staffing Levels  
June 15 – July 15, 2020

Date: July 23, 2020

**Community Conditions Unit:**

(Sgt. Antonelli, Officers T. Zalenski, S. Cameron, M. Morrill)

(-1 Officer)

-See attached report - **Sensitive Information** -

**Community Affairs Unit:** No officer assigned  
(-1 Officer)

-No report attached

**GTF/UNIT:**

(P.O. K. Utter)

See attached report - **Sensitive Information**

**City Center Liaison:** No officer assigned  
(-1 Officer)

-No report attached

**Police Activities League:**

(No police personnel assigned)

**No Report**

**School Based Officers:**

(P.O. S. O'Brien, P.O. M. Martinez, P.O. B. Hayes, P.O. R. Morlock,  
P.O. M. Iaquinto)

**\*\*\*Current Staffing Levels\*\*\***

- 1 Lieutenant
- 1 Sergeant
- 9 Patrol Officers (-3)



# CITY OF DANBURY

DANBURY, CONNECTICUT 06810

Department of Police  
375 Main Street

Matthew McNally, Lieutenant  
Patrol Division

July 23, 2020

## MEMORANDUM

To: Chief Patrick Ridenhour  
From: Lt. Matthew McNally  
Subject: **Police Explorer Monthly Activity Report – June 2020**

Well....the program is still here! That is what we can say about our explorer cadet program. With the pandemic still on, and many things still shut down, we continued our weekly meetings on the Zoom platform. We have been averaging about 65 explorer cadets weekly during the meetings. During these meetings we have been conducting classroom style training presentations, tackling current events issues, and generally continuing to provide the career guidance portion of our program.

The cadets had two events of note that small groups came out to assist in.

June 1<sup>st</sup>, on Monday afternoon, we finally were able to set up a distribution system for the delivery of product for our annual Spring fundraiser which is a Butterbraid and cookie dough sale. We were in the middle of the sales portion with the pandemic shut the program down. Utilizing social distancing and all universal personal protection precautions, we had a group of about 20 explorers come to police headquarters and set up a drive-thru disbursement system to get the product delivered, albeit several months late. The system worked, with vehicles being lined up on East Franklin Street, and then directed to a several station drive through on the parking deck of police headquarters. Our cadets did a great job in getting the products, which must remain frozen until use, distributed in an efficient and timely fashion. They clearly lived up to the USMC standard of, improvise, adapt and overcome!



Setting up the drive-thru fundraiser disbursement

On Friday, June 5<sup>th</sup>, approximately 30 of our explorer cadets and with several of our civilian associate advisors assisting, went to traffic posts set up along the Danbury High School graduate vehicle procession/parade. The explorer cadets were given their orders, and post assignments through Facebook groups and responded directly to their traffic control posts prior to the start of the vehicle procession. The procession started in Rogers Park on Memorial Drive, proceeded North up Main Street and North Main Street to Clapboard Ridge Road and then culminated at Danbury High School. We had our explorer cadets stationed at all the major intersections to assist the police, and on many of the smaller intersections with the route to control traffic flow and not break up the 100 car procession. The procession was led by the DPD Motorcycle Unit and everything went very smoothly.

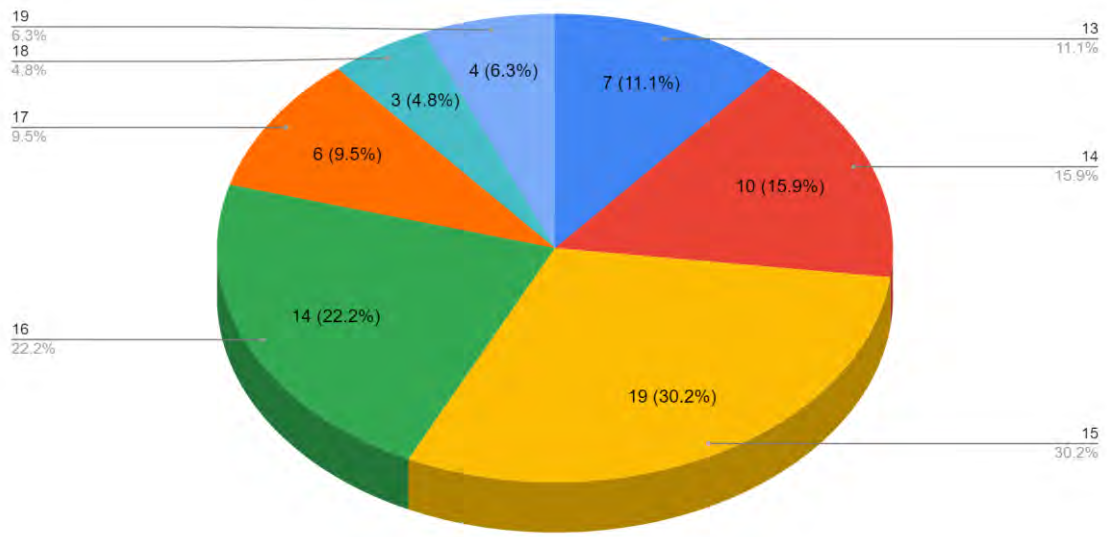
Monday, June 8<sup>th</sup>, saw our recently former explorer Deputy Chief Matthew Cisewski get sworn in as the newest probationary police officer in the Wilton Police Department. I attended the very limited swearing in ceremony to show support and congratulate him upon the position. Just last Autumn, Matt was running the Post and was instrumental in the past few years' growth of our program. I know, that once he completes his police academy and probationary year, he will be working to reinvigorate the Wilton PD cadet program there. Congratulations "Officer" Matt Cisewski, badge #93 on your appointment and good luck in your future career!



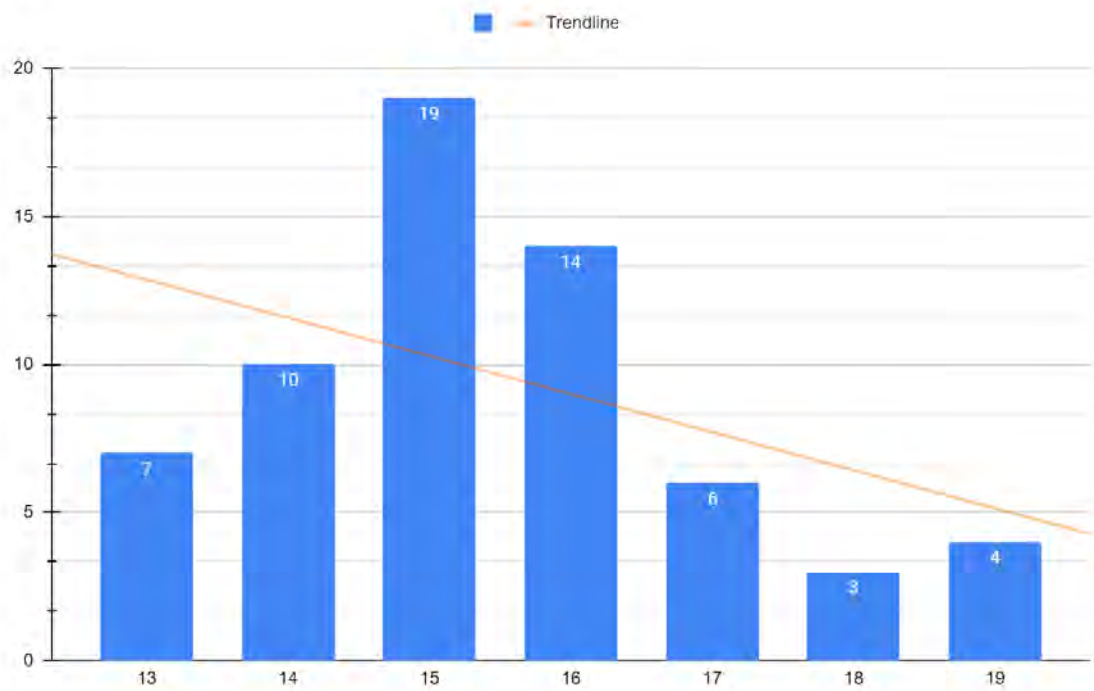
As the summer has begun we ended this month with 172 Explorers registered, but we have only seen or heard from approximately between 60-75 of our youth on a regular basis. The COVID-19 Pandemic and the current media fueled perception climate against American law enforcement have many of our members resigning or staying away until things calm down. We speak with many of the youth and they are genuinely fearful of what their future holds. So many are afraid that they will not be returning to school or some type of normalcy. My advisors are spending a lot of time being sounding boards, offering advice and making recommendations for other professional counseling services for those youth in need. In the 30+ years that I have been working with young people interested in public service careers, I have never experienced such "worldly" concerns from the youth in the program, beyond the usual teenage angst that we are all familiar with. Our current Thursday night meetings have never been more important than now, as a way for the young adults to have open discussions about what is happening in and around their lives and to dispel myths, falsehoods and discuss thought provoking issues.

Also, current explorer cadet Deputy Chief Rich Bessell took the initiative to develop a way to track and monitor the demographics of the Post. Below is a "first-look" breakdown of his results based on each explorer cadet's voluntary participation. Rich has put a lot of work into this project to help us forecast the future of the program and it's needs, while providing necessary information to develop the program.

