

# **CITY COUNCIL MEETING**

## **March 3, 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**

### **PUBLIC SPEAKING**

**MINUTES** - Minutes of the Council Meeting held February 4, 2020

### **CONSENT CALENDAR**

### **AGENDA**

1. COMMUNICATION - Appointment to the City Council
2. COMMUNICATION - UNIT- Support Team for Tax Assessor
3. COMMUNICATION - Appointment to the Commission on Aging (Lias)
4. COMMUNICATION - Appointment to the Commission on Aging (Keilty)
5. COMMUNICATION - Litigation - Supplemental Funding Request
6. COMMUNICATION - Donation of Property - 12 Timber Crest Drive
7. COMMUNICATION - Donation of Trees
8. COMMUNICATION - Donation to Emergency Homeless Shelter
9. COMMUNICATION - Donation - Refurbish Basketball Backboards
10. COMMUNICATION- Donation - Flooring - Police Department Gym
11. COMMUNICATION- Extension of City Water - 7 Backus Avenue
12. RESOLUTION - DOJ - Community Policing Grant
13. RESOLUTION - Distracted Driving Grant - Police Department
14. RESOLUTION - PCLB Foundation Grant - Health Department
15. RESOLUTION - Ezra Jack Keats Mini Grant - Library

16. DEPARTMENT REPORTS – Police, Fire, Health-Housing & Welfare, Public Works, Permit Center, UNIT, Elderly, Library, Dream Homes

## ADJOURNMENT

Copies of Agenda Items are available in the Legislative Assistant's Office

# Danbury Republican Town Committee <sup>①</sup>

February 13, 2020

Mr. Joe Cavo, President  
City Council  
City of Danbury  
155 Deer Hill Avenue  
Danbury CT 06810

Dear Joe and Council Members:

The Danbury Republican Town Committee voted unanimously to recommend Jack Knapp, 1 Valley Stream Drive, Danbury to fill the vacancy on the City Council.

Jack is a former Council Member from the Third Ward. He is up to date on City issues and knows the concerns of the Third Ward constituents. He is an active member of the Danbury community.

We are confident Jack, once again, will make an excellent addition to the City Council.

Thank you for your anticipated confirmation of the appointment.

Sincerely,



Michael Safranek  
Vice Chairperson

Post Office Box 2254, Danbury CT 06813



## 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

February 18, 2020

Honorable Members of the City Council:

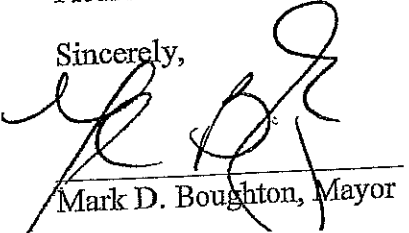
Over the course of the last several years the Unified Neighborhood Inspection Team has made measurable improvements to the quality of life in our city. Through its program of spot inspections the UNIT has discouraged blight, reduced noise, and dramatically curtailed illegal parking and congestion. Even more importantly, the UNIT has discovered many illegal apartments and dwelling units where overcrowding threatens the health, safety and welfare of not only the inhabitants of these properties but the public at large.

As one element in our effort to discourage dangerous overcrowding that results from the creation of illegal dwellings, we have begun to view these residential properties for what they are, namely commercial structures, and tax them accordingly. In this way we hope and expect that many landlords will be encouraged to take action to insure that their properties conform with the requirements of the building, housing maintenance and occupancy, fire safety, zoning and health codes. But for those that do not, we intend to act aggressively to apply established property tax assessment principles to convert the status of their properties from residential to commercial, thereby bringing their tax burden in line with the extra demands they place upon the community.

Bearing in mind that this effort will impose an addition burden on the staff of the office of tax assessor, today I am proposing that the City Council authorize the tax assessor to appoint members of the Unified Neighborhood Inspection Team to act as a support team for the assessor during the course of their routine inspections. While the UNIT members will not determine actual assessments, a task imposed law on the assessor, they will be in a position to make observations, perform measurements, verify structural layouts and complete certain clerical tasks on the assessor's behalf. A resolution describing this matter in greater detail is attached for your review and action.

Please contact me if you have any questions regarding this matter.

Sincerely,

  
Mark D. Boughton, Mayor



## RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

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

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

**WHEREAS**, the Danbury Tax Assessor is charged by state law, the Danbury Municipal Charter and the Danbury Code of Ordinances with responsibility for properly assessing all taxable property within the city; and

**WHEREAS**, the task of assessing taxable property within the city is both essential and formidable, requiring the combined efforts of the Assessor, the staff of the Office of the Assessor and certified valuation professionals; and

**WHEREAS**, Connecticut General Statutes, section 7-100k permits the City Council to authorize the Assessor to appoint personnel to provide clerical and other assistance in the assessment process; and

**WHEREAS**, the existence of illegal apartments and dwelling units in various areas throughout the City of Danbury creates overcrowded living conditions that threaten the health, safety and welfare not only of the residents subjected to such conditions but of the community in general; and

**WHEREAS**, many of these properties have been assessed without regard to their improper use and without regard to other factors that relate to their accurate tax assessment; and

**WHEREAS**, the members of the Unified Neighborhood Inspection Team (the "UNIT"), in the course of their duties in combating overcrowded living conditions and in otherwise curing building, housing maintenance and occupancy, fire safety, zoning and health code violations, are in a position to observe conditions that bear on the calculation of accurate property assessments; and

**WHEREAS**, during customary property inspections UNIT members are similarly in a position to verify and, where necessary, correct structural layouts, measurements and lists maintained by the Office of the Assessor; and

**WHEREAS**, the appointment of members of the UNIT by the Danbury Tax Assessor to perform certain observational, clerical, arithmetical and mechanical tasks on behalf of the Assessor would be of great assistance to the office and be in the best interests of the City of Danbury.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Danbury that the Danbury Tax Assessor be and hereby is authorized to appoint members of the UNIT to assist in performing certain observational, clerical, arithmetical and mechanical tasks, including gathering information on behalf of the Assessor to be used in calculating property tax assessments according to law.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City Council of the City of Danbury that such activities of the Office of the Assessor and the Office of the UNIT authorize the reassessment of properties pursuant to law and statutory assessment authority and shall not validate any unauthorized uses or classifications.



## CITY OF DANBURY

OFFICE OF THE MAYOR  
DANBURY, CONNECTICUT 06810  
[www.danbury-ct.gov](http://www.danbury-ct.gov)

MARK D. BOUGHTON  
MAYOR

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

February 24, 2020

Honorable Members of the City Council  
City of Danbury, Connecticut

Dear City Council Members:

I hereby submit for your confirmation the appointment of the following individual to serve on the Commission on Aging:  
David Lias (L)  
6 Deer Park Road  
Danbury, CT 06810

Mr. Lias is a long-time resident of the city, and he is looking forward to an opportunity to serve his fellow residents and the City of Danbury.

Thank you for your consideration of this appointment.

Sincerely,

Mark D. Boughton  
Mayor



## CITY OF DANBURY

OFFICE OF THE MAYOR  
DANBURY, CONNECTICUT 06810  
[www.danbury-ct.gov](http://www.danbury-ct.gov)

MARK D. BOUGHTON  
MAYOR

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

February 24, 2020

Honorable Members of the City Council  
City of Danbury, Connecticut

Dear City Council Members:

I hereby submit for your confirmation the appointment of the following individual to serve on the Commission on Aging:

Nancy Keilty (D)  
8 Parker Street  
Unit 3  
Danbury, CT 06811

Ms. Keilty is a long-time resident of the city with an interest in issues affecting our senior citizen population, and she is looking forward to an opportunity to serve her fellow residents and the City of Danbury.

Thank you for your consideration of this appointment.

Sincerely,

Mark D. Boughton  
Mayor



**CITY OF DANBURY**  
**OFFICE OF THE CORPORATION COUNSEL**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810  
(203) 797-4518 FAX (203) 796-8043

February 24, 2020

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

Re: Supplemental Funding Request for Litigation and related costs/expenditures

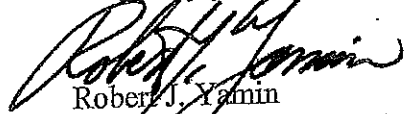
Dear Mayor and City Council Members:

Events or developments in connection with certain intensive, complex litigation matters have caused us to exhaust our budgeted appropriations for the relevant line items ahead of the close of this fiscal year. As you probably know, historically we have always endeavored to budget on a flat, uniform level year over year. This has been an extremely successful approach to our Departmental budgeting because in most fiscal years we are able to fund our litigation and other extraordinary needs within our budget. Last year we received an inordinate number of pending tax appeals as a result of revaluation, which involves many litigation matters this year together with other related legal matters. We have been unable to stay within our budget despite our best efforts and now ask the Council to supplement our budget and allow us to continue to prosecute and defend these important files. This year we project that we would need up to \$250,000.00 to carry us to June 30<sup>th</sup> at present rates of expenditures. Accordingly, we hereby respectfully request that the Council approve and authorize a supplemental appropriation of \$250,000.00.

Attached please find a certification as to the availability of said appropriation from the Director of Finance.

As always, please do not hesitate to call me at your convenience with any questions regarding this matter or any such other matter before the Office of the Corporation Counsel. Thank you in advance for your attention to and assistance with this matter.

Very truly yours,

  
Robert J. Yamin  
Corporation Counsel and  
Chief Legal Officer

Robert J. Yamin  
Corporation Counsel  
[r.yamin@danbury-ct.gov](mailto:r.yamin@danbury-ct.gov)

Laszlo L. Pinter  
Managing Attorney and  
Deputy Corporation Counsel  
[l.pinter@danbury-ct.gov](mailto:l.pinter@danbury-ct.gov)

Robin L. Edwards  
Assistant Corporation Counsel  
[r.edwards@danbury-ct.gov](mailto:r.edwards@danbury-ct.gov)

Dianne E. Rosemark  
Assistant Corporation Counsel  
[d.rosemark@danbury-ct.gov](mailto:d.rosemark@danbury-ct.gov)





**CITY OF DANBURY**  
**155 DEER HILL AVENUE**  
**DANBURY, CONNECTICUT 06810-7769**

**DAVID ST. HILAIRE**  
DIRECTOR OF FINANCE

(203) 797-4652  
FAX: (203) 796-1526

**MEMORANDUM**

TO: Mayor Mark D. Boughton via the City Council

FROM: David St. Hilaire, Director of Finance *DSH*

DATE: February 25, 2020 **CERTIFICATION – Corporation Counsel**

SUBJECT: Certification of Funds – Corporation Counsel

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Pursuant to the attached request from Corporation Counsel, I hereby certify the availability of funds.

These appropriations will come from the Assigned Fund Balance-Litigation account 002-3700.0510.

The status of the Assigned Fund Balance Account is as follows:

Original Amount:	\$750,000
Attached Request	<u>250,000</u>
Balance:	\$500,000

Please feel free to contact me should you require any additional information.



**CITY OF DANBURY**  
**OFFICE OF THE CORPORATION COUNSEL**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

**HON. MARK D. BOUGHTON, MAYOR**  
**HON. PRES. & MEMBERS OF THE CITY COUNCIL**  
155 Deer Hill Avenue  
Danbury, Connecticut 06810

THURSDAY, FEB. 20, 2020

***RE: REAL PROPERTY DONATION: PANE FAMILY: 12 TIMBER CREST  
DRIVE, DANBURY***  
***Regular Council Meeting: Tuesday, March 3, 2020***

Dear Mayor and City Council Members:

I hereby submit for your approval the donation of an undeveloped open space lot, commonly known as 12 Timber Crest Drive, Danbury (Tax Assessor Lot B10008).

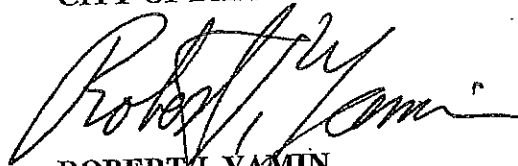
We were recently approached by Mr. and Mrs. Richard Pane, owners of the property (through his Limited Liability Company, "Pane Properties, LLC"), regarding this generous donation to the City of Danbury, which will add to the City-owned inventory of open-space parcels, and also borders Richter Park Golf Course, which of course is additionally beneficial to the City. The Pane Family is not requiring that the City establish any particular restrictive covenants or the like when we take ownership of the property, although the plan would be to hold the property as open space in any event. The City already owns an access easement over the property, which will be extinguished, as no longer needed, when we take ownership of the property and therefore have complete control (not just an easement) of and over it.

If the Council approves of accepting this gift of land, we would request that the Council immediately refer this matter to Planning for approval, in order to expedite the closing of title on the property.

Thank you in advance for your consideration of this matter, and, as always, please do not hesitate to call me any time regarding this matter.

Very truly yours,

**CITY OF DANBURY**

  
**ROBERT J. YAMIN**  
Corporation Counsel and  
Chief Legal Officer



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

HIGHWAY DEPARTMENT  
(203) 797-4605

**TIMOTHY P. NOLAN**  
SUPERINTENDENT OF PUBLIC SERVICES

February 4, 2020

To: Mayor Boughton and Members of the City Council

Re: Tree Donation

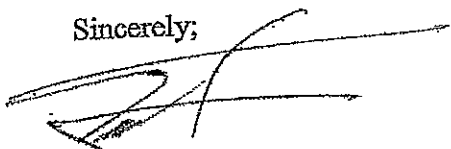
Mayor and City Council Members;

I submit the following for your consideration.

The Church of Jesus Christ of the Latter-day Saints would like to donate 30 trees to the City of Danbury, for the 2020 spring planting season. This is part of the church's community service initiative. The Church of Jesus Christ of the Latter-day Saints has two congregations in Danbury. At \$80.00 per tree, the total donation will be \$2,400.00 dollars.

Also, church members would like to volunteer to plant the trees. The tree planting will be coordinated and supervised by my office and include a review of the tree species, planting methods and planting locations by the City Tree Warden, Mr. Robert Swenson.

Sincerely;

  
Timothy P. Nolan  
Superintendent of Public Services  
Public Works Department  
City of Danbury

(3)

**CITY OF DANBURY**  
**HEALTH & HUMAN SERVICES DEPARTMENT**



155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810  
Tel (203) 797-4625 Fax (203) 796-1596

**Mayor**  
**Honorable Mark D. Boughton**

**Director of Health**  
**Lisa Michelle Morrissey, MPH**

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

**FROM:** Lisa Michelle Morrissey, MPH  
Director of Health and Human Services

**DATE:** January 7, 2020

**RE:** Donation from the Olde Crabs Hockey League

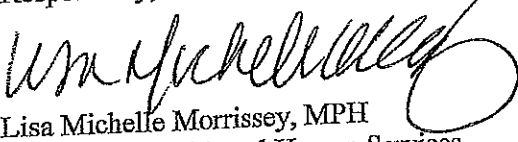
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The Olde Crabs Hockey League has made a donation of four thousand dollars (\$4,000) to the City of Danbury's Emergency Shelter.

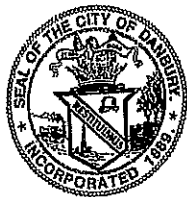
The funds will be used to support operational expenses (e.g. utilities), food and cleaning products much needed for the daily operations and upkeep of the shelter.

