

# **VIRTUAL CITY COUNCIL MEETING**

**April 7, 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, Knapp  
J. Esposito, Santos, Perkins, Chianese, Cammisa and Molinaro

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

**Acceptance of Electronic Service**

**PUBLIC COMMENT via EMAIL**

**MINUTES** - Minutes of the Council Meeting held March 3, 2020

## **CONSENT CALENDAR**

## **AGENDA**

1. COMMUNICATION – Promotional Appointment of Deputy Fire Marshal
2. COMMUNICATION – Refunding of General Obligation Bonds
3. COMMUNICATION – Historic Documents Preservation Grant Program
4. COMMUNICATION - Neighborhood Assistance Act
5. COMMUNICATION – Water & Sewer Extension Renewal - Great Plain Road
6. COMMUNICATION - Sewer Extension Renewal - 3 Parker St.
7. COMMUNICATION - Water Extension Renewal - 120-128 Osborne St. and 9 & 17 Cleveland St.
8. REPORT – Water Main Extension - 7 Backus Avenue
9. RESOLUTION – Property Tax Deferral - COVID-19
10. ORDINANCE – An Ordinance Appropriating \$3,000,000 for Public Improvements in the 2020-2021 Capital Budget and Authorizing the Issuance of \$3,000,000 Bonds of the City to Meet Said Appropriations and Pending The Issuance Thereof The Making of Temporary Borrowings For Such Purpose

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

## **ADJOURNMENT**

Copies of Agenda Items are available on the City of Danbury Website



## CITY OF DANBURY

OFFICE OF THE MAYOR  
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON  
MAYOR

(203)-797-4511  
FAX (203) 796-1666

March 30, 2020

Honorable Members of the City Council  
City of Danbury

Dear Members of the City Council:

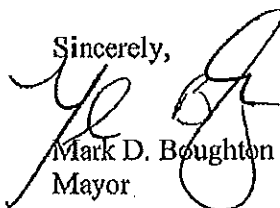
I hereby submit for your confirmation the promotional appointment of Fire Fighter Michael Jewel to the position of Deputy Fire Marshal.

Fire Fighter Jewel began his career as a Fire Fighter with the Danbury Fire Department in January, 1996. He also held the position of Fire Dispatcher from 2013 – 2015. Furthermore, Fire Fighter Jewel is the recipient of the Sunshine Rotary Club's Firefighter of the Year Award in 2013. Firefighter Jewel has earned the rank of number one (1) on the current Deputy Fire Marshal Eligibility List.

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

Thank you for your considerations.

Sincerely,

  
Mark D. Boughton  
Mayor



## CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE  
DIRECTOR OF FINANCE

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

### MEMORANDUM

TO: Mayor Mark D. Boughton via the City Council

FROM: David W. St. Hilaire, Director of Finance

DATE: March 31, 2020

SUBJECT: Refunding of General Obligation Bonds

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An advance refunding of General Obligation Bonds is an important debt management tool that municipalities use to lower borrowing costs and take advantage of lower interest rates that leads to interest cost savings.

It is important that the City maintain the proper authorization so that we may readily react to bond market fluctuations to take advantage of opportunities as they arise for interest rate savings. The City has approximately \$30,000,000 of existing bonds, which may be eligible for refunding under the right market conditions.

The attached resolution would provide the City with the necessary authorization to respond to such savings opportunities as they arise. The Resolution requests an amount not to exceed \$30,000,000 of City of Danbury General Obligation Refunding Bonds with respect to the authorization, issuance and sale. This amount anticipates a certain amount of interest rate changes and the possibility of including additional refunding bonds if it is in the best interests of the City at the time of the sale.

**The Department of Finance has updated the Official Statement (formal document associated with bond sales) and is prepared to issue a bond refunding if an opportunity exists upon approval of the attached Refunding Resolution.**

I respectfully request that the City Council consider providing the authorization to move forward at the April regular meeting with the refunding resolution that will allow us to take advantage of this savings opportunity if/when presented.

Please be assured even if such authorization is given, the sale will only occur if it is determined at the sale date that the terms and conditions of the sale are financially beneficial to the City.

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

Attach.



# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

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

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

## **RESOLUTION WITH RESPECT TO THE AUTHORIZATION, ISSUANCE AND SALE OF NOT EXCEEDING \$30,000,000 CITY OF DANBURY, CONNECTICUT GENERAL OBLIGATION REFUNDING BONDS**

### **RESOLVED:**

**Section 1.** Not exceeding \$30,000,000 General Obligation Refunding Bonds (the "Refunding Bonds") of the City of Danbury, Connecticut (the "City") may be issued in one or more series and in such principal amounts as the Mayor and the Treasurer shall determine to be in the best interests of the City for the purpose of achieving net present value savings and/or to restructure debt service payments of the City. The Refunding Bonds are hereby authorized to refund all or any portion of any one or more series of the City's outstanding General Obligation Bonds (the "Refunded Bonds"). The Refunding Bonds shall be issued and sold either in a negotiated underwriting or a competitive offering and at such time or times as the Mayor and the Treasurer shall determine to be most opportune for the City. If the Refunding Bonds are sold in a negotiated underwriting, the Mayor and the Treasurer shall appoint the managing underwriter. The Refunding Bonds shall mature in such amounts and on such date or dates as shall be determined by the Mayor and the Treasurer, in accordance with the provisions of the Connecticut General Statutes, as amended, and shall bear interest payable at such rate or rates as shall be determined by the Mayor and the Treasurer. The Refunding Bonds shall be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor and the Treasurer, bear the City seal or a facsimile thereof, and be approved as to their legality by Robinson & Cole LLP, Bond Counsel. The Refunding Bonds shall be general obligations of the City and each of the Refunding Bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The aggregate denominations, form, details, and other particulars thereof, including the terms of any rights of redemption and redemption prices, the designation of the certifying, paying, registrar and transfer agent, shall be subject to the approval of the Mayor and the Treasurer. The net proceeds of the sale of the Refunding Bonds, after payment of underwriter's discount and other costs of issuance, shall be deposited in an irrevocable escrow account in an amount sufficient to pay the principal of, interest and redemption premium, if any, due on the Refunded Bonds to maturity or earlier redemption pursuant to the plan of refunding. The Mayor and the Treasurer are authorized to appoint an escrow agent and other professionals and to execute and deliver any and all escrow, investment and related agreements necessary to provide for such payments on the Refunded Bonds and to provide for the transactions contemplated hereby. The Mayor and the Treasurer, are authorized to prepare and distribute preliminary and final Official Statements of the City for use in connection with the offering and sale of the Refunding Bonds, and they are hereby authorized to execute and deliver on behalf of the City a Bond Purchase Agreement, a Continuing Disclosure Agreement, a Tax Regulatory Agreement and such other agreements and documents necessary or desirable for the issuance of the Refunding Bonds and the payment of Refunded Bonds. The City may issue taxable bonds or notes as the issuance of such taxable bonds or notes is hereby determined to be in the public interest.

**Section 2.** This resolution shall be effective until June 30, 2021.





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

OFFICE OF THE TOWN CLERK  
Tel.: (203) 797-4531  
Fax: (203) 796-8087

JANICE R. GIEGLER  
TOWN CLERK

**MEMORANDUM**

TO: Mayor Mark D. Boughton and the City Council  
David W. St. Hiliare, Director of Finance

FROM: Janice R. Giegler, Town Clerk

DATE: March 9, 2020

SUBJECT: Historic Documents Preservation Grant Program

The Office of the Public Records Administrator through the Connecticut State Library is continuing to support municipalities in making significant improvements to the preservation of their valuable records through its Historic Documents Preservation Grant Program.

The targeted grant awards are determined by the town's population. The City of Danbury meets the criteria for the large town grant which is for a municipality with a population of 70,000 or over. The FY 2021 grant award level has been set at \$10,500. The grant application deadline is April 30, 2020.

Based on the grants project options and its financial allocation, it is my intent to submit an application to the Office of the Public Records Administrator, Connecticut State Library for \$10,500 to improve access to our active public records through a reindexing project. This project will provide an index combining the land record Grantor-Grantees for the last five years.

These grants have been secured annually by the Town Clerk's Office with the Town Clerk being designated as the agent by the Mayor in applying for the above application with an amount not to exceed \$10,500 with no City match.

Thank you for your consideration of our application.

**APPLICATION**  
**TARGETED GRANT FY 2021**  
 Historic Documents Preservation Program  
 Connecticut Municipalities  
 GP-001 (rev. 1/2020)



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATOR  
 231 Capitol Ave., Hartford, CT 06106

3-1

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:  
 Use full name, i.e. 'Town of \_\_\_' CITY of DANBURY  
 or 'City of \_\_\_'

Name of Municipal CEO: MARK D. BOUGHTON Title: MAYOR  
 Phone with Area Code: (203) 797-4511  
 Email: m.boughton@danbury-ct.gov

Name of Town Clerk: JANICE R. GIEGLER Title: TOWN CLERK  
 Phone with Area Code: (203) 797-4531  
 Email: j.giegler@danbury-ct.gov Check if Designated Applicant: ☒

TC Mailing Address: 155 DEER HILL AVE, DANBURY, CT 06810

MCEO Address if Different:

Grant Application Deadline: ☒ Cycle 1: April 30, 2020 ☐ Cycle 2: September 30, 2020

Grant Contract Period: The contract period begins after July 1, 2020 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2021.