## Age

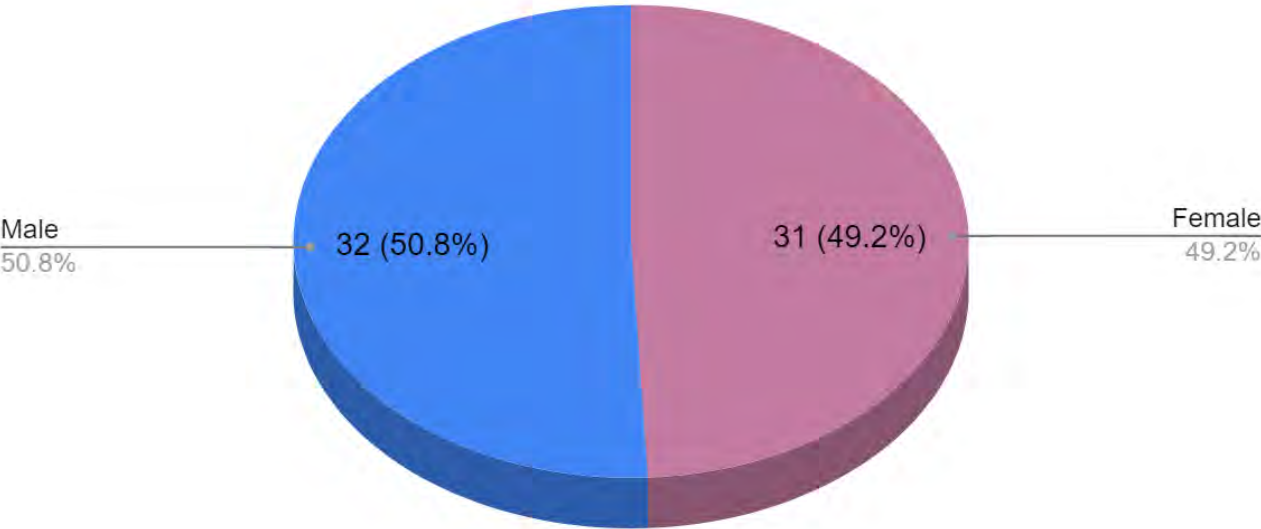


## Age

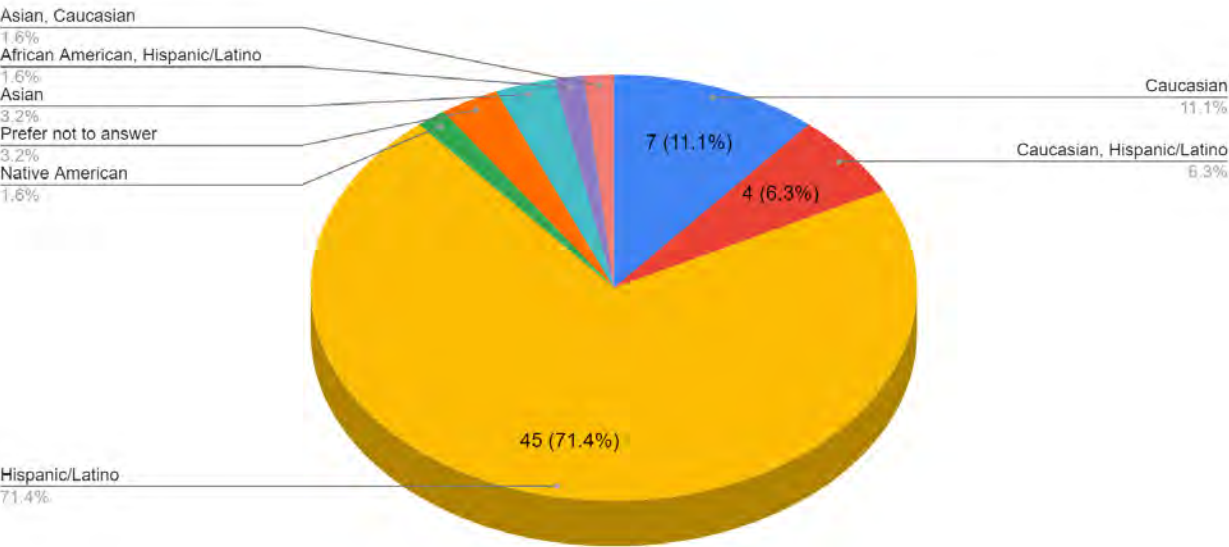




# Gender

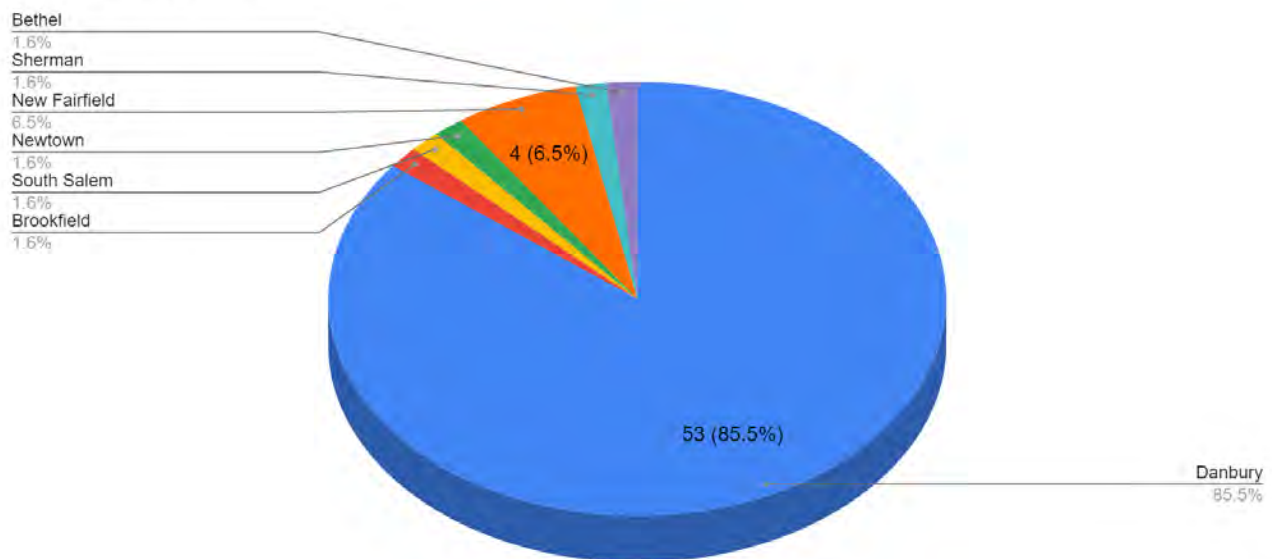


# Ethnicity

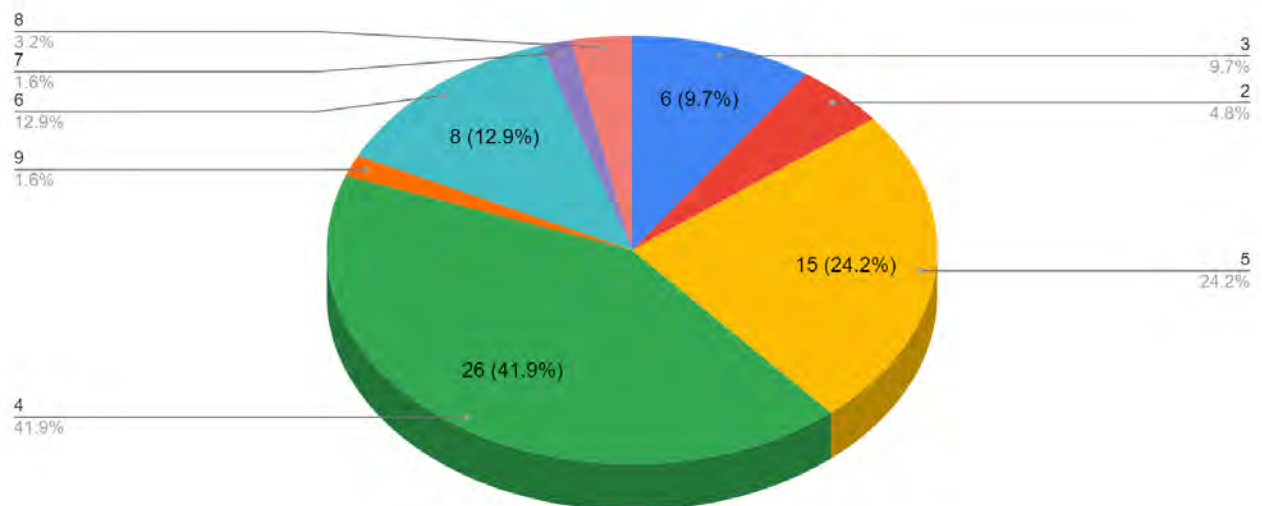




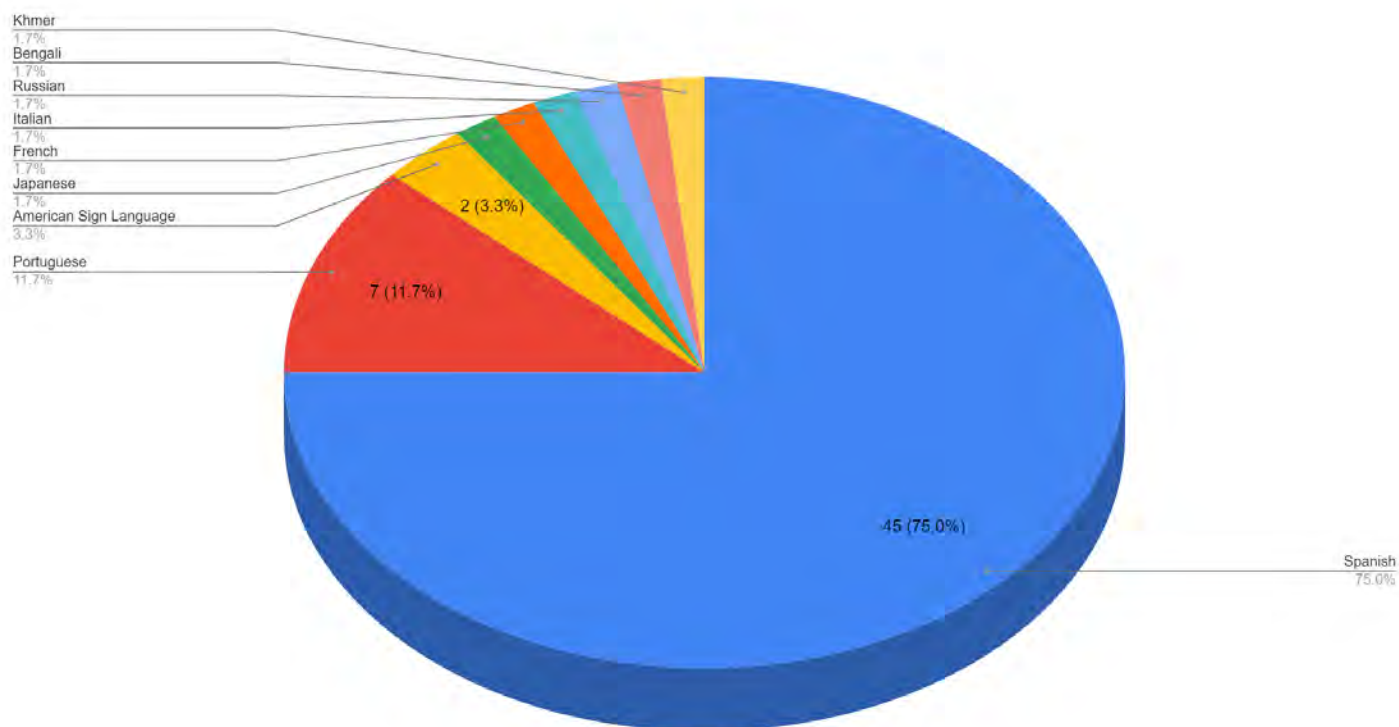
## Town of Residence



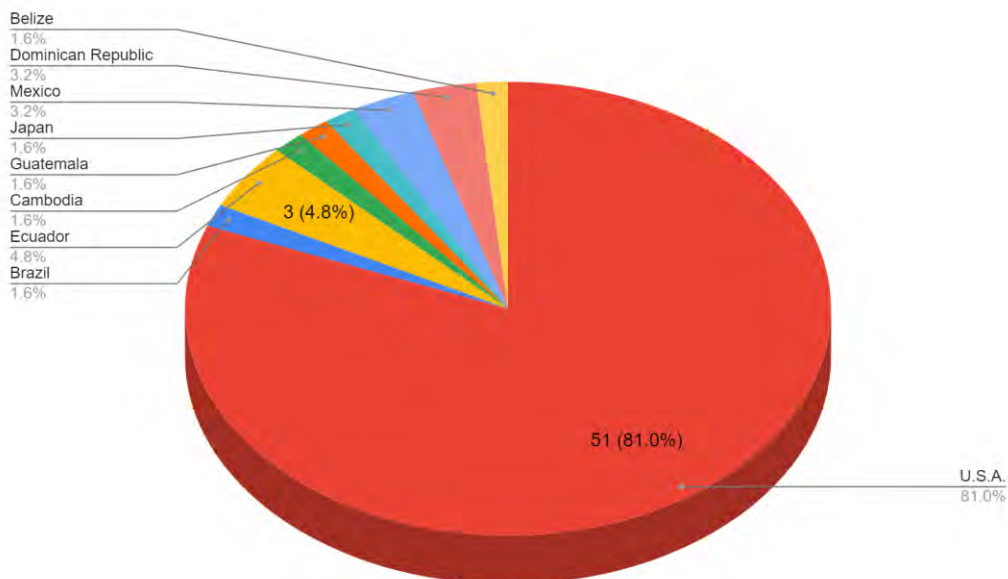
## Number of Household Members



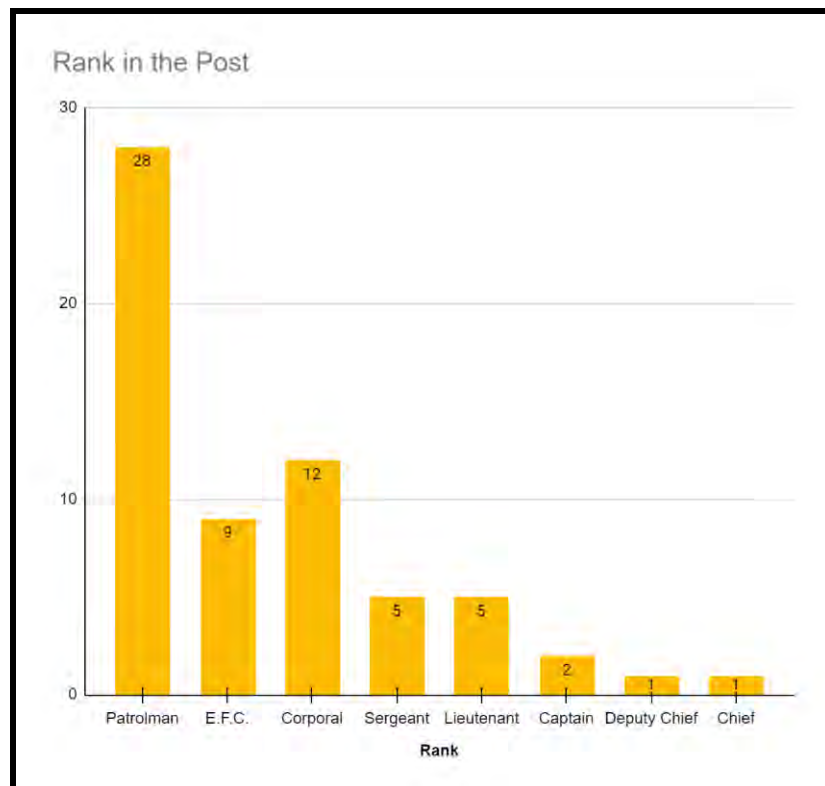
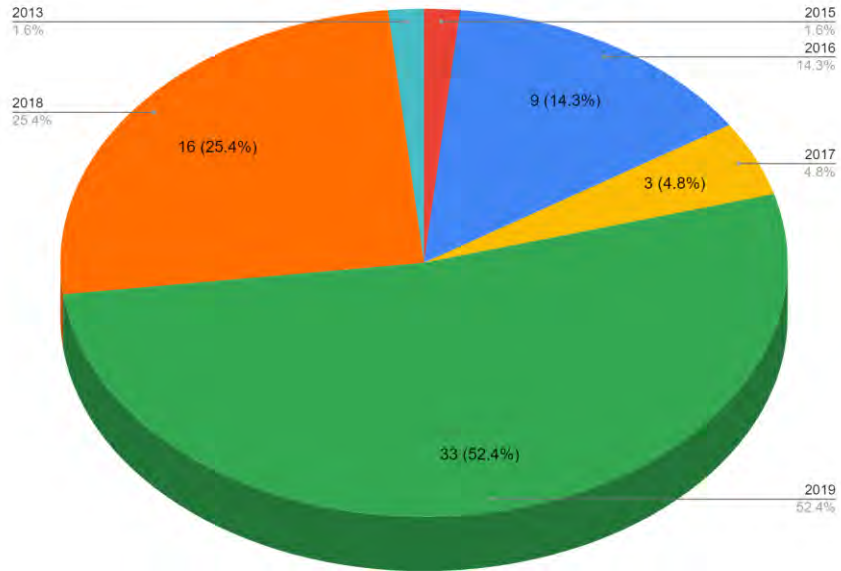
## Languages Spoken (Besides English)



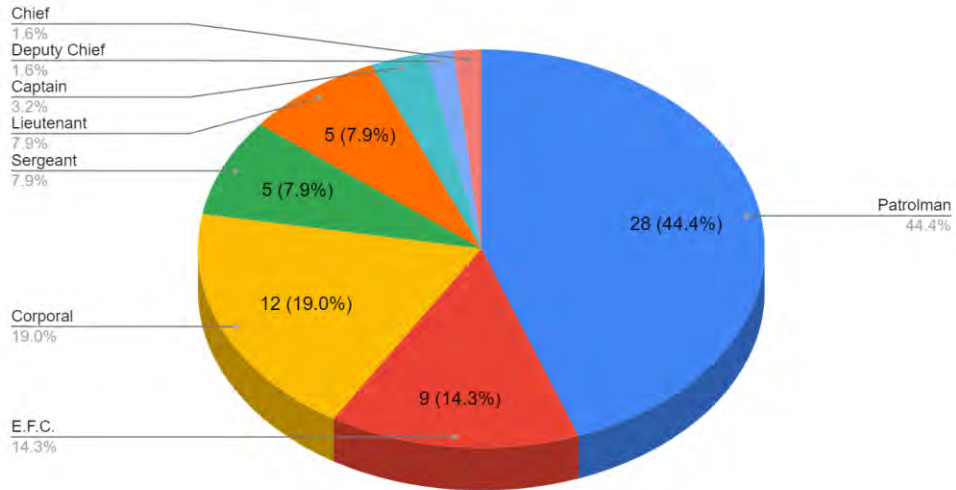
## Country of Birth



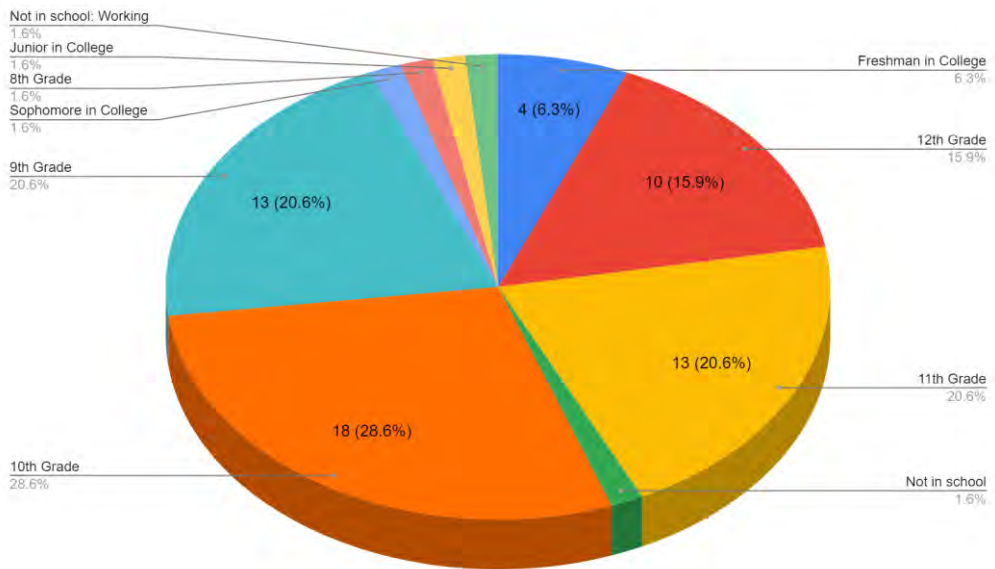
Year Joined



### Rank in the Post



### School Grade



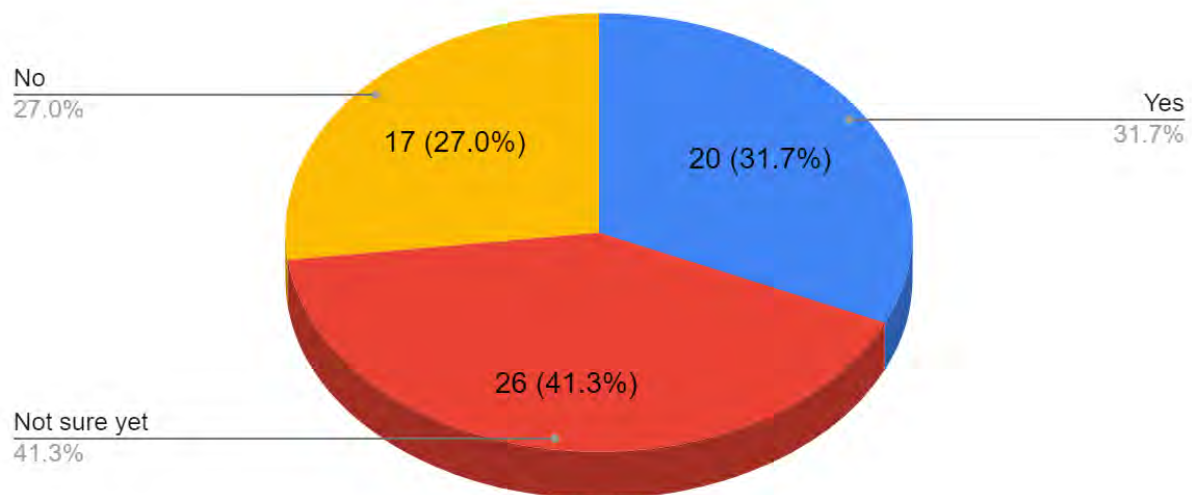
**Potential Colleges/Colleges Attended:**

Hartwick College, Western Connecticut State University, Florida State, Naugatuck Valley Community College, UConn, New York University, Law Schools (Yale, Harvard, Etc.), Ithaca College, Columbia University, California State University, University of New Haven

**Potential/Current College Majors:**

Criminal Justice, Psychology, Sociology, Computer Science, Behavioral Science, Biochemistry, Medical, Zoology, Industrial Design, Neonatal Nursing, Law, Astronomy, Teaching, Pediatrician, Veterinarian, Film Production, Recreational Therapy, Criminology, Business, Premed, Homeland Security, History of Combat, Forensic Psychology, Manufacturing, Emergency Management

**Plan on Pursuing a Career in Law Enforcement**



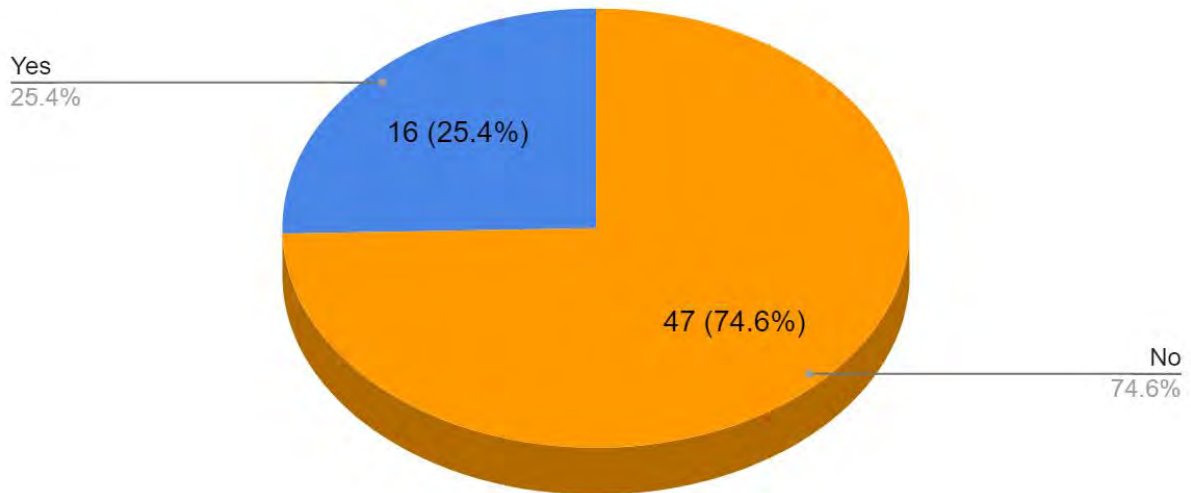
**General Potential Careers in Law Enforcement:**

Local, State, Federal, Military Police, Corrections, Lawyer, Law Administration

**Other Non-Law Enforcement Potential Careers:**

Technology (I.T.), Science, Armed Forces, National Guard K9 Handler, Doctor, Zoologist, Architect, Pharmacist, Neonatal Nurse, Business, Astronomy, Veterinarian, Recreational Therapist, Pediatrician, Football Player, Precision manufacturing, Owning a salon, Electrician, Heating and Plumbing, Movie Producer, Animator, Firefighter

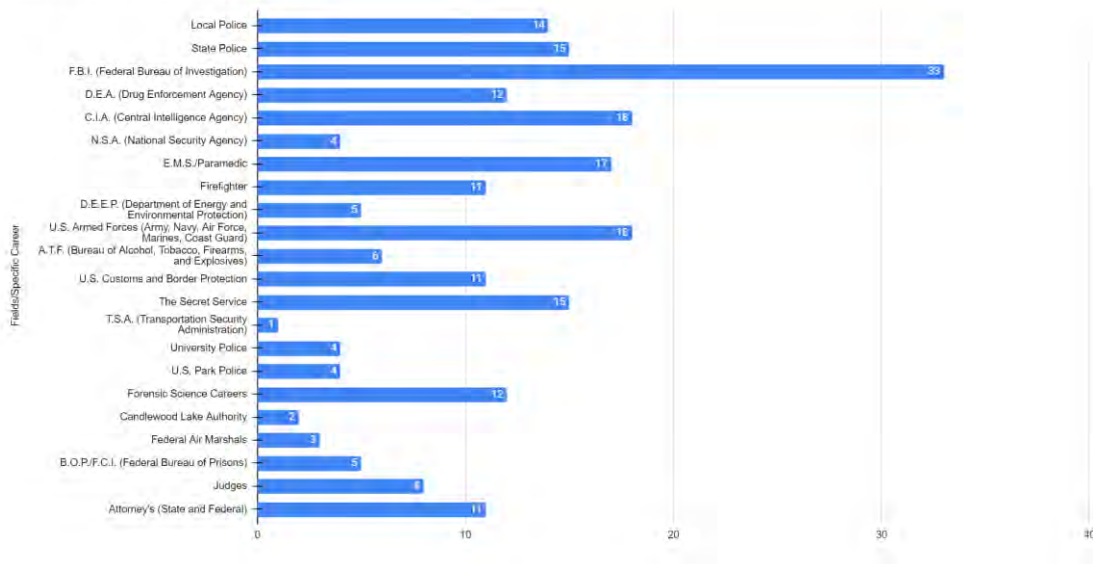
## Family Member(s) in Law Enforcement Field



### Family Member(s) Positions:

Local Police, State Police, Patrol Officer, U.S Customs and Border Protection, Homeland Security, Sheriff's Deputy, Corrections, Military

### Fields Interested in Learning More About



As you can see, there is a lot of information that will assist us with making major changes to the cadet program to better serve the needs of those young people interested in careers in public service and more specifically, the future law enforcement officer.

As the summer has begun we ended this month with 172 Explorers registered. During the month, explorers logged in approximately 396 hours total time to their mission, combined. Compare to last year's

3646 hours, and it is illustrative of the effect of the pandemic on the community events. What we are proud of though, is that our program is still in operation, although severely curtailed by the COVID-19. Most of the other police cadet programs throughout the state have been suspended and have not yet returned. Many of the other programs throughout the North East Regional Law Enforcement Education Association's 41 other post programs are now looking to how we are conducting our program in the COVID-19 prevention environment. We are sharing our experience throughout New England now, through video and visual documentation.

In an informal inquiry, we have been told that not one of our cadets, or their immediate family members, have experienced coronavirus infection. I believe that this is a direct reflection of the presentations and information provided to the participants of our program in early January

We already have several prospective new cadets waiting to join the ranks in the end of September at our next scheduled First Night open house, if and when schools come back in to session.

Respectfully submitted,

*Lt. Matthew McNally*

Lt. Matthew McNally

Post Advisor/Program Coordinator

<b>I. Membership</b>	<b>Enrolled Amount</b>
# of Explorers Enrolled	172
# of Advisors Enrolled	19

<b>II. Hours-Explorer</b>	<b>Hours</b>
Total Job Hours	0.00
Total Training Hours	396.50
Total Explorer Hours	396.50

<b>III. Hours-Advisor</b>	<b>Hours</b>
Total Job Hours	0.00
Total Training Hours	47.00
Total Advisor Hours	47.00



## 2020 UNIFORM CRIME REPORT

### CITY OF DANBURY

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Homicide	0	0	1	0	0	1							2
Forcible Rape	0	0	2	0	0	0							2
Robbery	4	3	2	3	1	3							16
Assault	4	4	7	2	5	2							24
Burglary	6	7	7	3	4	3							30
Theft	60	53	38	25	23	44							243
Motor Vehicle Theft	3	3	3	7	2	11							29
Arson	1	1	0	0	0	0							2
<b>Totals</b>	<b>78</b>	<b>71</b>	<b>60</b>	<b>40</b>	<b>35</b>	<b>64</b>							<b>348</b>

## 2019 UNIFORM CRIME REPORT

### CITY OF DANBURY

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Homicide	0	0	0	0	0	0							0
Forcible Rape	0	2	1	1	1	0							5
Robbery	2	2	1	2	2	1							10
Assault	4	1	2	4	2	1							14
Burglary	9	6	4	6	7	14							46
Theft	70	65	52	44	60	63							354
Motor Vehicle Theft	7	2	4	6	3	8							30
Arson	0	0	0	0	0	2							2
<b>Totals</b>	<b>92</b>	<b>78</b>	<b>64</b>	<b>63</b>	<b>75</b>	<b>89</b>							<b>461</b>

\*Please Note: UCR Stats are subject to change due to monthly crime modifications



**2020 DANBURY POLICE DEPARTMENT STATISTICS**  
CITY OF DANBURY

**CALLS FOR SERVICE**

**2020**

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Calls for Service	3,667	3,542	3,275	3,858	4,301	4,149							22,792

**2019**

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Calls for Service	3,757	3,892	4,019	4,385	4,356	5,124							24,533

**TRAFFIC ACCIDENTS**

**2020**

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Property Damage	354	281	204	121	179	211							1,350
Personal Injury	41	31	35	18	35	42							202
<b>Total Traffic Accidents</b>	<b>395</b>	<b>312</b>	<b>239</b>	<b>139</b>	<b>214</b>	<b>253</b>							<b>1,552</b>

**2019**

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Property Damage	296	291	302	336	333	332							1,890
Personal Injury	39	32	40	41	58	46							256
<b>Total Traffic Accidents</b>	<b>335</b>	<b>323</b>	<b>342</b>	<b>377</b>	<b>391</b>	<b>378</b>							<b>2,146</b>

**TRAFFIC ENFORCEMENT**

**2020**

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July*</i>	<i>Aug*</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Verbal Warning	255	224	127	22	101	82							811
Written Warning	18	15	10	3	4	1							51
Moving Violation	197	173	101	2	35	35							543
<b>Total Enforcement Action</b>	<b>470</b>	<b>412</b>	<b>238</b>	<b>27</b>	<b>140</b>	<b>118</b>							<b>1,405</b>

**2019**

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April*</i>	<i>May</i>	<i>June</i>	<i>July*</i>	<i>Aug*</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Verbal Warning	150	164	172	169	189	153							997
Written Warning	6	6	3	7	9	5							36
Moving Violation	222	295	266	586	362	197							1,928
<b>Total Enforcement Action</b>	<b>378</b>	<b>465</b>	<b>441</b>	<b>762</b>	<b>560</b>	<b>355</b>							<b>2,961</b>

\*Traffic Enforcement Grant(s)



**CITY OF DANBURY  
FIRE DEPARTMENT  
19 NEW STREET  
DANBURY, CONNECTICUT 06810**

**Mark Omasta  
Acting Fire Chief**

**Phone 203-796-1550  
Fax 203-796-1552**

### **FIRE CHIEF'S MONTHLY REPORT**

I hereby submit my report as Acting Fire Chief of the Danbury Fire Department, which covers the period of June 21<sup>st</sup>, 2020 through July 20<sup>th</sup>, 2020 and details our activities.

The City is now accepting applications for career firefighters. Recruits must have current EMT and CPAT certification and undergo a 3-month training program at the CT Fire Academy.