The City of Danbury's Emergency Homeless Shelter is grateful for this continued support from the Olde Crabs Hockey League. The funds will allow the shelter to provide a clean, warm, and safe place to the most vulnerable population in our community.

Respectfully,

  
Lisa Michelle Morrissey, MPH  
Director of Health and Human Services

lmm/fc



**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

February 20, 2020

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

Re: Donation

Dear Mayor Boughton and Council Members:

South Street School PTO in conjunction with a regional non-profit, Full Court Piece, would like to refurbish the basketball backboards and hoops currently located in the school yard. Full Court Piece specializes in refurbishing outdoor basketball courts to encourage children to play basketball. They will be responsible for purchasing materials and installing equipment as required. Estimated cost will be approximately \$1500.00

I request this donation be accepted by the City Council.

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

Sincerely,

  
Nicholas Kaplanis  
Director of Recreation

CC:



**CITY OF DANBURY**  
DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE  
375 MAIN STREET

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

February 24, 2020

MEMORANDUM

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

From: Patrick A. Ridenhour, Chief of Police

Subject: **Request to Accept Donation**

Permission is requested to accept a donation of flooring materials, removal of the old and installation of the new in the gym located in Danbury Police Department headquarters from Goodhouse Flooring. The estimated value of this donation is approximately \$13,000.00.

Thank you for your consideration.

Patrick A. Ridenhour  
Chief of Police

PAR:mrl  
Attach.

Cc: P.O. Buonocore



February 24<sup>th</sup>, 2020

GoodHouse Flooring

60 Mill Plain Rd

Danbury, CT 06811

Dear Chief Patrick Ridenhour,

I am Scott Benincasa, my brother David and I are the owners of GoodHouse Flooring in Danbury, CT. GoodHouse Flooring has been in business for 20 years, we specialize in residential and commercial flooring applications. We are also the sons of retired Danbury Police Sergeant William Benincasa (deceased).

I was recently informed, through Officer Buonocore that the Danbury Police Department was in need of updating or refurbishing the gym floor in the Police Headquarters gym facility. GoodHouse was solicited to provide an estimate for that job. We estimated the cost to be \$13,000 which includes the removal of the old floor, labor and materials costs to install a new floor combined with any ancillary costs associated with the project.

My brother and I on behalf of our father, Sergeant William Benincasa, who wore the Danbury Police uniform proudly would like to give back and donate in his honor and memory for the good and well-being of the brotherhood, all the material and costs associated with this project. Our father loved the Brotherhood of the Department and serving the City of Danbury.

We look forward to working on this project with the department.

Please feel free to contact us with any questions you may have.

Kind regards,

*Scott Benincasa*

203 788-6781 (cell)

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**COLLINS HANNAFIN, P.C.**  
**ATTORNEYS AT LAW**  
**148 DEER HILL AVENUE**  
**DANBURY, CONNECTICUT 06810-7727**

FRANCIS J. COLLINS\*  
EDWARD J. HANNAFIN  
ROBERT M. OPOTZNER  
E. O'MALLEY SMITH  
THOMAS W. BEECHER  
EVA M. DEFranco  
CHRISTOPHER K. LEONARD  
PAULA BOA SOUSA  
HILLEL GOLDMAN\*\*  
LAURA A. GOLDSTEIN  
GREGG A. BRAUNEISEN\*\*  
JOHN J. BOWSER\*\*  
STEPHEN E. YOST  
RYAN C. LARIVIERE

TELEPHONE (203)744-2150  
EXTENSION: 3331  
FACSIMILE (203)791-1126

INTERNET ADDRESS:  
[HTTP://WWW.CHLAW-CT.COM](http://www.chlaw-ct.com)

\*OF COUNSEL  
\*\*ALSO ADMITTED IN NEW YORK

February 20, 2020

Mr. Joseph M. Cavo, President  
City Council  
CITY OF DANBURY  
155 Deer Hill Avenue  
Danbury, CT 06810

**Re: Extension of City Water Main to Two Restaurant Sites (Shake Shack and  
Longhorns Steak House) at the Danbury Fair Mall  
7 Backus Avenue**

Dear Mr. Cavo and Members of the City Council:

Please be advised that I represent Danbury Mall, LLC, the owner of the Danbury Fair Mall property located at 7 Backus Avenue in Danbury. On December 4, 2019, the Planning Commission approved a Special Exception Application for the development and construction of the two restaurants identified above on the Danbury Fair Mall property. This approval requires a water main extension for these restaurants.

Enclosed please find a copy of the site plan approved by the Planning Commission and a copy of the utility plan submitted to Kelly Green.

Accordingly, we would hereby request that the City Council approve the extension of the City water main to and into this property in accordance with the utility plan enclosed herewith.



**COLLINS HANNAFIN, P. C.**

Mr. Joseph M. Cavo, President

Page 2

February 20, 2020

Thank you for your consideration.

Very truly yours,

  
Thomas W. Beecher

TWB:aar

Enclosure

cc: Ms. Tawney Farmer, Assistant Vice President Development (via e-mail)  
Mr. Paul Vitaliano, P.E. (via e-mail)  
Ms. Jennifer Emminger, Deputy Planning Director (via e-mail)  
Mr. Antonio Iadarola, City Engineer (via e-mail)  
Ms. Kelly Green, Assistant City Engineer (via e-mail)  
Mr. Sean Hearty, Zoning Enforcement Officer (via e-mail)  
Mayer Mark Boughton (via e-mail)

CITY COUNCIL - CITY OF DANBURY

APPLICATION FOR EXTENSIONS OF

SANITARY SEWER MAIN \_\_\_\_\_

WATER MAIN ☒

02/18/2020

Date

The applicant submits for consideration an application for extension of sanitary sewer and/or water facilities for property

Located at (street address) 7 Backus Avenue - Danbury Fair Mall property

Assessor's Lot No.: F17015

Zone: CG-20

Intended Use:	Retail <input checked="" type="checkbox"/>	*Single Family Residential	_____
	<u>Restaurants</u>		
	Office	*Multiple Family Residential	_____
	Mixed Use	Number of Efficiency Units	_____
	Industrial	Number of 1 Bedroom Units	_____
		Number of 2 Bedroom Units	_____
		Number of 3 Bedroom Units	_____
		Total Number of Units	_____

Name of Property Owner: Danbury Mall, LLC

Address: c/o Macerich, 1162 Pittsford-Victor Road, Suite 100, Pittsford, NY 14534

Name of Applicant/Agent: Danbury Mall, LLC by Thomas W. Beecher, Esq.

Address: 148 Deer Hill Avenue, Danbury, CT 06810

Owner Telephone No.: (585) 249-4416

Applicant Telephone No.: (203) 744-2150

Douglas H. Morrow  
Signature of Property Owner  
Douglas H. Morrow, SVP Development

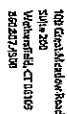
Thomas W. Beecher  
Signature of Applicant/Agent Thomas W. Beecher

**\*APPLICANT MUST SEE CITY ENGINEER PRIOR TO SUBMITTING APPLICATION.**

✓ Kelly Green  
**PLEASE NOTE: 3 copies of schematic or preliminary engineering plans are required to be submitted with this application.**

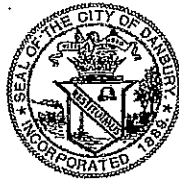
**PLEASE SEE ATTACHED INSTRUCTIONS.**





4253470

C-4



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

**DAVID W. ST. HILAIRE**  
**DIRECTOR FINANCE**

**(203) 797-4652**  
**FAX: (203) 796-1526**

**MEMORANDUM**

**DATE:** 2/19/2020  
**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DS*  
**RE:** **RESOLUTION - DOJ COMMUNITY POLICING GRANT**

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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 through its Community Policing Development Microgrant Program.

If awarded, this funding, in an amount not to exceed \$100,000, will be used for officer health and wellness initiatives. There is no local match required.

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

DST/sk

cc: Chief P. 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 has made a grant opportunity available to the City of Danbury Police Department through Community Policing Development Micro Grant Program; and

**WHEREAS**, the Danbury Police Department is requesting permission to apply for funding in an amount not to exceed \$100,000; and

**WHEREAS**, if awarded, the Danbury Police Department intends to use these funds to enhance officer health and wellness initiatives; and

**WHEREAS**, there is no required City Match for this project.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mark D. Boughton, Mayor of the City of Danbury, or Patrick 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 in connections therewith to effectuate the purposes of said grant.



**CITY OF DANBURY**  
DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE  
375 MAIN STREET

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

January 22, 2020

MEMORANDUM

To: David St. Hilaire, Director of Finance  
From: Patrick A. Ridenhour, Chief of Police  
Subject: U.S. Department of Justice Community Policing Development Micro Grant Program

The Police Department wishes to participate in the U.S. Department of Justice Community Policing Development Micro Grant Program. As such we are requesting permission from the City Council to apply for and accept funding up to \$100,000.00 from this program. No local match is required. The funds, if approved, will be used to enhance our officer health and wellness initiatives. The funding is good for one year from the date of the award. Applications are due by March 11, 2020.

Patrick A. Ridenhour  
Chief of Police

PAR:mrl

CC: Dr. Keane



RECYCLED  
PAPER

Center at 800-421-6770 or send questions via email to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. EDT, except on federal holidays.

► To obtain or verify your DUNS number, please visit [fedgov.dnb.com/webform](https://fedgov.dnb.com/webform) or call 866-705-5711.

► To register in the SAM database or confirm your SAM number, please visit [www.sam.gov](https://www.sam.gov) or call 866-606-8220.

## CPD (CFDA 16.710) Microgrants Program Overview

CPD Microgrants funds are used to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities.

The 2020 CPD Microgrants program has been established to fund specific projects related to the following subtopic areas:

- Hate Crimes
- Human Trafficking
- Meeting Rural Law Enforcement Challenges
- Officer Safety and Wellness
- Recruitment, Hiring, and Retention
- School Safety
- Staffing and Allocation Studies

- Victim-Centered Approaches
- Violent Crime
- Youth Engagement

For more information, please refer to the CPD Microgrants application guide, starting on page 2.

## Goals

Under this solicitation, the COPS Office seeks to support demonstration projects that allow for the identification and expansion of promising practices and produces knowledge products that follow the principles of good guidance:

- Quality-driven, with an emphasis on action statements to drive promising practices and reduce variations in performance
- Evidence-based, with recommendations that are consistent with the weight of the best available evidence identified through systematic review
- Accessible, with clear language and manageable lengths that are appropriate and relevant for the law enforcement field
- Memorable, to encourage immediate actions or aid for the complex situations law enforcement professionals face

For more information on the program and project-specific goals, please refer to the CPD Microgrants application guide, starting on page 18.

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### ► Length of award term

CPD Microgrants provide funding for one-year (12 months) awards

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### ► Maximum federal share/ local share requirements

No requirement for cost sharing or local match for CPD Microgrants





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

**DAVID W. ST. HILAIRE**  
DIRECTOR FINANCE

(203) 797-4652  
FAX: (203) 796-1526

**MEMORANDUM**

**DATE:** 2/19/20  
**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*  
**RE:** **RESOLUTION** – DISTRACTED DRIVING GRANT – 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 State of Connecticut, Department of Transportation through its "FY 2020 Distracted Driving High Visibility Enforcement (DDHVE)" program.

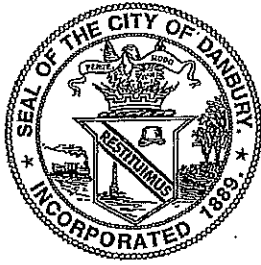
This funding will be used in the Police Department's continued efforts of distracted driving enforcement activities in April 2020 and August 2020.

This grant request will not exceed \$60,000, with the State covering 100% of the program costs.

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

DST/sk

cc: Chief P. Ridenhour



# 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 Transportation, Division of Highway Safety has notified the City of Danbury Police Department of a funding opportunity through its "Distracted Driving High Visibility Enforcement" (DDHVE) program; and

**WHEREAS**, this funding will aid the Danbury Police Department in texting/distracted driving enforcement activities; and

**WHEREAS**, the City intends to request a total project amount not to exceed \$60,000, with State funding of 100%; and

**WHEREAS**, the activity for this enforcement will be in April 2020 and August 2020.

**NOW, THEREFORE BE IT RESOLVED THAT** Mayor Mark D. Boughton, or Chief Patrick Ridenhour, as his designee, is hereby authorized to accept these grant funds and sign all contracts necessary 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

February 18, 2020

## MEMORANDUM

To: David St. Hilaire, Director of Finance

From: Patrick A. Ridenhour, Chief of Police

Subject: **State of Connecticut – Department of Transportation  
FY 2020 Distracted Driving High Visibility Enforcement Grant**

This Department requests that the City Council act on and approve the attached State of Connecticut DOT Distracted Driving High Visibility Enforcement Grant. There is no funding required from the City, as the State, through federal funding, will pay 100% of the cost for allotted manpower, which should not exceed \$60,000. The program will run in April & August during 2020.

Attached is supporting documentation from Sgt. Rory DeRocco, Traffic Unit Supervisor, explaining this grant in greater detail.

Patrick A. Ridenhour  
Chief of Police

PAR:mrl  
Attach.

Cc: Sgt. DeRocco

# Federal Funding

## Allowable Costs

Budget requests may be made in the following categories:

- **Civilian or nonsworn personnel** (base salary and fringe benefits) (For a description and allowable costs, please refer to the CPD Microgrants application guide, starting on page 46)
- **Equipment/Technology** (For a description and allowable costs, please refer to the CPD Microgrants application guide, starting on page 49)
- **Supplies** (For a description and allowable costs, please refer to the CPD Microgrants application guide, starting on page 51)
- **Travel/Training/Conferences** (For a description and allowable costs, please refer to the CPD Microgrants application guide, starting on page 53)
- **Contracts/Consultants** (For a description and allowable costs, please refer to the CPD Microgrants application guide, starting on page 55)
- **Other costs** (For a description and allowable costs, please refer to the CPD Microgrants application guide, starting on page 60)
- **Indirect costs** (For a description and allowable costs, please refer to the CPD Microgrants application guide, starting on page 61)

All items requested will be considered on a case-by-case basis during the budget review process. In addition, each item requested must programmatically link to the activities described in your application. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

Each requested budget item must be allowable, necessary, allocable, and reasonable to the project activities.

## Unallowable Costs

Although not an exhaustive list, some typical unallowable costs include the following:

- Salaries and benefits for positions that are already budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would be funded in the absence of this COPS Office award are also not allowed.
- Bikes and associated equipment
- Body-worn cameras
- Bulletproof vests and accessories
- Conference or event swag, including t-shirts, bags, or mugs
- Construction costs
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Extracurricular expenses for youth programs, including t-shirts, meal plans, giveaways, swag bags, and games
- Firearms (including training firearms)
- Fitness equipment
- General law enforcement vehicles (including patrol cars and leased vehicles)
- Handcuffs, weapons, and ammunition (including training ammunition)

13-4-



## Distracted Driving High Visibility Enforcement



The purpose of this document is to provide more information about the upcoming Distracted Driving High Visibility Enforcement (DDHVE) Mobilization. **As stated in your agency's notification letter this effort will run from April 1, 2020 through April 30, 2020 and again from August 1, 2020 through August 15, 2020.** Please note, your overtime enforcement must stay within the specified enforcement dates. Both mobilizations will kick-off with earned media (events, interviews, ride-alongs etc.) notifying the public of the increased law enforcement presence during this time frame, specifically identifying and citing motorists who choose to ignore Connecticut's hand held mobile phone ban. The Highway Safety Office (HSO) will contribute paid media featuring the National Highway Traffic Safety Administration (NHTSA) message "U Drive. U Text. U Pay." This message will run in congruence with the mobilization notifying motorists of the increased chance of receiving a citation for violating this statute.