Maximum Grant Allowed: \$5,500 Small Municipality Population less than 20,000  
 \$7,500 Medium Municipality Population between 20,000 and 69,999  
 \$10,500 Large Municipality Population of 70,000 or greater

Amount Requested: \$ 10,500.00

Grant Category(ies): ☐ Inventory and Planning ☒ Organization and Indexing  
☐ Program Development ☐ Storage and Facilities  
☐ Preservation/Conservation

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$	\$	\$
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 10,500.00	\$	\$ 10,500.00
4. Town Personnel Costs (Total cost for all town personnel)	<sup>1</sup> \$	<sup>2</sup> \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 10,500.00	\$	\$ 10,500.00

<sup>1</sup> Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.  
<sup>2</sup> Personnel taxes, benefits and any overtime must be paid by the municipality.

### Narrative Page & Supporting Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
  - If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
  - Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.
1. **Describe the project:** State what will be done and why. Where applicable, identify the specific records involved, including volume numbers and date ranges.
  2. **Provide vendor/personnel info & timeframe:** For vendors: Identify the company and the timeframe for completing the work within the grant period. For town personnel: Refer to the detailed instructions provided on Page 12 of the Guidelines under Section D, Town Personnel Costs.
  3. **State what will be accomplished:** Explain how the project will impact the records, the office and/or the municipality.
  4. **Provide a detailed budget:** If applying for more than one project -- show the breakdown for each project under each line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*) and the split between grant and local funds where applicable. If applying for only one project with one vendor, omit this question.
  5. **Attach supporting documents:** For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing.

### Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, JANICE R. GIEGLER, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

MARK D. BOUGHTON, MAYOR  
Name and Title of MCEO

### Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2021 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

JANICE R. GIEGLER, TOWN CLERK  
Name and Title of Applicant

*For State Library Use Only*

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ \_\_\_\_\_

Grant Number: \_\_\_\_\_

Signature of Public Records Administrator

Date



3-3

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

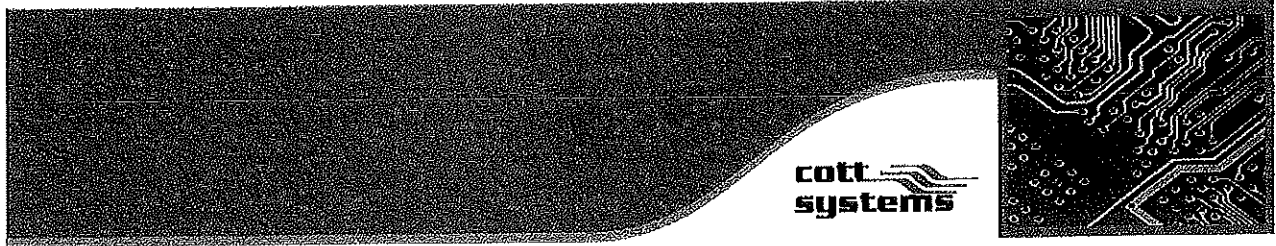
OFFICE OF THE TOWN CLERK  
Tel.: (203) 797-4531  
Fax: (203) 796-8087

JANICE R. GIEGLER  
TOWN CLERK

Historic Document Preservation Grant Program FY 2021  
Narrative and Supporting Documentation

1. This grant through the organization and indexing project category would allow us to perform our five (5) year re-indexing of the Grantor – Grantee land records for the period of January 1, 2015 to December 31, 2019.
2. We have secured a quote from COTT Systems of Columbus, Ohio for the new tabs and binders, and a directory of names encased in protective mylar sheets. COTT is the vendor we have been utilizing for our binder projects and is under state contract. It is anticipated that the project will take 12 – 16 weeks.
3. This proposed project will improve the access to our active public records through a re-indexing project. This project will provide an index combining the land record Grantor-Grantees for the past five years, 1/1/2015 to 12/31/2019 and serves as a backup to accessing records should our computers go down. These indexes are utilized by our title searches, attorneys and general public.
4. Attached is a quote from COTT Systems with a narrative of what is required for the project and its pricing.

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# Cott Printouts

1. **Title of Index.** Index to Land Records.
2. **Account Number.** 4564.
3. **Source of Data.** Customer's Hosted Resolution3 System.
4. **Time Frame.** 1/1/2015 – 12/31/2019.
5. **Number of Volumes.** 22; 11 Grantor, 11 Grantee.
6. **Directory.** Yes.
7. **Style.** Phone Book, 26 Divisions.
8. **Size.** 8 ½ x 14.
9. **Remarks.** Closed quality style index.
  - Providing new tabs and binders.
  - Includes a directory of names encased in protective mylar sheets.
  - Previous printouts from Cott were likely taken through our "tag" process where entries believed to be the same though entered with different spellings were "tagged" together so they would be forced to print together. This process is no longer practiced and all entries will be sorted and printed strictly based on its spelling.

<b>Fees   Schedule of Payments</b>	<b>\$10,500 -includes shipping</b>
Invoice upon receipt of signed contract	\$5,250
Invoice upon completion (shipment of printout)	\$5,250

Funding for this project is tied to grant money requiring completion and delivery by mid-June 2020.

Invoices are due within thirty (30) days of issue.

X Customer Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Cott and Customer have executed this contract to be effective as of the date it is signed by Customer. Cott's Master Agreement for Products and Services also applies to the provision of services by Cott under this contract and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this contract will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

Master Agreement for Products and Services 3/12/2018  
(Date Signed)

Danbury, Connecticut

(County, Parish, Town)

**COTT SYSTEMS, INC.**

**CUSTOMER**

Deborah A. Ball 3/5/2020  
(Signature) (Date)

Deborah A. Ball  
(Print Name)

Chief Executive Officer  
(Print Title)

[Signature]  
(Attest)

(Signature) (Date)

(Print Name)

(Print Title)

(Attest)

**PLEASE NOTE:** The pricing in this offer is valid through 6/15/2020. After this date, this offer will be priced at the current rate.



Customer acknowledgement required on additional page(s).

Please digitally sign or print and sign original copy/copies for your records.

Once contract is signed, please email or fax the entire contract to Cott.

To: Cott Systems | ATTN Finance Dept | 1.866.540.1072 | [contracts@cottsystems.com](mailto:contracts@cottsystems.com)



## RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

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

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

**WHEREAS**, the Connecticut State Library has made funds available through its FY 2021 'Historic Documents Preservation Grant' program; and

**WHEREAS**, for the purposes of this program, the City of Danbury is considered to be a 'large municipality' and is eligible to request funding up to \$10,500; and

**WHEREAS**, this funding will be used to improve access to active public records through a re-indexing project.

**NOW THEREFORE, BE IT RESOLVED THAT** Mark D. Boughton, Mayor of the City of Danbury, or Janice R. Giegler, Town Clerk 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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**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:** 3/17/20  
**TO:** MARK D. BOUGHTON, VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DW*  
**SUBJECT:** RESOLUTION – 2020 NEIGHBORHOOD ASSISTANCE ACT

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Attached for your review is a resolution that will allow local non-profit agencies, through the City of Danbury, to apply for inclusion in the State of Connecticut Department of Revenue Services' "2020 Neighborhood Assistance Act" program. This program allows businesses to sponsor approved community programs and receive tax credits for their contributions.

Please note that a public hearing is required by the State of Connecticut before this resolution can be adopted. As applications are being accepted by the City until April 9, 2020, a list of funding requests will be provided prior to a public hearing date that will be determined.

Please include this item on the April 2020 City Council agenda and refer it to a public hearing. Thank you.

DST/sk



4-1



## 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 Revenue Services has announced the 2020 Neighborhood Assistance Act Program (NAA) is available; and

**WHEREAS**, the NAA Program provides tax credits for businesses that contribute to community programs that have received both municipal and state approval; and

**WHEREAS**, certain local and area organization submit applications for these community programs that meet the State criteria for tax credits through the City of Danbury with no local matching funds required.

**NOW, THEREFORE BE IT RESOLVED THAT** the City of Danbury, through its City Council, hereby approves, subject to a public hearing as required by law, those organizations who will apply for participation in the Neighborhood Assistance Act Program, and authorize Mark D. Boughton, Mayor of the City of Danbury, to take such actions as may be necessary for the accomplishment of the purposes hereof.



STATE OF CONNECTICUT  
DEPARTMENT OF REVENUE SERVICES

4-2

March 6, 2019



\*\*\*\*0320\*\*\*\*NAA\*\*\*\*1\*\*\*\*\*RESRH11\*\*\*\*

First Selectman's Office  
Town Office Building  
17 School Road P.O. Box 328  
Andover, CT 06232

Enclosed is the 2020 Neighborhood Assistance Act Program Proposal application for distribution to interested organizations in your municipality. The application must be completed in full, approved locally, and submitted to the Department of Revenue Services (DRS) no later than July 1, 2020. Please note this deadline is set by statute.

A "fillable" Form NAA-01, *2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*, is available on the DRS website at [portal.ct.gov/DRS](http://portal.ct.gov/DRS). Using the fillable Form NAA-01 enables you and your community organization to input information directly onto the form via computer.

Prior to your July 1 submission to DRS, your municipality must hold a public hearing on all programs, and the governing body of your municipality must vote to approve these programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted with your applications.

Please note that the total amount of credits is limited each year, so credits may be prorated.