### **Public Education / Prevention / Public Relations**

Truck Company practiced with ladder placement at several different addresses throughout the city. Engine 22 preplanned Danbury Mill Condominium complex. Engine 22 conducted building familiarization at the New Assisted Living housing on Wooster Heights and Town Line Condos.

E24, E22, E23, Rescue 1 conducted boat operations training at the City boat ramp near the Town Park. Personnel conducted machinery extrication drills and vehicle extrication drills at Fire School. Rescue 1 trained with air bags for lifting for patient removal.

Constant deep cleaning of stations and apparatus occurs daily.



Boat operations training on Candlewood Lake

### **Suppression / Response Activities of Note**

Crews responded to Morris and Tomlinson for a reported man stuck under a truck. Upon arrival, we found a refuse serviceman had fallen off his vehicle and had his arm run over by accident. Units were able to treat the victim and we provided a driver for EMS.

E23 responded to a reported animal trapped in the storm drain at 303 White Street. They were able to get the cat out and return it to the owner.

Crews responded to 16 Tamanny Trail for an MVA car vs tree. Upon arrival, E23 and C30 found a late model Subaru which had impacted the tree at this address. The driver was out of the vehicle but the passenger was trapped in by the heavy damage and had to be extricated.

E22, Rescue-1, and EMS performed a technical rescue to extract an 80 year old male from his garage attic. Alert neighbors were concerned for the man's well being and upon checking his house, found him unable to move in his attic. The male had ascended a step ladder hours earlier and fell, and was not able to get up and had no means of calling for help. Using equipment from Rescue 1, the male was safely lowered from the attic space, and treated by EMS on scene.

As the attic rescue was in progress a serious motor vehicle accident was report on Sugar Hollow Road. E26, E23 (who were staged at Headquarters while E22 was committed to the attic rescue,) Car 30, EMS and multiple DPD units arrived on scene to find one car in the middle of the roadway, upside down and severely damaged, and a second car several hundred yards away with severe front and driver side damage. Three patients were transported with non life threatening injuries.

Car 30, TAC-1 and EMS responded to Beaver Street to assist Danbury PD with a victim of a shooting. A rapid patient assessment and immediate removal from the scene was safely conducted.

E22, Truck 1, Car 30 and EMS responded to a reported infant Cardiac Arrest at AFC Urgent Care. Arriving units found a 9 month old baby experiencing breathing and cardiac issues. A team effort resulted in revival of the patient with transport to Danbury ER and subsequent transfer to a facility that specialized in care for this patient. Danbury Hospital medical staff advised crews that their actions resulted in a positive outcome for this patient their family.

On July 17<sup>th</sup>, Car 30 responded to a reported MVA with extrication. While en route, Dispatch upgraded to vehicle fire with extraction. Car 30 arrived on scene and assumed command. There was a tandem tractor trailer fully involved with fire encompassing the tractor, both trailers, and fuel flowing down the gutter on fire. Engine 23, Engine 24, and Engine 26 arrived on scene and began fire attack with F500 encapsulating agent. Car 30 requested tankers for water supply, and requested Mutual aid from Brookfield Fire for a tanker. Car 30 rerouted Engine 25 to the highway for their water. Car 30 requested a Fire Marshal and DEEP for fuel run off. Tac 1 arrived on scene, Lt. Zaniwski was assigned Safety for the incident. Rescue 1 arrived on scene and was given the task of dike and damming around the storm drains. Car 51 responded to Kohanza Street to assist the Water Department and access the runoff from firefighting water. After the fire was extinguished, Fire units began to return to service and await Car 41 to complete his investigation. DEEP arrived on scene and was briefed by DC Halas, the Incident Commander. Engine 25 was reassigned to respond with Hazmat 1 and meet the Water Dept. representative on Kohanza Street to assist with fuel in runoff. DC Halas coordinated with DOT, DEEP, CSP, and Grand Prix motors to remove the vehicle and clean the highway. Once Car 41's investigation was complete, State DOT crews pushed the truck



and trailer to the shoulder. Engine 23 and Engine 24 finished extinguishment and overhaul with F500 and water. Fire units released the scene to DOT and CT State Police. DEEP responded to the Kohanza site to meet up with the Water Dept. rep. Chris Gardner. DEEP stated they would finish the clean up with a private contractor en route.



### **Command and Staff Activities**

- COVID-19 bi-weekly updates with City Leadership
- City Council meeting
- City Cabinet meeting
- Board of Awards meetings
- Captain and Deputy Fire Marshal interviews
- EMD planning meeting
- Region 5 HazMat Team meeting
- Meeting with Architect and Engineers for the Station 26 Addition
- IXP- PD-FD – monthly steering committee
- EMS/Finance quarterly update meeting
- Weekly pickups of PPE in Oxford
- Weekly conference calls with shift commanders and staff

### **Training – Training Officer Steve Rogers**

#### *Volunteer Division*

- Meeting with the Chief, Communications and Rich Gallagher to set up Fire House software training.
- 3<sup>rd</sup> Quarter NFIRS training which will be held on Zoom.

#### *Career Division*

##### **Training and Certification**

- Throughout the month we had COVID related conference call meetings with the Chief.
- The career division including the Fire Marshals Division had approximately 391 hours of training. This includes classroom, manipulative, and fire school training events.

### Records Management

- Firefighter McKenna has been doing an outstanding job of beginning to digitize our training and volunteer response records.

### Fire School

- The fire school on 21 Plumtrees Rd was utilized for multiple fire company drills.
- We hosted Brookfield for Firefighter One training, Live Burns and Connecticut Fire Academy training.
- We hosted Bethel for Live burn car fire training.

### Recruitment Program

- The Training Division continues to work with the Civil Service and Personnel Department for our current firefighter recruitment.

### Hydrants

- Hydrants are on hold.

### Upcoming Items of Note

- EVOC and 2Q Training
- Multiple Firefighter one and two classes
- Burn Building maintenance
- Fire School Maintenance

### **Apparatus – Provisional Superintendent Ken Gode**

Following is a list of work started or completed in the Apparatus Division for the month of July 2020.

- Shut off heater control valves on Truck-1.
- Repaired windshield molding trim on Eng-22.
- Repaired broken Scott air pack mask mounted regulator.
- Check A/C system on Truck-1, recover, evacuate, and recharge.
- Turned off heater control valves on Eng-24.
- Replaced both front axle disc brake chambers, inspected pads and rotors on Eng-24.
- Serviced A/C system on Eng-24, need parts to finish service.
- Repaired flat tire and reinstalled on Tac-1, reinstalled spare under truck.
- Fabricated hold down system for bed on Ranger-1.
- Recharge and load test battery in Car-46.
- Service A/C system in Car-45.
- Fix shoulder strap on Scott air pack #1108.
- Replace shredded door retainer strap on E-25.
- Loctite and tighten bolt on drop gate to bucket on Truck-1.
- Service Car-30.
- Replace 6 bad batteries in Eng-26, check charging system.
- Repair breaker box panel cover on Truck-1.
- Service Car-61.

- Replace 2 receiver / dryers for A/C system on Eng-24, recharge system.
- After hours road call, upper radiator hose blown on Truck-1.
- Replaced failing starter on Eng-26, at their station.
- Picked up Eng-22 at Danbury Spring, broken spring repaired by them.
- Inspect minor accident damage to cab corner of Eng-23.
- Assist Firematic with Hurst tool annual inspections and repairs.
- Replaced faulty power steering reservoir level sensor on Eng-26.
- Replaced burned out perimeter light under left rear door on 10PA1.
- Refilled lube for Truck-1 auto-lube system.
- Belardinelli replaced 2 worn front tires on 16PV1.
- Replace officer's lower seat cushion in 10PA1.
- Check boat for a possible spun prop issue.
- Take 16PV1 to Firematic for SRS diagnostic, officer's side knee bag is faulty.
- Pick up water at Oxford airport and distribute to all DFD companies.
- Replace dead battery in Car-44.

### **Community Risk Reduction – Fire Marshal Terence Timan**

As the COVID-19 trend continues in a positive direction within our City and the State of Connecticut, the Fire Marshal's Office has begun to schedule the state mandated residential inspections as well as expanding all other occupancy inspections. Throughout this pandemic the Team has made certain not to disrupt or delay the approval or renewal of any occupancy in need of certification or licensing. The dedication to life-safety through code compliance will continue as we "reboot" our aggressive inspection campaign of the past. This rigorous campaign will continue until such time that maximum productivity and efficiency is met and will only be suspended if the health of all those involved is deemed at risk.

#### **Inspections / Code Compliance**

Prior to the July 13 "soft opening" of the inspection campaign, the Team had been busy tying up any loose ends, outstanding inspections and re-inspections. For the abridged period the Office conducted 5 residential inspections, 1 hotel inspection totaling 116 units, and 1 group home. A total of 18 businesses, 4 liquor licenses, 1 day-care, 18 educational and 2 manufacturing and storage inspections were performed. Team members rectified 6 complaints regarding hoarding, non-conforming construction, alarm malfunction, blocked egress, and illegal parking.

#### **Plan Reviews**

The Fire Marshal's Office continues to commit the necessary time needed for the accurate and expeditious review of plans, ensuring that all projects meet the required standards and compliance to CT Fire Safety and Prevention codes. For the period, the Fire Marshal's Office has received 24 plan reviews applications. A total of 15 applications have been fully reviewed and approved per the requirements of the CT State Fire Code.

#### **Fire Investigations**

The more than usual number of reported outdoor fires continued for this month. The Fire Marshal's Office would like to remind everyone of the dangers these fires pose. Remember, any burning of brush must be permitted by our Office and the burning of leaves

or rubbish, even in a barrel, is prohibited. The fire statistics for the period were quantified and classified as: 3 brush/vegetation fires, 4 outside rubbish/trash/waste fires, including a dumpster, 2 involving outside equipment, a deck fire caused by an unattended candle, 1 cooking fire, and 6 vehicle fires, including a tractor trailer.

#### Training

Team members attended several credit qualifying webinars from various outlets. Topics included: Pre-Inspection Planning, Post Fire Health and Safety Considerations, Changes to NFPA 921, Fire and Explosion Investigation Methodology, and a multi-session Sprinkler Series presented by Johnson Controls. All staff members continue to make the most efficient use of their time utilizing all available formats to meet their mandated continued education credits.

#### Special Events

DFM Anderson continued her outstanding work utilizing an “all formats” approach to public education. She has all but completed a distance learning fire safety program for this upcoming school year. DFM Rozzi, assisted by members of Public Buildings, has completed the life-safety inspection of all Danbury Public Schools. DFM Tim Smith continued to make great strides in the development and implementation of the electronic inspection software program. The program is being beta tested and fine-tuned, with the goal of full implementation by the end of August. DFM Tyler Bergemann has taken on multiple large plan reviews and has begun reaching out to hotels for inspections. The digitalization and archiving of reports/records continued as scheduled. With the continued increase in outdoor fires and with Smokey the Bears birthday coming up on August 9<sup>th</sup>, please remember to follow all safety rules when using fire for camping or cooking outdoors.

#### **Dispatch Statistical Reports** Public Safety Answering Point

Total 911 calls	2,932
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**CITY OF DANBURY  
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

155 DEER HILL AVENUE • DANBURY, CONNECTICUT 06810

[www.danbury-ct.gov/health](http://www.danbury-ct.gov/health) • [healthdept@danbury-ct.gov](mailto:healthdept@danbury-ct.gov)

Mayor  
**Mark D. Boughton**

Acting Director of Health  
**Kara Prunty, MPA**

July 27, 2020

Dear Mayor Boughton and Members of the City Council:

As of July 27th, the State of Connecticut has had 48,776 positive COVID-19 cases and seen 4,413 associated deaths. In the City of Danbury, there have been 2,045 positive COVID-19 cases and 124 associated deaths. Information and new developments are updated daily, and the department is keeping up with the latest developments in order to contain the spread of the virus throughout our area. We will continue to follow CDC guidelines and directions from the State with the public's health and safety in mind. We must continue to practice social distancing, wear a mask of face covering when around others, wash our hands frequently, and avoid close contact with others, and sanitize surfaces often. Please also note the travel advisory issued for 31 states in Connecticut. If you are traveling into the State of Connecticut from any of those 31 states, you are directed to self-quarantine for a 14-day period from the time of last contact within the identified state. Travelers must also complete a required "Travel Health Form" prior to their arrival in Connecticut.

The Environmental Health division has been conducting COVID-19 Compliance inspections for salons and food service establishments to ensure all protocols are being followed. They are also responding to COVID-19 related complaints and concerns. In addition to COVID-19 matters, inspectors are still conducting routine inspections for food service establishments, salons, public pools, CAOs, and subsurface sewage disposal systems. We are also in the midst of licensing season and have been cooperating with local establishments to ensure they are properly licensed for the new fiscal year.

The Community Health division has continued to diligently work towards mitigating the spread of COVID-19 by conducting extensive contact tracing and working with community health centers to facilitate testing. We have also started preparing for the upcoming flu season and planning flu clinics for the community.

The following pages contain the reports from each division, providing details concerning ongoing activities. Should you have any questions regarding any of the submitted reports, please call me at (203) 797-4625.

Respectfully yours,

Kara Prunty, MPA

*Acting Director of Health and Human Services*

**Grant Status Update**  
(July 1, 2019 - June 30, 2020)

<b>Grant Agency</b>	<b>Program Supported</b>	<b>Award Amount</b>	<b>Award dates</b>	<b>Project Status</b>
FDA Voluntary National Retail Food Regulatory Program Standards	Food Protection Program	\$4,549	1/1/19 - 12/31/19	Awarded
CT Dept. of Public Health (CTDPH)	Preventative Health	\$67,701	10/15/16 - 9/30/19	Completed
CT Dept. of Public Health (CTDPH)	TB Prevention	\$125,000	7/1/17 - 6/30/22	Active
State of Connecticut Lead, Radon, and Healthy Homes Program	Child Lead Poisoning Program	\$24,999	9/30/18 - 9/30/19	Completed
CT Dept. of Public Health (CTDPH)	Diabetes Education	\$24,378	10/1/19 - 9/30/20	Awarded
CT Dept. of Public Health (CTDPH)	Emergency Response	\$47,960	7/1/19 - 6/30/20	Awarded
EFSP - Phase 36	Emergency Shelter	\$3,858	8/1/18 - 3/31/20	Awarded
CT Dept. of Public Health Per Capita 2020	All Programs	\$90,531.26	7/1/19 - 6/30/20	Awarded
CT Dept. of Housing Emergency Shelter Grant	Emergency Shelter	\$138,264	7/1/19 - 6/30/21	Awarded
CDBG	Affordable Housing	\$10,000	7/1/19 - 6/30/20	Awarded
CDBG	Emergency Shelter	\$47,000	7/1/19 - 6/30/20	Awarded
CDBG	Human Services	\$25,000	7/1/19 - 6/30/20	Awarded
EFSP - Phase 37	Emergency Shelter	≤ \$50,622	1/1/20 - 5/31/21	Pending
EFSP - Phase CARES	Emergency Shelter	≤ \$72,173	1/27/20 - 5/31/21	Pending
CT DPH - Local Health Department Reimbursement for COVID-19	Emergency Response	\$76,058	1/20/20 - 3/31/21	Awarded
EFSP Phase CARES	Emergency Shelter	\$15,930	1/27/2020 - 5/31/2021	Awarded
EFSP Phase 37	Emergency Shelter	\$2,700	1/1/2020 - 5/31/2021	Awarded

**Environmental Health Division**

Tiziana Covacci, Associate Director of Environmental Health

The Environmental Health Division provides a multitude of services, which include but are not limited to the following:

- Land use plan review and inspection
- Foodservice establishment plan review and inspection

- Septic plan review and related inspections
- Well water testing for potability
- Public swimming pool code compliance and inspection
- Housing Code enforcement
- Recreational water sampling
- Hazardous material storage inspection & code enforcement
- Staff support for Environmental Impact Commission.
- Numerous community-level projects including the maintenance of the Lake Kenosia Garden Buffer and the maintenance of the Still River Trail.

### **June/July 2020 Activity**

The Environmental Health Team has been conducting many COVID-19 compliance inspections to ensure that establishments are adhering to the guidelines set forth by the State of Connecticut. They have conducted over 250 COVID related inspections in the month of June in addition to their routine inspections.

### **June Results**

<b>Potable Water</b>	
Private Well	3
Well Permits	
<b>Environmental</b>	
Grading Permit Review	16
EIC	12
HazMat	2
Erosion Inspections	35
Complaint Investigation	2
Odor Complaints	1
Wetlands/Grading	4
Misc.: (Describe)	
<b>Sewage Disposal</b>	
Plan Review	30
Inspections	45
New, Replace, Fail, Plan Review	7
100% Replacement Plan Review	4
Soil Testing (List by Appointment Only)	13
Additions	17
Dye Tests (Initial)	
Septic Permits (To Construct)	3
<b>Solid Waste</b>	
Garbage Complaint	
Misc. (Describe)	
<b>Pest and Animal Control</b>	

Rodent Complaint	
Insect Complaint	2
Domestic Animal Complaint	
<b>Housing</b>	
Residential/Commercial Inspection (Not Indoor Air)	
Housing Complaints	5
Child Day Care Inspection (Initial)	
Child Day Care Plan Review	
Body Care Inspections	79
Body Care Plan Review	
Body Care Construction Visits	
Massage Establishment Inspections	
Massage Establishment Plan Review	
COVID-19 Salon/Body Care Compliance Inspections	82
Lead Inspection for all Properties	
Lead Abatement Plan Review	14
Certificate of Apartment Occupancy (CAO's)	3
Reinspections	
Healthy Homes	
Hotel/Motel Inspections	
Total # of Hotel/Motel Rooms Inspected	
<b>Food</b>	
Food Service Establishment Inspection (Initial)	4
Construction Visits	
Food Service Walkthrough Inspections	
Itinerant Vendor Inspections	2
Complaints	5
Re-inspection (voluntary)	
Re-inspection (involuntary)	
Plan Review	8
Plan Revisions	
Foodborne Illness # of Complaints	
Temporary Food Service	
Certified Food Protection Manager Courses	
Food Handler Courses	
Outdoor Dining Inspections	19
COVID-19 Compliance Inspections	147

<b>Seasonal</b>	
Indoor Pool Inspections	
Outdoor Pool Inspections	2
Indoor Public Pool Water: # of Samples Collected	
Outdoor Public Pool Water: # of Samples Collected	3
Public Beaches: # of Samples Collected	12
Drinking Water: # of Samples Collected	
Marine Dock Facilities Inspected	
<b>Orders Issued</b>	
Notices of Violation, etc.	
<b>Other</b>	
Social Services Issues and Referrals	1
Fair Rent Issues	1
FOI Requests	88
Pump Truck Permits	2
COVID-19 Complaints	13

### **Community Health Services Division**

Fernanda Carvalho, Acting Associate Director of Community Health

Our division develops and implements initiatives to help community members maintain and improve their health, prevent the spread of infectious diseases, and prepare for natural disasters. We also provide direct patient care to individuals that require further evaluation and those that are diagnosed with Mycobacterium Tuberculosis. Our Community Health Coordinator has the responsibility of implementing the discharge/treatment plans and providing assurance of patient care and treatment, such as patient education, directly observed therapy, continued treatment adherence, and contact investigations. We work in cooperation with all community health care partners in need of our services and the State Public Health Department (CTDPH).

#### Community Medicine Section

Prepared by: Maureen Singer, Community Health Coordinator

#### **Patients Seen in June 2020**

Tuberculosis patients	
PPD testing/read	
QuantiFERON/T-Spot	
eDOT	59
Hospital Visits	
Home Visits	1
Electronic Visits	17
<b>Total Services:</b>	<b>77</b>

The following are highlights from the Office of Community Medicine activities for May 2020:

1. Continuing case management of approximately 55 cases of latent TB and 4 active cases of TB: 2 pulmonary 1 pulm/extrapulmonary (2 sites) 1 extra pulmonary
2. Continuing TB contact investigation, 2 pulmonary cases
3. Ongoing surveillance and epidemiological review of individuals with positive AFB , suspected or confirmed TB.
4. Ongoing communication with health care providers, school nurses, WCHN and various State and Local Public Health Agencies.
5. Providing COVID-19 related issues , such as public inquiries, City Employee Contact Investigation, and Nursing Homes investigations
6. Continuing Education: COVID-19 Contact Tracing
7. June 22 WCHN Infection Control Committee meeting
8. June 25, department staff meeting

Community Health Services & Emergency Preparedness and Response:

The contact tracing team has contacted over 200 cases and contacts in the month of June. Our staff will advise them on proper quarantine procedures and conduct regular follow up to monitor symptoms and identify other people they may have come in contact with. The Health Department has also registered over 160 City Employees in the SaraAlert system for daily monitoring of symptoms to ensure individuals are not coming into work if they are sick in an effort to minimize the spread of COVID-19.

The Community Health Division is also coordinating with Connecticut Institute for Communities (CIFIC) to provide free testing for the most vulnerable populations in the City of Danbury. CIFIC tested all shelter residents and staff at the Super 8 on July 14th. The mass sheltering and mass feeding at Super 8 Motel is still going on as well. We have also been working towards expanding testing locations within Danbury. In addition to the COVID-19 response, we are also preparing for flu clinics to kick off in the fall. We are anticipating utilizing a drive-through model of flu clinics to better maintain social distancing during the COVID-19 pandemic. Getting the flu vaccine is particularly important this year so we can minimize the prevalence of seasonal influenza as we navigate a potential second wave of COVID-19 in the fall and winter. The department has also continued to answer general questions and concerns related to COVID-19 and is providing guidance to healthcare providers, first responders, and businesses.