As with other grant programs implemented by HSO, we will provide your agency with grant parameters, a standard grant application and reimbursement forms. Keeping daily activity statistics is an important part of the project reporting process. NHTSA requires the HSO to keep track of grant funded overtime activity; the reimbursement form will be the vehicle for daily project activity reporting.

The goal of the grant application for this project is to remain flexible and simple. The HSO has already identified your municipality to fall within the problem identification for this program area provided your agency with a maximum dollar amount, timeframes and grant parameters. As such, *the application should only require you to pick dates, times, the number of officers working and describe the locations you plan to implement enforcement and why you chose them.* The HSO is requiring agencies use spotter type enforcement for this project. If you wish to use another type of enforcement for this project, you must submit a detailed explanation in your application.

### Enforcement parameters:

Spotter-type enforcement strategy – Spotter type enforcement required unless other enforcement strategies are described in your HS-1, in detail, to plan enforcement schedules and strategies. This must be pre-approved in HS-1 grant application.

Proposed Enforcement instructions: Spotter type enforcement can be done in teams or individually. Please note – spotter -self initiated is not roving. Rather, this category involves an officer choosing a strategic, covert location advantageous to the observation of all types of hand held mobile phone use. When this behavior is observed, the officer then "self-initiates" the stop.

### Enforcement Schedule:

- Daytime Enforcement – Daytime enforcement changes with seasonal patterns. Enforcement must take place during daylight hours
- 7 days per week eligible with a Minimum of 4 hours shifts/Maximum 8 hour shifts
- Must include at least one AM or PM peak drive time (7am-10am/3pm-5pm seasonal) on weekdays. If possible the HSO would encourage both the AM/PM peak drive times as enforcement times, but agencies must enforce during at least one of these periods

13-5

#### **Enforcement Locations:**

- Limited Access Highways prohibited (for municipal participants)
- Enforcement areas should include intersections and other areas where traffic naturally slows. Enforcement locations should be included in grant applications with narrative for rationale as to why locations were chosen (for example – CT statute makes manipulating a hand held mobile device at a traffic sign or signal a violation)

**Enforcement Schedule - Spring Wave: April 1-30, 2020 and Summer Wave: August 1-15, 2020**

**Personnel** - Minimum of 2 Officers/Maximum of 8 per shift

#### **Earned Media participation:**

- Participating agencies are required to take part in earned media activity related to the DDHVE. This could include the following:
  - Hosting a kick-off press event
  - Conducting ride-alongs or interviews with media at enforcement locations
  - Notification of media outlets through the use of interview opportunities, press releases, and media advisories
- Cooperation with the HSO earned media contractor including:
  - Distribution of press releases and use of approved talking points
  - Creation and submission of earned media activity with reimbursement documentation

**Training** - Agencies must participate in any specified training programs sponsored by the HSO

#### **Project reporting:**

- Hours, locations and dates worked
- Citation data
- Signed activity reports
- Activity Report Summary - Narrative

#### **Date Location and Manpower Changes:**

Dates, manpower and locations chosen for this grant application should reflect your intended enforcement activities. If your agency needs to make changes to planned enforcement, please email [Phyllis.DiFiore@ct.gov](mailto:Phyllis.DiFiore@ct.gov) with date/location/manpower changes. While these changes do not have to be "pre-approved" they must fall within the grant parameters.

#### **Reimbursement:**

Although both enforcement periods will be covered under one grant application, there will be two reimbursement packages available, so your municipality/agency can be reimbursed in a timely fashion. The **April mobilization reimbursement will be due no later than May 31, 2019. The August mobilization reimbursement will be due no later than September 15, 2020.** Timely reimbursement is especially important for this project as it falls just prior to the close of the Federal Fiscal Year (FFY). For this reason, your prompt submission of reimbursement claims will be critical to getting your agency paid for grant funded overtime work.

HSO contacts:

[Phyllis.DiFiore@ct.gov](mailto:Phyllis.DiFiore@ct.gov) and [Robert.Klin@ct.gov](mailto:Robert.Klin@ct.gov)



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

**DAVID W. ST. HILAIRE**  
DIRECTOR FINANCE

(203) 797-4652  
FAX: (203) 796-1526

**MEMORANDUM**

**DATE:** 2/19/20  
**TO:** MAYOR MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DW*  
**RE:** RESOLUTION – PCLB FOUNDATION GRANT – HEALTH  
DEPARTMENT

---

Attached for your review is a resolution that will allow the City of Danbury Department of Health and Human Services to apply for and accept funding from the 'Peter and Carmen Lucia Buck' (PCLB) Foundation.

This funding will assist in addressing the needs of the homeless population in Danbury.

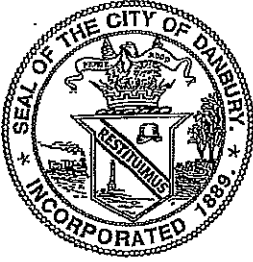
The funding request is \$25,000 and there is no City Match required.

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 Peter and Carmen Lucia Buck Foundation, Inc., has made funds available to various organizations to enhance the quality of life in communities; and

**WHEREAS**, the City of Danbury Department of Health and Human Services has been given the opportunity to apply for and accept funding to be utilized in conjunction with State and other funding awards to effectively address the needs of the homeless population in the City; and

**WHEREAS**, this funding request will not exceed \$25,000, and there is no City match required.

**NOW THEREFORE BE IT RESOLVED THAT** Mark D. Boughton, Mayor of the City of Danbury, or Lisa Michelle Morrissey, Director of Health, as his designee, is hereby authorized to apply for and accept said funds and to execute all contracts and agreements necessary to effectuate the purposes thereof.



14-2

**CITY OF DANBURY**  
**HEALTH & HUMAN SERVICES DEPARTMENT**

RECEIVED  
FINANCE DEPT.

FEB 12 2020



**155 DEER HILL AVENUE**  
**DANBURY, CONNECTICUT 06810**  
Tel (203) 797-4625 Fax (203) 796-1596

**Mayor**  
**Honorable Mark D. Boughton**

**Director of Health**  
**Lisa Michelle Morrissey, MPH**

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

**FROM:** Lisa Michelle Morrissey, MPH  
Director of Health and Human Services

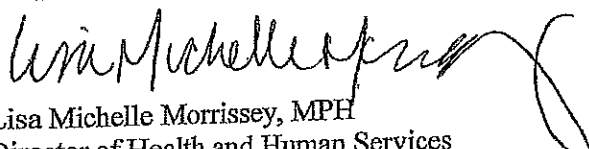
**DATE:** February 5, 2020

**RE:** Peter and Carmen Lucia Buck Foundation, Inc..

The Peter and Carmen Lucia Buck Foundation, Inc. has made funds available to various organizations to enhance the quality of life in communities. The City of Danbury Department of Health and Human Services has been given the opportunity to apply for and accept funding to be utilized, in conjunction with other funding sources, to cooperatively and collaboratively work with all non-profit organizations working with the homeless population in Danbury. The Department will work with city stakeholders to effectively and efficiently address the needs of the city's most vulnerable population. This funding request will not exceed \$25,000 and there is no match required by the City.

Prior submission to the City Council was not possible due to the unexpected Coronavirus preparedness activities.

Respectfully,

  
Lisa Michelle Morrissey, MPH  
Director of Health and Human Services

14-3

# PCLB-Peter and Carmen Lucia Buck Foundation Grant Programs

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## Application Procedures and Guidelines

**The Foundation does not accept unsolicited grant applications.**

An organization may call PCLB's offices at any time to discuss the possibility of applying for funds. Prior to calling, please review the information describing the goals and strategies of grant portfolios on this website to ensure your conversation with PCLB staff is worthwhile. Calls will be directed to program staff with expertise in the related grant portfolio.

Internal policies further guide funding decisions:

- PCLB awards grants for both general operating and project support, with a strong preference to support the general operations of the highest performing organization involved with the issues of greatest interest to PCLB. Other types of requests may be considered after discussions with PCLB staff.
- Awards are made only to non-profit charitable organizations that are tax exempt under Section 501(c)(3) of the Internal Revenue Code or to public governmental agencies.
- PCLB does not make grants for ticketed events or to individuals.
- For organizations and projects closely aligned with a PCLB grant portfolio's goals and strategies, an initial telephone call may lead to a meeting and a site visit with a Program Officer.
- PCLB uses an online application system to manage and administer grants in its spring and fall grant cycles. The Board of Directors meet twice a year – May & November – to review and approve grant awards. Applications are sent out to invited grantees in the months prior to our board meetings.

PCLB is committed to a fair and equitable grantee selection process focused on high-quality organizations with proven capacity and capability to effect real change. Regrettably, with limited grant funding available, there are many important and worthy organizations that PCLB cannot support at this time.



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

**DAVID W. ST. HILAIRE**  
**DIRECTOR FINANCE**

(203) 797-4652  
FAX: (203) 796-1526

**MEMORANDUM**

**DATE:** 2/20/20  
**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE  
**RE:** RESOLUTION – EZRA JACK KEATS MINI-GRANT - LIBRARY

---

Attached for your review is a resolution that will allow the City of Danbury Library to apply for and accept funding from the Ezra Jack Keats Foundation for a program to enhance student curriculum outside of the standard means.

This is an opportunity to apply for a mini-grant in an amount not to exceed \$500. This funding will be used to implement a Sensory Story Time program to help develop activities to facilitate experiences for children.

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

DST/sk

cc: K. Pearson



## RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

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

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

**WHEREAS**, the Ezra Jack Keats Foundation has offered a funding opportunity through its Mini-Grant program to assist schools and libraries in furthering curriculum outside of standard means; and

**WHEREAS**, the Danbury Public Library is requesting permission to submit an application to implement a 'Sensory Story Time' program that includes teaching social storytelling and developing interactive activities to facilitate meaningful experiences; and

**WHEREAS**, this funding request, not to exceed \$500, requires no City match.

**NOW THEREFORE, BE IT RESOLVED THAT** Mayor Mark D. Boughton, Mayor of the City of Danbury, or Katie Pearson, Library Director, as his designee, is hereby authorized to sign any documents necessary to effectuate the purposes of said grant application and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to accomplish the purposes of this funding.

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# Danbury Library

170 Main Street, Danbury, CT 06810 203.797.4505  
danburylibrary.org

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

FROM: Katie Pearson, Director

SUBJECT: Ezra Jack Keats Foundation Mini-Grant

DATE: February 13, 2020

The Danbury Library is respectfully requesting permission to initiate a grant application to the Ezra Jack Keats Foundation in the amount of \$500

If granted, the Danbury Library will use the funds to implement a new program, Sensory Story time, to coincide with the new Sensory Space. The Library will hire guest readers and performers to launch the program. These professionals will work with Library staff to create visual schedules, teach social storytelling, and develop a repertoire of interactive games and activities to help facilitate a meaningful experience for children and their caregivers.

Please note that this is a competitive grant and no matching funds are required.

Sincerely,



Katie Pearson

Library Director

# Ezra Jack Keats Foundation

[www.ezra-jack-keats.org](http://www.ezra-jack-keats.org)

## About Mini-Grants

Share

### What Makes a Great Mini-Grant Program?

An EJK Mini-Grant program is a creative and innovative activity ... that takes place in class or out in the community ... provides an enriched experience ... and is funded solely by the Ezra Jack Keats Foundation. It is an opportunity for a public school teacher or librarian to present a special project outside the standard curriculum or an engaging way to help students meet curricular goals. And every year sees an amazing variety of projects that foster creative expression, cooperation and community.

An innovative program can:

- develop required academic skills in a creative and exciting way.
- allow educators to collaborate across disciplines.
- inspire students to work hard toward a desired goal, applying necessary skills and knowledge to the project and the team.
- involve whole families and bridge generations to benefit the larger community.
- give children the opportunity to explore their own culture and learn about others.

Successful programs have included a public story walk ... a multicultural portrait project ... a school garden ... bookmaking ... puppetry ... and intergenerational storytelling.

See more examples in our [Great Mini-Grant Programs](#) gallery. Please use these as a starting point: We encourage new ideas.

Mini-Grant programs give teachers and librarians a unified, flexible way to meet Common Core goals—and offer students a fun experience, a sense of achievement and a source of pride. And when a program can be repeated in succeeding years, its benefits grow exponentially. That's quite a feather in the cap for the school, the library and the educator who developed the program.

### Our Policy on Mini-Grant Materials

We focus on funding innovative and exciting programs because they enhance the learning experience and because the value of the program is something we can evaluate. If the focus of the proposal is solely the purchase of books and/or equipment, or if the program described is minimal, we're unable to evaluate the potential impact of the grant because the need for books

15-4

and equipment is universal. We wish we could address these needs. But since we cannot, we have to put a premium on the creation of a special program. If such a program requires the purchase of books or equipment, we will still consider the application.

## Instructions

- Eligibility & Guidelines

Who can apply?

- **Who:** Public schools, public libraries, preschools, Head Start programs
- **Where:** The United States and U.S. commonwealths and territories, including Puerto Rico and Guam
- **Limit:** Only one application per library or school
- **Not eligible:** Private schools, parochial schools, charter schools, not-for-profit organizations

Criteria for school eligibility

- Do's and Don'ts

**Do's:**

- **Instructions:** These will give you a great advantage.
- **Final Report:** If you receive a grant, a Final Report is required. Read the **Final Report Instructions** so you will be prepared to document your work.
- **Sample application form** : Use as a guide to plan your program and budget.
- **Program Elements:** Make sure your program:
  - has these three clear steps; 1) preparation and introduction, 2) activity & engagement, 3) final culmination/outcome.
  - provides an enriched learning experience.
  - is supported solely by the Ezra Jack Keats Foundation.
  - costs \$500 or less.
  - is offered free of charge.
  - is implemented during the summer or school year following receipt of the Mini-Grant.
- **Application Form:** After you submit, you will receive an email confirmation with a link to your application. Print and save the application when you receive the confirmation link. If you receive a grant you will need a copy of your application to implement your program.
- **Materials:** Include only items that will be used in your program. Read more **Our Policy on Materials**

15-5

### **Don'ts:**

- **Program Elements:**
  - Do not charge admission or make sales.
- **Materials:** Do NOT include the following. Your application will be disqualified.
  - books, materials and equipment unrelated or incidental to the program
  - books, materials and equipment intended for reuse outside the program
  - Read more [Our Policy on Materials](#)
  - general operating and administrative costs
  - production or purchase of merchandise intended for sale
  - transportation
  - salaries
- **Dates & Information**
  - **Deadline:** Submit by **March 31, 11:59 p.m.**
  - **Email:** Your application must include a functional email address to which you have free access. You can expect to receive emails from us.
  - **Confirmation:** After you submit, you will receive an email confirmation with a link to your application. If you don't receive the confirmation, notify us by email at [foundation@ezra-jack-keats.org](mailto:foundation@ezra-jack-keats.org) with the subject line "Mini-Grants."
  - **Mailing list:** Applicants are added to the email list for the Ezra Jack Keats Foundation's quarterly newsletter.
  - **Notification:** You will be notified by email about the status of your application on or around **May 1**—whether or not your proposal has been accepted.
  - **Checks:** Mini-Grant checks will be mailed on or around **May 15**. Contact us if you have not heard from us by **June 1**.
  - **Lost checks:** Replacements for lost or expired award checks will be issued with a \$25 deduction.
  - **Final Reports:** Due by **June 1** of next year—approximately one year after receipt of the award check.
- **Final Report Instructions**

**A Final Report with all the five following elements is required as documentation of your program.**

### **Elements:**

- **Report/Essay:** a letter describing the program in detail, activities and attendance
  - Did you reach your program goal?
  - How did the actual program differ from your proposal?
    - What worked? What didn't work? What would you do differently? What surprised you?
- **Educator Statement:** Provide a statement that answers these three questions.