Please designate a liaison to handle all Neighborhood Assistance Act matters. You must enter the name, address, email address, telephone number, and fax number of your liaison in Part IV of the application. **DRS will directly notify your liaison by email of the programs that have been approved.** You must notify your participating organizations accordingly as DRS will not contact them directly.

Direct any questions you have to Michael Galliher at 860-297-5687.

John Biello  
Acting Commissioner, Department of Revenue Services

Enclosures

NAA-CVR (Rev. 02/20)



HERBERT L. COHEN  
(1928-1983)

AUSTIN K. WOLF  
RICHARD L. ALBRECHT  
JONATHAN S. BOWMAN  
NEIL R. MARCUS  
G. KENNETH BERNHARD  
DAVID L. GROOMS  
GRETA E. SOLOMON  
ROBIN A. KAHN  
RICHARD SLAVIN  
RICHARD J. DI MARCO  
DAVID B. ZABEL  
MARK A. KIRSCH  
DAVID M. LEVINE  
JOSEPH G. WALSH  
MATTHEW C. SUSMAN  
DAVID A. BALL  
JOCelyn B. HURWITZ  
STUART M. KATZ  
PATRICIA C. SULLIVAN  
VINCENT M. MARINO  
JULIE D. KOHLER  
ARI J. HOFFMAN  
COURTNEY A. GEORGE  
BARBARA M. SCHELENBERG  
RACHEL A. PENCU  
JASON A. BUCHSBAUM  
L. JOYELLE MAIRI  
DAVID M. MOROSAN  
ANN L. FOWLER-CRUZ  
PHILIP C. PIRRS  
JOHN PATRICK C. O'BRIEN  
DAVID DODIN  
ANNMARIE P. DRIONES  
ROBYN H. DRUCKER  
ALEXANDER COFF  
JOSHUA PEDREIRA  
CLIFFORD A. MERIN  
MARC J. HERMAN  
TATIANA B. DASILVA  
JORDAN E. SALA  
JINNA T. CUTLER  
SARA K. BONAIUTO  
DAYNA M. CHUCIA

OF COUNSEL  
JACQUELINE E. BARBARA  
JANE B. EMONS  
SUSAN B. FILAN  
TIMOTHY M. HIRST  
THEODIS KLARIDES  
JOHN P. MARINI  
MICHAEL S. ROSTEN  
SUZANNE B. SUTTON  
C. CHRISTIAN YOUNG

March 17, 2020

Joseph M. Cavo, President  
Danbury City Council  
Danbury City Hall  
155 Deer Hill Avenue  
Danbury, CT 06810

Re: Resolution Approving Extension of Sewer and Water Mains  
Great Plain Road, September 5, 2018

Dear Joe:

The Resolution approving the extension of the sewer and water mains to service property on Great Plain Road that was voted on for approval by the City Council at its meeting of September 5, 2018, contains the standard eight conditions, one of which limits the approval to an expiration of 18 months following the date of approval. At this point, the subject sewer and water extensions will expire in June 2020. It is apparent that construction on the project will not commence by that date, so we are requesting an 18-month extension of the approvals at this time.

I am asking you to put this on the agenda of a Council meeting for action in the month of April. I thank you in advance for your anticipated cooperation with this request.

With my usual regards,

Yours Truly,

Neil R. Marcus

NRM:pld

cc: Albert Salame  
Anthony Iadarola, Engineering Dept.

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**RENEWAL  
OF  
WATER/SANITARY SEWER EXTENSION APPROVAL**

March 19, 2020

Date

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

Dear Mayor Boughton and City Council Members:

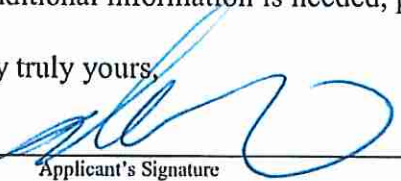
The City Council has previously approved my extension(s) and the time has expired.

I am requesting an extension of time for the \_\_\_ water extension ☒ sanitary sewer extension  
located at 3 Parker Street.

The previously approved engineering plans have not changed since my previous submittal.

If additional information is needed, please contact me.

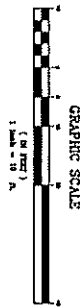
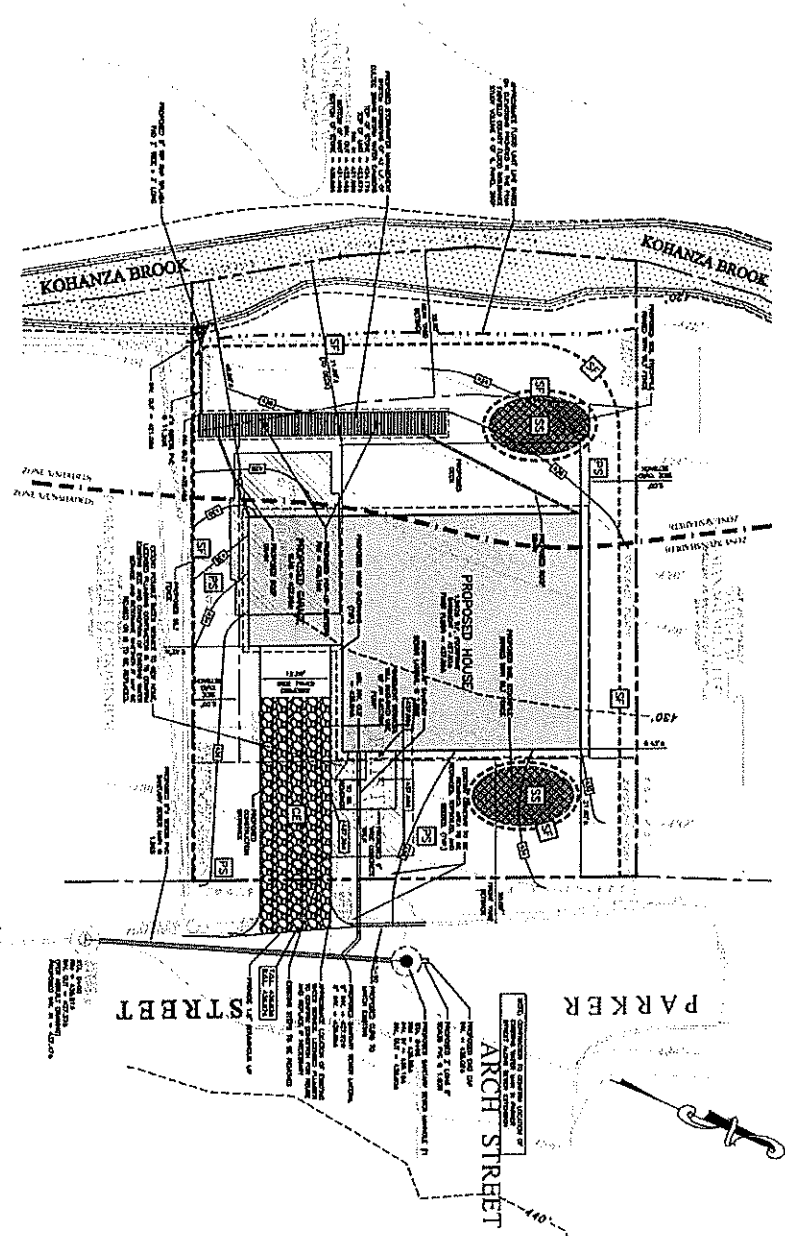
Very truly yours,

  
Applicant's Signature

ADRI ENGINEERING GROUP, LLC (D. NIELSEN)  
Applicant's Printed Name

304 FEDERAL ROAD, SUITE 30E, BRIMFIELD, CT 06804  
Mailing Address

203 740 2033  
Telephone Number



### LEGEND

1. **PROPOSED LANE**  
 2. **EXISTING LANE**  
 3. **EXISTING TRUCK POOL**  
 4. **EXISTING TRUCK POOL**  
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### EROSION CONTROL LEGEND

PROPOSED NEW CONSTRUCTION EXPENSE	RE
EXPENSE	HB
PROPOSED NEW OR RECONSTRUCTION	XS
PROPOSED NEW TOOLS	WS
PROPOSED NEW STOCKING	NS

## MAINTENANCE OF EROSION AND SEDIMENT CONTROL:

1. A plan should be developed for the maintenance of erosion control devices and sediment control devices.
2. The plan should include the following:
  - a. A schedule for inspection of erosion control devices and sediment control devices.
  - b. A schedule for maintenance of erosion control devices and sediment control devices.
  - c. A schedule for replacement of erosion control devices and sediment control devices.
3. The plan should be approved by the project engineer.
4. The plan should be implemented.
5. The plan should be reviewed and updated as needed.

- [illegible]

**GENERAL NOTES**

- [illegible]


**GRADING NOTES:**

- [illegible]

REFER TO SHEET 4 -- "DETAILS" FOR ADDITIONAL NOTES REGARDING SEWER INSTALLATION.