**Contact Tracing June 2020**

<b># of Contact Case Calls</b>	109
<b># of Contacts Identified</b>	27

**CITY OF DANBURY**  
DEPARTMENT OF PUBLIC WORKS



155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810  
(203) 797-4537 FAX (203) 796-1586

**MAYOR**  
Honorable Mark D. Boughton

**PUBLIC WORKS DIRECTOR**  
**CITY ENGINEER**  
Antonio Iadarola, P.E.

**RE: Public Works Monthly Report for JUNE 2020**

Dear Mayor Boughton and Members of the City Council:

**June 2020:**

I am pleased to present the Public Works Department Report for the month of **June**. During the month of June the Department has remained dedicated and active continuing to keep up with all City responsibilities while remaining attentive to continuing response action for the COVID-19 pandemic. All Covid-19 Protocol is consistently and strictly adhered to and monitored for the safety of our staff and residents

Please take a few moments to review our individual reports for a full scope of the varied activities and projects in which the Public Works Department are currently engaged.

Should you have any questions regarding any of the separately submitted division reports, please call me at 203-797-4537.

**Construction Services Report submitted by Thomas Hughes III, Superintendent:**

**Animal Control Facility:**

The Notice to Proceed was issued to Millennium Builders on January 21, 2020. This is a design / build project the Building Permit was issued on April 16, 2020. The contractor mobilized to the site on Monday April 20, 2020. The footings and foundation walls have been poured. The plumbing trenches, kennel drains, radiant heat manifold and underground electrical have been installed. The floor slab was poured. The metal building and structural steel were delivered first week of July. The structural steel erection and roof deck have been installed. The site work and drainage are ongoing. The building interior steel and siding are in progress. We are on schedule expecting a fall completion. This project is being administrated and managed in house by the Construction Services Division.

**Middle River Road Bridge Replacement:**

The Bridge/Culvert was awarded to Hemlock Construction through our CROOG/Gordian Contract. Hemlock Construction has mobilized the detour is in effect with the road closure. Both box culvert footings have been poured and the footings backfilled. The contractor continues to dewater with no issues. The box culverts have been set and we are presently pouring the wing walls of the structure. The project is on schedule and within

budget. We are looking at a September 2020 completion date. The project is being inspected and administrated by Construction Services.

**Crosby Street Connector Bridge over the Still River:**

The bridge superstructure replacement project was submitted to Conn Dot's Local Bridge Program by the City Engineering Division qualifying us for a 50% reimbursement of our contract costs. The contractor procured the bridge beams and bridge rail over the winter weather shutdown period. We have received Nagy Brothers new schedule submission and reviewed. Nagy Brothers mobilized to the bridge site on April 8<sup>th</sup>. The project was at Substantial Completion as of 6/17/2020 and completed several weeks ahead of schedule and within budget. The bridge semifinal inspection was performed by RHS Consulting Design, LLC, ConnDot Francisco Fadul, P.E. Local Bridge Program Project Engineer, Danbury Engineering Division, Construction Services & Nagy Brothers. This project is being administrated and inspected in house by Construction Services.

**Downtown Danbury TOD Streetscape Renaissance Project:**

Construction Services has been working with the City Engineer, City Planner and Martinez & Couch Associates the designer to move this project forward. The City Planner, Construction Services and the designer met with ConnDot District IV for a review and comment round table on the Main Street Design Plans (second phase). The designer is currently fine tuning the design for compliance with PROWG (ADA) Guidelines. The design team, myself and the City Planner walked the Phase Two portion of Main Street addressing existing coal chutes and repairs made during the previous Main Street Sidewalk Project 91-02. Construction Services researched the project archives verifying addresses of the modified vaults and coal chutes from Project 91-02. This information was sent to the designer, to be noted on the plans, to avoid unforeseen change orders and additional costs during construction. We are still awaiting ConnDot approval to bid Phase 1 of the project the City Planner has been in contact with ConnDot & CT OPM.

**Mallory Hat Factory Remediation:**

The project was designed by Arcadis Engineering. Construction Services has been working with the City Engineer and the Engineering Department to move this project forward. The plans, specifications and bid documents were reviewed by the DECD as per the grant application and approved. The project was bid and Red Technologies was awarded the contract. The contractor has mobilized to the site and the remediation portion of the project is at Substantial Completion as of 6/22/2020, ahead of schedule and within budget. The close-out Phase is with the contractor and L.E.P. is underway. The project has been administrated and managed in house by Construction Services.

**Balmforth Avenue Sidewalk & Traffic Improvements:**

Construction Services worked with the Engineering Department and Finance Department's Andi Gray developing this CDGB grant funded project. The first phase of the project is the replacement of sidewalks and driveway aprons from the northerly railroad right away on Balmforth Avenue to the northerly side of the Balmforth Avenue and Osborne Street intersection, including the installation of new ADA compliant sidewalk ramps at the intersection. The traffic improvements will include the installation of new pedestrian signals and video traffic signal detection equipment at the intersection of Balmforth Avenue and Osbourne Street. The project has been designed in house by the City Engineering Department. The project was let out to bid. The project pre-bid walkthrough was postponed and the bid opening will be rescheduled by the City Purchasing Agent. We are looking to resume the bidding process and reschedule a bid walk following strict Covid-19 protocols.



### **Hearthstone Castle Abatement Phase I:**

Construction Services, working with our in house resources and on-call environmental consultant contract, developed a scope of work, specifications and bid documents. The project designer and environmental consultant Eagle Environmental submitted the AWP (Alternative Work Practices Plan) to the State of CT Department of Health which was approved for the phase one abatement /disposal of the demolition materials. The Bid Opening date was Tuesday May 05, 2020. The bids were opened and Manafort Brothers, Inc. was the apparent low bidder. Construction Services & Eagle Environmental the designer performed a scope review of the two bidders. Board of Awards was held for The Hearthstone Castle Phase 1 Abatement and the award went to Manafort Brothers, Inc. The pre-construction meeting was held on June 30<sup>th</sup>. The contract was executed on July 8<sup>th</sup> and the Notice to Proceed was issued on July 8<sup>th</sup>. Manafort mobilized and reconstructed the road to Hearthstone Castle from Brushy Hill Road. The clearing and grubbing has been completed and perimeter fencing installed. The construction site has been posted. The debris removal / abatement work began on 7/20/2020 from the Hearthstone Castle interior. The material is being removed, stockpiled and loaded out as per the AWP approval. Manafort Brothers is wetting the material prior to removal there is no dust being released into the atmosphere. Eagle Environmental is onsite monitoring the removal process /abatement and dust control. We are air testing (sampling) in three locations including a downwind location. The air test canisters are read daily we have had zero dust readings and the test samples are coming back clean. Construction Services is onsite monitoring, administrating and managing the project. We expect to be completed on schedule.

### **Construction Services:**

Rights of Way Permit inspections are continuing under strict covid-19 protocols. New R.O.W. permits are being issued and approval sign offs are taking place online through the View Point Permit System.

We also are continuing to move our Capital Projects forward. Construction Services is in communication and working with all the other divisions of the Public Works Department to assist as directed. Following strict Covid-19 Protocol, social distancing, hand washing, hand sanitizing and use of PPE for all field work as per the Mayor's and Director of Public Works directive's and guidelines.

### **Engineering Report Submitted by Antonio Iadarola, P.E., City Engineer:**

#### **Various Bridges:**

Designs of the Triangle Street Bridge improvements, Crosby Street Connector and Middle River Road Bridge have been completed. Bids were received in May and contracts were awarded to the low bidder on each project. The Construction Services Division is providing services during the construction on each bridge. The City hired an on-call consultant to inspect, evaluate and design improvements to Kennedy Avenue Bridge over the Still River. At the August 7, 2018 meeting, the City authorized the submission of applications for State Local Bridge Program partial funding for the Kennedy Avenue, Crosby Street Connector and Triangle Street Bridges. Local Bridge Program Commitments to Fund have been received for these three bridges.

#### **DEEP MS4 General Stormwater Permit:**

The City's Consultant led a number of workshop meetings with various pertinent City personnel and offices to begin the process of meeting the multitude of ordinance revisions, land use regulation revisions, mapping, web-site creation, inspection, testing, reporting and other requirements of the State DEEP permit. Requirements of the permit take affect over the next several years. The Consultant will continue to work with City departments on an "as needed" basis going forward. The Illicit Discharge and Connection Ordinance was approved by the City Council and is now in effect. The 2019 DEEP MS4 Annual Report has been drafted and the draft posted on the City's website for review and comment meeting the February 15, 2020 deadline. No comments were received during the public comment period. The Annual Report was filed with DEEP on March 18, 2020.

### **Moss Avenue Sanitary Sewer Replacement:**

Moss Avenue Sewer Main Replacement Project is nearing completion replacing the existing 1000+ feet sanitary sewer main and sewer manholes on Moss Avenue from the intersection with White Street and Osborne Street.

### **Former Mallory Hat Factory Site Remediation:**

As part of a public-private partnership with the Women's Center of Greater Danbury, the City has worked with Arcadis US, Inc. to develop bid documents for remediation of the former Mallory Hat Factory site. The project will be funded by a DECD Grant. Bids were received and the contract awarded. The Construction Services Division will provide services during the implementation of the work. Arcadis has filed a final Remedial Action Plan for the site with DEEP. A public notice for remediation has been posted, and is required to be in place for 45 days. The contractor will begin remediation work immediately following the expiration of the public notice. Site remediation work has been completed.

### **Balmforth Avenue Sidewalk Replacement:**

The City has applied for and received CDBG funding for three phases of the Balmforth Avenue Sidewalk Replacement project. Phases I and III will be put out to bid over this winter for spring 2020 construction. The design of Phase III sidewalk and signal improvements is underway.

### **Richter House Expansion:**

The Engineering Division surveyed and prepared mapping for the proposed modifications for the building renovation and expansion. The Engineering Division prepared and put out to bid a Request for Proposals for architectural design services. The Division worked with the Superintendent of Construction Services and Friar Architecture, Inc. on the design of proposed improvements. The State Department of Economic Development is providing partial funding for the project. Bids for the project were opened on February 25, 2020 and are being reviewed.

### **New Animal Shelter:**

The City hired one of its on-call architects to prepare 30% plans and specifications for this facility. Bids for this Design/Build project were opened on July 16, 2019. The project has been awarded and the contract executed. The Construction Services Division will provide services during construction of the facility.

### **The RESERVE/RIVINGTON by Toll Brothers:** (550 Acre Development with a total of 2150+ Units)

- **The Mews and The Ridge at Rivington:** Progress continues with utility extensions and inspections.
- **The Village at Rivington:** Project is nearing completion.
- **The Enclave at Rivington:** Project nearly complete.
- **Woodland Avenue Bridge:** The Bridge rehabilitation by Toll Brothers at Woodland Avenue is nearly completed.
- **Reserve Road, Milestone Road, Woodland Road:** Progress continues on the completion of these roads.
- **Phase 11 Planning and utility reviews** are completed.
- **The Woodlands Phase 4C:** Progress continues with utility extensions and inspections.

### **Southeast, NY to Danbury Link Feasibility/Planning Study:**

The Division worked with Putnam County on their grant request for funding of a feasibility study for the possible restoration of passenger service between Danbury and the Southeast, NY connection to the Harlem Line. A \$1,000,000 grant has been received. The Division will continue to work with Putnam County relative to the scope of the study and the selection of a consultant. Putnam County has issued a request for

proposal/qualifications for consultant services for the feasibility study, due at the end of March, 2020. The bid opening date has been extended to April 24, 2020. Bid submissions are under review.

**Assessment Projects:**

The following assessment projects have been the only projects pending on the list based on residents' petitions. Our office will evaluate these projects and will notify benefitted property owners.

1. Butternut Lane, Bayberry Lane and Boxwood Lane Sanitary Sewer Extension: Working on preliminary design and cost estimate.
2. Hawley Road Extension Sanitary Sewer Extension: Working on preliminary design and cost estimate.

**Traffic Engineer and his Technicians:**

During past month, Traffic engineering prepared a Federal grant application for the Alternative Transportation Program; co-supervised engineering design services for the White Street Corridor; Liaison and attending design as well as construction meetings of various State of CT projects in Danbury including the I-84 Improvement Study, Route 37 Improvements at Stacey Road and Barnum Road intersections as well as Newtown Road Corridor improvements at Old Newtown Road and Eagle Road Intersections. Personnel on field investigations spent time on preventive traffic signal maintenance, breakdown signal repairs and Call before You Dig Services. Please note our traffic maintenance services are complimented by an on-call contractor who handles breakdown and knockdown repairs after office hours, including weekends.

**Staff Engineers:** are reviewing various site plans, water and sewer applications, special exception applications, and subdivision applications for various land-use approvals of on-going development projects throughout the City. Field inspections of sanitary sewer, water mains and new roads are performed regularly on various developments including the large Reserve Development by Toll Brothers. The staff engineers also review various drainage problems which may include site visits, analysis and design.

**Survey Crew:** Our survey crew verifies various R.O.W., and prepares surveys and easements for in-house design of City Projects, and assists other divisions in locating utilities in the field.

Should you have any questions regarding this report or any other issues related to our Engineering Division, please do not hesitate to contact me at (203) 797-4641.

**Highway Division Report submitted by Tim Nolan, Superintendent of Public Services:**  
**JUNE – 2020**

This was a very busy month for the Highway Division. The second phase of this year's paving project was completed on Kendell Terrace E, Kendell Terrace W, Dennis Gate, and West Pine Dr. Crews started the drainage work and road preparation on the next phase of paving on Mountainville Ave, Southern Blvd, and Chambers Rd. Backfilling and seeding was completed on the previous paving projects.

Two pothole crews were dispatched daily to fill potholes. Street sweeping continued, cleaning up the winter debris. Employees from all the Public Service Departments worked together to prepare for D.H.S drive through graduation.

Roadside mowing continued to improve sightlines around the City. Employees spent several days clearing catch basins and picking litter throughout our city streets. The city garbage truck is deployed daily to empty trash cans, collect litter and clean up illegal dumping. The recycle truck continues to be out at multiple locations receiving the recyclables from our residents.

**Maintenance**

- Emergency Call Outs: 1
- Catch Basins Replaced: 100
- Guardrail Repairs: 3
- Dredging: 0
- Catch Basin Cleaning: 112
- Roads Paved: 4

**Signage**

- New installs: 1
- Replacements: 4
- Repairs: 18

**Personnel**

- Total: 38
- Injury: 0
- Restricted Duty: 0
- Retirement: 0
- Seasonal: 0
- Vacancy: 1

**Parks Maintenance Report submitted by Tim Nolan, Superintendent of Public Services:**  
**JUNE– 2020**

The Parks Maintenance Division continued the grounds maintenance of all the City owned municipal properties, parks, schools and greens. The three spray-parks are open and in operation. All of the other various Park's throughout are also maintained weekly for many other recreational activities. A crew weeded the flower beds, watered the flowers, and mulched all the locations.

Field maintenance continues with the cleanup, mowing and painting of lines. The Westerners Field turf on the infield was installed. The outfield was seeded and the warning track installed. D.H.S was prepped for the drive through graduation ceremony. The two dog parks were prepped for the opening.

Each week the Ives St Green and Kennedy Park is cleaned up. Litter was picked up and garbage cans were emptied in various areas throughout the city. Maintenance of the mowing and summer seasonal equipment continued through the month.

**Maintenance**

- Parks: 22
- Schools: 17
- Sports Fields: 25

**Personnel**

- Total: 16
- Injury: 0

- Restricted Duty: 0
- Seasonal: 2
- Vacancy: 1

**Forestry Division Report submitted by Tim Nolan, Superintendent of Public Services:**  
**JUNE – 2020**

The Forestry Division was busy maintaining trees in the City’s right of ways. The crew continues to remove dead trees and prune healthy trees around the City. City tree contractors assisted with several tree removals and pruning throughout. Several days were spent pruning trees for the City’s paving projects.

The division responded to several dozen tree calls that include inspections, clean ups, and emergency take downs. Forestry also continues to monitor and remove beaver dam issues throughout the City. The division continues to maintain all of the American flags in the City’s Parks.

**Maintenance**

- Removals: 45
- Pruning: 15
- Brush: 4
- Plantings: 0
- Emergency Call Outs: 1

**Personnel**

- Total: 3
- Injury: 0
- Restricted Duty: 0
- Seasonal: 0
- Vacancy: 1

**Public Buildings Report submitted by Sean Hanley, Superintendent of Public Buildings:**  
**JUNE – 2020**

**City:**

The Public Buildings staff spent most of the month dealing with COVID-19 related issues.

Various buildings have been sanitized or scheduled to be sanitized.

COVID signage has been posted in various city buildings.

Hand sanitizer stations have been installed in various buildings.

Plastic dividers have been installed in public counter / desk areas.

Other precautions have been taken and more are being looked into.

**Danbury Public Schools:**

Waiting on RTU replacement quotes for media area DHS.

UST replacement specs at King Street campus completed, awaiting final budgeting from finance for State.

### **Old Library:**

Replacement of cooling tower /building controls scheduled.

### **General:**

The majority of time the Maintenance Mechanics spent this month was associated with School building repairs: specifically HVAC switch over and starting life safety PM in schools, outdoor lighting, park and fountain openings.

### **Requests for Maintenance Service:**

Attached please find the statistical report of repairs and maintenance work that the Public Buildings Mechanics engaged in during the month of June 2020.

In the month of June we received 105 new work requests and completed 102 work requests. In reviewing this report, you will find the repair time that was expended in major work categories. Also listed is the total number of work order hours completed.

Public Building mechanics were engaged in general Mechanical repairs with a total of 322.00 person-hours dedicated to this service. The next largest area of concentration was in Plumbing repairs, utilizing 172.50 person-hours of labor. HVAC repairs came as the third highest category with 124.50 person-hours.

Should you have any questions regarding this report, please do not hesitate to contact Sean Hanley at 203-797-4584.

**CITY OF DANBURY  
PUBLIC BUILDINGS DIVISION  
WORK REQUEST REPORT FOR JUNE 2020**

<b>Work Requests received this month</b>	<b>105</b>
<b>Work Requests Completed this month</b>	<b>102</b>

<b>Category</b>	<b>Total Labor Hours</b>
Alarms	0.00
Carpentry	11.50
Electrical	104.00
HVAC	124.50
Locksmith	0.00
Maintenance	8.50
Mechanical	322.00
Plumbing	172.50
Roofing	0.00
Snow Plowing	0.00

Labor Hours City Buildings	565.50
Labor Hours School Buildings	177.50
Overtime	24.00

**Public Utilities Report Submitted by David Day, PE, Superintendent of Public Utilities:**

**RE: Report to the City Council – Month of JUNE 2020**

Honorable Mark D. Boughton  
Honorable Members of the Danbury City Council  
155 Deer Hill Avenue  
Danbury, CT 06810

**RE: Report to the City Council – Month of June 2020**

Dear Mayor Boughton and Members of the City Council:

Enclosed is the monthly report to the City Council for activities that took place in June 2020. Also attached is the Public Utilities Vehicle Maintenance Report.

As of July 20, 2020 there are 31 hydrants out of service. I will be happy to review the information with you.

Sincerely,

*David Day*

David Day, P.E.  
Superintendent

**June 2020 Water Pollution Control Plant (WPCP) Upgrade Project Status**

The following is an update of events that occurred and of work that was performed in June 2020 by the Veolia Design Build Team (Veolia, Wright-Pierce and CH Nickerson)

- Construction of Phase I work (Tertiary Treatment System Upgrade and Stormwater System Improvements) continued. The following activities were performed by the design build team:
  - Wright-Pierce completed the final design of the Tertiary Treatment System.
  - Wright-Pierce performed Construction Administrative and Resident Project Representative Duties associated with the construction of the Tertiary Treatment System and the Stormwater System Improvements.
  - CH Nickerson (CHN) performed mass site earth cuts associated with the new Tertiary Treatment System Building.
  - Delivery of site pipe materials associated with construction of the Tertiary Treatment System began to arrive at the WPCP.
  - CHN performed the following work associated with Stormwater System Improvements:
    - Installed a plunge pool at a new storm drainage outlet located east of Plumtrees Road.
    - Installed a concrete end wall at the plunge pool east of Plumtrees Road
    - Began installation of new drain pipe.
    - Began Plumtrees Road water main relocation work.

- Veolia, Wright-Pierce and CHN continued working on the preliminary (30%) design of a new Headworks Screening & Grit Removal Facility.
- Veolia, Wright-Pierce, CHN and REA Resource Recovery Systems continued working on the preliminary (30%) design of a new FOG / Biodiesel Facility.