- What was the most rewarding aspect of creating and implementing your mini-program?
- What part of your mini-grant program was most valuable to your students/participants?
- What was most gratifying to you about being awarded a mini-grant?
- **Student/Participant Statement: Ask students/participants for a candid statement conveying the impact of the program.**
  - What was something new you learned?
  - What surprised you?
  - What was your favorite part of the program?
- **Photographs of Program: A minimum of 8 and maximum 20 photos that show these three stages of your program.**
  - Preparation
  - Student engagement in program activities
  - Final outcome, students with their finished work.
- **Please include any of these other formats that apply:**
  - announcements, flyers and articles
  - audio, video or powerpoint presentations
  - web, facebook, or social media (posts or links)

\* We accept (jpg, jpeg or png)—the photos must be sent separately even if they are also included with, or embedded in a presentation (powerpoint, pdf, or video).

Print the Final Report Requirements to keep on hand as you implement your program.



# CITY OF DANBURY

DANBURY, CONNECTICUT 06810

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

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

February 20, 2020

## MEMORANDUM

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

From: Patrick A. Ridenhour, Chief of Police

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

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

### Personnel

Department Strength:

<b>Sworn Personnel</b>	<b>145</b>
Injury/Extended Leave	3
<b>Effective strength (as of 02-19-20)</b>	<b>142</b>

\*0 pending retirements

### Community Services (See attached)

### Training

2/10-14	FCPTOA Recert Training – Numerous Personnel
2/18	GLOCK Armorer – Sgts. Scocozza & Georgoulis, P.Os. Pastrana, Iaquinto & Malone
2/18-20	Homicide/Crime Scene Management – P.O. Michael

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

1/23	Lions Club Meeting
1/24	Hat City Ball – Amber Room
1/27	Summit/Matrix Sub-Station Meeting

1/28 IT Security Awareness Seminar  
1/29 Memorial Service – CPCA  
1/30 Novel Coronavirus Meeting  
2/3 JRB Meeting  
2/4 Summit/Matrix Sub-Station Visit  
2/4 Novel Coronavirus Meeting  
2/4 City Council Meeting  
2/5 Reading Buddies  
2/5 Union Board MOU/Telestaff Meeting  
2/5 Nuvance Health  
2/6 St. John Paul – New Director Meet & Greet  
2/7 Lions Eye Screening – Head Start  
2/10 IACP – OSW  
2/11 Fairfield County Chiefs Meeting  
2/12 Mayor’s Cabinet Meeting  
2/18 DPD Staff Meeting  
2/19 Civil Service Commission Meeting  
2/19 Reading Buddies

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

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  
January 15 – February 15, 2020

Date: February 20, 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

February 18, 2020

## MEMORANDUM

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

January continues to be one of our slow months in terms of events and activities for the Danbury Police Explorers. The focus of the first month of the year is usually one of training and preparation for the upcoming spring event season. This year was no different.

Thursday, January 9<sup>th</sup>, we graduated the largest class of our BEST explorers from Basic Explorer Skills Training. 63 new probationary explorers took the Danbury Police Explorer oath after having completed 10 weeks of in-house training. The Community Room was packed with families as everyone came to see their son or daughter become a regular member of the Post and the program.



On Wednesday the 15<sup>th</sup> there was the *Northeast Regional Law Enforcement Education Association's (NERLEEA) Executive Board meeting* held in Waterbury, CT. P.O. Antedomenico, PO Cameron, PO Lindine, civilian associate advisor Steven Wong and I attended. Discussion centered around the business activities of the NERLEEA. We discussed the new contract that NERLEEA is entering into with Westfield

State University in Westfield, Massachusetts to host the 2020 Cadet Police Academy. We also had a discussion about the annually required adult advisor training and youth protection/anti-bullying program. There was also discussion about the development of a new website, with embedded registration forms for the various events and academy that is hosted.



During this month the Explorer Post was again called upon to assist with the **Schaghticoke District BSA Annual Klondike Weekend** on Friday the 17<sup>th</sup> and Saturday the 18<sup>th</sup> at the Hoyt Scout Center in Redding, CT. Members of the post provided traffic and parking assistance. Explorers helped set up the weekend and settle in the older boy scouts for the evening. Then in the early morning, all the other scouts, (Cubs and Webelos) arrived to participate in the day long events. It was a tough assignment after having had such seasonable weather, only to have very cold conditions on Friday into Saturday morning. The turnout was good on Friday night with majority of scout troops conducting cold weather camping operations. Due to threatened snow/sleet/ice mix forecasted for Saturday afternoon, the program was cut short to get the scouts out before the inclement weather arrived.

During the month, preparation continued for the upcoming Annual Awards Dinner to be held in February on Saturday the 29<sup>th</sup> at Portuguese Cultural Community Center. The evening will be honoring the Explorers and their outstanding efforts of the past year. Tickets are \$50 per person. No tickets will be sold at the door. We are hoping for a large turnout to honor the volunteer efforts of the youth throughout the past year. This year we moved to a larger facility to accommodate the number of attendees, as evidenced by the past few year's attendances.

Voting for Post Officers for the 2020 year was also completed this month. The winners will be announced at the Annual Awards Dinner Dance on February 29<sup>th</sup>.

We currently have 175 explorer cadets registered in the Post. The annual dinner will be the end date for many of our senior most explorer cadets as they "age-out" of the program having attained the maximum age of 21 or 22, dependent on their birth date. The Post will be holding a Spring Open House event scheduled for Thursday, March 26<sup>th</sup>. This is the only time this season that we will open registration to potential new members. The next open enrollment will be slated for a date to be determined sometime in October, 2020. We wish all of our departing explorer cadets success in their future careers.

Respectfully submitted,

*Lt. Matthew McNally*

Lt. Matthew McNally  
Post Advisor/Program Coordinator

<b>I. Membership</b>	<b>Enrolled Amount</b>
# of Explorers Enrolled	175
# of Advisors Enrolled	19

<b>II. Hours-Explorer</b>	<b>Hours</b>
Total Job Hours	329.75
Total Training Hours	1550.75
Total Explorer Hours	1880.50

<b>III. Hours-Advisor</b>	<b>Hours</b>
Total Job Hours	78.75
Total Training Hours	122.25
Total Advisor Hours	201.00

## 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
Forcible Rape	0												0
Robbery	4												4
Assault	4												4
Burglary	6												6
Theft	60												60
Motor Vehicle Theft	3												3
Arson	1												1
<b>Totals</b>	<b>78</b>												<b>78</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
Forcible Rape	0												0
Robbery	2												2
Assault	4												4
Burglary	9												9
Theft	70												70
Motor Vehicle Theft	7												7
Arson	0												0
<b>Totals</b>	<b>92</b>												<b>92</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>
<b>Calls for Service</b>	<b>3,667</b>												<b>3,667</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>
<b>Calls for Service</b>	<b>3,757</b>												<b>3,757</b>

**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												354
Personal Injury	41												41
<b>Total Traffic Accidents</b>	<b>395</b>												<b>395</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												296
Personal Injury	39												39
<b>Total Traffic Accidents</b>	<b>335</b>												<b>335</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												255
Written Warning	18												18
Moving Violation	197												197
<b>Total Enforcement Action</b>	<b>470</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												150
Written Warning	6												6
Moving Violation	222												222
<b>Total Enforcement Action</b>	<b>378</b>												<b>378</b>

\*Traffic Enforcement Grant(s)



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

**T. J. Wiedl  
Fire Chief**

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

**FIRE CHIEF'S MONTHLY REPORT**

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

Below is the winning poster for our fire prevention poster contest, by Pembroke School 5<sup>th</sup> grader Aeden Pignoloni. Aeden's poster now moves on to the state level contest.

**FIRE  
PREVENTION**

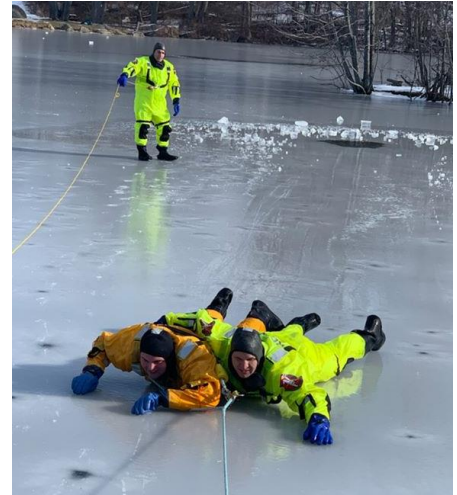


### **Public Education / Prevention / Public Relations**

Crews toured Keystone Place, a new assisted-living facility currently under construction on Wooster Heights. Crews pre-planned 63 and 66 Beaver Brook Road occupancies.

Crews ate lunch with students at Great Plain School for their “No One Eats Alone” event.

Crews practiced ice rescue training at Hatters Park.



State Police K-9 Texas, who went missing during a search in Danbury two years ago, stopped by with his handler Trooper Ed Anuszewski for a farewell visit as they are both retiring at the end of the month.





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

E22, Truck 1, Rescue 1, Car 30, and E8 responded to a working fire at 74 Reservoir Street, just over the town line, in Bethel. Upon arrival of Danbury units, at least one Bethel Engine was on scene, setting up for an aggressive fire attack. Danbury companies worked in conjunction with Bethel to contain, extinguish, ventilate, and overhaul the fire.

E26, E24, Car 30, Car 61, Car 41, Danbury Police, and CT State Police responded to a working car fire in the Mall exit to Backus Ave at the I-84 entrance ramp.



A fire behind Stanziato's building on Lake Avenue was extinguished quickly.



### **Command and Staff Activities**

- Volunteer Fire Council meeting
- City Council meeting
- Dispatch oversight meetings with IXP and the PD
- Monthly EMS/Dispatch steering committee
- Purchasing Board of Awards
- Council Meeting
- City Cabinet Meeting
- IXP monthly status meeting
- Meetings regarding Apparatus Facility
- Ad Hoc Council meeting regarding bond package
- Construction tour of Keystone Place
- VFD Battalion #19 informational meeting
- Teaching NVCC class – Fire Investigation
- VFD Council officers meet and greet
- No One Eats Alone event at Great Plain School

### **EMS/HAZMAT – Coordinator Rey Rodriguez**

#### **Region 5 HAZMAT**

- Service, calibrate and clean all four-gas Photo Ionization meters
- Repair Sensit meter that malfunctioned during emergency call
- Submitted documentation to Region 5 fiduciary agent for payment to US Environmental, Firecraft on service to HAZMAT equipment
- Received from US Environmental 4 gas/PID meters from Engine 22 and Engine 23 that had been sent out to be serviced
- Deployed new Carbon Monoxide meters to all First Responder units
- Calibrated Hydrogen Cyanide meter from Car
- Discussed Vioche program shortfalls with Statewide HAZMAT Teams conference leaders
- Phone conference with DEMHS HAZMAT Coordinator Robert Drozensky
- Phone conference Region 5 for upcoming HAZMAT tech refresher with Jeff Chandler
- Placed new Firecraft Explosive gas, hydrocarbon meter in service on Engine 22

#### **Meetings/Functions/Classes**

- Phone conferences with Kerry Baker, Department of Public Health
- Meeting with Higgins/Salamander Tech Rep and Training Officer Rogers on installation of new ID card system
- Region 5 Phone conference with Region 5 STEERING Committee Chair on request to expedite spending of 2017 HSG grant funds.
- EMS Supervisors Meeting with Nuvance Health systems

#### Administrative activities

- Monitoring and ordering EMS supplies as needed
- Researching, planning, and scheduling additional CMEs for the EMTs that will be re-certifying this year
- Working with Andi Gray on payroll verification for backfill reimbursement from Region 5

#### EMS Wednesday

- Yearly OSHA Mandated Blood borne Pathogen classes for Career Firefighters
- CPR re-cert classes

#### Volunteer Training

- Blood borne and HAZMAT training for the Volunteer Firefighters

### **Communications – Coordinator Jamie Gagliardo**

- This month I responded to a few incidents as the communications officer. Car 61 responded to the following incidents:
  - Mutual aid Brewster – 4 Joe's Hill Road - Fire Alarm
  - Assist DPW – Drone – Starrs Plain Road
  - 1<sup>st</sup> Alarm – 7 Old Sherman Turnpike
- Attended the Emergency Service Function 2 (Communications) monthly meeting in Watertown
- Worked with our GIS partners to update some mapping issues for our CAD system
- Continued work with Northeastern Communications on our new radio site in Abbey Woods. The site ground work is complete. We are now in the process of planning the installation of the hardware. Project completion is expected to be at the end of March.
- Worked with Frontier to correct an issue with the phone lines connected to Boxwood Lane Radio Site
- Worked with Nuvance Health Ambulance management to set up the transition of Danbury Ambulance to Nuvance Health. This change has minor impacts on our current procedures but new units have been put into the CAD system and procedures are being developed.
- Conducted a demonstration of the Fire Department's UAS (drone) equipment for the Danbury Federal Corrections Institute leadership. We demonstrated the equipment and capabilities of the drones along with a lengthy discussion on the FAA's restrictions and requirements with Airport Administrator Mike Safranek.
- Attended a webinar on Rapid SOS, an application that can assist 911 dispatchers with locating cell phone callers

- Assisted DPW with some aerial images of the swamp area flood damage at the intersection of Sugar Hollow Road and Starrs Plain Road. They are now able to use these images to develop a plan to reduce the flooding problems in this area.
- Met with the Health Department Director and Fire Department staff to discuss the impacts of the Coronavirus and our procedures on responses
- Attended a tour of the Nuvance Health Hospital simulation laboratory
- Attended a webinar on the new Motorola station alerting system. We are in need of an upgrade to our station alerting systems and this is one of many options in the field today.
- Met with members of the newly formed Battalion 19 volunteer consolidation managers. We discussed many items and plans for their consolidation. We look forward to assisting them through this progressive process. Part of this discussion was a request to re-program all of the companies Motorola Pagers which was completed.
- Worked with City Engineering and GIS to update our station maps that signify our engine company response districts
- Please keep an eye on our [Facebook](#) and [Twitter](#) pages for information and incidents throughout the month!