[illegible]

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	<b>ARTEL ENGINEERING GROUP, INC.</b> 3501 HILLTOP ROAD, SUITE 208 BRIGHTON, MA 02135 PHONE: (617) 732-2323 FAX: (617) 732-2327 Telex: 250000 Cable: Engineering - Architects - Engineers - Constructors - Surveyors - Planners	
	PROJECT: <b>PROPOSED SANITARY SEWER</b> LOCATION: <b>WILMINGTON, CT</b>	
OWNER: <b>City of Wilmington, CT</b> DESIGNED BY: <b>Artel Engineering Group, Inc.</b> DATE: <b>1977/8</b> SCALE: <b>AS SHOWN</b> DRAWING NO.: <b>AS SHOWN</b> SHEETS: <b>1 OF 1</b>		

RENEWAL  
OF  
WATER/SANITARY SEWER EXTENSION APPROVAL

February 26, 2020  
Date

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

Dear Mayor Boughton and City Council Members:

The City Council has previously approved my extension(s) and the time has expired.

I am requesting an extension of time for the X water extension \_\_\_ sanitary sewer extension  
located at 120 & 128 Osborne St, 9 & 17A Cleveland.

The previously approved engineering plans have not changed since my previous submittal.

If additional information is needed, please contact me.

Very truly yours,



Applicant's Signature

Robert D Bocklho

Applicant's Printed Name

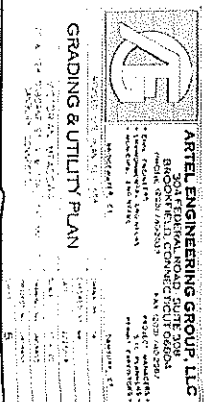
3 Ridgewood Drive

Mailing Address

(203) 470-3434

Telephone Number







## CITY OF DANBURY

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810  
(203) 797-4641 FAX (203) 796-1586

ENGINEERING DIVISION

ANTONIO IADAROLA, P.E.  
DIRECTOR OF PUBLIC WORKS/  
CITY ENGINEER

March 16, 2020

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

Dear Mayor Boughton and City Council Members:

**Water Main Extension**  
**Danbury Fair Mall – Shake Shack and Longhorn Steak House Restaurants**  
**7 Backus Avenue**

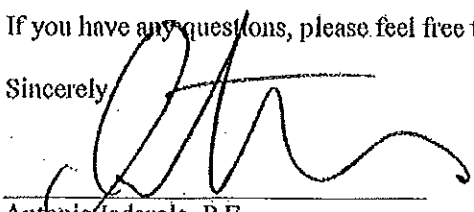
As per Sec. 48-37 of the Code of Ordinances, at the March 3, 2020 City Council meeting, the February 18, 2020 application for a water main extension to serve the above noted property (Tax Assessor's Lots Nos. F17002, F16014, F16015, F17014, F17015) was referred to our division for a report (Reference Item 11 of the March 3, 2020 City Council meeting minutes).

The proposed water main extension is acceptable to us.

If the City Council approves the application, the approval should be subject to the City's standard eight (8) steps/conditions. A copy of the standard eight (8) steps/conditions is on file in the office of the City's Legislative Assistant.

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

Sincerely,

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

C: David M. Day, P.E.  
Laszlo L. Pinter, Esq.  
Sharon Calitro



## Water Main Extension – 7 Backus Avenue

3/31/2020

The City Council referred this Item from the March meeting to the Planning Commission for a report in accordance with C.G.S. Section 8-24. As you are aware, in light of the declared emergencies associated with COVID-19, the Planning Commission has not been able to meet yet notwithstanding issued Executive Orders by the Governor. As such, the Planning Commission has not issued a recommendation regarding the agenda item. However, please note that the project for which the water line extension is requested was approved by the Planning Commission in December 2019. The water line extension was identified on the approved plans.

Notwithstanding the provisions of C.G.S. Section 8-24 regarding the request for such report, this section of the statutes also provides, in sum, that in circumstances where the Commission does not report within thirty-five days, the absence of a report shall be taken as approval of the proposal. Therefore, the Council may proceed as if they had received a positive referral.

--

**Sharon B. Calitro, AICP, Planning Director**

Department of Planning and Zoning

City of Danbury

155 Deer Hill Avenue

Danbury, CT 06810

Telephone (203) 797-4525 Fax (203) 797-4586



# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

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

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

**WHEREAS**, Governor Ned Lamont Executive Order No. 7S-6 has required and authorized the adoption by the City Council of **either or both** a “Deferment Program” or a “Low Interest Rate Program” to assist eligible taxpayers, businesses, non-profits and residents affected by the COVID-19 virus; and

**WHEREAS**, the election to participate in one or both of these programs shall be made prior to April 25, 2020 and the Secretary of the Office of State Policy and Management shall be notified of the decision not later than April 25, 2020; and

**WHEREAS**, under the **Deferment Program** as proposed, from March 10, 2020 through and including July 1, 2020, the City of Danbury shall offer to eligible taxpayers, businesses, non-profits and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge or assessment from the time that it becomes due and payable; and

**WHEREAS**, such deferment and program is to be made available to those eligible taxpayers, businesses, nonprofits and residents that attest to or document significant economic impact by COVID-19 and/or those that document that they are providing relief to those significantly affected by the COVID-19 pandemic; and

**WHEREAS**, under the **Low Interest Rate Program** as proposed, the delinquent portion of specified taxes, on real property, personal property or motor vehicles, or water, sewer and electric charges and assessments or part thereof, shall be subject to an interest rate of three (3%) percent per annum for ninety (90) days from the time due and payable from March 10, 2020 through and including July 1, 2020 unless such delinquent portion is subject to interest and penalties at less than 3 percent; and

**WHEREAS**, the Office of the Tax Collector shall make such and further, consistent determinations, including eligibility determinations as are necessary, and pursuant to the further provisions of the Executive Order 7S as ordered.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Danbury City Council hereby participates and adopts the program provisions of

\*Deferment Program

\*Low Interest Rate Program

as authorized and ordered by Governor Ned Lamont’s Executive Order 7S-6 as issued on the first day of April 2020.



# ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

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

**Be it ordained by the City Council of the City of Danbury:**

AN ORDINANCE APPROPRIATING \$3,000,000 FOR PUBLIC IMPROVEMENT PROJECTS IN THE 2020-2021 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$3,000,000 is appropriated for the public improvement projects hereinafter listed (the "Project"):

<u>Project</u>	<u>Estimated Cost</u>
City Sidewalk Repair and Replacement	\$250,000
Bridge Replacement Program	1,250,000
Paving, Drainage and Road Improvements	1,500,000
TOTAL:	<u>\$3,000,000</u>

Section 2. To meet said appropriation \$3,000,000 bonds of the City are hereby authorized to be issued maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). Said bonds may be issued in one or more series as determined by the Mayor and the Director of Finance provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal and financing costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the City by the facsimile or manual signatures of the Mayor and the City Treasurer, bear the City seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and the paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds including the rate or rates of interest shall be determined by the Mayor and the Director of Finance, in accordance with the Connecticut General Statutes.

Section 3. The bonds of each series shall be sold by the Mayor in a competitive offering or by negotiation, in his discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City. A notice of sale or a summary thereof describing the

bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the purchase agreement shall be approved and executed on behalf of the City by the Mayor, the City Treasurer and the Director of Finance.

Section 4. The City Treasurer is authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the Mayor and the City Treasurer, have the seal of the City affixed, be payable at a bank or trust company designated by the City Treasurer, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the City Treasurer pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The appropriation may be expended with the approval of the Mayor and the Director of Finance to meet the actual cost of any of the Projects, and the balance of any of the estimated amounts not needed to meet the cost of any of the Projects, or the proceeds of any bonds not needed to meet the cost of the Projects, may be transferred by the Mayor and the Director of Finance to meet the actual cost of any other Project.

Section 6. The Mayor is authorized in the name and on behalf of the City to apply for and accept any and all federal and State loans and/or grants-in-aid of the Project and is further authorized, in connection with the Project, to contract in the name of the City with engineers, contractors and others.

Section 7. The City hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this ordinance in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Tax-Exempt Obligations") authorized to be issued by the City. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Mayor or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations.

Section 8. The Director of Finance is hereby authorized, on behalf of the City of Danbury, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 9. The Director of Finance or his designee is hereby authorized, on behalf of the City, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

**ORDINANCE**

**CITY COUNCIL**

No: \_\_\_\_\_

Ordinance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted by the City Council  
\_\_\_\_\_

Approved by Corporation Counsel:  
\_\_\_\_\_  
\_\_\_\_\_

Certified by Legislative Assistant:  
\_\_\_\_\_  
\_\_\_\_\_

**Approved by the Mayor:**  
\_\_\_\_\_  
\_\_\_\_\_

Mayor

CITY OF DANBURY

NOTICE OF PUBLIC HEARING TO BE HELD BY  
CITY COUNCIL

NOTICE IS HEREBY GIVEN that the City Council of the City of Danbury will hold a public hearing in the Council Chambers in the City Hall on \_\_\_\_\_, 2020 at \_\_\_\_\_ o'clock P.M. (E.T.), with respect to the following proposed ordinance:

AN ORDINANCE APPROPRIATING \$3,000,000 FOR PUBLIC IMPROVEMENT PROJECTS IN THE 2020-2021 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

The full text of the proposed bond ordinance is on file, open to public inspection, in the office of the Legislative Assistant.

Dated at Danbury, Connecticut, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Legislative Assistant

CITY OF DANBURY

RETURN OF POSTING AND PUBLICATION  
OF NOTICE OF PUBLIC HEARING

I, JEAN NATALE, Legislative Assistant of the City of Danbury, hereby certify that I caused a copy of the attached Notice of Public Hearing to be published in the News-Times, a newspaper published and having a circulation in the City of Danbury, in its issue of \_\_\_\_\_, 2020.