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## M E M O R A N D U M

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**DATE:** July 20, 2020  
**TO:** City of Danbury, City Council  
**FROM:** *David M. Day, P.E.*, Superintendent  
**RE:** Sanitary Sewer Collection System Maintenance—  
 JUNE 2020

**Complaints:**    0 Bypasses                      13 Slow Running  
                          4 Loose Manholes              1 Odor Calls

**Number Received:**    18  
**Number Completed:** 18

**Pipe Cleaned:**                      2500 LFT  
**Gallons of Water Used:** 3500 Gal

**New Pipe Inspected:** 0 LFT  
**Manholes Replaced**    0

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**To:** David Day, P.E., Supt. of Public Utilities, City of Danbury  
**From:** Ralph Azzarito, Project Manager  
**Subject:** WPCP Report For Month of: Jun '20  
**Date:** 07/09/20

**Ralph  
Azzarito**

**I. Wastewater Treatment:**

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A) Sewage Processed:	7.7 MGD (Daily Avg)	231.5 Million Gallons Total
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B)	Septic Waste Processed:	1,534,250	Gallons Total		
C)	Sludge Pumped To Digesters:	522,415	Pounds Total		
II.	Wastewater Quality	Influent	Effluent	% Removal	Effluent Limit
A)	BOD (mg/l)	219	4	98	30 mg/l and 85%
B)	Total Suspended Solids (mg/l):	324	3	99.1	30 mg/l and 85%
C)	Total Phosphorus (mg/l):	5.6	0.47	92	0.6 mg/l
D)	Ammonia (mg/l):	27.9	0.14	100	1.7 mg/l
E)	Total Nitrogen (lbs/Day):	2,882	263	91	442 lbs/day
III.	Note: Phosphorus limits apply April - October.				Nitrogen limit for credit trading only.
	Pump Station Operation:				
A)	Beaver Brook:	796.7	Hours Run		
B)	Southfield:	148.4	Hours Run		
C)	Mill Plain:	19.7	Hours Run		
D)	Backus:	114.0	Hours Run		
E)	Tarrywile	78.4	Hours Run		
F)	Turner Road:	37.2	Hours Run		
G)	Ford Avenue:	24.3	Hours Run		
H)	Indian Glen:	78.7	Hours Run		
I)	Delay Street:	15.6	Hours Run		
J)	Hayestown Road:	73.7	Hours Run		
K)	Kenosia Avenue:	1.4	Hours Run		
L)	Larson Drive:	90.4	Hours Run		
M)	Landfill:	170.1	Hours Run		
N)	Thrope Street	9.9	Hours Run		
O)	Poets Landing	22.7	Hours Run		
P)	Rogers Park	49.9	Hours Run		
P)	West Side	104.4	Hours Run		
Q)	East Franklin Street	17.9	Hours Run		
Total Station Alarms:		6			

TO : City Council - City of Danbury  
FROM : David Day, Superintendent of Public Utilities  
DATE : July 15, 2020  
RE : WATER DEPARTMENT REPORT: JUNE 2020

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#### I. WATER PRODUCTION:

A) Margerie Water Treatment Facility:	91.6	MG.
B) West Lake Water Treatment Facility:	102.5	MG.
C) Kenosia Well Field:	0	MG.
D) Osborne Street Well	0	MG.

Field:

E) Other:

0      MG.  
( MG. = Million Gallons )

II. RAINFALL:

A)

Month:

2.2      inches

B) Past 12 Months (running total):

44.0      inches

C) Current Year (Jan.- Current Mo.):

19.8      inches

III. WATER STORAGE:

date:

6/22/2020

Current Reading

Historical Average

A) East Lake Reservoir:

94.3      %

95.0      %

B) Margerie Lake Reservoir:

92.4      %

95.1      %

C) West Lake Reservoir:

92.9      %

96.1      %

D) Total:

92.9      %

95.5      %

IV. WATER PUMPED:

A) Park Avenue Pump

Station:

0      MG.

B) Padanaram (High School) Pump Station:

5.64      MG.

C) Shelter Rock Pump

Station:

3.64      MG.

D) WestConn Pump Station:

0.30      MG.

E) Margerie Pump Station:

1.54      MG.

F) Pleasant Acres:

0.97      MG.

G) Nabby Road:

1.27      MG.

H) Harvest Hill:

2.06      MG.

I) Woodland Road

(Reserve):

10.48      MG.

J) West Lake High Service :

56.0      MG.

K) Total Water Pumped (A-

I):

81.9      MG.

( MG. = Million Gallons )

V. WATER  
TRANSFERRED:

A) East Lake to Margerie Reservoir:	49.0	MG.
B) Padanaram to Margerie Reservoir:	0.0	MG.
C) Kohanza to West Lake Reservoir:	2.2	MG.
D) Kenosia Diversion to West Lake Reservoir:	0.0	MG.
E) Kenosia Wells to West Lake Reservoir:	0.0	MG.
F) Total Water Transferred (A-E):	51.2	MG.
( MG. = Million Gallons )		

#### VI. ALGAE CONTROL:

A)	None
B)	

#### VII. SURVEY OF WATER SOURCES:

A)	Daily testing of treated and untreated water by water quality laboratory.
B)	

#### VIII. SUPERINTENDENTS NOTES:

## MAINTENANCE REPORT - BUILDING # 6

### GENERAL

### FUND

### June-20

6/1/2020	987-XGK	POLICE	REPLACE BLEND DOOR MOTOR, RECHARGE AC
	271-DA	POLICE	SERVICE, 4 TIRES
6/2/2020	334-DA	POLICE	REPLACE FUEL PUMP CONTROL MODULE
	880-UXM	POLICE	SERVICE, BATTERY, BLOWER MOTOR RESISTOR, 2 TIRES
6/4/2020	181-DA	POLICE	1 TIRE
	9-DA	POLICE	SERVICE, AIR FILTER, LF WHEEL BEARING
6/5/2020	222-DA	POLICE	SERVICE, RF UPPER CONTROL ARM, COOLING FAN AND MODULE
6/8/2020	234-DA	HIGHWAY	SERVICE
6/9/2020	110-DA	POLICE	DIAGNOSE CEL
6/10/2020	271-DA	POLICE	HEADLIGHT AND PIGTAIL
6/11/2020	338-DA	POLICE	SERVICE, TRANS SERVICE, CHARGE AC
6/17/2020	385-DA	POLICE	COOLING FAN AND MODULE
	2-DA	POLICE	HEADLIGHT AND PIGTAIL, 4 TIRES
	240-DA	POLICE	4 TIRES, SERVICE
6/18/2020	354-DA	POLICE	SERVICE, HEADLIGHT AND PIGTAIL
6/19/2020	395-DA	POLICE	INTAKE MANIFOLD, 4 TIRES, CHARGE AC
6/22/2020	18-DA	POLICE	HEADLIGHT BULBS AND PIGTAIL

	337-DA	POLICE	SERVICE, HEADLIGHT BULB AND PIGTAIL
6/23/2020	243-DA	POLICE	REPLACE SHIFT LEVER
	12-DA	POLICE	SERVICE, 2 TIRES
	334-DA	POLICE	REPLACE FUEL PUMP CONTROL MODULE
6/24/2020	8-DA	POLICE	SERVICE, 1 TIRE
	257-DA	POLICE	SERVICE, CHARGE AC, 1 TIRE
6/26/2020	2-DA	POLICE	CHARGE AC
	129-DA	POLICE	LR TURN SIGNAL BULB
6/29/2020	423-DA	POLICE	SERVICE
	AL14397	POLICE	CHARGE AC, REPAIR FUSE BLOCK

## WATER FUND

### June-20

6/3/2020	397-DA	WATER	SERVICE, FRONT REAR DIFF SERVICE, FRONT BRAKES
6/8/2020	351-DA	WATER	REPACK WHEEL BEARINGS
6/9/2020	292-DA	WATER	CHARGE AC
6/11/2020	227-DA	WATER	DRIVERS DOOR SWITCH
	MOWER	WATER	REPLACE SAFETY MODULE
6/16/2020	422-WLA	WATER	TEMP DOOR ACTUATORS, CHARGE AC
6/19/2020	387-DA	WATER	SERVICE, FRONT/REAR SHOCKS/TIE RODS, TRANS, WORKLIGHTS/WIRING
	126-DA	WATER	ENGINE SERVICE, TRANS SERVICE, CABIN AIR FILTER
6/22/2020	139-DA	WATER	SERVICE, ALTERNATOR BELT
6/24/2020	95-DA	WATER	CHARGE AC
	120-DA	WATER	SERVICE
6/27/2020	143-DA	WATER	BRAKE PEDAL VALVE, 2 AIR CANISTERS, BRAKE SLACK ADJUSTER
6/30/2020	202-DA	WATER	INSTALL FLOOR MATS, RUNNING BOARDS, WHEEL LINERS AND DECALS
	V2		
	VENTRAC	WATER	REMOVE AND CLEAN RADIATOR, FLUSH COOLING SYSTEM

**The Equipment Maintenance Division responded to and repaired the following vehicles during the month.**  
**Below is a list of services provided.**

Date:	Vehicle	Repair Provided:	Department:
	:		
6/1/2020	82	HYD LEAK/E-BRAKE/TIE RODS	HWY
^	5	AIR TANKS/SERVICE/BATTERIES	HWY
^	55	DEF LINES/CHECK ENGINE LIGHT	HWY
^	40	SIDE BROOMS	HWY
^	100	CHECK COOLANT LEAK	HWY
^	161-DA	EXHAUST LEAK	PARKS
^	11	COOLANT LEAK (ROAD CALL)	HWY
6/2/2020	82	HYD LEAK/E-BRAKE/TIE RODS	HWY
^	83	SIDE BROOMS	HWY
^	36	SERVICE/CENTER BEARING	HWY
6/3/2020	16	STARTER/STARTER RELAY	HWY
^	36	SERVICE/CENTER BEARING	HWY
^	TW4	FIX TAILGATE	HWY
6/4/2020	83	L/S SIDE BROOMS	HWY

^	106	CHECK FRONT END	HWY
^	36	SERVICE/CENTER BEARING/U-JOINTS	HWY
^	#55	EXHAUST CLAMPS/GASKETS	HWY
^	231-DA	PLUG R/F TIRE	UNIT
^	TW4	INSTALL TAILGATE PIN	HWY
^	106-DA	PUXH START BUTTON	HWY
6/5/2020	36	SERVICE/CENTER BEARING/U-JOINTS	HWY
		EXHAUST MANIFOLDS/TRANS PAN/ENGINE MOUNTS/COOLER	
^	161-DA	LINES	PARKS
^	43	CHECK AIR LEAK	HWY
6/6/2020	83-DA	SERVICE	HWY
^	36	SERVICE/CENTER BEARING/U-JOINTS/REAR BRAKES	HWY
6/8/2020	43	AIR LEAK	HWY
^	36	SERVICE/CENTER BEARING/U-JOINTS/REAR BRAKES	HWY
^	52	RAIN DEFLECTORS	HWY
^	16	CHECK STARTING PROBLEM	HWY
^	80	STALLED OUT(ROAD CALL)	HWY
6/9/2020	36	SERVICE/CENTER BEARING/U-JOINTS/REAR BRAKES	HWY
		EXHAUST MANIFOLDS/TRANS PAN/ENGINE MOUNTS/COOLER	
^	161-DA	LINES	PARKS
6/10/2020	43	AIR LEAK/BRAKE CHAMBERS	HWY
^	5	TRANS LIGHT ON	HWY
^	178-DA	CHECK BOOM EXTENSION	HWY
^	80	CHECK STALLING	HWY
6/11/2020	161-DA	CHECK TRANS LEAK	PARKS
6/12/2020	106	TRAC BAR/BOLTS/TIRES	HWY
^	82	BUCKET CYLINDER/E-BRAKE	HWY
^	16	CHECK STARTING ISSUE	HWY
^	83	R/S SIDE BROOMS	HWY
^	80	WATERPUMP	HWY
^	83	BATTERY (ROAD CALL)	HWY
6/13/2020	20-DA	SERVICE	BLDG INSP
^	83	CHECK ALTERNATOR	HWY
6/15/2020	HOTBOX	2 TIRES	HWY
^	33	GLAD HANDS	HWY
^	40	CHECK HYD LEAK	HWY
^	23	CHECK TURBO ACTUATOR	HWY
^	83	ALTERNATOR/SERVICE	HWY
^	9	CHECK STROBES/STEERING WHEEL/BACK-UP ALARM	HWY
^	178-DA	INSTALL ACTUATOR FOR BOOM EXT&RETURN	HWY
^	325-DA	JUMP START	HEALTH
^	34	CHECK AIR LEAK	HWY
^	22	CHECK OVER AFTER ACCIDENT	HWY
^	TW3	CHECK TAILGATE LATCH	HWY
6/16/2020	TW3	FIX TAILGATE/TAILGATE LATCH	HWY
^	23	TURBO ACTUATOR	HWY

	^	82	EMERGENCY BRAKE CALIPER	HWY
	^	48	CHECK LIGHT/CHECK TARP	HWY
	^	80	OVERHEATING(ROAD CALL)	HWY
	^	TW4	ADJUST CLUTCH/TAILGATE	HWY
6/17/2020		178-DA	ATTACH BELT COVER	HWY
	^	TW4	ADJUST CLUTCH/TAILGATE	HWY
	^	23	TURBO ACTUATOR/L/R TAILLIGHT	HWY
	^	80	WATERPUMP/GASKET	HWY
	^	83	ALTERNATOR	HWY
	^	56-DA	BALL JOINTS/BRAKES/TIRES/SERVICE	PARKS
6/18/2020		56-DA	BALL JOINTS/BRAKES/TIRES/SERVICE	PARKS
6/22/2020		151-DA	RUNNING ROUGH	HWY
	^	82	BUCKET CYLINDER/E-BRAKE	HWY
	^	#105	TOP OFF OIL	HWY
6/23/2020		56-DA	BALL JOINTS/BRAKES/TIRES/SERVICE	PARKS
	^	82	BUCKET CYLINDER/E-BRAKE	HWY
6/24/2020		151-DA	STALLING OUT	HWY
	^	56-DA	BALL JOINTS/BRAKES/TIRES/SERVICE	HWY
	^	121-DA	SERVICE	HWY
	^	389-DA	R/F HEADLIGHT	HWY
6/25/2020		151-DA	STALLING OUT	PARKS
	^	56-DA	BALL JOINTS/BRAKES/TIRES/SERVICE	PARKS
	^	47	BRAKE ADJUSTMENT/R/R INNER TIRE	HWY
6/26/2020		178-DA	REPAIR FLAIL HEAD	HWY
	^	116-DA	REPAIR MOWER HEAD SHIELD	HWY
	^	56-DA	BALL JOINTS/BRAKES/TIRES/SERVICE	PARKS
	^	389-DA	R/F HEADLIGHT	HWY
6/27/2020		56-DA	BALL JOINTS/BRAKES/TIRES/SERVICE	PARKS
	^	389-DA	R/F HEADLIGHT	HWY
	^	83	CHECK HYD LEAK	HWY
	^	20	CHECK HARD STARTING	HWY
	^	254-DA	TOP OFF HYD OIL	TREE
6/28/2020		91	EXT BOOM WILL NOT EXTEND	HWY
	^	53	DEAD BATTERY/JUMP START	HWY
	^	86	NO START	HWY
6/29/2020		91	EXT BOOM WILL NOT EXTEND	HWY
	^	53	DEAD BATTERY/JUMP START	HWY
	^	83	ADJUST REVERSE LEVER	HWY
6/30/2020		91	EXT BOOM WILL NOT EXTEND	HWY
	^	53	CHECK WIRING BATTERY AND FUSES	HWY
	^	83	ADJUST REVERSE LEVER/TOP OFF ALL FLUIDS	HWY
	^	39	BRAKE ADJUSTMENT/EXHAUST CLAMP	HWY

Personnel

Total:	4
Injury:	0

Restricted	
Duty:	0
Retirement:	0
Seasonal:	0
Vacancy:	1



# **CITY OF DANBURY**

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

## **DEPARTMENT OF PERMIT COORDINATION BUILDING DEPARTMENT**

**DATE: July 27, 2020**

**TO: City Council**

**C: Mayor Mark Boughton**

**Re: City Council Report for Permit Center and Building Department**

On behalf of the Permit Center and Building Department the following report is submitted for your review. This report is for the period of June 1<sup>st</sup> to the 30<sup>th</sup> 2020. The report consists of statistical data on applications with their associated permits.

### **Report Outline:**

**Permit type** = Type of subject permit.

**Valuation** = is the cost of construction for permit type.

**Issued** = Number of permits issued of that permit type

**Sean P. Hearty**

**DIRECTOR**

**David Newland**

**BUILDING OFFICIAL**



Record #	Record Type	Date Paid	Occupancy Type	Building Type	Total Estimated Construction Value	Street Name	Street No
20-1265	Permit Project Application (Commercial)	6/22/2020 9:29	Industrial MDL-96	Light Industrial	9500	CROSS ST	91
20-1225	Permit Project Application (Commercial)	6/29/2020 15:21	Commercial MDL-94	Stores/Off	25000	MAIN ST	241-251
20-1081	Permit Project Application (Commercial)	6/9/2020 11:28	Commercial MDL-94	Strip Stores	50000	NEWTOWN	67
20-1012	Permit Project Application (Commercial)	6/2/2020 16:40	Church	Churches	215000	GRANVILLE AV	22
20-918	Permit Project Application (Commercial)	6/3/2020 16:35	Comm/Res MDL-94	Restaurant	18000	NEWTOWN	48
20-877	Permit Project Application (Commercial)	6/11/2020 12:32	Commercial MDL-94	Class A Office	235143	MOUNTAINVIEW RD	4
20-813	Permit Project Application (Commercial)	6/1/2020 13:28	Hospital	Hospital	28500	LOCUST AV	112001-
20-781	Permit Project Application (Commercial)	6/10/2020 10:03	Industrial MDL-96	Light Industrial	490000	EAGLE RD	59
20-769	Permit Project Application (Commercial)	6/2/2020 16:46	Church	Churches	5500	GRANVILLE AV	22
20-546	Permit Project Application (Commercial)	6/2/2020 15:48	Commercial MDL-94	Class A Office	1807000	RESERVE RD	100
20-383	Permit Project Application (Commercial)	6/11/2020 17:57	Commercial MDL-94	Strip Stores	115000	LAKE AV	G15125-
20-305	Permit Project Application (Commercial)	6/23/2020 14:55	Commercial MDL-96	Regional Mall	1000000	BACKUS AV	7
20-259	Permit Project Application (Commercial)	6/23/2020 12:25	Industrial MDL-96	Light Industrial	263000	COMMERCE DR	7
20-840	Permit Project Application (Commercial)	6/2/2020 16:08	Commercial MDL-96	Service Shop	80000	STATE ST	9
20-92	Permit Project Application (Commercial)	6/22/2020 9:05	Commercial MDL-94	Health Club	1800000	MILL PLAIN RD	38
20-105	Permit Project Application (Commercial)	6/3/2020 12:52	Industrial MDL-96	Pre-Eng Warehs	200000	SHELTER ROCK RD	90
					6341643		

Record #	Record Type	Date Paid	Occupancy Type	Building Type	Street Name	Street No	Total Estimated Construction Value	Type of Project
20-1320	Permit Project Application (Residential)	6/29/2020 7:57	1 Family	Ranch	CEDAR CREST DR	2	10000	Residential Alteration
20-1229	Permit Project Application (Residential)	6/24/2020 14:31	1 Family	Ranch	VALLEY STREAM DR	37	6500	Residential Alteration
20-1227	Permit Project Application (Residential)	6/25/2020 14:37	1 Family	Cape Cod	ROGER AV	3	6000	Residential Alteration
20-1166	Permit Project Application (Residential)	6/22/2020 16:43	1 Family	Colonial	QUAIL RUN DR	8	750	Residential Alteration
20-1291	Permit Project Application (Residential)	6/23/2020 10:28	Condo	Condominium	BOULEVARD	12	12300	Residential Alteration
20-1102	Permit Project Application (Residential)	6/18/2020 11:37	1 Family	Raised Ranch	TAAGAN PT RD	10	20000	Residential Alteration
20-1115	Permit Project Application (Residential)	6/10/2020 12:40	1 Family	Raised Ranch	ROUNDHILL DR	3	34500	Residential Alteration
20-1069	Permit Project Application (Residential)	6/1/2020 10:29	SFR w/Access Apt	Split-Level	STARR AV	47	1500	Residential Alteration
20-1133	Permit Project Application (Residential)	6/29/2020 16:51	1 Family	Raised Ranch	CHEROKEE DR	14	114000	Residential Addition
20-863	Permit Project Application (Residential)	6/24/2020 13:29	Condo	Outbuildings	WINDING RIDGE WA	7	300685	Residential New Construction
20-862	Permit Project Application (Residential)	6/24/2020 13:27	Condo	Outbuildings	WINDING RIDGE WA	5	300685	Residential New Construction
20-861	Permit Project Application (Residential)	6/24/2020 13:26	Condo	Outbuildings	WINDING RIDGE WA	3	224818	Residential New Construction
20-860	Permit Project Application (Residential)	6/24/2020 13:26	CONDO MAIN	Condominium	RESERVE RD	3	1166800	Residential New Construction
20-837	Permit Project Application (Residential)	6/18/2020 15:18	1 Family	Split-Level	EZRA RD	6	185000	Residential Addition
20-794	Permit Project Application (Residential)	6/11/2020 15:31	1 Family	Ranch	JEANETTE RD	9	54000	Residential Addition
20-794	Permit Project Application (Residential)	6/11/2020 15:26	1 Family	Ranch	JEANETTE RD	9	54000	Residential Addition
20-756	Permit Project Application (Residential)	6/3/2020 12:53	Mobile Hme	Mobile Home	POCONO POINT RD	203	40000	Residential Alteration
20-731	Permit Project Application (Residential)	6/25/2020 23:19	4 Family	Family Conver.	WILSON	5	30000	Residential Alteration
20-515	Permit Project Application (Residential)	6/11/2020 10:20	Vacant	Vacant Land	EVERGREEN RD	4	350000	Residential New Construction
20-515	Permit Project Application (Residential)	6/11/2020 10:17	Vacant	Vacant Land	EVERGREEN RD	4	350000	Residential New Construction
20-393	Permit Project Application (Residential)	6/11/2020 13:33	Mobile Hme	Vacant Land	WEST KENOSIA AV	D15017-71	95000	Residential New Construction
20-391	Permit Project Application (Residential)	6/11/2020 13:16	Mobile Hme	Vacant Land	WEST KENOSIA AV	D15017-46	95000	Residential New Construction
20-300	Permit Project Application (Residential)	6/17/2020 16:33	1 Family	Cape Cod	SHELTER ROCK RD	162	2280000	Residential New Construction
20-280	Permit Project Application (Residential)	6/23/2020 11:12	1 Family	Conventional	WELL AV	10	20000	Residential Addition
20-223	Permit Project Application (Residential)	6/11/2020 14:10	1 Family	Raised Ranch	COLONIAL DR	20	5000	Residential Alteration
20-250	Permit Project Application (Residential)	6/11/2020 11:44	Vacant	Outbuildings	PARKER ST	3	220000	Residential New Construction
20-250	Permit Project Application (Residential)	6/11/2020 11:40	Vacant	Outbuildings	PARKER ST	3	150000	RESIDENTIAL ALTERATION
16-58043	Permit Project Application (Residential)	6/9/2020 7:06	1 Family	Ranch	SO KING ST	D08045-	9000	RESIDENTIAL ALTERATION
19-1155	Permit Project Application (Residential)	6/23/2020 12:09	1 Family	Colonial	QUAIL RUN DR	9	13000	RESIDENTIAL ALTERATION
19-848	Permit Project Application (Residential)	6/11/2020 11:24	1 Family	Ranch	BITTERSWEET DR	6	99000	RESIDENTIAL ALTERATION
15-57542	Permit Project Application (Residential)	6/25/2020 10:51	1 Family	Conventional	E HAYESTOWN RD	22	6467538	RESIDENTIAL ADDITION



## CITY OF DANBURY OFFICE OF NEIGHBORHOOD ASSISTANCE

**Shawn Stillman**  
UNIT Coordinator  
*s.stillman@danbury-ct.gov*

**203-796-8026**

### Livable Neighborhoods 2020 *“Building a Better Danbury”*

**July 2020**

July 27, 2020

Honorable Mayor Boughton and City Council Members:

Below is a table highlighting UNIT activity from the time of last month’s City Council report. This does not include any UNIT activity regarding follow up and re-inspection work from previously noted issues. The UNIT works to ensure that each and every issue is resolved as quickly as possible.