### **Apparatus – Superintendent Chris Ryan**

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

- Cleared prognostics on E-23
- Replaced rear door strap on E-25
- Repaired power steering pump leak on E-26
- Replaced 3 worn belts on shop air compressor
- Repaired broken driver's seat in E-22
- Reattached junction box in pump panel on E-22
- Rebuilt 1 fog nozzle and 1 smooth bore nozzle for spares
- Reattached weather stripping on driver's door of TAC-1
- Repaired air leak on E-22, greased driveline
- Greased driveline on Rescue-1
- Serviced Car-2
- Retrained Car 30 driver door window
- Replaced debris guard on Rescue-1 Hurst E-draulic spreader tool
- Repaired bad connection on side marker lamp on E-23
- Replaced broken pump panel bezel on E-26 for #2 crosslay
- Regen E-22 with new scan tool
- Replace faulty compartment door switch on E-23 EMS compartment
- Repaired broken wire in Truck-1 battery operated vent fan
- Replaced upper radiator hose on TAC-1

- Serviced Car-1
- Service car 42
- Took E-23 to Detroit diesel in Middletown for warranty repair work

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

### **Inspections**

The Office of the Fire Marshal's Team continued their strong effort in ensuring everyone's safety through a vigorous inspection schedule. The Team conducted 53 residential inspections, totaling 251 units. Other inspections included one 50-unit boarding house, 5 hotels inspections totaling 639 units, 8 mercantile occupancies, 9 liquor inspections, 5 businesses, 3 day cares, 2 healthcare facilities (which included Danbury Hospital,) and 2 educational inspections. Team members rectified 3 complaints regarding unpermitted apartments, 1 hoarding, and 1 unauthorized burning complaint. Working with other City Departments, all issues were resolved. Several parking summons were issued for Fire Lane violations. This campaign will continue indefinitely and we ask everyone to abide the parking laws.

### **Plan Reviews**

The Fire Marshal's team continues to dedicate numerous hours working on plan reviews ensuring their timely and compliance to code. For the period, the Fire Marshal's Office has received 13 requests for plan reviews/permits, completed 19 reviews, and have inspected and approved 9 certificates of occupancy.

### **Fire Investigations**

For the period there were 3 structure fires, 1 chimney fire, 3 vehicle fires, and 1 outdoor storage fire. All fires were accurately investigated for origin and cause.

### **Training**

Fire Marshal Timan attended the Fire Officer II class, successfully completing the practical portion of the exam with the written portion taking place February 28<sup>th</sup>. After completion, FM Marshal Timan will hold State of Connecticut and national certifications for this.

### **Special Events**

Fire Marshal Timan and Deputy Fire Marshal Anderson joined Chief Wiedl at a packed house at Pembroke School to honor this year's 5<sup>th</sup> grade Fire Prevention Poster Contest winner Aeden Pignoloni and his teacher Mrs. Sayegh. This year's 4<sup>th</sup> Grade winner, Arianna Ramos, will be honored at her school, Hayestown Elementary School, in the coming weeks. FM Timan and DFM Anderson met with the executive staff of Pope John Paul Center to review and revise their emergency action plan. DFM Anderson found time in her relentless schedule to perform a full inspection of Danbury Hospital as well as meeting to discuss and review their emergency action plan. DFM Bruce among his other duties is hard at work compiling incoming Tier II reports. DFM Bergemann inspected all 5 of the hotel inspections listed, as well as assisting in multi-family inspections. DFM Bergemann met with other departments regarding a proposed boarding house. DFM Rozzi continued inspections and re-inspections of the educational facilities as well as lending a



hand in multi-family inspections. DFM Smith has been a jack of all trades this past month, performing inspection of all types of occupancies. DFM Smith also attended a preplan meeting for a proposed alternative energy site. All team members continue to show outstanding customer service skills, assisting all internal and external customers, focusing on their wants, needs, and our ability to accommodate them through problem resolution and code compliance.

March 8<sup>th</sup> begins Daylight Saving Time. Remember to “Change your clock, change your battery” in your smoke alarm. If your smoke alarm is over 10 years old, it should be replaced. If you can’t afford one, or need assistance purchasing a smoke alarm, the Danbury Fire Department is in partnership with the American Red Cross and can help provide them for you.

### **Dispatch Statistical Reports**

#### **Public Safety Answering Point**

Total 911 calls	2,706
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**CITY OF DANBURY  
HEALTH & HUMAN SERVICES DEPARTMENT**



**155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810  
TEL: (203) 797-4625 FAX: (203) 796-1596**

**Mayor  
Honorable Mark D. Boughton**

**Director of Health and Human Services  
Lisa Michelle Morrissey, MPH**

February 24, 2020

Dear Mayor Boughton and Members of the City Council:

DHHS is continuing to be vigilant regarding the Coronavirus outbreak (COVID-19). The CDC is closely monitoring the situation and providing regular updates. Proper communication has been maintained with schools and universities about the virus, and additional information can also be found on our webpage. The department has received the protocol for emergency response from DPH and is well prepared should the situation escalate, but at this time, the threat of the COVID-19 in Connecticut is low. Influenza activity, however, is widespread throughout the state. It is still recommended to receive your flu vaccine as a means of protection against influenza, and to continue to take proper preventative measures such as regular handwashing, limiting contact with sick individuals, and covering your mouth/nose when coughing or sneezing.

Ryan Boggan, one of our Public Health Inspectors, is leaving the Health Department to pursue an opportunity as an Associate Director of Environmental Health in another health department. We wish him the best in his new position and will miss him very much.

There have been additional training opportunities for staff members as a part of the ongoing effort to cross train staff in order to better serve the growing needs of the community. Three Public Health Inspectors attended Odor School Training, two team members attended a human trafficking workshop at the Danbury Police Department, and the Associate Director of Environmental Health completed the Food Inspector Training Officer training.

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,

**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	\$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

## **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.

### **January/February 2020 Activity**

The Associate Director of Environmental Health has completed the Food Inspector Training Officer (FITO) from the CT DPH and is now a certified Food Inspector Training Officer who is authorized by the commissioner to train food inspector certification to improve conformance with the FDA Retail Food Program Standards. Additionally, due to an increase of odor complaints received by the department, we took the initiative to send three staff members to Odor School Training in order to better address these complaints. Inspectors have also been focusing on subsurface sewage program assignments.

The environmental division has also been preparing for the licensing season of all food service establishments, hotels, and pools for the 2020-2021 year. Renewal letters were sent out to all hotels and pools in order to ensure and all pools are licensed and inspected before their season opening and that applications are received in a timely manner. Food service renewal letters will be sent out in the beginning of March. It is our intention that the early notification of license renewals will increase the efficiency of our licensing process.

### **January Results**

<b>Potable Water</b>	
Private Well	
Well Permits	
<b>Environmental</b>	
Grading Permit Review	5
EIC	8
HazMat	1
Erosion Inspections	13
Complaint Investigation	12
Odor Complaints	
Misc.: (Describe)	5

<b>Sewage Disposal</b>	
Plan Review	18
Inspections	19
New, Replace, Fail, Plan Review	
100% Replacement Plan Review	
Soil Testing (List by Appointment Only)	6
Additions	12
Dye Tests (Initial)	1
Septic Permits (To Construct)	3
<b>Solid Waste</b>	
Garbage Complaint	
Misc. (Describe)	
<b>Pest and Animal Control</b>	
Rodent Complaint	
Insect Complaint	
Domestic Animal Complaint	
Misc. (Describe)	
<b>Housing</b>	
Residential/Commercial Inspection (Not Indoor Air)	
Housing Complaints	10
Child Day Care Inspection (Initial)	1
Child Day Care Plan Review	
Body Care Inspections	1
Body Care Plan Review	
Body Care Construction Visits	
Massage Establishment Inspections	4
Massage Establishment Plan Review	
Lead Inspection for all Properties	11
Lead Abatement Plan Review	7
Certificate of Apartment Occupancy (CAO's)	12
Reinspections	
Healthy Homes	
Hotel/Motel Inspections	1
Total # of Hotel/Motel Rooms Inspected	22
<b>Food</b>	
Food Service Establishment Inspection (Initial)	9
Construction Visits	

Food Service Walkthrough Inspections	3
Itinerant Vendor Inspections	
Complaints	2
Re-inspection (voluntary)	
Re-inspection (involuntary)	3
Plan Review	
Plan Revisions	1
Foodborne Illness # of Complaints	
Temporary Food Service	
Certified Food Protection Manager Courses	2
Food Handler Courses	
<b>Seasonal</b>	
Indoor Pool Inspections	
Outdoor Pool Inspections	
Indoor Public Pool Water: # of Samples Collected	
Outdoor Public Pool Water: # of Samples Collected	
Public Beaches: # of Samples Collected	
Drinking Water: # of Samples Collected	
Marine Dock Facilities Inspected	
<b>Orders Issued</b>	
Notices of Violation, etc.	6
<b>Other</b>	
Social Services Issues and Referrals	11
Fair Rent Issues	1
FOI Requests	53
Pump Truck Permits	35

### **January Environmental Compliance Report**

Joe Mead, Environmental Compliance Officer

<b>Date</b>	<b>Type</b>	<b>Location</b>	<b>Reason</b>	<b>Action Taken</b>
1/7/2020	Eden Dr	E&S	CO	CO issued
1/7/2020	Main St	E&S	Complaint	Follow up
1/7/2020	Newtown Rd	EIC	Complaint	Follow up
1/7/2020	Rivington	E&S	Bond Release	Bond Released
1/7/2020	Golden Hill	EIC	Other	NOV Compliance
1/9/2020	42 Meadowbrook	MS4	Complaint	follow up
1/13/2020	43 Meadowbrook	MS4	Other	Dye Test for septic
1/14/2020	44 Meadowbrook	MS4	Other	Dye Test for septic

1/15/2020	45 Meadowbrook	MS4	Other	Dye Test for septic
1/16/2020	46 Meadowbrook	MS4	Other	Dye Test for septic
1/16/2020	Olive St	E&S	Bond Release	Released
1/16/2020	Wondy Way	E&S	Bond Release	Released
1/16/2020	Golden Hill	EIC	Complaint	follow up
1/16/2020	Hospital Ave	E&S	Routine	none
1/28/2020	State St	HazMat	Other	Ruptured fuel tank, FD and CTDEEP response
1/28/2020	King St	E&S	Bond Release	Released
1/28/2020	Payne Rd	E&S	Routine	None
1/28/2020	Great Pasture Rd	EIC	Complaint	None
1/28/2020	Rolf Dr	EIC	Complaint	Tree Cutting
1/28/2020	Kingswood Rd	E&S	Complaint	Drainage
1/29/2020	Robinhood Ln	E&S	Complaint	follow up
1/29/2020	King St	E&S	Routine	None
1/29/2020	Corner Pond	E&S	Bond Release	Released
1/29/2020	Barnum Rd	EIC	Complaint	follow up
1/30/2020	Robinhood Ln	EIC	Complaint	follow up
1/30/2020	Lake Waubeeka	EIC	Complaint	follow up
1/30/2020	81 Deer Hill	E&S	CO	CO issued

### **Community Health Services Division**

Kara Prunty, 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 January 2020**

Tuberculosis patients	49
PPD testing/read	
QuantiFERON/T-Spot	6
eDOT	34
Hospital Visits	6
Home Visits	1
<b><i>Total Services:</i></b>	<b><i>96</i></b>

The following are highlights from the Office of Community activities for January 2019

1. A total of 8 new persons were evaluated in the Tuberculosis Clinic, these referrals came from:
  - 3 Medical
  - 2 Employment
  - 2 School PE
  - 1 Contact
2. Continuing case management of approximately 62 cases of latent TB and 3 active pulmonary TB.
3. Initiated new contact investigation pulmonary TB.
4. Ongoing surveillance and epidemiological review of individuals with positive AFB , suspected or confirmed TB.
5. Ongoing communication with healthcare providers, school nurses, WCHN, and various State and Local Public Health Agencies.

#### Community Health Services:

New Street Shelter Utilization for 1/22/20- 2/21/20:

Shelter Utilization	# of Nights	# Bed Nights Available	# Bed Nights Used	# of Beds Available
86%	31	620	532	20

The department held standing vaccination hours throughout the month of February on Tuesdays and Thursdays from 4:00 PM to 6:00 PM. During this time, community members could come to the office without an appointment to receive the flu vaccine, along with any childhood or travel vaccines, from one of our community health nurses. It is still not too late to receive your flu vaccine to protect yourself against influenza. As of February 15th, CT DPH has reported 1,909 influenza related hospitalizations and 9,210 positive influenza tests. Influenza activity is still considered “widespread.” There have been 49 total influenza associated deaths reported in Connecticut this season, one of which was a pediatric death. Influenza B virus continues to be the most prevalent strain this season with a total of 4,838 positive cases (53%).

The Health Department’s Prevent T2 Lifestyle Change Program has 6 participants attending the Thursday evening workshops. The department has been collaborating with other community organizations and faith-based organizations and plans to host an additional class in March in conjunction with these organizations in order to make the program more accessible to Danbury residents.

#### Emergency Preparedness and Response:

- **January 30, 2020: Public Health Emergency Response Plan Review and Signing**
  - Chief Ridenhour and Chief Wiedl both agreed to and signed an updated plan for public health emergencies
- **February 4, 2020: Meeting with Health Dept Staff to discuss Coronavirus (COVID-19)**
  - Health staff became aware on how to respond to basic questions about COVID-19 and



were informed that the first priority was influenza

- **February 5, 2020: Public Health Emergency Response Plan Review and Signing**

**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: Monthly Report for January 2020**

Dear Mayor Boughton and Members of the City Council:

I am pleased to present the Public Works Department Report for the month of **January**. During the month of January the Division has remained dedicated and active with winter storm preparations and excellent storm response. We are continuing with necessary drainage improvements, road prep, paving and pothole filling. During the month of January, over 6 tons of e-waste was collected. This service continues to be at no cost to City residents.

As you will see in our individual Division reports, we continue to be intricately involved in many planning and design meetings including the downtown Streetscape Renaissance, Richter House Renovations, Mallory Hat Factory Remediation, Animal Control Facility and the City-Wide Fitness Trails Exercise Stations.

Please take a few moments to review our Division reports for a full scope of the varied activities and projects in which the Public Works Department are 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 Gordian Group, through our CROOG Cooperative, was asked to submit a proposal for the construction of our new Animal Control Facility. We met with Gordian reviewed their proposal and performed a project scope review. October 30<sup>th</sup> BOA awarded the contract to Gordian / Millennium Builders. Millennium Builders finalized the contract with the Corporation Counsel's Office. The contract was executed by the City on January 15<sup>th</sup>, the Notice to Proceed was issued to Millennium Builders on January 21, 2020. The pre-construction meeting was held on January 30<sup>th</sup>. This is a design / build project and we are presently in the design / procurement phase of the project. We expect to break ground this spring with a fall completion.

### **Middle River Road Bridge Replacement:**

The Bridge/Culvert was awarded to Hemlock Construction through our CROOG/Gordian Contract. The contract has been signed we are in the shop drawing review phase presently. We have scheduled a preconstruction meeting. The submittal process has begun the design engineer Stantec Engineering is presently reviewing the precast box culvert structure shop drawing, calculations and loading report. The remaining submittals have been sent to the designer Stantec for review and comment. We are looking at a spring 2020 start the project will be inspected and administrated by Construction Services.