Dated \_\_\_\_\_, 2020.

\_\_\_\_\_  
Legislative Assistant

Received for record  
\_\_\_\_\_, 2020.

\_\_\_\_\_  
Legislative Assistant

Excerpt for Minutes of  
Public Hearing of  
the City Council  
of the City of Danbury  
to be held \_\_\_\_\_, 2020

The Chairman declared open the public hearing by the City Council on the proposed bond ordinance entitled "An Ordinance Appropriating \$3,000,000 For Public Improvement Projects In The 2020-2021 Capital Budget And Authorizing The Issuance Of \$3,000,000 Bonds Of The City To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose". Copies of said proposed bond ordinance were made available at the meeting and the full text of the proposed bond ordinance is on file, open to public inspection, in the office of the Legislative Assistant.

\* \* \*

After comments from the public, the Chairman thereupon declared the public hearing on said proposed ordinance closed.

\* \* \*



Excerpt for Minutes of  
City Council of the City of Danbury  
Acting as a Committee of the Whole

The Chairman opened the meeting of the City Council of the City of Danbury acting as a Committee of the Whole with respect to the proposed bond ordinance which was the subject of the public hearing preceding the meeting.

\* \* \*

After discussion, Councilman \_\_\_\_\_ moved that the ordinance entitled “An Ordinance Appropriating \$3,000,000 For Public Improvement Projects In The 2020-2021 Capital Budget And Authorizing The Issuance Of \$3,000,000 Bonds Of The City To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose” be recommended to the Council for adoption. The motion was seconded by Councilman \_\_\_\_\_. Motion carried.

\* \* \*

Excerpt for Minutes of Meeting  
Of City Council

\* \* \*

Councilman \_\_\_\_\_ moved that the ordinance entitled:

AN ORDINANCE APPROPRIATING \$3,000,000 FOR PUBLIC IMPROVEMENT PROJECTS IN THE 2020-2021 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

be adopted, and the motion was seconded by Councilman \_\_\_\_\_. Motion carried. The ordinance was approved by the affirmative vote of at least two-thirds of all the members of the City Council.

AN ORDINANCE APPROPRIATING \$3,000,000 FOR PUBLIC IMPROVEMENT PROJECTS IN THE 2020-2021 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DANBURY:

Section 1. The sum of \$3,000,000 is appropriated for the public improvement projects hereinafter listed (the "Project"):

<u>Project</u>	<u>Estimated Cost</u>
City Sidewalk Repair and Replacement	\$250,000
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TOTAL:	<u>\$3,000,000</u>

Section 2. To meet said appropriation \$3,000,000 bonds of the City are hereby authorized to be issued maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). Said bonds may be issued in one or more series as determined by the Mayor and the Director of Finance provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal and financing costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued in

fully registered form, be executed in the name and on behalf of the City by the facsimile or manual signatures of the Mayor and the City Treasurer, bear the City seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and the paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds including the rate or rates of interest shall be determined by the Mayor and the Director of Finance, in accordance with the Connecticut General Statutes.

Section 3. The bonds of each series shall be sold by the Mayor in a competitive offering or by negotiation, in his discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the purchase agreement shall be approved and executed on behalf of the City by the Mayor, the City Treasurer and the Director of Finance.

Section 4. The City Treasurer is authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the Mayor and the City Treasurer, have the seal of the City affixed, be payable at a bank or trust company designated by the City Treasurer, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the City Treasurer pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The appropriation may be expended with the approval of the Mayor and the Director of Finance to meet the actual cost of any of the Projects, and the balance of any of the estimated amounts not needed to meet the cost of any of the Projects, or the proceeds of any bonds not needed to meet the cost of the Projects, may be transferred by the Mayor and the Director of Finance to meet the actual cost of any other Project.

Section 6. The Mayor is authorized in the name and on behalf of the City to apply for and accept any and all federal and State loans and/or grants-in-aid of the Project and is further authorized, in connection

with the Project, to contract in the name of the City with engineers, contractors and others.

Section 7. The City hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the “Regulations”), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this ordinance in the maximum amount and for the capital projects defined in Section 1 with the proceeds of bonds, notes, or other obligations (“Tax-Exempt Obligations”) authorized to be issued by the City. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Mayor or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations.

Section 8. The Director of Finance is hereby authorized, on behalf of the City of Danbury, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the “MSRB”) and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 9. The Director of Finance or his designee is hereby authorized, on behalf of the City, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

NOTE TO CLERK

Please publish the entire text of the ordinance, as indicated below:

CITY OF DANBURY

NOTICE OF ENACTMENT OF ORDINANCE

The following Ordinance was enacted at a meeting of the City Council held \_\_\_\_\_, 2020, and approved by the Mayor \_\_\_\_\_, 2020.

AN ORDINANCE APPROPRIATING \$3,000,000 FOR PUBLIC IMPROVEMENT PROJECTS IN THE 2020-2021 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DANBURY:

Section 1. The sum of \$3,000,000 is appropriated for the public improvement projects hereinafter listed (the "Project"):

<u>Project</u>	<u>Estimated Cost</u>
City Sidewalk Repair and Replacement	\$250,000
Bridge Replacement Program	1,250,000
Paving, Drainage and Road Improvements	1,500,000
TOTAL:	<u>\$3,000,000</u>

Section 2. To meet said appropriation \$3,000,000 bonds of the City are hereby authorized to be issued maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). Said bonds may be issued in one or more series as determined by the Mayor and the Director of Finance provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal and financing costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued in

fully registered form, be executed in the name and on behalf of the City by the facsimile or manual signatures of the Mayor and the City Treasurer, bear the City seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and the paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds including the rate or rates of interest shall be determined by the Mayor and the Director of Finance, in accordance with the Connecticut General Statutes.

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Section 9. The Director of Finance or his designee is hereby authorized, on behalf of the City, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

Dated: \_\_\_\_\_, 2020.

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Legislative Assistant

CITY OF DANBURY

RETURN OF PUBLICATION  
OF NOTICE OF ENACTMENT OF ORDINANCE

I, JEAN NATALE, Legislative Assistant of the City of Danbury, hereby certify that I caused a copy of the above Notice of Enactment of Ordinance to be published in the News-Times, a newspaper published and having a circulation in the City of Danbury, in its issue of \_\_\_\_\_, 2020.

Dated: \_\_\_\_\_, 2020.

\_\_\_\_\_  
Legislative Assistant

Received for record

\_\_\_\_\_, 2020.

\_\_\_\_\_  
Legislative Assistant



## CERTIFICATE OF NO PETITION

I, JANICE R. GIEGLER, Town Clerk of the City of Danbury, hereby certify that no petition has been filed within thirty (30) days following publication of the ordinance entitled “An Ordinance Appropriating \$3,000,000 For Public Improvement Projects In The 2020-2021 Capital Budget And Authorizing The Issuance Of \$3,000,000 Bonds Of The City To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, adopted by the City Council on \_\_\_\_\_, 2020 and published in the Danbury News-Times on \_\_\_\_\_, 2020, (the “Ordinance”) requesting that the Ordinance be submitted to the voters of the City at its next regular or special meeting.

Dated \_\_\_\_\_, 2020.

\_\_\_\_\_  
Janice R. Giegler,  
Town Clerk



# CITY OF DANBURY

DANBURY, CONNECTICUT 06810

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

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

March 26, 2020

## MEMORANDUM

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

From: Patrick A. Ridenhour, Chief of Police

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

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

### Personnel

Department Strength:

<b>Sworn Personnel</b>	<b>145</b>
Injury/Extended Leave	4
Light Duty	1
<b>Effective strength (as of 03-23-20)</b>	<b>140</b>

\*0 pending retirements

### Community Services (See attached)

### Training

3/9-11,  
3/16 & 17 Patrol Rifle Recertification – Approximately 30 Officers  
3/11-13 Patrol Rifle Entry Class – P.Os. Gallaway, Wolen, Schalkham, Josefson & M. Rodriguez  
**\*\*\*All other training classes scheduled for the rest of March were canceled\*\*\***

## **Chief's Significant Meetings**

2/21	Union Grievance Meeting
2/21	Black History Month Reading – South Street School
2/24	Family & Children's Aid Meeting
2/24	PAL Board Meeting
2/27-28	IACP Officer Safety & Wellness Symposium – Speaker
3/3	City Council Meeting
3/4	CPCA Board Meeting – Cromwell
3/5	Pre-Disciplinary Hearing
3/5	Danbury Library Program
3/10	City of Danbury Continuity of Operation Planning
3/10	Grievance Preparation
3/10	Citizen Police Academy – Welcome Remarks
3/11	Captain's Meeting
3/11	Mayor's Cabinet
3/11	IXP COVID-19 Meeting
3/11	Danbury Youth Services – Hops for Kids
3/12	Danbury Works Trust Core Team Meeting – Conference Call
3/12	Grievance Meeting
3/13	COVID-19 Task Force
3/16	COVID-19 Preparedness Meeting
3/17	DPD Staff Meeting
3/18	COVID-19 Briefing Conference Call
3/19	Worker's Comp Status Meeting – Conference Call
3/23	CPCA COVID-19 – Conference Call
3/23	COVID-19 Briefing – Conference Call
3/24	COVID-19 Briefing – Conference Call
3/26	COVID-19 Briefing – Conference Call

**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  
February 15 – March 15, 2020

Date: March 25, 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

March 24, 2020

## MEMORANDUM

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

**“Remember the Maine!”** Well members of our program did just that on Saturday morning, February 15<sup>th</sup>. Our Color Guard and a detachment of 52 of our explorer cadets, joined by several advisors, attended the annual memorial service at 0900 at the Soldiers & Sailors Monument on the corner of West and Division Streets. There were several veteran’s groups, color guards, to include a rifle salute by the Danbury Police Department Honor Guard, as well as onlookers.