<b>Time Period</b>	June 29 – July 27, 2020
<b>Number of Quality of Life Issues</b>	64
<b>Year to Date - 2020</b>	452

The top issues addressed by the UNIT were:

- Garbage/Debris and Blight (29)
- Unsafe living/Unpermitted construction (14)
- Miscellaneous (9)
- Vehicle violations (7)

### **DEPARTMENT UPDATE:**

As we prepare for City Hall to re-open soon to the public, our department has been conducting business as usual as much as we can. We have limited our interior inspections, and interactions with the residents and property owners have been done responsibly, using all safety precautions.

Statistically, the numbers for our department are a bit lower than what they usually represent during the warmer months, however we continue to proactively enforce and improve issues around our neighborhoods. Complaints from residents have significantly dropped over the last few months.

The UNIT is currently in the process of installing portable motion sensor cameras in random places around town to help enforce various activities such as illegal dumping and graffiti vandalism.

Our department continues to be a distribution source of PPE products, such as masks and thermometers, for Danbury businesses.

### **EXTERIOR AND STRUCTURAL BLIGHT CITATIONS:**

As our department sends out orders to property owners seeking remediation for various issues, in most cases, the property owners respond right away with corrective action. In some cases, very few, action is slow to be taken and our department needs to spend additional time reinspecting and following up to ensure that action is taken. In cases where there is no action being taken, fines accrue and the UNIT submits for those fines to be assessed as a judgement against the property.

**Orders written by UNIT this month (Includes Notice of Violations): 1  
(YTD): 33**

**149 Forty Acre Mountain Road:** Sent a notice to property management company for this vacant, foreclosed home that has a dead tree in the back of the property which poses a risk to property damage to adjoining neighbor. While the city has no ordinance for this safety issue, our department still finds it an important obligation to inform them of this risk.

### **PROPERTY HIGHLIGHTS:**

21 Spring Street (Octagon House): Routine inspections of this city owned property have found that residents were using the property to dump garbage and bulky items. Our department got the property cleaned up, but additionally discovered that the building had been broken into. We arranged with other city departments to ensure that it was re-secured and safe.

35 Farm Street: Foreclosed property has not been consistently maintained by the bank/property management company. The grass has been high and the house not secure. Our department had contacted the company last month to rectify these issues and they were all tended to. However, the problems reoccurred and an order was sent out by our department to ensure that they permanently maintained.

19 Oakland Avenue: The UNIT is near to placing a lien on this property regarding this foreclosure with a large amount of garbage in the rear of the property. Several attempts have been made with the lender and the residents to get it cleaned, however it has been unsuccessful. We continue to communicate the urgency to the lender, however, daily fines are accruing, and a lien will be placed on the property once the courts re-open.

106A Federal Road: This is a vacant restaurant property, across from Applebees that has been empty for some time and is often an attraction for illegal dumping, and criminal activity. Our department had sent an order to the property owners to clean up an abundance of garbage

dumped in the rear of the property. The property has now been cleaned and some fencing has been added to prevent further occurrences.

### **311 UPDATE: METRICS AND ACTIVITY:**

The data below represents service requests created via 311 call center activity. This is not a record of actual calls received. With the COVID-19 pandemic, response time and closure to some less than critical issues and complaints may take a bit longer than usual.

#### **THIS PERIOD:**

#### **2020 YTD:**

Service Requests created:	231	1085
Service Requests closed:	120	760
Percent closed:	520%	70%

We continue to provide the community with innovative, efficient and responsive service in order to address quality of life issues in Danbury. Our department makes itself as accessible to our residents as much as possible. We are contacted by phone, email, text and even Facebook. **For those of you not following the UNIT on Facebook, please LIKE us at UNIT City of Danbury.**

If we can be of any assistance to you or residents in your ward please contact us at 796-8026 or 311.

Sincerely,  
Shawn Stillman  
Coordinator, Office of Neighborhood Assistance



# CITY OF DANBURY

DANBURY, CONNECTICUT 06810  
DEPARTMENT OF ELDERLY SERVICES  
COMMISSION ON AGING  
ELMWOOD HALL  
10 Elmwood Place  
(203) 797-4686

DATE: July 27, 2020

TO: Honorable Mayor Mark D. Boughton  
Members of the City Council

FROM: Susan M. Tomanio, MSW, LCSW  
Director of Elderly Services

RE: Report City Council Meeting  
Reporting Period: (6/22/20 – 7/17/20)

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**CT Department of Agriculture Farmers' Market Voucher Program.** We will work again this year with the State of CT Department of Agriculture to deliver Farmers' Market Vouchers for Danbury Seniors. The Department of Agriculture has delayed the start for the program so we expect to receive these vouchers mid to late July. We will begin distribution as soon as we receive them. As of the time of this report, we have not received these vouchers from the state. We are keeping a running list of all who call to inquire to make sure they receive them. We will be mailing them to the participants.

**Eat Smart Live Strong Nutrition Program / Farm on the Move.** We have modified this program to offer nutrition education on-line in partnership with UCONN Department of Agriculture SNAP Nutrition Education. We will continue to provide fresh vegetables as we did with Farm on the Move, but in a different way. Seniors can decide on one of two choices: 1) "A Grab and Go Farmers' Market Box" of vegetables picked up at the Senior Center or 2) "Farmers' Market Coins" given out directly at the Farmer's Markets so seniors can shop on their own. Both are valued at \$10. This program is delivered in partnership with CityCenter Danbury, the Danbury Farmers' Market, and the UCONN Department of Agriculture. This program is supported in part by a grant from the Peter and Carmen Lucia Buck Foundation. At the time of this writing, the first Farm Market Box Program / Farm Market Coin Program took place on July 22. It was a very safe and smooth process with the Grab and Go distributed outside in the Senior Center parking lot. Farm Market Boxes were delivered to those who are homebound by senior center staff.

**Congregate meal site turned into a meals on wheels delivery program.** Through work with CW Resources, they deliver four meals, twice per week to our center. Two Elderly Services staff members deliver these meals so seniors can remain in their homes.

**“Sunshine Smile” Social Wellness Call Program.** This program has been greatly expanded. We make weekly calls to seniors, have set questions about food, medication, etc., and spend time chatting and checking in.

**Messaging.** We have changed our mail voicemail message to say we are closed, but are still taking calls and that we will call seniors back. I have forwarded all calls to a work cell phone so I can receive those calls at the office or from my dining room table. This message is also posted on a news blog on our website and pinned to the top of our Facebook page.

**Resource and Referral / Case Management Over the Phone.** This continues in earnest. We continue to connect seniors to resources in the community. Many referrals are for seniors who are food insecure, but we are assisting with applications for SNAP and the Medicare Savings Program. Additionally, providing information on reverse mortgages as well as self-directed homecare and always looking for creative solutions to assist seniors during this difficult time.

**Masks.** I have one very active volunteer who is making masks for other seniors who need them. We have donated material to her and masks are delivered or mailed to seniors. We include a note of support on our letterhead so we can continue to be a resource.

**CHOICES Over the Phone. (Connecticut’s program for Health insurance assistance, Outreach, Information and referral, Counseling, Eligibility Screening, i.e. Medicare A, B, D, Advantage, Medigap, Medicare Savings)** This is challenging and difficult, but staff member Joyce Kuhn continues to assist seniors with CHOICES and benefit and support services over the phone from home on a work cell phone and work laptop. Many program changes have occurred and we are spending time gathering this information and staying informed to make sure seniors get accurate information.

**Rent Rebate Over the Phone.** We process over 800 applications for Rent Rebate each year. Staff member Michelle McNamara, who began outreach to our senior housing buildings before we were shut down due to COVID19, leads this effort. Due to this early start, when the program began on April 1, she was able to process over 200 applications from home on a work laptop. She has been calling applicants to inform them of their estimate calculated grant amount and to check in on them at the same time. However, the remaining applicants from the senior housing buildings who she was not able to see in person, as well as the non-housing applicants, are all being called. We have received calls from both the Meriden and Torrington Senior Centers, via direction from the State of CT, asking that we share our past and current procedures for administering the Rent Rebate Program. We appreciate the confidence that the State of CT - Office of Policy and Management, has expressed to us by choosing us as model for other cities to follow. Use of the Google Translate app, texting, smart device photo apps, emailing verification documents, and snail mail have all been a part of making Rent Rebate Over the Phone a success. We are continuing each and every day with these new procedures. As of this time the program deadline is October 1, 2020 and we have had no communication from the State of CT regarding an extension.

**Virtual Activities / Wellness Classes.** We now have seven virtual activities posted on-line on our website, [www.danburyseniors.org](http://www.danburyseniors.org) under the “Virtual Classes and Activities.” They include Line Dancing, Strength Training, Gentle Flow Yoga, Zumba Gold, Timeless Trivia, Chair Yoga, and Dance Yoga. We will expand these programs to include Facebook Live and Zoom programming.

We have initiated a partnership with the Danbury Library to assist seniors with tech support over the phone for Facebook Live and Zoom. We are also researching funding to get more technology into the hands of more seniors with the goal of connection and community to reduce social isolation.

**Redesigned “Elmwood Extra” Newsletter.** Just as our programs have changed, and will continue to change due to COVID19, we have redesigned our newsletter as appropriate. Elderly Services’ staff provided graphic design skills, cartooning skills, while others contributed resources, puzzles, trivia questions, recipes and more. New, more expedited distribution of the printed version was also introduced. Please see June / July 2020 attached as part of this report.

**CHOICES / Resource and Referral / Case Management.** 118 seniors / 180 services provided

**Services by Category:**

CHOICES (Connecticut’s program for Health insurance assistance, Outreach, Information and referral, Counseling, Eligibility Screening, i.e. Medicare A, B, D, Advantage, Medigap, Medicare Savings) – 22

Financial – 4

Food – 37

Housing / Homeless / Home Repair – 13

In-Home Care – /Assisted Living / Nursing Home – 6

Transportation – 7

Elder Law - 4

Medical Equipment - 8

Wellness Check - 1

Protective Services for the Elderly - 9

Friendly Visitor – 2

Taxes - 27

Masks – 3

Advocacy – 2

Supportive Counseling – 1

Senior Center – 12

“911” Emergency Calls: 0

Other - 22

**Senior Nutrition Meal Delivery Program:** 41 seniors, 672 meals delivered, 336 meal delivery calls

**“Sunshine Smile” Social Wellness Call Program:** 38 seniors, 107 calls

**Farm Market Grab and Go Boxes (and Delivery) and Farm Market Coin Program:** 57 total participants, (134 calls, 1 social distance in-person, 1 text, 1 email to set up program with participants)



Farm Market Coin Program: 29, Farm Market Grab and Go Boxes: 19, Farm Market Grab and Go Boxes Delivery: - 7

**Rent Rebate Over the Phone Program:** 187 clients, 584 services provided (341 phone calls, 82 emails, 136 text messages, use of the Google Translate app 6 times)

731 applications processed, 475 – payable, 249 – disallowed, 6 – not payable, 1 – not yet calculated (Program Year 2019)

**Van Transportation Program:** Suspended on March 13 due to COVID19

**AARP Tax Program:** 329 tax returns filed until program suspended on March 13 due to COVID19



*Elderly Services staff member, Vinny Albano, sorting meals for delivery to Danbury seniors.*

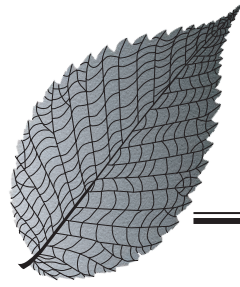


*Elderly Services Staff members, Pam Makin(carrot), Susan Tomanio, LCSW(tomato), Michelle McNamara(peapod), and Senior Center Therapy Dog Logan(Grapes), prepare Grab and Go Farmers Market Boxes for Danbury Seniors.*

**The Prime Timers, Inc., Friends of Danbury Seniors, a 501c3, continues to accept monetary and non-monetary donations in support of the Elmwood Hall Senior Center.**

**Please refer to our website or follow us on Facebook for all the latest news, information and community events for Danbury seniors – [www.danburyseniors.org](http://www.danburyseniors.org)**





# The Elmwood Extra

*Read All About It!*

June - July 2020

*A Publication of the Department of Elderly Services*



## Elmwood Hall

*The club for people age 60 and up*

### *What's Inside:*

Message from the Director of Elderly Services

COVID19 Programs Information • Frequently asked for Resources during COVID19

Tasty Recipe from Joyce Kuhn

Timeless Trivia with Kevin Burland

COVID 19 Self Care Word Search

### **City of Danbury**

**Department of Elderly Services**

**Mark D. Boughton, Mayor**

Susan M. Tomanio, LCSW, Director of Elderly Services

Michelle McNamara, Municipal Agent / Program Coordinator

Joyce Kuhn, Activities / Resource and Referral

10 Elmwood Place, Danbury, CT 06810

**[www.danburyseniors.org](http://www.danburyseniors.org) • Tel. 203-797-4686**

# Message from the Director of Elderly Services

Susan M. Tomanio, LCSW



**H**ello everyone. I never thought in all my 17 years here at the senior center that we would be closed due to a pandemic. We miss you all! I hope you all are doing well and staying safe.

We have no word on when the center will open again. We will be following guidelines set by Governor Lamont and Mayor Boughton, along with the State and City health departments. With individuals over age 60 being more at risk we will be proceeding with caution, putting your safety first.

We have designed a new newsletter so we can continue to stay in touch, provide information on what services we are currently offering and try to provide you with a little bit of information and perhaps make you smile. Along with our current services, we will be including community resources, information, an easy recipe, some trivia, photos, cartoons, quotes and a bit more.

While the look and design will be different, our mission remains the same, to improve the quality of life for Danbury seniors. Please take care and we hope to see you all soon.

Please understand that resources and information are frequently changing due to COVID19 as the state begins the gradual reopening process. Please call the individual agency to receive the most up to date information on their programming.

I would like to thank staff member, Vinny Albano, who graciously used his skills as a graphic designer to create this newsletter. Content is provided by other members of the Elderly Services staff. We thank the Danbury community for all the services and donations provided to the senior community. Finally, our warmest appreciation and gratitude to all those essential workers for putting your lives on the line for the safety of the greater community.

Thank you Mayor Mark Boughton for your leadership during this difficult time.

## COVID19 Programs Information

Hello, I hope you all are well and staying safe. Elmwood Hall - Danbury Senior Center remains closed, but we continue to work from home or in shifts at the center to do our best to deliver programs and services to you. We are not open for face to face appointments, but you can call us with your questions or concerns at the main number, 203-797-4686 and leave us a voice mail. We will make every effort to return your call within 24 hours.

Here is an update of how we have changed our programming in response to COVID19.

### **Resource and Referral / Case Management**

**Over the Phone** – While the Elmwood Hall Danbury Senior Center building is closed, staff is available by phone to answer questions and provide information on resources in the community, such as how to acquire food, how to get Meals on Wheels, transportation, home care, SNAP benefits, etc.

### **Congregate Lunch Now as a Meals on Wheels Program**

Our congregate lunch program has temporarily turned into a meals on wheels delivery program. Meals are currently being delivered Mondays and Wednesdays.

### **“Sunshine Smile” Social Wellness**

**Call program** Seniors who have been isolated at home have been receiving weekly phone calls from senior center staff to check in on their social well-being. Let us know if we can be ray of sunshine in your day.

**CHOICES Over the Phone** (Connecticut’s program for Health Insurance Assistance, Outreach, Information and Referral, Counseling, Eligibility Screening, i.e. Medicare A, B, D, Advantage, Medigap, Medicare Savings) – A CHOICES certified counselor and center staff member assists seniors with Medicare A, B, D, Medicare Advantage plans,

Medigap plans and the Medicare Savings program. Call and ask for Joyce.

**Rent Rebate Over the Phone** – The State of CT Rent Rebate program for 2019 began on April 1 of this year. Applications are being processed over the phone. Call and ask for Michelle.

### **Virtual Activities / Wellness Classes**

We have gone virtual! Virtual wellness classes and activities are posted under the “Virtual Classes and Events” section of our website [www.danburyseniors.org](http://www.danburyseniors.org)

Look for **Strength Training, Chair Yoga, Zumba Gold, Gentle Flow Yoga, Line Dancing and Timeless Trivia.**

These classes are also posted on our Facebook page, Elmwood Hall - Danbury Senior Center.



Sophia T. donated her time and talent to make masks for other seniors in the Danbury community.

**Face Masks** - We have a limited supply of hand-made cloth face masks for distribution. Thank you to seniors Sophia T. and Gale and Jim M. for making and donating these lovely cloth masks.

If you need a face mask contact Susan. Because we have a limited supply, it is one mask per senior.



Gale and Jim M. of Danbury made and donated these beautiful masks for distribution to other seniors.

Due to the rapidly changing nature of the COVID19 pandemic, these program offerings are subject to change. Our goal is the health and safety of the Danbury senior population and the Elderly Services staff.

**We thank you for your patience as this is a fluid and ever changing situation.**



Thank you to staff members Michelle McNamara and Vinny Albano, plus volunteer Cienna McNamara and Senior Center Therapy Dog, Logan, for helping to not only deliver meals to seniors, but to spread hope and love. Credit for this idea goes to Michelle, and she and her daughter Cienna made these awesome signs!





*With Kevin Burland*

- 1.) What fast food franchise got it's start in a Shell gas station in 1930?
  - a.) McDonalds
  - b.) Kentucky Fried Chicken
  - c.) White Castle
  - d.) Arby's
- 2.) On a set of jumper cables, which color designates the negative connector?
  - a.) Blue
  - b.) Red
  - c.) Orange
  - d.) Black
- 3.) Which U.S. city is known as the "toilet paper capitol of the world?"
  - a.) Seattle
  - b.) Detroit
  - c.) Cleveland
  - d.) Green Bay
- 4.) In what decade was the phrase "junk food" added to the dictionary?
  - a.) 1950s
  - b.) 1960s
  - c.) 1970s
  - d.) 1980s
- 5.) What is the "rainiest city" in the United States?
  - a.) Mobile, Alabama
  - b.) Portland, Oregon
  - c.) Tampa, Florida
  - d.) Seattle, Washington
- 6.) Which of these countries does NOT share a border with Germany?
  - a.) Denmark
  - b.) Liechtenstein
  - c.) Czech Republic
  - d.) Poland
- 7.) Which movie features the catchphrase, "where we're going, we don't need roads"?
  - a.) The Wizard of Oz
  - b.) Star Wars
  - c.) Back to the Future
  - d.) The Matrix
- 8.) What composer wrote "God Bless America"?
  - a.) George M. Cohan
  - b.) Irving Berlin
  - c.) John Philip Sousa
  - d.) Francis Scott Key
- 9.) What was first lady "Lady Bird" Johnson's ACTUAL first name?
  - a.) Claudia
  - b.) Dolly
  - c.) Meredith
  - d.) Seratina
- 10.) John Wayne starred in the 1962 movie called "HATARI" which means WHAT in Swahili?
  - a.) Help!
  - b.) Stampede!
  - c.) Danger!
  - d.) Run!