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

RHS Engineering Consultants is the designer of the bridge rehabilitation project we were accepted into Conn Dot's Local Bridge Program qualifying us for a 50% reimbursement. The contract has been executed and the Notice to Proceed was issued. We are presently in the shop drawing review process. The bridge has a procurement period prior to the contractor breaking ground. We met with Nagy Brothers to discuss schedule and procurement schedules. We will have a spring 2020 construction start. This project will be administrated and inspected in house by Construction Services.

### **Richter House Renovation:**

The City Engineer issued the Architectural RFP for the project design. Friar Associates was selected and the design has been completed. We met with The Richter House Authority and reviewed the design. CT SHPO reviewed the plan and approved the design. The plans were submitted, to Planning, Engineering and Department of Health and review. The plans, specifications & bid documents have been submitted to the State of Connecticut Department of Economic Development for review which a DECD grant requirement has been approved. A mandatory pre-bid meeting was held on January 14, 2020. The project is presently out to bid with the bid opening scheduled for February 18, 2020 has been extended to Thursday February 27, 2020.

### **Downtown Danbury TOD Streetscape Renaissance Project:**

Construction Services has been working with the City Engineer, City Planner and Martinez & Couch Associates. We are moving along at a rapid pace into preliminary design and bid documents. We reviewed the bid documents and plans for the phase one constructability. The review comments have been addressed we are working with the City Planner. The plans are presently being reviewed by ConnDot. We met with ConnDot District IV for a review and comment round table January 30, 2020. Phase One will go out to bid shortly once the Conn Dot review and comment phase is completed.

### **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 have been reviewed by the DECD as per the grant requirement. The final flood plan management certificate has been submitted CTDEEP for review and comment as per the revised design. We anticipate final approvals and sign off by the DECD shortly.

### **Margerie Dog Park:**

The project was designed in house by Engineering and Construction Services. We have broken ground using our in house resources. Public Services and Public Utilities supported our efforts supplying trucks for hauling material - a great interdepartmental effort working as a team!

The parking lot is complete. The fencing contractor has mobilized and completed the fencing. We will install the yard hydrant this spring giving the park onsite access to water for the dogs. The dog park amenities picnic tables, waste cans and bag dispensers have been installed. We expect weather permitting to be complete in March.

### **Balmforth Avenue Sidewalk & Traffic Improvements:**

Construction Services has been working with the Engineering Department developing this project which will be funded by a CDBG Grant. 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. Both east and west sides of Balmforth Avenue. This will also include 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. We also will be making some pavement marking improvements which include crosswalks at the intersection of Balmforth Avenue and Osborne Street. This project has been designed in house by the City Engineering Department we are wrapping up a constructability review awaiting final comments from the City Traffic Engineer and we will be out to bid shortly.

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

Construction Services working with our in house resources and on-call environmental consultant contract have developed a scope of work, specifications and bid documents. The project designer and environmental consultant Eagle Environmental submitted the AWP to the State of CT Department of Health which has been approved for the phase one abatement /disposal of the demolition materials. The bid documents have been finalized and we are presently going out to bid.

Construction Services is presently working with the City Engineer / Director of Public Works and Engineering Division in developing our upcoming Capital Projects bridge rehabilitation.

### **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. Comments will be accepted from the public until March 16, 2020 after which date the report will be finalized and submitted to DEEP to meet the April 1, 2020 deadline.

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

Moss Avenue Sewer Main Replacement Project is rearing 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.

### **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.

### **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:**  
**JANUARY – 2020**

This was a very busy month for the Highway Division. The plow repair crew inspected and repaired plows after each storm. All equipment was washed and maintained throughout the month. The winter salt was delivered and readied at the Public Works site and Airport property. Several employees and machinery were deployed around the City to cut and remove ice conditions.

Two cold patch crews were dispatched daily to fill potholes. Christmas tree pickup program ran throughout the month. Crews picked up trees between winter storms. A crew cut back trees and bushes that covered signs and site lines. Multiple guard rails were repaired. Highway Division crew members assisted the Forestry Division with tree removals, pruning, and traffic control.

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.

**Winter Season**

- Winter Storm Events: 1
- Precipitation: 3.3 inches
- Emergency Call Outs: 5

**Maintenance**

- Catch Basins Replaced: 0
- Guardrail Repairs: 17
- Dredging: 1
- Catch Basin Cleaning: 22
- Roads Paved: 0

**Signage**

- New installs: 3
- Replacements: 20
- Repairs: 47
- 

**Personnel**

- Total: 44
- Injury: 2
- Restricted Duty: 0
- Retirement: 0
- Seasonal: 7
- Vacancy: 2

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

The Parks Maintenance Division responded and assisted Public Buildings with the clean-up during winter storm events of city parks, sidewalks, and schools. Crews were deployed to remove snow at many parks, schools and around city owned properties. All equipment was washed and maintained throughout the month.

Crews assisted the City's contractor with the revitalization of the Westerners Field. Drainage pipe was installed, and we regraded the outfield. The infields on a few school ball fields were refreshed with new clay. Brush was cut and removed from fence lines at several locations. Broken tree branches and debris was removed from many walking trails in the City parks.

Multiple crews assisted with removing the holiday lights and decorations in the downtown area. Litter was picked up and garbage cans were emptied in various areas throughout the city. The Parks Maintenance building was cleaned and organized. Trash cans were painted for next season. Winter maintenance of the mowing and plowing equipment continued through the month.

**Winter Season**

- Winter Storm Events: 1
- Precipitation: 3.3 inches

**Maintenance**

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

**Personnel**

- Total: 16
- Injury: 0
- Restricted Duty: 0
- Seasonal: 0
- Vacancy: 1

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

The Forestry Division continues to maintain, prune and remove dead trees in the City's right of ways. The division responded to several tree calls that include inspections, clean ups, and emergency take downs. Brush piles and tree debris from storms were also cleaned up for safety. City tree contractors as well as Highway Division crew members assisted with several tree removals and pruning.

The department assisted with the removal of Christmas light decorations at City Hall, Library, and Elmwood Park. 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. The crew assisted with the snow removal operations as well as prepping and cleaning the equipment after each storm.

**Winter Season**

- Winter Storm Events: 1
- Precipitation: 3.3 inches

**Maintenance**

- Removals: 61
- Pruning: 9
- Brush: 5
- Emergency Call Outs: 4

**Personnel**

- Total: 4
- Injury: 0
- Restricted Duty: 0
- Seasonal: 0
- Vacancy: 0

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

**City Hall:**

New key and cylinder system as part of ongoing security upgrades 70% complete.

**Danbury Public Schools:**

Awaiting new quotes from KONE for various elevator upgrades.

Waiting on RTU replacement quotes for media area DHS.

Finalizing UST replacement specs at King St. campus.

**Library:**

New drinking fountain installs ongoing.

Remaining painting in basement area started.

New plaza stair and ramp railings for ADA access started.



**Police:**

New server and BMS software update completed.

Starting specs on RTU replacements.

Paint and supplies bought for Gym area remodel.

**Union station train museum:**

Completed all repairs due to basement flooding with 7' of water.

**Old library:**

Getting quotes on replacing cooling tower.

**City Center:**

Investigating building connection between 2 Ives St. and # Post Office Way.

**General:**

The majority of time the Maintenance Mechanics spent this month was associated with School building repairs: specifically Heating, Completing life safety PM in schools, Outdoor lighting, building lighting / electrical and plumbing.

**Requests for Maintenance Service:**

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

In the month of January we received 311 new work requests and completed 234 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 334.50 person-hours dedicated to this service. The next largest area of concentration was in Plumbing repairs, utilizing 204.00 person-hours of labor. Plowing came as the third highest category with 87.50 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 JANUARY 2020**

<b>Work Requests received this month</b>	<b>311</b>
<b>Work Requests Completed this month</b>	<b>234</b>

<b>Category</b>	<b>Total Labor Hours</b>
Alarms	0.00
Carpentry	3.00

Electrical	80.50
HVAC	41.50
Locksmith	0.0
Maintenance	58.00
Mechanical	334.50
Plumbing	204.00
Roofing	1.00
Snow Plowing	87.59

<b>Labor Hours City Buildings</b>	<b>452.50</b>
<b>Labor Hours School Buildings</b>	<b>357.50</b>
<b>Overtime</b>	<b>217.50</b>

**Public Utilities Report Submitted by David Day, PE, Superintendent of Public Utilities:**  
**RE: Report to the City Council – Month of January 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 **January, 2020**. Also attached is the Public Utilities Vehicle Maintenance Report.

As of February 14, 2020 there are 39 hydrants out of service. I will be happy to review the information with you.

Sincerely,

*David Day*

David Day, P.E.  
Superintendent

**January 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 January 2020 by the Veolia Design Build Team (Veolia, Wright-Pierce and CH Nickerson)

- Veolia worked on preparation of a Not to Exceed Price for the Tertiary Treatment System Upgrade and for the Stormwater System Improvements based on the 30% design drawings and technical specifications prepared by Wright Pierce.

- Veolia continued preliminary review work for a new Headworks Screening & Grit Removal Facility and for a new FOG / Biodiesel Facility.

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

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**DATE:** February 18, 2020  
**TO:** City of Danbury, City Council  
**FROM:** *David M. Day, P.E.*, Superintendent  
**RE:** Sanitary Sewer Collection System Maintenance—  
**JANUARY 2020**

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

Number Received:                      10  
Number Completed:                      10  
Pipe Cleaned:                      6,300 LFT  
Gallons of Water Used:    13,000 Gal

New Pipe Inspected:              1,100 LFT  
Manholes Replaced                      3

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COMMENTS: Bypass was a private SW lateral servicing Outback Steakhouse on Newtown Rd.



**To:** David Day, P.E., Supt. of Public Utilities, City of Danbury  
**From:** Ralph Azzarito, Project Manager                      **Ralph Azzarito**  
**Subject:** WPCP Report For Month of: Jan '20  
**Date:** 2/10/2020

**I. Wastewater Treatment:**

A)	Sewage Processed:	9.0	MGD (Daily Avg)	278.6	Million Gallons Total
B)	Septic Waste Processed:			584,970	Gallons Total
C)	Sludge Pumped To Digesters:			423,095	Pounds Total

**II. Wastewater Quality**

		Influent	Effluent	% Removal	Effluent Limit
A)	BOD (mg/l)	178	5	97	30 mg/l and 85%
B)	Total Suspended Solids (mg/l):	241	5	98	30 mg/l and 85%
C)	Total Phosphorus (mg/l):	4.6	1.8	61	0.6 mg/l
D)	Ammonia (mg/l):	24.2	0.32	99	4.0 mg/l
E)	Total Nitrogen (lbs/Day):	2,615	334	87	442 lbs/day

Note: Phosphorus limits apply April - October.

Nitrogen limit for credit trading only.

**III. Pump Station Operation:**

A)	Beaver Brook:	745.0	Hours Run
B)	Southfield:	38.4	Hours Run
C)	Mill Plain:	25.0	Hours Run
D)	Backus:	115.2	Hours Run
E)	Tarrywile	95.0	Hours Run
F)	Turner Road:	71.4	Hours Run
G)	Ford Avenue:	23.7	Hours Run
H)	Indian Glen:	101.9	Hours Run
I)	Delay Street:	18.2	Hours Run
J)	Hayestown Road:	74.7	Hours Run
K)	Kenosia Avenue:	2.9	Hours Run
L)	Larson Drive:	75.9	Hours Run
M)	Landfill:	180.3	Hours Run
N)	Thrope Street	12.9	Hours Run
O)	Poets Landing	19.8	Hours Run
P)	Rogers Park	62.5	Hours Run
P)	West Side	80.2	Hours Run
Q)	East Franklin Street	20.2	Hours Run

Total Station  
Alarms:

9

TO : City Council - City of Danbury  
 FROM : David Day, Superintendent of Public Utilities  
 February 18,  
 DATE : 2020  
 RE : WATER DEPARTMENT REPORT: JANUARY 2020

\*\*\*\*\*

#### I. WATER PRODUCTION:

A) Margerie Water Treatment Facility:	<u>91.5</u>	<u>MG.</u>
B) West Lake Water Treatment Facility:	<u>81.6</u>	<u>MG.</u>
C) Kenosia Well Field:	<u>0</u>	<u>MG.</u>
D) Osborne Street Well Field:	<u>0</u>	<u>MG.</u>
E) Other:	<u>0</u>	<u>MG.</u>

( MG. = Million Gallons )

#### II. RAINFALL:

A) Month:	<u>2.5</u>	<u>inches</u>
B) Past 12 Months (running total):	<u>52.1</u>	<u>inches</u>
C) Current Year (Jan.- Current Mo.):	<u>2.5</u>	<u>inches</u>

#### III. WATER STORAGE:

date: 1/27/2020

	<u>Current Reading</u>		<u>Historical Average</u>	
A) East Lake Reservoir:	<u>91.8</u>	<u>%</u>	<u>85.7</u>	<u>%</u>
B) Margerie Lake Reservoir:	<u>98.3</u>	<u>%</u>	<u>86.5</u>	<u>%</u>
C) West Lake Reservoir:	<u>79.4</u>	<u>%</u>	<u>84.6</u>	<u>%</u>
D) Total:	<u>88.9</u>	<u>%</u>	<u>85.5</u>	<u>%</u>

#### IV. WATER PUMPED:

A) Park Avenue Pump Station:	<u>0</u>	<u>MG.</u>
B) Padanaram (High School) Pump Station:	<u>4.00</u>	<u>MG.</u>
C) Shelter Rock Pump Station:	<u>2.68</u>	<u>MG.</u>
D) WestConn Pump Station:	<u>1.13</u>	<u>MG.</u>
E) Margerie Pump Station:	<u>1.39</u>	<u>MG.</u>

F) Pleasant Acres:	0.68	MG.
G) Nabby Road:	1.07	MG.
H) Harvest Hill:	0.98	MG.
I) Woodland Road (Reserve):	3.33	MG.
J) West Lake High Service :	38.5	MG.
K) Total Water Pumped (A-I):	53.8	MG.
	( MG. = Million Gallons )	

V. WATER  
TRANSFERRED:

A) East Lake to Margerie Reservoir:	94.5	MG.
B) Padanaram to Margerie Reservoir:	0.0	MG.
C) Kohanza to West Lake Reservoir:	0.0	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):	94.5	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.
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## **MAINTENANCE REPORT - BUILDING # 6**

### **GENERAL FUND**

#### **January-20**

1/2/2020	5-DA	POLICE	FRONT BRAKES, AIR FILTER
1/3/2020	2-DA	POLICE	SWAY BAR ENDLINKS, FUEL INJECTOR, CABIN AIR FILTER
	17-DA	POLICE	SERVICE, AIR FILTER, DOOR LATCH ASSEMBLY
1/4/2020	988XGK	POLICE	WIPER BLADES
1/6/2020	615-XHM	POLICE	SERVICE, TAILLIGHT BULBS, WIPER BLADES
	108-FRM	POLICE	DIAGNOSE CEL, O2 SENSORS, REPLACE EXHAUST
1/7/2020	19-DA	POLICE	SERVICE, HEADLIGHT, AIR FILTER, FRONT BRAKES, SERVICE TRANSFLUID
1/8/2020	181DA	POLICE	REPLACE RF TIRE
1/10/2020	AL14397	POLICE	SERVICE, MOTORMOUNT, FRONT PADS AND ROTORS, SERVICE AC