On Saturday, February 22<sup>nd</sup> the **Annual Danbury Dip for Charity** was held at the Danbury Moose Lodge. As requested by Aaron Russell, the police explorers provided traffic and parking services as well as assisting with the safety of the crowd there to watch the “dippers” who jumped into the frigid water of Lake Kenosia. Money is raised to support various non-profits, our program having benefited from the events in the past, in the Danbury community. This year’s weather was seasonably cold, and although the water was freezing cold, there was no ice to cut. The explorers have been a part of this event for over a decade now.



This month the program held its **Annual Awards Night Dinner Dance** on Saturday, February 29<sup>th</sup> at Portuguese Cultural Club. The public was welcome and encouraged to attend this semi-formal event, where we honor our explorers and advisors for their work during the preceding year. This year we had over 330 attendees which forced us to change venues from the past.

It is also the time when the Post changes its youth executive board through elections which take place preceding the awards night. The annual awards dinner was again a huge success, and the crowd continues to grow. We were again honored to have Mayor Mark Boughton, State Senator Julie Kushner, Deputy Chief Shaun McColgan and many City Council members in attendance, as well as several other adult dignitaries who were also honored for their assistance to our explorer program.



## The Color Guard starting things off with the Presentation of Colors

Many of our explorers received awards after dinner for their hard work over the past year, their tenure, training etc. Over 300 awards were issued this year. The past year, 2019, the post experienced a huge growth with an influx of new explorers. We also said goodbye to four explorers who have been with the post for a long time. Explorer Deputy Chief's Felix Escobar and Matt Cisewski; Explorer Captain Diana .



The youth executive board for the 2020 year is President Mario Vidal, Vice-President Jennifer Saico, Secretary Alexandra Molina, Assistant Secretary Belinda Guachun, and Treasurer Oscar Tapia.

Below is the listing of the specific awards that the explorers were awarded for our annual awards, i.e. Tenure Award, Community Service, Law Enforcement Training, Law Enforcement Service, etc. –

### **Tenure Award**

Awarded to those Explorers who complete one full year of satisfactory service to the post.

Chris Acosta Devin Alward Eliezer Ayala Luis Ayavaca Richard Bessel Aileen Bravo  
Lucas de Brito Joel Cabral Milena Caetano Eric Cameron Gabriel Campos  
Melvin Chacon Kimberly Chacho Matthew Cisewski Thomas "Howie" Cisewski  
Camilo Cordova Ederson Cordova Eloisa Delgado Shaelyn Diamond Jenifer Diaz Felix Escobar Thalia  
Garcia Ronald Ginin Jasmine Gonzalez Britney Guachun  
Omar Guachun Emanuel Guaman Franklin Guaman Maribel Guaman  
Carlos Hernandez Josh Hibbard Jesse Hoffman Kevin Jaigua Jeison Juanacio  
Cesar Lazaro Samantha Lassen Araceli Lazo Valeria Macas Luis Masincho  
Kiandry Marte Leonardo Marin Djordje Martinez Michael Mendez Rudy Matias Alexandra Molina  
Citlaly Morales Brian Morquecho Alex Morquecho  
James O'Donnell Maoli Ordonez Lizbeth Ordonez McCarthy Oliveira Denise Pagan Melanie Pani  
James Patino Juan Peralta Gibson Pesantez Dayana Pillcorema Christopher Pinacela Michelle Posadas  
Bryan Quinde Lesly Ramos John Reinoso Radehysha Reyes Alexandro Rivas Oscar Rivas Diana  
Rodriguez Brandon Rodriguez Christopher Quinde Erik Ramirez Maribel Ramirez Matthew Regalado  
Diana Rodriguez Brandon Rodriguez Breilyn Rodriguez Daniel Rosario  
Jasmine Salinas Liseth Siranula Cynthia Siguenza Katherine SanMartin  
Cynthia Salinas Jennifer Saico Oscar Tapia Ariana Torres Jayce Tepan  
Ryan Turner Alex Uzcha Kevin Velecela Mario Vidal Kelly Vasquez Sharon Vera  
Edwin Villa Kayque Vieira Erika Yunga Brittney Zhumi

Civilian Advisors- Kevin Almeida Daniel Cohn Bernadette DaSilveira- Stevenson

Meighan McNally Steven Wong Sienna Ratigan Rayniel Brito Johnny Quinde Henry Peralta  
Maribel Ramirez Edison Yunga

Sworn Advisors – Matt McNally John Krupinsky Dave Antedomenico

### **Perfect Attendance**

Recognizes attendance at each scheduled meeting of the post during the preceding year.

Juan Peralta, Jayce Tepan, Mario Vidal, Jennifer Saico, Carlos Hernandez,  
Alexandra Molina,

**2nd Awards** - Michele Posadas, James O'Donnell, Samantha Lassen

**3rd Award** -Ronald Ginin

### **Community Service Award**

Acknowledges 100 hours of community service, including crowd traffic control, parking service, community events, etc. Service must be pre-approved and logged by the Advisor.

**Over 100 Hours-** Devin Alward, Richard Bessel III, Matthew Cisewski,  
Thomas Cisewski, Felix Escobar, Ronald Ginin, Kimberly Guaman, Kevin Jaigua, Jeison Juanacio,  
Samantha Lassen, Araceli Lazo, Rudy Matias, Alexandra Molina,  
Alex Morquecho, James O'Donnell, Lizbeth Ordonez, Melani Pani, Jefferson Perez, Jessenia Perez, Dayana  
Pillcorema, Chris Pinacela, Michele Posadas, Bryan Quinde, Oscar Rivas, Daniel Rosario, Jennifer Saico,  
Jasmine Salinas, Katherine SanMartin, Rosemary Siquancia, Cynthia Siguenza, Karen Sucuzhanay, Alex  
Uzcha, Erika Yunga, Fanny Zhinin

**Over 200 Hours-** Eliezer Ayala, Luis Ayavaca, Joel Cabral, Oscar Tapia,  
Belinda Guachun, Carlos Hernandez, Cesar Lazaro, Michael Mendez, Kenya Nieto, Jayce Tepan

**Over 300 hours-** Juan Peralta (304.50)

### **Law Enforcement Training**

Recognizes the accumulation of 60 hours of training in specific criminal justice areas.

### **2019 Cadet Police Academy Graduates**

**Basic Program** Jennifer Saico Luis Ayavaca Christopher Pinacela Jessenia Perez  
Jeferson Perez Franklin Guaman Michael Mendez

**Advanced Program** Erika Yunga Maribel Guaman Thalia Garcia Shaelyn Diamond  
Michele Posadas Thomas Cisewski

**Practical Skills Program** Kiandry Marte Juan Peralta Jocelyn Salzar Milena Caetano  
Diana Rodriguez Richard Bessel Karol Granda Bryan Quinde Leonardo Marin

**Mock Police Department** James O'Donnell Samantha Lassen Dayana Pillcorema

**Mountain Bike Program** Oscar Tapia Alex Morquecho Eric Cameron Mario Vidal  
Cesar Lazaro Belinda Guachun Carlos Hernandez Matthew Cisewski

**Career Development** Devin Alward

### **Individual Travel Leadership Academies**



## **Public Safety Cadets**

*1<sup>st</sup> Leadership Academy-* George Mason University, Washington DC  
Matthew Cisewski and Thalia Garcia

## **National Law Enforcement Exploring Leadership Academies-**

*US Army Military Police Leadership Academy* in Fort Leonard Wood, Missouri-  
Michele Posadas

*Drug Enforcement Administration National Leadership Academy,*  
FBI Academy, Quantico, Virginia  
Omar Guachun and Erika Yunga

## **Basic Explorer Skills Training (BEST) Graduates- 2019**

### **Spring 2019 Class-**

Noemi Crespo Jacob Fast Andrew Ferreira Belinda Guachun Paulo Heredia  
Jake Leon Zach Lydden Nicaury Matista Mark Morgado Krystin Negron Kenya Nieto  
Jefferson Perez Jessenia Perez Mateo Plasencia Nicolas Quarto Rosemary Siguancia  
Karen Sucuzhanay Tashdid Syed Kayque Vieira Lisett Villa Fanny Zhinin

### **Autumn 2019 Class-**

Michael Brito Cintya Buestan Rander Cabrera Erica Chacho Joseph Chin  
Estefani Cochancela Stephany Cuenca Anderson DaSilva Aedan Del Monte  
Isaiah Drollete Daiana Espinal Victor Fernandez Adriana Figueroa Brandon Figuerora  
Thomas Foley Michelle Fonseca Chris Guachun Karla Gualpa Delgado  
Kevin Guaman Xavier Guaman Sadat Hoo Samiat Hoo Jeyla Lantigua Jason Lazo  
Michael Lazo Jaydy Leon Vanessa Magana Lesly Mishquero Tahlek Moore  
Darleni Moran Daniel Moreno Diana Nava Maryanna Nascimento Erik Naulaguari  
Chrimery Nunez Jennifer Oliveira Lizbed Osornio Johnathan Ostergard Elmer Pacheco  
Jefferson Piedra James Pillcorema Julia Porto Gessica Pulla Amy Rodriguez  
Jhordyn Rodriguez Oscar Rodriguez Dylan Rowell Anamary Samaniego  
Frank Sanchez Aya Schwartz Sabrina Serpa-Smith Michelle Sotamba Marisol Tapia  
Kaio Tom Joselyn Velez Alexis Villacres Juleisi Zhinin (Largest class to date)

**Explorer of the Year** – Awarded annually to the one Explorer who best exemplifies the spirit of the Danbury Police Explorers and its “Can Do!” attitude of the Post.