# Frequently Asked for Resources During COVID19

## Food Resources

**Food Pantries:** The Danbury Food Collaborative continues to update their Danbury Food Guide. It is available on the United Way of Western Connecticut's website, [www.uwwesternct.org/danburyfoodcollaborative](http://www.uwwesternct.org/danburyfoodcollaborative) . A hardcopy can be obtained by calling the United Way directly at 203-883-0879, or we would also be happy to mail you one upon request. A pantry of special interest is Hillside Food Outreach. They will deliver a bag of groceries to your home. They can be reached at 203-702-4881.

**Senior Hours for Grocery Stores:** Many of the local grocery stores, including ShopRite, Stop & Shop, Stew Leonard's, Caraluzzi's, Target, and Whole Foods have designated special "senior" shopping hours. Please call each store directly as hours may change to find out when it best to shop for you.

**Need Someone to Shop for You :** Seniors are still considered an at risk group for COVID19. Many have medical conditions that might compromise their immune systems. If you would like someone to shop for you, please call the Age Well Community Council of Danbury's Food Shopping line at **203-883-0879**. Please leave a message and someone will call you back. You are responsible for payment of the groceries, but volunteers from Jericho Partnership will do the shopping for you.

**Meals on Wheels:** If you would like Meals on Wheels delivered to you, please call the Western CT Area Agency on Aging to see if you qualify. Eligibility has been modified due to COVID19. They can be reached at **1-800-994-9422**.

**SNAP (Supplemental Nutrition Assistance Program)** Please call End Hunger CT at **1-866-974-7624** or fill out an application online at [www.endhungerct.org/services/snap/](http://www.endhungerct.org/services/snap/) to see if you qualify. **SNAP** can now be used to purchase food online as well as in person at participating stores.

## Income Tax Preparation

The Senior Center remains closed, therefore we are not offering AARP Tax Assistance. Income taxes can be filed at the **AARP Tax Foundation** website, [www.aarp.org/money/taxes/aarp\\_taxaide/](http://www.aarp.org/money/taxes/aarp_taxaide/). **VITA, Volunteer Income Tax Assistance**, continues to assist individuals with tax preparation. Please call the **Community Action Agency of Western CT** at **203-744-4700**.

## Transportation

Transportation to medical appointments continues to be provided by the SweetHART Bus. Their phone number is **203-744-4070**. Additional assistance can be provided by April Chaplin at the Kennedy Center. April is the **Mobility Manager for Northwest CT Regional Mobility Manager/Ombudswoman**. Her number is **475-298-3103**.

## General Resources and Information

The City of Danbury website, <https://www.danbury-ct.gov/> is a wonderful resource for information and links to services due to COVID19.

Age Well CT's website also lists resources and activities, <https://agewellct.org>.

Please give us a call at the senior center to see if we can help connect you to the resources you are looking for.



# Joyce Kuhn

## *Rice Custard Recipe*

### Ingredients

- 1% low fat milk 1¼ cups
- Long-grain white rice 2½ tablespoons
- Eggs 1 egg
- Sugar 2 tablespoons
- Vanilla ¼ teaspoon
- Raisins (optional) 1 tablespoon

### Directions

In a heavy saucepan, mix the milk, rice, cinnamon and salt (if using). Bring the mixture to a simmer over medium heat, then reduce the heat to low and cook, stirring occasionally for 20 minutes, or until the rice is tender.

In a medium mixing bowl, beat together the egg, sugar and vanilla; beat into the hot rice mixture, then transfer the mixture back to saucepan. Cook, stirring, for 2 minutes longer. Stir in raisins (if using) and pour the pudding into serving dishes. Cover with plastic wrap and chill for 2 hours or overnight. Makes 2 servings. Recipe can be doubled.

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#### Timeless Trivia Answers *See page 4*

- |       |       |                          |       |   |       |       |       |       |        |
|-------|-------|--------------------------|-------|---|-------|-------|-------|-------|--------|
| 1.) b | 2.) d | 3.) d                    | 4.) a | 5.) a                                     | 6.) b | 7.) c | 8.) b | 9.) a | 10.) c |
|       |       | 13.8 billion<br>annually | 1952  | 67 inches;<br>59 rainy days<br>on average |       |       |       |       |        |



# Self Care During COVID19 Word Search

Listen to music



Do a puzzle



Watch a movie

I I Y K O G H D J Q B V B F I S R B Z X X Z F I  
Q H J Q D N E I R F A O T K L A T L V M A Z D O  
T C L L A B S S E R T S W Z K O Y R A Y A R P U  
T X E X P G Q A L Y C F Q I K T S K D N W D A B  
L A E A Y A K Z R L G J B Y V P P G G P R K H Y  
I W R Q I O Z P Z E I W T M Q W Z Z W K Z U E W  
S E F K O E M F M V G K J C A Z J Z L H A S O A  
T P S C Q M M F R I K R S R L P K X O U R P Y J  
E O S M Y A P S W T Z M D G V X W U V G O E L V  
N C E E E G E X W I E A N G N H W M K A M T T Y  
T B R D X A L V Z S I Q L U T I Q F D S A T O S  
O V T I E G Z U X O J V O A I G P N S T T I V G  
M T S T R N Z H Y P A Y B W O A X O N U H N J T  
U H L A C I U H F E A A K E Y R P F C F E G R V  
S C P T I Y P J S B E Q S G J D A C M F R A S I  
I T B E S A A B A K R Z D Z G E I I J E A N C P  
C A V D E L O D A Q B K I M R N R L K D P A D M  
C W S P S P D T X U H H G T J R N P K A Y N P Y  
P C U E I V O M A H C T A W K S K W O N G I E M  
Y Y I N E Q D E E P B R E A T H I N G I L M F Z  
H J G N K A P R S H D S J O F R U A S M C A L T  
Y Q F K Y C T I H C J T W U I R Y N G A S L W A  
C L E A N S O M E T H I N G K D O B Y L O J H X  
V L B U S E S D H R X W O L L I P A H C N U P F



Watch TV



Eat



Petting an animal

stress free cope coping skills be positive aromatherapy journal draw  
watch a movie listen to music do a puzzle eat garden pray hug a stuffed animal  
punch a pillow cook meditate clean something talk to a friend exercise  
Petting an animal take a bath watch TV stress ball playing a game deep breathing

"It's OK my friend,  
someday you will win  
a game of Bingo!"



Vinny Albano

"He insists on  
bringing his recliner  
to Chair Yoga!"



Vinny Albano

# Elmwood Extra *Read All About It*

## Department of Elderly Services

Elmwood Hall - Danbury Senior Center  
10 Elmwood Place, Danbury, CT 06810

### Mission Statement

The Department of Elderly Services seeks to increase the quality of life of Danbury area citizens who are age 60 or older by developing many comprehensive programs and resources and referral services specifically designed to enrich the general well-being of Danbury's more mature population.

**Elmwood Hall Senior Center**  
**Municipal Agent's Office for the Elderly (Resource and Referral)**  
**Van Transportation Program**  
**Rent Rebate Program**  
**Intergenerational Programs**

For a full listing of our programs, please visit our website [www.danburyseniors.org](http://www.danburyseniors.org)

### Department of Elderly Services Staff Members

Susan Tomanio, LCSW - *Director of Elderly Services*

Michelle McNamara - *Municipal Agent / Coordinator*

Joyce Kuhn - *Activities / Outreach / Resource & Referral (Grant Funded)*

Linda Rinaldi - *Administrative Assistant*

Jose Fuentes - *Program Set Up Assistant* • Vincent Albano - *Program Set Up Assistant*

Kevin Burland - *Van Driver* • Pam Makin - *Van Driver*

Danbury Library Statistics: Circulation, Programs, Services 2019-2020																	
	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-20	Jan-20	Feb-20	Mar-20	April-20	May-20	Jun-20	YTD 19-20	YTD 18-19	+/-	%	Comments:
NUMBER OF PEOPLE ENTERING LIBRARY	29,913	29,479	21,407	26,651	24,051	20,408	28,109	25,109	16,755	0	0	0	221,882	325,879	-103,997	-32%	*Library closed to public 3/13/20 due to COVID
AVERAGE NUMBER OF PEOPLE PER DAY OPEN	1,151	1,092	765	888	859	704	969	930	1,396	0	0	0	8,754	11,783	-3,029	-26%	
COMMUNITY ENGAGEMENT	125,503	82,968	51,030	87,184	93,400	76,031	99,904	85,560	175,429	189,739	159,051	165,104	1,390,240	1,195,203	195,037	16%	
REGISTERED PATRONS WITH ACTIVE LIBRARY CARDS *	27,407	27,679	27,964	28,186	28,305	28,391	28,686	28,946	26,600	26,252	26,340	26,961	331,717	310,736	20,981	7%	
USE OF LIBRARY MATERIALS & SERVICES - IN LIBRARY																	
Total print circulation	25,169	22,465	18,183	18,469	18,083	16,504	19,768	18,103	7,509	1,284	1,708	2,650	169,895	247,382	-77,487	-31%	2047 curbside pickups in June, service began 6/1/20
Total Inter-library loan	1,785	1,941	1,576	1,834	1,697	1,512	1,922	1,747	784	236	234	247	15,515	21,798	-6,283	-29%	
Total program number	172	127	78	141	135	134	120	134	40	26	64	98	1,269	1,927	-658	-34%	
Total program attendance	3,162	1,891	2,348	3,371	2,765	2,471	1,987	2,252	399	3,501	1,765	1,290	27,202	32,227	-5,025	-16%	
Meeting room use by outside agencies	48	36	57	64	41	39	55	54	19	0	0	0	413	449	-36	-8%	
USE OF LIBRARY MATERIALS & SERVICES - REMOTE & ELECTRONIC																	
Computer usage	6,393	6,943	6,496	5,812	5,339	4,755	5,065	5,396	2,540	135	190	250	49,314	84,161	-34,847	-41%	
Ebook and audiobook circulation from Overdrive	1,032	1,112	918	876	759	858	384	358	1,180	1,673	1,667	2,006	12,823	9,758	3,065	31%	
iConn ebook and audiobook downloads	83	78	63	63	53	73	52	47	29	40	49	83	713	885	-172	-19%	
Downloadable content (eSebco, Freegal, Hoopla, Kanopy, Tumblebooks)	6,670	7,046	6,477	6,874	5,512	5,790	6,686	5,870	7,799	13,045	15,087	13,697	100,553	73,268	27,285	37%	
* An active card is one that has been used in the past 18 months or owes money.																	

Danbury Library Grant Applications and Statuses, 2019-2020							
Grant Agency	Program Supported	Grant Amount	Award Amount	Application Due Date	Award Dates	Project Status	
CT State Library Construction Grant	Junior Floor / Children's Programming	\$100,000	\$100,000	8/31/2018	11/2018 - 5/2020	Awarded-Active	
Library Services and Technology Act Literacy Grant	Literacy, Language Services	\$7,500	\$7,500	4/8/2019	7/1/2019- 8/30/2020	Awarded-Active - End date extended to 8/30/20	
Woman's Club of Danbury/New Fairfield Philanthropic Funding	Digital Services	\$500		1/20/2020		Awarded-Active	
Library Services and Technology Act Planning Grant	Marketing	\$5,000		12/1/2019		Received City Council approval to apply	
NASA CT Space Grant Consortium	Teen STEM Programming	\$4,800		Rolling		Applied	
The Awesome Foundation	Junior Floor / Children's Programming	\$1,000		Rolling		Received City Council approval to apply	
Ezra Jack Keats Foundation	Children's Programming	\$500		3/31/2020		Applied	
Jerry Kline Community Impact Prize	General	\$250,000	\$0	7/15/2020		Awaiting City Council approval to apply	



# DANBURY LIBRARY KLINE PRIZE APPLICATION 2020

The Jerry Kline Community Impact Prize, developed in partnership between the Gerald M. Kline Family Foundation and Library Journal, was created in 2019 to recognize the public library as a vital community asset. When libraries, civic entities, organizations, and the people they serve become close partners, their communities thrive.

Prize: One winning library will receive \$250,000 in unfettered grant monies from the Gerald M. Kline Family Foundation. The winning library will also be profiled in the November issue of Library Journal and online.

The winning library will be identified based on the degree of its impact on the community in the following key areas:

- Engagement – a) How do the local government and other civic institutions partner with the library—and vice versa—to support the service area’s defined civic goals? b) How does the library use deep engagement and co-creation with community individuals and non-governmental organizations to drive library services?
- Recognition – What does the community recognize are positive outcomes from the library, and how is that recognition given? How is that reflected in support?
- Inclusion – How does the library go the extra mile to meet the needs of marginalized or underserved populations among its community and to promote social cohesion and connection across differences?
- Leadership development – How does the library ensure its own organizational strength and dynamism?
- Environmental sustainability – How does the library lead on sustainable thinking for the library itself and the community at large to ensure future resilience?
- Inventiveness – How are the library services original, both strategically and tactically?

Population in Service Area: 84,694

Physical Area Served (in square miles): 44.3 sq miles

Per Capita Budget: \$26.01

Number of Patrons Served per Year: 325,879

Number of FTEs: 22

Number of People Volunteering at the Library Per Year: 80

Number of Days Open Per Week: 7

Number of Hours Open Per Week: 51

Existing Funding Sources: Municipality, Friends of the Danbury Library, grants



## OVERVIEW SUMMARY

The Danbury Library is an integral part of the Danbury community. Because of its socio-economic, cultural, economic, household, and religious diversity, Danbury was recently ranked as the 11th most diverse city in the United States. Danbury is a vibrant city in Western Connecticut; it encompasses a downtown in the midst of revitalization, a sprawling suburb, and a lake community. The Danbury Library unites the city by providing a welcoming space, both physical and virtual, and is committed to serving the needs and interests of all who live and work in this community.



Our partnerships are some of the library's strongest assets, expanding our reach and maximizing our impact on the community. Danbury is home to many thriving nonprofits, cultural groups, organizations, and businesses. While their missions may differ, all are united in their vision of a strong and vibrant city. The library helps to realize this common vision by creating connections among community stakeholders and identifying new opportunities for collaboration.



The library staff maintains active partnerships with more than 50 Danbury organizations, non-profits, and businesses to provide programming and services to residents. These partners range from nature centers and garden clubs to at-risk youth assistance groups and hackerspaces. They present their expertise in library programs, add teachers to our English language classes, and provide support for some of our most vulnerable populations.

Some meaningful positive outcomes from recent partnerships include feedback from graduates from our English learning classes. Using attendance, assessments, and surveys, we were able to measure student progress. All

students showed improvements in English language skills and almost all moved onto the next level class. All students were able to apply what they learned in class to further their education, improve their job prospects and enhance personal wellbeing.

We have also received very positive feedback from our Teen STEAM Camp attendees and their parents. Each year, nearly half of camp attendees return to the program to work as mentors for the following year's camp. The Teen STEAM Summer Camp is a six-week program for teens (ages 13-18) designed to explore topics in science, technology, engineering, art and math. Campers gain in-depth, hands-on experience in STEM fields, art and design, public speaking, and research, along with various other professional and personal skills.



The library's role in strengthening the community has been recognized officially by some of our community partners, but more informally in the small interactions and words of gratitude from members of our community. The City of Danbury and our volunteer fundraising group have shown their support in continued funding throughout the years.

Library leadership and staff are dedicated to creating a welcoming environment for everyone regardless of age, education, ethnicity, language, income, physical limitations, or geographic barriers. Library signs and information are presented in multiple languages whenever possible. We work closely with organizations to provide support and activities to accommodate neurodiversity and have plans to open a sensory space within the library soon. Staff receive training to work with individuals facing homelessness and those in transitional living situations. The

library is committed to providing a safe, welcoming space where all are given a voice, a platform, and a purpose.

We are a single library with a small staff serving a large population. Strong leadership and well trained staff are necessary to nurture collaborative partnerships, meet the needs of our exceptionally diverse patron base, and offer innovative and inspiring activities to keep residents engaged. Library administrators recognize the evolving nature of the library profession and frequently reconfigure traditional library roles for recruitment. Although we face some disadvantages as a small team, working closely and collaboratively helps us to work together to adapt quickly to new obstacles.

When the library building closed for safety in March, the staff took immediate action. All programs were reimagined for a virtual medium. Staff created original content for social media, several hundred library cards were processed remotely, the summer learning challenge was fully revised, resources were curated to help support distance learning for students, and curbside pickup for library materials was made possible. During this closure, staff has remained readily available to answer questions, assist with research, and connect new users to digital resources like ebooks, audiobooks, and streaming videos. Our marketing and outreach have proven successful as our digital usage has increased dramatically and more patrons have taken advantage of the library's physical materials than last year during the same time period. Patrons have emailed and called to express their thanks and many said the library programs brightened their time in isolation.





While the building is closed, the library is making changes to improve our environmental footprint. We have swapped out our traditional water fountains for bottle filling stations, cleared off and donated our library shelving to prepare for renovation, and made plans to eliminate our paper flyer process and move to a digital method for signing agreements and release forms. The library also practices sustainability by educating the public about conservation and by promoting stewardship of our natural resources through programming and partnerships.

Although we are limited to a single building with limited square footage, the Danbury Library has managed to innovate and reimagine all corners of the library. We transformed former offices into video and audio recording studios and



installed free-standing study pods to provide more meeting spaces for our patrons. We have branched out from the library building and discovered new venues for library programs. We have also embraced virtual programs which accommodate patrons who are homebound or who have schedule conflicts. By broadcasting our programs on our local cable network, we are even able to reach those without an internet connection.

The Danbury Library is an important community asset that is accessible to all members of our diverse city. It is a place where people can find a quiet room for study or a venue for the spirited exchange of ideas. With strong library leadership, adaptable staff, unique and abundant partnerships, and community support, the library maximizes the resources at its disposal to create tailored and responsive experiences for patrons.

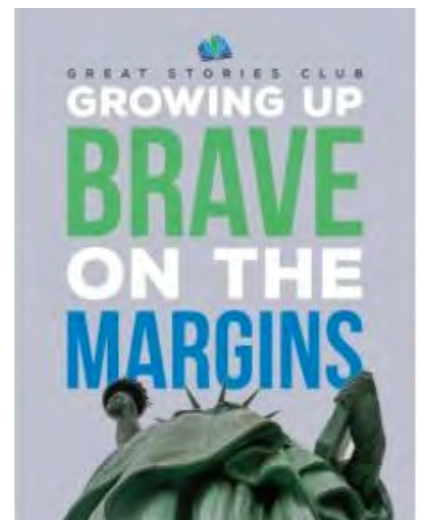
## ENGAGEMENT

***How do the local government and other civic institutions partner with the library—and vice versa—to support the service area’s defined civic goals?***

As a department of the City of Danbury, the library has a close relationship with the Mayor, city council, and other city departments. Our city’s civic goals mirror those that exist nationwide: a thriving economy, healthy citizens, low unemployment rates, a vibrant downtown area, and successful schools.

Library administrators serve on committees that collaborate directly with other city departments and community groups. Our library director served on the steering committee for the “Office of Project Excellence,” the goal of which was to unite City projects under one umbrella. She is also currently an executive board member of DanburyWORKS, an economic development collaborative focused on reducing the poverty rate within immigrant and communities of color in Danbury. For many of these community focused projects, the library acts as a touch point to relay information to the public about services available to them.

This past winter, the library hosted a “Great Stories Club Series on Truth, Racial Healing, & Transformation” with funding awarded through an ALA grant. The Danbury Chief of Police was a vital part of this club and engaged in discussion with teens about race, equity, identity, history, institutional change, and social justice. He shared his experiences as a police officer and as a black man in relation to Angie Thomas’ “The Hate U Give.” Club members cited Chief Ridenhour’s participation and discussion as one of the most influential parts of the program.



The library has a strong collaborative partnership with Danbury schools and we work in tandem to enrich the school curriculum. Art teachers are involved in library card design and bookmark contests. Our Teen Librarian works with music

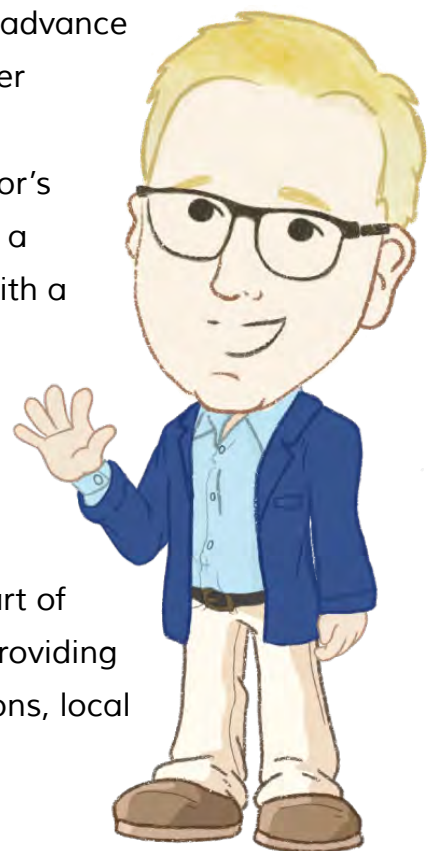
teachers to provide free harmonica lessons and musical performances for the schools and with the middle school English/Language Arts department to offer a supplementary mythology program for incoming sixth graders.