1/11/2020	760MRS	POLICE	SERVICE, CABIN AIR
1/13/2020	289-DA	POLICE	REPLACE POWER POINTS, ADJUST SHIFT CABLE
	465-HED	POLICE	SERVICE, CABIN AIR, 4 TIRES
	271DA	POLICE	REPLACE WATER PUMP, CATALYTIC CONVERTER, SERVICE, REAR PADS AND ROTORS
1/13/2020	12-DA	POLICE	SERVICE, AIR FILTER, BATTERY, WIPERS, FRONT BUMPER AND GRILLE
1/15/2020	515-WLA	POLICE	REPLACE TAILLIGHT, FOG LIGHTS, REPAIR STROBES
	181-DA	POLICE	ROADCALL, REPLACE TIRE
1/17/2020	312-DA	POLICE	INAKE MANIFOLD, WATER PUMP, POWER STEERING PUMP, REPLACE PCM
1/22/2020	4-DA	POLICE	SERVICE, ROTATE TIRES
	240-DA	POLICE	SERVICE, ROTATE TIRES, STEERING SHAFT, BATTERY
	10-DA	POLICE	REPLACE HEADLIGHT AND BATTERY
	991-XGK	POLICE	REPLACE BATTERY
1/23/2020	354-DA	POLICE	REPLACE WATER PUMP
	271-DA	POLICE	REPLACE HEADLIGHT BULBS AND CONNECTORS
	421-WLA	POLICE	SERVICE, BATTERY, CONTROL ARM BUSHINGS
	93-DA	CITY HALL SENIOR	2 TIRES, BATTERY
1/24/2020	AE48097	CENTER	SERVICE, ADJUST DOOR
1/25/2020	345-DA	POLICE	SERVICE, 4 TIRES
1/27/2020	21-DA	HIGHWAY	SERVICE
	AL52689	POLICE	SERVICE, WIPERS, 1 TIRE
1/28/2020	10-DA	POLICE	SERVICE, 2 TIRES, TRANSMISSION SERVICE
	265-DA	POLICE	HEADLIGHT AND CONNECTOR, COOLANT RESERVOIR, TRANSMISSION SERVICE
	222-DA	POLICE	HEADLIGHT AND CONNECTOR, 1 TIRE
1/29/2020	354-DA	POLICE	HEADLIGHT AND CONNECTOR
	11-DA	POLICE	BATTERY, SERVICE, REPLACE PTU

## WATER FUND

### January-20

1/10/2020	KUBOTA L3400	WATER	REPLACE BATTERY
1/11/2020	292-DA	WATER	SERVICE, TRANS SERVICE, VEHICLE SPEED SENSOR
1/16/2020	176-DA	WATER	REPLACE PLOW MOTOR
1/28/2020	176-DA	WATER	FLAT TIRE REPAIR

**The Equipment Maintenance Division responded to and repaired the following vehicles during the month of January.**

**Below is a list of services provided:**

Date:	Vehicle :	Repair Provided:	Department:
1/2/2020	#46	SERPENTINE BELT/HYD COMPRESSOR CLUTCH	HWY
^	187-DA	EXHAUST MANIFOLDS/FRONT/REAR BRAKES	PARKS
^	349-DA	OIL/FRONT WHEEL BEARINGS	HWY
^	49-DA	OIL LEAK/OIL PAN/GASKET	PARKS

	^	#19	SANDER CONVEYER BEARINGS/LIGHTS	HWY
	^	#77	SPINNER PLATE/SPINNER DRIVESHAFT	HWY
1/3/2020		49-DA	OIL PAN/GASKET	PARKS
	^	#19	SANDER CONVEYER BEARINGS/LIGHTS	HWY
	^	#77	SPINNER PLATE/SPINNER DRIVESHAFT	HWY
	^	#3	ADJUST SANDER CHAINS	HWY
	^	#87	CONVEYER CHAIN	HWY
	^	#31	CHECK ENGINE LIGHT	HWY
	^	#3	(ROAD CALL) CHECK BATTERIES/CHARGING SYSTEM	HWY
	^	#7	AIR LEAK/RECONNECT AIR LINE	HWY
1/4/2020		#31	CHECK ENGINE LIGHT/ABS SENSOR	HWY
	^	#87	CONVEYER CHAIN/FLEX PIPE	HWY
	^	121-DA	OIL/ALTERNATOR/SERPENTINE	HWY
	^	386-DA	CHECK FOG LIGHTS/SPOT LIGHT	ENGINEERING
	^	#3	CONVEYER CHAIN/SPROCKETS/SHAFT	HWY
	^	#31	ICP SENSOR/WHEEL SPEED SENSOR	HWY
	^	83-DA	R/F FLAT REPAIR	HWY
	^	#24	NO POWER STEERIN/NO BRAKE PEDAL	HWY
1/7/2020		#28	CHECK EXHAUST	HWY
	^	#24	P/S PUMP/NO BRAKE PEDAL	HWY
	^	#40	OPEN HEATER VALVE	HWY
	^	#7	OIL LEAK	HWY
	^	#59	GREASE FITTINGS	HWY
	^	#5	SPREADER CONTROL VALVE	HWY
	^	#21	CHECK BRAKES	HWY
	^	#17	GREASE BODY/CHASSIS	HWY
	^	#36	GREASE BODY/CHASSIS	HWY
	^	#48	GREASE BODY/CHASSIS	HWY
1/8/2020		#4	BATTERY SWITCH	HWY
	^	#7	CHECK TRANSMISSION LEAK	HWY
	^	#14	FIX FRONT BUMPER	HWY
	^	#17	EXHAUST SMELL IN CAB	HWY
	^	#20	GREASE BODY/CHASSIS	HWY
1/9/2020		#21	OIL PAN/GASKET	HWY
	^	#17	EXHAUST SMELL IN CAB	HWY
	^	#24	MASTER CYLINDER/P/S PUMP	HWY
	^	#54	DUMP BODY LEVER IS BROKEN	HWY
	^	#26	HYDRAULIC LEAK	HWY
1/10/2020		#21	OIL PAN/GASKET	HWY
	^	#91	REBUILD TOP END	HWY
	^	#54	LEVER FOR DUMP BODY (UP/DOWN)	HWY
	^	210-DA	NO REAR LIGHTS/TAILGATE NOT WORKING	HWY
	^	#38	TOP OFF HYD OIL FOR TAILGATE	HWY
	^	TW2	U-JOINTS/HYDRAULIC LEAK	HWY
	^	#25	CHECK BACK-UP LIGHTS	HWY
1/11/2020		TW2	U-JOINTS/HYDRAULIC LEAK	HWY



	^	84-DA	CHECK BRAKES	PARKS
	^	#91	REBUILD TOP END	HWY
	^	105-DA	CHECK SMOKE OUT OF EXHAUST	ENGINEERING
	^	248-DA	SERPENTINE BELT/TENSIONER	BLDNG INSP
1/13/2020		#6	GREASE BODY/CHASSIS	HWY
	^	#14	GREASE BODY/CHASSIS	HWY
	^	#91	REBUILD TOP END	HWY
	^	TW2	REAR U-JOINTS/SERP BELT/ALTERNATOR/COOLANT RES	HWY
	^	#25	BACK-UP LIGHTS STROBE LIGHTS	HWY
	^	#32	SIDE DUMP TO FRAME BOLTS/GREASE BODY/CHASSIS	HWY
	^	#30	GREASE BODY/CHASSIS	HWY
	^	EXCAV	GREASE TRACKS	HWY
	^	#11	GREASE BODY/CHASSIS	HWY
	^	105-DA	WATER PUMP/RADIATOR HOSES	ENGINEERING
	^	#25	GREASE BODY/CHASSIS	HWY
	^	266-DA	CHECK ENGINE LIGHT	HWY
	^	#23	GREASE BODY/CHASSIS	HWY
	^	#43	GREASE BODY/CHASSIS	HWY
	^	#12	GREASE BODY/CHASSIS	HWY
	^	#15	GREASE BODY/CHASSIS	HWY
1/14/2020		TW2	EXHAUST/WATERPUMP	HWY
	^	#91	REBUILD TOP END	HWY
	^	142-DA	OIL/AIR	PARKS
	^	171-DA	JUMP START	TREE
	^	#18	CHECK P/S LEAK	HWY
	^	#85	CHECK ALL LIGHTS	HWY
	^	#12	SPREADER CONTROL SEALS	HWY
	^	#28	GREASE BODY/CHASSIS	HWY
	^	#23	CHECK TURN SIGNALS	HWY
	^	#48	GREASE BODY/CHASSIS	HWY
	^	#9	GREASE BODY/CHASSIS	HWY
	^	#3	4 REAR TIRES/CHECK OIL LEAK	HWY
	^	#5	GREASE BODY/CHASSIS	HWY
1/14/2020		#37	GREASE BODY/CHASSIS	HWY
	^	#26	GREASE BODY/CHASSIS	HWY
1/15/2020		TW2	EXHAUST/WATERPUMP/TIRES/ALTERNATOR	HWY
	^	171-DA	3 BATTERIES	TREE
	^	#23	CHECK LIGHTS/TURN SIGNALS	HWY
	^	#3	4 REAR TIRES/CHECK OIL LEAK	HWY
	^	#44	GREASE BODY/CHASSIS	HWY
	^	#181	CHECK OIL	HWY
1/16/2020		#3	4 TIRES/CHECK OIL LEAK	HWY
	^	#23	CHECK LIGHTS/TURN SIGNALS	HWY
	^	TW2	EXHAUST/WATERPUMP/TIRES/ALTERNATOR	HWY
	^	HOTBOX	REPACK/INSTALL WHEEL BEARINGS	HWY
	^	268-DA	CHECK ENGINE LIGHT/NOP POWER	TREE

	^	#16	CHECK LIGHTS	HWY
	^	#19	GREASE BODY/CHASSIS	HWY
1/17/2020		#46	TOP OFF COOLANT	HWY
	^	#38	FIX L/F HEADLIGHT	HWY
	^	#16	CHECK LIGHTS	HWY
	^	#4	GREASE BODY/CHASSIS	HWY
	^	#33	GREASE BODY/CHASSIS	HWY
	^	#39	GREASE BODY/CHASSIS	HWY
	^	#19	TOP OFF HYDRAULIC OIL	HWY
	^	#17	TOP OFF HYD OIL/WORK LIGHT	HWY
	^	389-DA	L/R BRAKELIGHT	HWY
	^	#14	ADJUST BRAKES	HWY
	^	#11	SECURE L/F FENDER	HWY
1/18/2020		#16	CHECK LIGHTS	HWY
	^	#4	GREASE BODY/CHASSIS	HWY
	^	#33	GREASE BODY/CHASSIS	HWY
	^	#39	GREASE BODY/CHASSIS	HWY
	^	#19	TOP OFF HYDRAULIC OIL	HWY
	^	#17	TOP OFF HYDRAULIC OIL/WORK LIGHT	HWY
	^	389-DA	L/R BRAKELIGHT	HWY
	^	#14	ADJUST BRAKES	HWY
	^	#11	SECURE L/F FENDER	HWY
	^	#23	L/R INNER TIRE/LIGHTS/WIRING	HWY
	^	77-DA	FIX HEADLINER	EQUIP/MAINT
	^	#46	WATERPUMP	HWY
	^	#53	CHECK PLOW LIGHTS	HWY
	^	#12	SPREADER CONTROL VALVE LEAKING	HWY
	^	#26	CHECK SPREADER CONTROL VALVE	HWY
	^	#10	STAYS IN FIRST GEAR	HWY
	^	#1	CONVEYER IS NOT WORKING	HWY
	^	#33	BRAKE ADJUSTMENT/WIPER BLADES	HWY
	^	#8	SANDER LIGHTS	HWY
	^	#47	R/S PLOW STICK	HWY
	^	#30	TOP OFF HYDRAULIC OIL	HWY
	^	389-DA	L/R OUTER TIRE	HWY
	^	#41	R/R OUTER TIRE	HWY
	^	#28	COOLANT LEAK/UPPER COOLANT HOSE	HWY
	^	#16	NO POWER/FUEL FILTERS/ICP SENSOR	HWY
	^	187-DA	FILER NECK RUBBER HOSE	HWY
	^	#86	HYD LEAK FROM PLOW COUPLERS	HWY
1/21/2020		#46	WATERPUMP	HWY
	^	#18	TURN SIGNAL SWITCH	HWY
	^	#55	CHECK RATTLE NOISE	HWY
	^	#1	FIX CONVEYER CHAIN	HWY
1/21/2020		#21	COOLANT SMELL UP/DOWN FOR PLOW	HWY
	^	#26	FIX WASHER PUMP HOSE	HWY

1/22/2020	#30	BATTERY COVER/STARTER/FUEL TANK	HWY
^	#12	CHECK ENGINE LIGHT/HYD LEAK	HWY
^	EXCAV	JUMP START	HWY
1/23/2020	#25	R/F FENDER/COOLING FAN/FAN SHROUD	HWY
^	#30	BATTERY COVER/STARTER/FUEL TANK	HWY
^	210-DA	LEFT SIDE ANGLING PISTON	HWY
^	#12	REGEN	HWY
^	65-DA	CHECK INJECTORS	HWY
1/24/2020	65-DA	FUEL INJECTORS/SERVICE	TREE
^	#19	HYD LEAK FROM COUPLERS	HWY
^	#5	TOP OFF HYD OIL	HWY
^	#46	FIX INTERCOOLER HOSES	HWY
^	#2	HYDRAULICS NOT WORKING	HWY
^	#52	BACK-UP ALARM STAYS ON	HWY
^	TW3	P/S LEAK	HWY
^	#20	BACK-UP ALARM/CHECK ANTENNA	HWY
^	#43	BLOWER MOTOR/RESISTOR/TAILGATE VALVE	HWY
^	#44	SPREADER CONTROL KNOB	HWY
1/25/2020	TW3	R/S STEERING BOX	HWY
^	65-DA	FUEL INJECTOR/SERVICE	HWY
^	#25	COOLING FAN/FAN SHROUD	HWY
1/27/2020	65-DA	FUEL INJECTOR/SERVICE	TREE
^	#5	JUMP START	HWY
^	83-DA	R/F FLAT TIRE	HWY
^	#52	BACK-UP ALARM STAYS ON/SERVICE	HWY
^	#10	INPUT SPEED SENSOR	HWY
1/28/2020	#25	COOLING FAN/FAN SHROUD	HWY
^	#10	INPUT SPEED SENSOR	HWY
^	TW3	R/S STEERING BOX	HWY
^	#52	BACK-UP ALARM	HWY
^	#26	HYDRAULIC LEAK	HWY
^	#18	3 BATTERIES/ALTERNATOR	HWY
^	#28	EXHAUST PIPE OFF TURBO	HWY
1/29/2020	#28	EXHAUST PIPE OFF TURBO	HWY
^	#26	HYDRAULIC HOSES	HWY
^	#18	3 BATTTERIES/ALTERNATOR	HWY
^	#25	COOLING FAN/FAN SHROUD	HWY
^	#6	BACK-UP ALARM GOES ON WITH BRAKE PEDAL	HWY
^	278-DA	JUMP START/CHECK ALTERNATOR	HWY
1/30/2020	151-DA	BATTERY	HWY
^	278-DA	ALTERNATOR	HWY
^	#25	COOLING FAN/FAN SHROUD	HWY
^	#10	REPAIR TCM TO OUTPUT SPEED SENSOR	HWY
^	288-DA	CHECK L/R FLAT TIRE	P/B
^	268-DA	EGR VALVE KIT/DIFFERENTIAL PRESSURE SENSOR	HWY
^	#28	FRONT SLACK ADJUSTERS	HWY

^	349-DA	CHECK BRAKES	PARKS
1/31/2020	349-DA	FRONT BRAKE CALIPERS	PARKS
^	#28	FRONT SLACK ADJUSTERS	HWY
^	#25	COOLING FAN/FAN SHROUD	HWY
^	268-DA	EGR VALVE KIT/DIFFERENTIAL PRESSURE SENSOR	TREE
^	116-DA	FIX HYD ELBOW LEAKING	HWY
^	#5	HYDRAULIC LEAK	HWY
^	#31	L/R MUDFLAP/SERVICE	HWY

Personnel

Total:	5
Injury:	0
Restricted	
Duty:	0
Retirement:	0
Seasonal:	2
Vacancy:	1



# **CITY OF DANBURY**

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

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

**DATE: February 24, 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 January 1<sup>st</sup> to the 31<sup>st</sup> 2020. The report consists of statistical data on applications with their associated permits.