**Oscar Tapia**

**Rookie Explorer of the Year** – Awarded to the first year Explorer who best demonstrates the qualities of leadership sought out by the Post and its mission.



**Kenya Nieto**

This year the Danbury Veterans of Foreign Wars attended the dinner to begin a new tradition and award the very first “Danbury Police Cadet of the Year Award.” This is to honor the Explorer Police Cadet who met the criteria that it be awarded to the cadet who shows deep commitment to community service, and strong patriotic support for our veterans who have served to make this the Land of the Free and the Home of the Brave. First year “Rookie” member Kenya Nieto was chosen and presented a bouquet of flowers and a plaque from members of the VFW Post.

Her nomination read: *On March of 2019, police explorer cadet Kenya Nieto joined the Danbury Police Explorers, Post #33. Kenya initially felt apprehensive about joining the program but, she wanted to better herself and become a leader in the community.*

*During her first year Kenya attended multiple events heavy with patriotism, like the Connecticut United Ride, a 9/11 Tribute motorcycle show and ride in Norwalk, CT; the Flag detail; the Boy Scout Jamboree camp out; our Memorial Day parade, and our fireworks special events. Due to Kenya’s hard work and dedication she was given the responsibility of being in charge of assisting Danbury veterans with putting out and bringing in the US flags from the greater downtown area on the various holidays and memorials. This task is now commonly referred to in the police cadet program as the Veteran’s Flag Detail. This dedication transferred into the post which resulted in Kenya to being promoted meritoriously to the rank of Corporal, while in her probationary year. Due to strong leadership skills, Kenya has been placed in charge as squad leader of Bravo Squad, 2nd Platoon.*

*Kenya has always wanted to leave a memorable story and be a positive role model for her family members. During Kenya’s first year she accumulated 204 hours from the community service jobs and 82 hours training attendance. She wishes to inspire others through her actions in the post and is succeeding by taking the initiative whenever possible.*



**Kenya Nieto and the VFW Representatives**

Many more awards and accolades were showered upon the youth of the Post, too many to list them all here. Suffice it to say, the night was very special for the youth, their families and friends in attendance, and all those who came out to support the program. This was one of the best years the program has had for a turnout for the night of recognition, and we look forward to next year already. We want to thank all those who attended to help make it magical.

### Scenes from the Awards Night



As the winter has progressed, we ended the month with 173 explorers registered. We already have several prospective new explorers waiting to join the ranks when we hold our next Open House and start our next BEST class at the end of March. We anticipate openings as we have many graduations occurring at the end of the school year.

Respectfully submitted,

*Lt. Matthew McNally*

Lt. Matthew McNally  
Post Advisor/Program Coordinator

<b>I. Membership</b>	<b>Enrolled Amount</b>
# of Explorers Enrolled	173
# of Advisors Enrolled	19

<b>II. Hours-Explorer</b>	<b>Hours</b>
Total Job Hours	330.50
Total Training Hours	1372.25
Total Explorer Hours	1702.75

<b>III. Hours-Advisor</b>	<b>Hours</b>
Total Job Hours	38.00
Total Training Hours	76.00
Total Advisor Hours	114.00

## 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											0
Forcible Rape	0	0											0
Robbery	4	3											7
Assault	4	4											8
Burglary	6	7											13
Theft	60	53											113
Motor Vehicle Theft	3	3											6
Arson	1	1											2
<b>Totals</b>	<b>78</b>	<b>71</b>											<b>149</b>

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	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Homicide	0	0											0
Forcible Rape	0	2											2
Robbery	2	2											4
Assault	4	1											5
Burglary	9	6											15
Theft	70	65											135
Motor Vehicle Theft	7	2											9
Arson	0	0											0
<b>Totals</b>	<b>92</b>	<b>78</b>											<b>170</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>3,542</b>											<b>7,209</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>3,892</b>											<b>7,649</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	281											635
Personal Injury	41	31											72
<b>Total Traffic Accidents</b>	<b>395</b>	<b>312</b>											<b>707</b>

**2019**

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Property Damage	296	291											587
Personal Injury	39	32											71
<b>Total Traffic Accidents</b>	<b>335</b>	<b>323</b>											<b>658</b>

**TRAFFIC ENFORCEMENT**

**2020**

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April*</i>	<i>May</i>	<i>June</i>	<i>July*</i>	<i>Aug*</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Verbal Warning	255	224											479
Written Warning	18	15											33
Moving Violation	197	173											370
<b>Total Enforcement Action</b>	<b>470</b>	<b>412</b>											<b>882</b>

**2019**

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April*</i>	<i>May</i>	<i>June</i>	<i>July*</i>	<i>Aug*</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Verbal Warning	150	164											314
Written Warning	6	6											12
Moving Violation	222	295											517
<b>Total Enforcement Action</b>	<b>378</b>	<b>465</b>											<b>843</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 February 21<sup>st</sup>, 2020 through March 20<sup>th</sup>, 2020 and details our activities.

Since this time last month, our operations have been significantly altered due to the rapid spread of COVID-19. Medical calls are being approached with far more caution and protective equipment. To increase social distancing, our crews have changed from day/night shifts to 24-hour shifts, the TAC is running out of Padanaram Hose Co #3 on North Street, and Rescue-1 is running out of the Fire School on Plumtrees Road. Fire Chief T.J. Wiedl has taken on the full-time duties as the City's Emergency Management Director, and Assistant Chief Mark Omasta is Acting Fire Chief. Our civilian employees are set up to work from home with minimal in-office hours. Although these are very challenging circumstances for everyone, we remain essential personnel, and everyone at Danbury Fire has admirably risen to the task of adjusting to different schedules, locations, operations, and protocol. We stand ready as always to protect the residents of Danbury. Please do your part to help keep your first responders and medical staff safe, by staying home.

**Public Education / Prevention / Public Relations**

Truck 1 and Engine 26 read to students to celebrate the birthday of Dr. Seuss. C-group hosted an Abbott Tech student ride along who is interested in a public safety career.

All companies conducted district familiarization. Companies conducted a pre-plan tour of the new facility on Wooster Heights.

Crews assisted the Emergency Management Director with setting up approximately 180 cots at the War Memorial.





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

On March 6<sup>th</sup>, crews responded to a reported structure fire at Minas Carne restaurant. En route Truck 1 signed on scene and confirmed a working fire. Car 30 arrived on scene as the fire was being knocked down and brought under control. Car 30 requested Eversource, Health Dept. and Building Dept. officials. Once the fire was extinguished, Car 47 began his investigation. DC Halas updated the Health Dept. and Building Dept. officials of the situation. DC Halas also requested the building owner contact an electrician and plumber to check utilities and work in conjunction with the Building Dept. to get them turned back on.

On March 7<sup>th</sup>, a fire in a small house on Ball Pond road was quickly knocked down by Engine 25, then the rest of the Danbury crews arrived along with New Fairfield's tanker and a stubborn attic area fire was extinguished.



On March 13<sup>th</sup>, crews responded to a vehicle fire. Car 30 arrived on scene and assumed command. There was one vehicle on Saw Mill Rd. with the front half of the vehicle involved. The fire had spread to the brush and grass on the hillside. Engine 26 arrived and extinguished the fires with the assistance of Engine 22. Command requested a Fire Marshal. Dispatch notified Car 45 was en route. Fire Police arrived on scene and assisted PD with traffic control. Car 30 transferred command to E26 to finish the incident.



FD Companies responded to the report of a vehicle into a pond and the person still inside the vehicle. Engine 25 arrived on scene and stated the occupant was in the driver's seat and did not appear injured. Rescue 1 and Engine 25 firefighters entered the water wearing the coldwater immersion suits and assisted the driver to land where EMS began patient care. Rescue used a chain to secure the vehicle to the wrecker and assisted the tow company with removing the vehicle.



On March 19<sup>th</sup> Truck 1 arrived and the caller reported that a cat had been in a tree for 2 days. The previous shift had responded to this location the night before but was unable to assist the animal. We found the cat approximately 30 feet up in a pine tree and meowing



loudly. We used a 20' roof ladder and pike pole to maneuver the animal close to us where we could grab it and bring it to the ground. The animal appeared uninjured but was clearly suffering from the affects of the weather and lack of food/water. The animal also appeared to be domesticated. We brought the cat to DAWS who was able to get in touch with the owner and return the animal.