This year, with the Danbury Museum and Historical Society, we provided educators with primary source documents from the Founding Era and local history. We arranged assemblies that included reenactments, oral histories, and an exploration of the similarities between the American Revolution and current events. Students explored the themes of unequal hardships, race, and mobilizing for independence.

Another new project involves collaboration with the Alternative Center for Excellence, a high school in Danbury, to provide visiting classes with research materials and tailored librarian support needed to complete assignments. The library's goal is to ensure that all students, no matter which Danbury school they attend, receive equal access to library materials and the extended academic support from highly qualified reference librarians.

Principals and teachers welcome the library's partnership to advance summer reading goals for their students, and see the Summer Reading Program as a natural extension of the curriculum. A significant part of our summer learning initiative is the "Mayor's Reading Challenge." Participants are invited by the Mayor to a special celebration in their honor. Last year, we celebrated with a rocket launch, and, this year, he has agreed to be "slimed" if we meet our collective reading goal!

In the wake of the pandemic, the Mayor has been connecting with residents virtually through a weekday Facebook live session. The Library has been an important part of this daily event by responding to questions in the chat and providing links to resources about testing, masks, CDC recommendations, local food distribution, unemployment, and more.



**How does the library use deep engagement and co-creation with community individuals and non-governmental organizations to drive library services?**

One of the clearest examples of deep engagement and co-creation with local individuals and organizations is our Teen STEAM Camp. Each week, students work with local makers, artists, industry leaders, nature centers, and businesses to explore topics in science, technology, engineering, art and math.

In past sessions, campers spent a week learning about circus tricks and techniques with “Circus Moves,” a local business that specializes in circus arts like balancing, object manipulation, and tumbling and acrobatics. Circus learning is engaging and promotes social-emotional, physical, cognitive, and spiritual health and wellness. Campers incorporated the techniques that they learned throughout the week to put on a show that delighted our young patrons.

In another week-long session, the library brought in astronomy experts and campers compared densities, volume, and the mass of different planets to each other using mathematical formulas. On the last day of the session, campers went inside a planetarium to explore the lore of the constellations and put the planet sizes in perspective.

With support from our local Microsoft Store, campers dedicated one week to coding apps to create real solutions to problems faced by local non-profit organizations. Teams were paired with non-profits to discuss their unique needs and create tools to assist them using their newly discovered programming skills.



Other areas of exploration included “Natural Tech & Biomimicry” with the Pratt Nature Center, a nearby wildlife preserve, crime scene investigation and forensics with a Danbury teacher, stop-motion animation with a sculptor and animator, aviation engineering with STEM industry experts, and permaculture at Western Connecticut University’s Danbury campus.

Outside of this particular program, the library frequently partners with local law offices and financial groups to host programs related to personal finance, estate planning, and retirement. In addition to job application and resume assistance that we provide regularly, we offer courses to enhance digital skills, improve

LinkedIn profiles, and optimize job searching through partnerships with technology companies like Microsoft and Google.



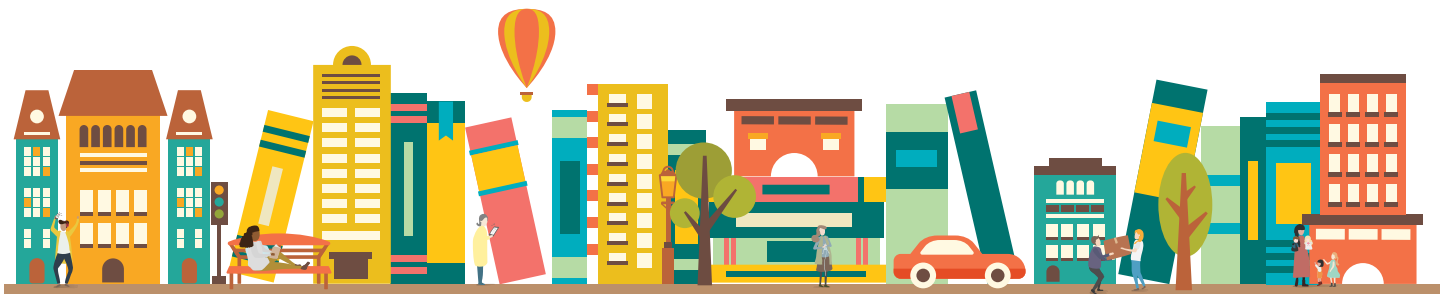
The library also partners with WERACE, an adult continuing education program, to provide citizenship and ESOL classes. In 2018, the library held its first naturalization ceremony and 19 candidates from Danbury and the surrounding area became U.S. citizens. Mayor Mark Boughton attended the ceremony and gave a speech along with other notable speakers like the editor of Tribuna, our local trilingual newspaper, and veteran and police officer from the Danbury Police Department.



In 2019, we launched our “Library Card Discount Program” with over 20 businesses participating to encourage library card registration and promote Danbury’s local economy. We designed print and digital materials with custom graphics to highlight and help market participating businesses.

As a result of our partnerships with municipal and community organizations, we expand our presence all over the city to promote the Library. You will find us at food truck events, farmers markets, community movie nights, Danbury college campuses, and Westerners baseball games. In our purple pop-up tent we provide free wifi, register library cards, hand out reusable bags and library swag, and promote library services and events.

Our goal, at every level, is to participate and add value. We are a vital part of our community and have created partnerships that maximize our impact and the impact of local organizations to create a thriving city.



# **LIBRARIES = STRONG COMMUNITIES**

## RECOGNITION

**What does the community recognize are positive outcomes from the library, and how is that recognition given? How is that reflected in support?**

The library is recognized as a vital community organization and partner throughout Danbury. In 2019, the library was the recipient of the “Ability Beyond Community Partnership Award.” Ability Beyond is an organization in Danbury that supports individuals with disabilities through community job training and placement, supported living and recreational and educational enrichment. The library has been recognized at the annual giving breakfast of the Women’s Club of Danbury in both 2018 and 2019 for our contribution to promoting digital services within the senior population. The trilingual local newspaper, the Tribuna, also awarded the library with a nonprofit of the year award.

Recognition from our community members is delivered in many ways, including anecdotes and spontaneous feedback. It may be difficult to sum up what library staff receive as important micro-assessments on a day to day basis, but the collective impressions we gather tell a complete story of the perceived commitment to patrons’ requests and needs.

When a patron seeks out a particular staff member who helped them fill out a job application to give them good news they were hired, or an older teen who attended storytime as a child brings their young cousin for the same, or a volunteer reader comes in each week to gather new selections seeks the same clerk because she knows she’ll find exactly what she



needs and more - these are the instances that shape our understanding that we are on the right track with our community. We receive supportive notes, thank you emails, and hear of recommendations given to family and friends to check out our programs and services.

Funding is another way to demonstrate support. The Mayor and City Council have kept our funding stable throughout tumultuous times in 2008, as well as today. When many other libraries are facing budget and staff cuts, our city recognizes the value the library contributes and has continued to provide the financial investment needed to keep basic services running.

Our library is also fortunate to have a dedicated volunteer organization made up of Danbury residents that raise funds on behalf of the library. The Friends of the Danbury Library provide 100% of our program funding through their fundraising efforts. Their



annual book sale is a community wide event that fills an entire gymnasium over a long weekend which exchanges over 2,000 books into the hands of visitors. The Friends also help expand our reach by way of their individual and personal networks to build library connections and inform the community of our services.

Strengthening the community by offering services and resources that bridge the gaps in basic, early, civic, digital, financial, health, and legal literacy, the Danbury Library is valued both by individual patrons who find their place at the library and community organizations whose partnerships with the library help maximize their impact and fulfill their community driven missions.



## INCLUSION

***How does the library go the extra mile to meet the needs of marginalized or underserved populations among its community and to promote social cohesion and connection across differences?***

Inclusion is at the heart of everything the library does. Danbury is one of the most diverse small cities in the country. There are over 43 different languages spoken in the schools and 30% (~25,000 individuals) of the population are new immigrants from countries including Ecuador, Brazil, India, the Dominican Republic, and Mexico. Socio-economic status also varies widely with 42% of households at or below the ALICE (Asset Limited, Income Constrained, and Employed) level.



Multilingual communication is a priority for the Danbury Library. Print and digital forms of informational material are made available in Spanish, English, and Portuguese. Our library events are featured in the Tribuna, a local newspaper printed in English, Portuguese, and Spanish. We have also been adding to our collections of books for adults and children in other languages. We have staff members who can offer assistance in Spanish, Portuguese, Chinese, Gujarati, Hindi, Marathi, and Urdu. Our information desk and greeter station are equipped with iPads with the “Say Hi” translation app to facilitate patron interactions when there is a language barrier.

Through grant funding and partnerships with WERACE, our regional continuing education program, the library offers English language classes for beginning learners. The need for these classes is so great that we often have waitlists. We have strengthened our relationship with

Literacy Volunteers on the Green, a non-profit English language tutoring agency, to help accommodate this demand.



The library also partners with local organizations to create inclusive spaces for people of all abilities. We have worked with Western Connecticut Association for Human Rights (WECAHR) to arrange "Read to a Service Dog" programs for struggling readers and sensory-friendly movie screenings in our program rooms. We collaborate with Ability Beyond, a nonprofit that provides community job training and placement, to give behind-the-scenes tours of the library, and have provided robust informal "internships" for their clients.

The library is working closely with WECAHR, Ability Beyond, and other agencies in the community to create a sensory space in the library. This space will be the first sensory space in a Connecticut library. As it is today, our children's floor is brightly lit and buzzing with activity and noise. A sensory space would provide a place to adjust to the stimuli of the library and to maximize the positive effects of a library visit. The benefits of a child visiting the library regularly are undeniable, and we are committed to seeing that there are no barriers to access for any child. The space would also be able to be reserved by teachers and service providers to work with their students.

The library also serves our local homeless population daily. Local shelter services are open only during evening and nighttime hours. During the day, especially in summer and winter months, homeless patrons spend their time in the library. All library staff have received training about best practices for working with and

serving individuals who are homeless or in transitional living situations. Our goal in every interaction is to treat our patrons with dignity and respect. The library has also partnered with APEX Community Center, an advocacy group for individuals living with HIV/AIDS, mental health and substance use disorders, to have a social worker on site each week to provide support and connection to local services for those seeking assistance.

Circulation and digital services staff regularly visit the senior center to provide programs and technology help. Many senior residents are interested in using the library's ebook and audiobook collections and the accessibility functions that they offer (like enlarged text, for example,) but feel intimidated by new technology. Our staff work one on one with these

patrons to eliminate that fear and to help them feel comfortable accessing our digital collections. Circulation staff also bring small collections of physical books for check out, including selections from our Large Print collection, and engage members with fun craft projects.

This year, we began offering "Memory Kits" with books, activities, games, and music designed to stimulate memory and engage the senses for individuals experiencing Alzheimer's disease or other dementia-related diseases and to facilitate meaningful connections with their caregivers. We have also added Launchpads with memory games for a fun and engaging way to keep the mind active.



## LEADERSHIP DEVELOPMENT

### ***How does the library ensure its own organizational strength and dynamism?***

With 22 full-time employees for a population of 85,000, half the statewide average per population, and 15 part-time employees, our staff take on multiple roles. The Communications Specialist creates signage, manages the email newsletter, and teaches Spanish and English classes. Our Innovation and Sustainability Librarian writes grant proposals and is also in charge of adult collection development. Our Head of Circulation manages an entire department and is a fixture at local senior centers and nursing homes. Clerks create promotional videos, make book lists, offer readers advisory, run programs, and the list goes on and on.

Every staff member in the library engages with patrons. Staff consistently stretches outside of their already dual roles to lend support to one another for the betterment of the library and an improved customer service experience for our patrons.

Although lean, our staff is full of knowledge, ideas, and enthusiasm. Our investment in tools like Niche Academy for online staff training and library leadership buy-in for time dedicated to professional development has helped to create a workforce that is future-ready. Danbury Library staff is always learning new processes and technology to improve patron experience continuously, as well as to make the library run





smoothly and efficiently. In both 2019 and 2020, librarians from Danbury Library have led presentations at the Connecticut Library Association annual conference.

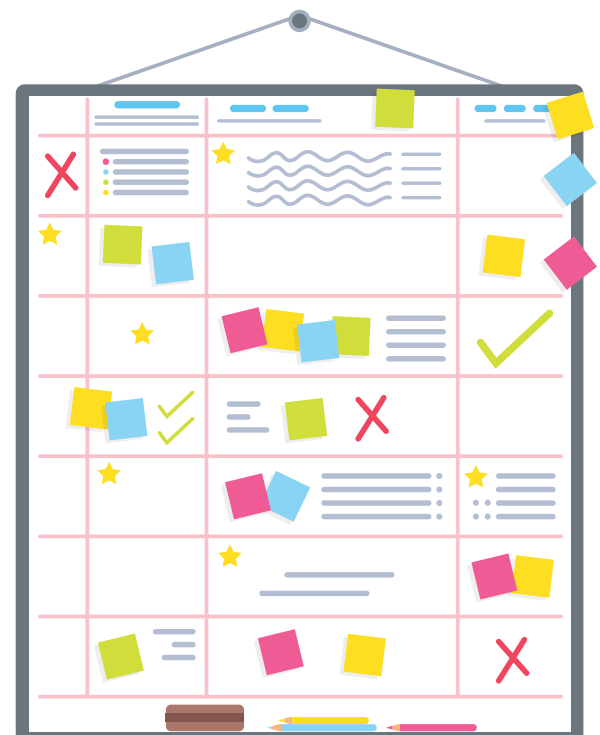
In 2017, the Danbury Library embarked on a strategic planning process to create a new roadmap for the future to guide the library's goals as an institution for the next five years. The planning team was led by staff members who had participated in a 14-week pilot program designed by the Aspen Institute of Libraries to assess the alignment of their programs and services with the needs of the community.

Over the course of seven months, the planning team conducted sixteen focus groups. These community conversations were held at multiple locations throughout the city and over 200 members of the community participated; library patrons, staff, stakeholders, nonprofit leaders, local corporations, teens, parents, and educators all contributed to the conversation.

Based on these conversations and through survey feedback, the planning committee was able to create the 2019-2024 Strategic Plan.

This task, often delegated to an outside consultant, was assigned to an in-house committee that was able to gain an understanding of institutional development. Committees such as the strategic planning committee add structure to our organization and create an environment of teamwork and collaboration.

Library staff showed their adaptability when the library closed due to the pandemic. During this time, Library staff has worked diligently to prepare and provide high-quality virtual events and classes to replace the programming normally offered in-house. Programs were up and running on Zoom, Google Meet, and Facebook within a week of the building closure. Since March, patrons have



been able to meet bestselling authors and talk with the cast of Broadway's Hamilton, discuss books and chat about new games, relax through yoga and meditation, learn about how to protect their finances, build their careers and much more together.

Through personal phone calls, email newsletters, social media, and signage outside of the library, we never lost touch with our patrons. Circulation staff make phone calls to long-time patrons to check in on their well-being and provide some social engagement. Staff utilized the broad reach of social media to showcase friendly faces sending video messages of community support, recommending digital titles, and sharing personal stories. At a time when people were inundated with online resources and information, the Library was a trusted source of curated resources and provided a human and local connection.



## ENVIRONMENTAL SUSTAINABILITY

### ***How does the library lead on sustainable thinking for the library itself and the community at large to ensure future resilience?***

The City of Danbury, known as “Hat City”, was once the center of the hat industry in the 19th and 20th centuries. The environmental effects the hat factories had on the local environment were devastating and are still present today as mercury, used to make hats, can be found in the sediment in the Still and Housatonic Rivers that run through Danbury. The library, through its practices and role as an educator and community steward, educate the public about the role we all play in preserving and protecting our environment.

This past year, existing water fountains were replaced with fountains that also refill reusable water bottles to reduce consumption of plastic bottles and for water conservation. Additionally, paper flyers, once a mainstay at the library, have been replaced this year with digital signage to reduce the amount of paper waste.

The Danbury Library has developed end of life processes and practices for all of its materials. All of the library’s weeded materials are donated to the Friends of the Library. The Friends host an annual book sale of used books including our weeded collection and the funds are used for future library programming. Any unsold or damaged materials are recycled responsibly.

As we remodel our junior floor, we have purchased mobile shelving wherever possible. Mobile shelving is a solution that is sustainable and will outlast trends in library design as it can be arranged and rearranged to meet the evolving needs of our patrons. Furniture and shelving that is removed for the redesign has been sold or donated for future use in other collections. A significant portion of our shelving was donated to the American Friends of Kenya, a volunteer organization that



sends regular shipments of books, library materials, school supplies, and medical supplies to schools, libraries, hospitals, and clinics. Remaining shelving and accessories were upcycled or refurbished, including repainting serviceable bookends bright, cheerful colors.

We host programming to instill sustainable thinking including our community service program, recycled craft projects, pollinator programs, and conservation programs. Our new Tower Garden helps to teach community members about the importance of plants in our environment and in our food supply. Through the library's partnerships with local organizations including the Pratt Nature Center and the CT Audubon Society, the library is able to offer quality programs that promote stewardship of natural resources. The Teen Summer Steam Camp includes a week with Pratt Nature Center learning natural technology and biomimicry, and throughout the year, the library offers nature walks and bird walking tours in Tarrywile Park.

In addition, the Danbury Garden Club maintains a section of the entryway for native plants and herbs to attract pollinators and to provide a safe refuge for our resident duck who builds her nest at the entrance every spring.



We also practice sustainability within the many partnerships that make our library successful. Our relationship with the local Microsoft Store allows our patrons to interact with new software, games, and technology that the library does not need to purchase and dispose of when it soon becomes obsolete. We partner with local food banks and other organizations to waive fines with donations of extra food, school supplies, and warm winter clothing. At the height of the popularity of makerspaces, instead of purchasing the technology to create our own, we partnered with a Danbury coworking organization with access to, and the ability to repair, 3D printers, laser printers, woodworking machines, and more. Partnership, in and of itself, is a form of sustainability.



## INVENTIVENESS

### ***How are the library services original, both strategically and tactically?***

The Danbury Library is always seeking new ways to be a source of inspiration and innovation for the community. Over the past five years, the library has opened an audio recording studio, a video recording studio, and installed three Hush Pods.

Our audio recording studio opened in 2017 and is equipped with a sound-proof recording booth, quality microphones, and a Mac mini with audio editing software like GarageBand and Logic Pro. It was not designed to serve as an alternative for professional recording artists, but as a unique learning tool for local artists just starting out, kids recording school projects, and to acquaint hobbyists with an interest in audio creation.

The library's Technology Program Coordinator has used the recording studio to bring in local musicians to teach their craft to interested patrons. A DJ taught introduction to audio engineering and production for teens, an instructor was available by appointment to walk adults through Garageband, and a local maker took kids and teens on a sound journey with funky guitar effects and ambient song crafting. We even tried our hand at foley in a movie sound FX workshop.

In addition to these creative musical endeavors, our Digital Services Librarian conducted interviews with Danbury residents, both life-long and new, to share their personal histories of Danbury. Their combined voices and experiences weave a rich tapestry of perspectives. The project is called "Voices of Danbury" and the recordings are made available to the public on our website.



A year after the opening of the audio studio, the library added a video recording space complete with a green screen, lights, microphones, a high definition video camera, and an iMac supporting iMovie, Final Cut Pro, and Black Magic software. This space, also available to all Connecticut residents, opened new doors for fun and educational programming including lighting techniques, visual storytelling, video editing, and stop motion animation. Student meteorologists from Western Connecticut State University's Weather Center came in to hold an entire series about weather forecasting for teens.

The limitations of our single building library have led us to find creative solutions out of necessity. Our square foot per capita is half of the statewide average. Our Friends fundraising group kindly agreed to relocate so that we could transform their meeting space into an audio recording studio and our children's department librarians combined offices to make room for the video studio. At some point, there are only so many rooms within the building to transform. In community focus groups, our patrons were requesting quiet meeting spaces to focus on work and have small meetings. The Hush Meeting Pods were an interesting solution that works well for us.

The Danbury Library was the first library in the country to install a Hush Meeting Pod, designed by the Mikomax Smart Office. The pod is a quiet, semi-private, stand-alone enclosed space to study, conduct interviews, or hold live and virtual meetings. The glass walls allow us to provide sound proofing, but also visibility to ensure patron safety. Since its installation,



pod reservations and usage have been increasing steadily, with an average of 55 persons using the pod per month. Because of this high-demand, this year the library has installed two additional pods, one for small group meeting use and another for one-person study, private phone calls, or attending virtual meetings.

We work creatively and collaboratively when we do have the opportunity to reimagine our existing library spaces. In 2018, the library was awarded a state grant to redesign our second floor for children and teens. Our proposal called for modular and mobile shelving to create flexible use space. Shelves can be moved to accommodate programs with large attendance, add space on linoleum for craft projects, or help with sound-blocking for study and homework help. We hope to complete the shelving portion of our renovation project by the end of the summer.



With a calendar full of events and free meeting rooms booked by local partners, we recognized the importance of branching outside of the library walls and offer library programs and services in other community locations. When a new brewery opened in Danbury, the library partnered to host a trivia night that now sees attendance upwards of 80 people a night each month. Trivia night has been a great opportunity to re-introduce people to the library and to promote our programs and services. After starting monthly trivia

at the brewery, we have seen attendance at our programs geared toward millennials increase (e.g. "First-time Homeowners"). We have also started partnering with local banks and the United Way to hold storytimes at daycare centers. Bringing the library to our patrons is the next frontier.