**Sean P. Hearty**

**DIRECTOR**

**David Newland**

**BUILDING OFFICIAL**



Record #	Record Type	Title	Type	Date Issued	Occupancy Type	Total Estimated Construction Value	Type of Project
19-191210	Permit Project Application (Commercial)	General Permit	Permit/License	1/3/2020 3:56	Comm/Res MDL-94	35000	Commercial Alteration
19-190979	Permit Project Application (Commercial)	General Permit	Permit/License	1/6/2020 14:14	Commercial MDL-96	45000	Commercial Alteration
19-190979	Permit Project Application (Commercial)	Building Permit Card	Permit/License	1/6/2020 14:17	Commercial MDL-96	45000	Commercial Alteration
19-190979	Permit Project Application (Commercial)	General Permit	Permit/License	1/6/2020 14:19	Commercial MDL-96	45000	Commercial Alteration
19-190958	Permit Project Application (Commercial)	General Permit	Permit/License	1/6/2020 16:46	Industrial MDL-96	21287	Commercial Alteration
19-190958	Permit Project Application (Commercial)	Building Permit Card	Permit/License	1/6/2020 17:53	Industrial MDL-96	21287	Commercial Alteration
19-891	Permit Project Application (Commercial)	General Permit	Permit/License	1/7/2020 18:53	Commercial MDL-94	75000	COMMERCIAL ALTERATION
19-190940	Permit Project Application (Commercial)	General Permit	Permit/License	1/8/2020 14:03	Commercial MDL-94	380000	Commercial Conversion of Existing Space
19-190943	Permit Project Application (Commercial)	General Permit	Permit/License	1/9/2020 16:58	Commercial MDL-94	120000	Commercial Alteration
19-190883	Permit Project Application (Commercial)	General Permit	Permit/License	1/9/2020 18:35	Commercial MDL-96	100000	Interior Alterations
20-61	Permit Project Application (Commercial)	General Permit	Permit/License	1/13/2020 20:43	Comm/Res MDL-01	18850	COMMERCIAL ALTERATION
19-1598	Permit Project Application (Commercial)	General Permit	Permit/License	1/14/2020 17:53	Industrial MDL-96	795000	COMMERCIAL ALTERATION
19-190995	Permit Project Application (Commercial)	General Permit	Permit/License	1/15/2020 13:53	Commercial MDL-94	14000	Interior Alterations
19-1623	Permit Project Application (Commercial)	Building Permit Card	Permit/License	1/15/2020 19:19	Comm/Res MDL-94	48000	COMMERCIAL ALTERATION
20-90	Permit Project Application (Commercial)	General Permit	Permit/License	1/15/2020 22:15	Commercial MDL-94	50000	Commercial Alteration
19-191149	Permit Project Application (Commercial)	General Permit	Permit/License	1/21/2020 15:17	Comm/Res MDL-94	10000	Commercial Alteration
19-190936	Permit Project Application (Commercial)	General Permit	Permit/License	1/21/2020 21:20	Commercial MDL-94	5000	Change of Use
19-1586	Permit Project Application (Commercial)	General Permit	Permit/License	1/22/2020 13:32	Industrial MDL-96	121000	COMMERCIAL ALTERATION
19-191053	Permit Project Application (Commercial)	General Permit	Permit/License	1/23/2020 16:04	Commercial MDL-96	14000	Commercial Alteration
19-191011	Permit Project Application (Commercial)	General Permit	Permit/License	1/23/2020 16:23	Industrial MDL-96	152075	Commercial Alteration
19-190995	Permit Project Application (Commercial)	General Permit	Permit/License	1/28/2020 13:06	Commercial MDL-94	14000	Interior Alterations
20-87	Permit Project Application (Commercial)	General Permit	Permit/License	1/30/2020 17:51	Industrial MDL-01	8500	Interior Alterations
17-60328	Permit Project Application (Commercial)	General Permit	Permit/License	1/30/2020 18:37	Ind Vac MDL-00	0	COMMERCIAL SITE WORK ONLY

2262899



## 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”*

**February 2020**

February 24, 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>	<b>Jan 27 – Feb 24, 2020</b>
<b>Number of Quality of Life Issues</b>	60
<b>Year to Date - 2020</b>	105

The top issues addressed by the UNIT were:

- Garbage/Debris and Illegal dumping (15)
- Parking violations/Front lawn parking (13)
- Abandoned vehicles/Unregistered vehicles (8)
- Unsafe living/Unpermitted construction (8)
- Exterior Blight Order (5)

### **PROPERTY UPDATES:**

Occasionally our department comes across properties where the enforcement of issues is challenging and the remediation of these problems take longer than we would like. Below are some updates where we have had recent progress:

**172 White Street: (Old Wendys):** Two weeks ago the UNIT was called to this property by the DPD. It had been broken into and there was evidence of a group of homeless individuals living inside. No one was there at the time, but there were personal belongings, as well as an inventory of clothes, food and toiletries. We met with the property owner who fixed the broken door.



Additionally, our department coordinated with the DPD to monitor the property over the next week throughout all shifts to ensure that it remains locked and unintruded.

**18 Eden Drive:** This property has been a part of the UNIT landscape for far too long. A mobile home on a property falling in and out of foreclosure over a period of several years and the property littered with debris, unregistered vehicles and boats, as well as commercial equipment. In coordinating cleanup with the property owner, it was extremely difficult as he had financial hardships, as well as, the property continually changing hands with the bank. He would begin to remove some items, but would then no longer to maintain the momentum. Accruing fines were not a deterrent, as he was in the hole on the property. Finally, a year ago, someone bought the property and he was committed to getting the property cleaned. Our department established timeframes and slowly, the property began to show improvement. We are pleased to report that the property is now clean and free of blight.

**6 South King Street:** This was one of the worse properties our department has seen this winter. Garbage was everywhere, including in an abandoned boat where it was being used as a dumpster. Upon sending an order to the bank, action was finally taken. Tenants were evicted and property management team spent much time cleaning it up. Over the last month, there has been significant improvement, and recently the property has been cleaned entirely. Soon the property will be for sale and improved, and the blighted situation will be a forgotten memory.

**4 Stark Tor:** This was a foreclosed property that our department came across while performing ACTION. While proactively driving through the neighborhood, we came across a property with high grass in excess of 4', as well as a vehicle in the front yard, missing tires and with the trunk left open. Upon further inspection, there was a mountain of garbage in the rear of the property as well as a commercial box truck in the rear of the property. It was in awful condition and the thing that surprised us the most was that no one called to complain about it. We inspected the property to ensure that it was secure and no one was living inside. Upon doing the research, the property was a foreclosure. Our department sent orders to the bank, and eventually they responded and assigned a property management group to clean it up. Coincidentally, it was the same one used to clean up 6 South King Street. There was much work to be done and it was done in phases, but now I can happily report that the property has been cleaned up. The vehicles and garbage have been removed and soon the property will be listed for sale.

**110 South Street: (Ice Cream Shop)** This property has had the history of being used as an area where junk metal and vehicles are stored, stripped and processed. It would have periods of being clean, and then times where it was horrendously overloaded with junk/debris. Our department stepped in and met with the property owner, advising him that these activities need to end. There were many items needing to be removed and realistic deadlines were set to ensure that the property was restored to the clean and welcoming ice cream business that is currently there. The property has now been cleaned up and fines will be issued if any scrap metal business is resumed there.

**127 Triangle Street:** The UNIT visited this property as a result of a referral from DPD. It was a complaint that the family was too cold in their apartment and the homeowner had control of the heat. Upon inspecting this single family house, the UNIT exposed another section of the house being used as an apartment, and the heat control was inside the unit where the homeowner lived. To compound matters, upon inspection, the house smelled like gas and we contacted the DFD who responded immediately and corrected the issue. Upon complete inspection of the house,

someone was also living unsafely in the basement level. UNIT coordinated with Zoning and Fire Marshal to swiftly resolve any safety and housing concerns. The heat issue was resolved on the spot and with Zoning orders, the small kitchen will be removed and the house restored to single family. UNIT will complete all the follow up inspections to ensure compliance.

### **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 the those fines to be assessed as a judgement against the property.

**Orders written by UNIT this month (Includes Notice of Violations): 5**  
**(YTD): 8**

**11 Terrace Place:** Upon doing ACTION, UNIT came across a property with an overflowing commercial dumpster in the rear of the property, as well as more bulky debris in the rear of the property. Additionally, 3 unregistered vehicles need to be removed or re-registered.

**11 Locust Avenue:** In response to a complaint, issued an order to property owner as the property is over run with bulky debris and junk. Additionally, there is an unregistered vehicle, an unpermitted structure and a large section of the front lawn that has been worn down to dirt as a result of habitual front lawn parking.

**25 James Street:** Based on a referral from a local marshal, UNIT sent order to property owner of this rental property due to multiple unregistered vehicles in the driveway and a concern that the tenants are using the residential property to sell and store used vehicles.

**15 Boulder Ridge Circle:** In response to a complaint issued an order to remove multiple unregistered and inoperable vehicles from the property. There were approx. a dozen vehicles in and around the driveway.

**36 Franklin Street:** As a result of performing ACTION, issued an order to clean up the rear and sides of the property of debris. Additionally, garbage has been thrown down the hillside and this will also need to be cleaned up. There is also an unregistered vehicle on the property.

### **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.

#### **THIS PERIOD:**

#### **2020 YTD:**

Service Requests created:	121	227
Service Requests closed:	73	153
Percent closed:	60.3%	67.4%

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: February 24, 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: (1/20/20 – 2/14/20)

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**Municipal Agent (Benefit and Support Appointments / Resource and Referral):** 64 seniors / 89 services provided

**Services by Category:** CHOICES (Medicare A, B, D, Advantage, Medigap, Medicare Savings) – 38, Housing - 7, Rent Rebate - 16, Supportive Services - 12, Transportation – 3, Nutrition - 1, Other - 12

**Protective Services for the Elderly:** 0

**“911” Emergency Calls:** 0

**Elmwood Hall Senior Center:** 273 senior members attended, 1,715 regular visits by those members

**Senior Nutrition Hot Lunches Served:** 419

**Front Desk Calls:** 791

**Front Desk In-Person Services:** 89

**New members this month:** 12

**Sunshine Smile Care Calls (Friendly Visitor over the Phone):** 17

**Van Transportation Program:** 385 one way rides

**Rent Rebate Program:** (Program Year 2018) 816

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)

Danbury Library Statistics: Circulation, Programs, Services 2019-2020												
	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-20	Jan-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	180,018	177,458	2,560	1%	
AVERAGE NUMBER OF PEOPLE PER DAY OPEN	1,151	1,092	765	888	859	704	969	6,428	6,418	10	0%	
COMMUNITY ENGAGEMENT	125,503	82,968	51,030	87,184	93,400	76,031	99,904	616,020	499,027	116,993	23%	
REGISTERED PATRONS WITH ACTIVE LIBRARY CARDS *	27,407	27,679	27,964	28,186	28,305	28,391	28,686	196,618	178,553	18,065	10%	
USE OF LIBRARY MATERIALS & SERVICES - IN LIBRARY												
Total print circulation	25,169	22,465	18,183	18,469	18,083	16,504	19,768	138,641	150,646	-12,005	-8%	
Total Inter-library loan	1,785	1,941	1,576	1,834	1,697	1,512	1,922	12,267	12,931	-664	-5%	
Total program number	172	127	78	141	135	134	120	907	1,078	-171	-16%	
Total program attendance	3,162	1,891	2,348	3,371	2,765	2,471	1,987	17,995	11,893	6,102	51%	
Meeting room use by outside agencies	48	36	57	64	41	39	55	340	257	83	32%	
USE OF LIBRARY MATERIALS & SERVICES - REMOTE & ELECTRONIC												
Computer usage	6,393	6,943	6,496	5,812	5,339	4,755	5,065	40,803	48,110	-7,307	-15%	
Ebook and audiobook circulation from Overdrive	1,032	1,112	918	876	759	858	384	5,939	5,450	489	9%	
iConn ebook and audiobook downloads	83	78	63	63	53	73	52	465	525	-60	-11%	
Downloadable content (eSebco, Freegal, Hoopla, Kanopy, Tumblebooks)	6,670	7,046	6,477	6,874	5,512	5,790	6,686	45,055	36,898	8,157	22%	
* 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
ALA Revisiting the Founding Era	History	\$1,000	\$1,000	1/31/18	3/8/2018 - 3/31/2020	Awarded - Active
CT State Library Construction Grant	Junior Floor / Children's Programming	\$100,000	\$100,000	8/31/18	11/2018 - 5/2020	Awarded-Active
Library Services and Technology Act Literacy Grant	Literacy, Language Services	\$7,500	\$7,500	4/8/19	7/1/2019- 6/30/2020	Awarded-Active
ALA Great Stories Club: Truth, Racial Healing and Transformation Series	Teen Programming	\$1,200	\$1,199	7/15/19	7/15/2019- 4/30/2020	Awarded-Active
Woman's Club of Danbury/New Fairfield Philanthropic Funding	Digital Services	\$500		1/20/20		Applied Received City Council approval to apply
Library Services and Technology Act Planning Grant	Marketing	\$5,000		12/1/19		Applied Received City Council approval to apply
NASA CT Space Grant Consortium	Teen STEM Programming	\$4,800		Rolling		Applied Received City Council approval to apply
The Awesome Foundation	Junior Floor / Children's Programming	\$1,000		Rolling		Applied Received City Council approval to apply