On March 19<sup>th</sup>, Engine 23 responded to the vicinity of 27 Hospital Ave. for the report of power lines down with transformer fire. Upon arrival, Engine 23 found an Eversource pole down in the parking lot in rear of #23A Hospital Ave. The pole crossbar was on fire. Pole held 3 transformers - at least one was breached & product was flowing over manhole cover and in storm drain. Power lines were draped over 3 parked cars. Service drop was ripped off of 3 Tamarack Ave, damaging the vehicle underneath. Engine 23 moved bystanders out of smoke plume, went on SCBA & extinguished fire with dry chemical extinguisher. Engine 23 requested Eversource to respond. Engine 22 & Car 30 on scene. Engine 23 attempted to place absorbent pads over spill. Engine 26/HazMat 1 provided replacement pads & booms. Eversource arrived on scene and determined that product in transformers was mineral oil with less than 1 ppm PCB. Eversource reported power to lines was deactivated but not grounded. DEEP, Danbury Health Dept. & Danbury DPW arrived on

scene. Engine 23 assisted DEEP with placement of booms & pads in stream near Ford Avenue. Clean Harbors on scene to assist and vacuum out storm drains.

On March 22<sup>nd</sup> Car 30 responded to a reported dumpster fire 7' from a structure. Car 30 arrived on scene and assumed command. The dumpster on fire was approximately 15' from any exposure on either side. Engine 22 began extinguishment, Engine 26 assisted Engine 22. Command requested a Deputy Fire Marshal. Command returned other units to service.

### **Command and Staff Activities**

- Volunteer Fire Council meeting
- City Council meeting
- Purchasing Board of Awards
- Council Meeting
- City Cabinet Meeting
- IXP monthly status meeting
- Meetings regarding Apparatus Facility
- Teaching NVCC class – Fire Investigation
- Water Witch Hose Co #7 annual dinner
- State Mobile Command Vehicle meeting in Middletown
- Exchange Club Dinner for Fire Prevention Poster Contest winners
- Numerous meetings and conference calls with local and state agencies regarding COVID-19

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

#### **Region 5 HAZMAT**

- Service, calibrate and clean all Four gas Photo Ionization meters
- Service, calibrate all meters on HAZMAT 1, Gamma Rae, RADSEEKER Smith Radiation Isotope identifier, Ammonia, Chlorine and MINI Rae Photo Ionization meters
- Submitted documentation to Region 5 fiduciary agent for payment to US Environmental, Fire Craft on service to HAZMAT equipment
- Sent Geiger Muller meters and Multi Rae meter to US Environmental for warranty service
- Calibrated Hydrogen Cyanide meter from Car 30
- Discussed Statewide DEMHS Statewide Strategy document with State HAZMAT Coordinator
- Phone conference with DEMHS HAZMAT Coordinator on 2018 EMPG grant performance period extension

- Phone conference to discuss postponing annual HAZMAT refresher due to Corona Virus outbreak with DEEP Supervisor Jeff Chandler

#### Meetings/Functions/Classes

- DFD Operational Conference calls
- Phone conferences Kerry Baker, Department of Public Health
- EMS Supervisors Meeting with Nuvance Health systems

#### Administrative activities

- Monitoring and ordering EMS supplies as needed
- Inventory EMS PPE and HAZMAT level B suits
- Researching planning and scheduling additional CME's for the EMTs that will be re-certifying this year
- Submit rosters for CPR certifications to American Heart Association

#### EMS Wednesday

- CPR re-cert classes

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

#### *Volunteer Division*

#### Quarterly

1<sup>st</sup> Quarter training is complete.

Battalion 31 – Apparatus was partially funded by a FEMA Grant, 28 years of Engine 3's fund raising, donations, and saving money at Padanaram Hose.



Padanaram Hose Company 2019 Spartan ERV

Battalion 31 in-serviced their new engine at Fire Training School, picture below:



#### Firefighter 1

Class has been postponed indefinitely because of the COVID-19 concerns.

#### *Career Division*

##### Fire School

This location has temporarily been converted into Rescue 1's station. There are multiple projects that have started to change it into living quarters.

##### Structure fires

Car 51 responded to multiple reported structure fires and other emergency events.

##### Pre-fire Planning

This also been postponed indefinitely because of the COVID-19 concerns.

##### SCBA

In conjunction with our AFG application, DFD personnel are still evaluating SCBA's. We hope to purchase new SCBA's in the near future.

##### COVID 19

This has kept the Training/Safety division busy with planning, finance, and other activities.

##### Salamander Identification

With the help of Lt. Zaniewski this project has been implemented for Danbury Fire.

##### CSE Training

Statewide Confined Space Training occurred at the former Matrix.





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

- This month I responded to a few incidents as the communications officer. Car 61 responded to the following incidents:
  - 146 White Street – Hazmat Incident
  - 36 Osborne Street – 1<sup>st</sup> Alarm – Working Fire
  - 94 Ball Pond Road – 1<sup>st</sup> Alarm – Working Fire
  - 27 Hospital Avenue – Hazmat Incident
- The majority of this month has been focusing on the COVID-19 event. The Danbury Fire Department staff, along with the Mayor's Office, Department of Health and Human Services, and the Emergency Management Office, continue to monitor and respond to the ever changing situation we are all currently faced with.
- Assisted with the relocation of companies to temporary stations. This included procuring needed radio equipment and computer technology to set up each location with access to our reporting systems.
- Attended meetings and participated in multiple conference calls with city partners
- Assisted in adjusting responses, policies and procedures for dispatching fire and EMS units in response to COVID-19
- Attended multiple situational briefings from the Health and Human Services, Emergency Management, and the Fire Chiefs

- Assisting the Emergency Management Office with managing the virtual Emergency Operations Center and communicating with the State of Connecticut and Region 5 EOC's with our daily status reports and resource requests.
- Attended a meeting with DEMHS regarding the Mobile Communications Vehicles in Middletown
- Worked with our G.I.S. partners to update some mapping issues for our Computer Aided Dispatch system
- Participated in a conference call with staff from the Fire Department and the Police Department to develop COVID-19 related contingency plans for our dispatch center.
- Attended a Public Safety Employee Assistance Program presentation on Harassment in the Workplace.
- NorComCT completed installation of a wall mounted radio equipment cabinet at Engine 26. This is the last station that required installation of this equipment to secure our mission critical radio equipment.
- Continued work with Northeastern Communications on our new radio site in Abbey Woods. The site ground work is complete, the radio cabinet is in, and the antennas are installed. The last step is to configure the system and do acceptance testing. Project completion was expected to be the end of this month but due to current events, the project is on hold until further notice due to the potential impacts on our critical infrastructure.
- Worked with City Engineering and GIS to update our station maps that signify our engine company response districts. This project is now complete. All stations have updated maps and street indexes.
- 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 March 2020.

- Scott mask fit test procedures with “C” platoon
- Repair accident damage to Ranger-1
- Installed air pack mount for driver on Rescue-1
- Scott mask fit test procedures with “B” platoon
- Assist with reinstallation of blue 1 on grille of Rescue-1
- Pick up Car-45 at Colonial Ford after repairs
- Replace Pierce Command Zone screen in E-26
- Repair recoil start on Truck-2 saw
- Assist with Scott pack repairs due to failure at UAC fitting
- Replaced license plate bulbs on Tac-1
- Scott mask fit test procedures with “A” platoon
- Scott mask fit test procedures with “D” platoon

- Pick up E-23 from Detroit diesel in Middletown
- Scan transmission for fault codes on E-22
- Drop off Truck 1 at Detroit diesel in Middletown
- Repair foot on Weddle tool
- Start fit testing for volunteer fire companies
- Service Car-55
- Replace Federal Q2B siren on 08PD2 with rebuilt unit
- Pick up Truck 1 at Detroit diesel in Middletown
- Replace burned out brake light bulb on Car 45
- Sent Car 45 to Belardinelli for 4 new tires
- Dismantle, inspect, decon, and reassemble all mask mounted Scott regulators
- Repair fire school vent saw
- Replace faulty Kussmaul charger on Tac-1

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

In these times of the COVID-19 outbreak, the Fire Marshal's Team continues their commitment to keep all residents of this great city safe from fire. Over the last few weeks, in an attempt to keep everyone healthy and reduce exposure to not just ourselves but to the public as well, residential inspections have been rescheduled to a later date. However, the Team continues to perform any permit/certificate of occupancy inspections. Knowing the importance of business and commerce, the Fire Marshal' Office continues to perform all and any inspections for businesses requiring state licensing.

#### **Inspections**

The Team at the Fire Marshal's Office continued their commitment to fire safety through inspections and code compliance. The Team conducted 49 residential inspections, totaling 200 units. Other inspections include 5 board and care facilities, 5 mercantile occupancies, and 8 liquor inspections. A total of 14 businesses, 1 day-care, 3 healthcare facilities, which included the Saint John Paul Center and Glen Hill Center, were also performed. Team members rectified 2 complaints regarding an unpermitted apartment and fire hazard concerns at a local business. With the help of other City Departments, all issues were resolved. Several parking summons were issued for Fire Lane violations.

#### **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 29 requests for plan reviews/permits, completed 21 reviews, and have inspected and approved 10 certificates of occupancy.

#### **Fire Investigations**

This was a busy period for fire investigations. For the period, there were 6 Structure fires, 3 Cooking fires, 3 Vehicle fires, 3 Brush fires, 6 Outside Dumpster/Trash and 1 Outdoor Equipment fire. All fires were accurately investigated for origin and cause.

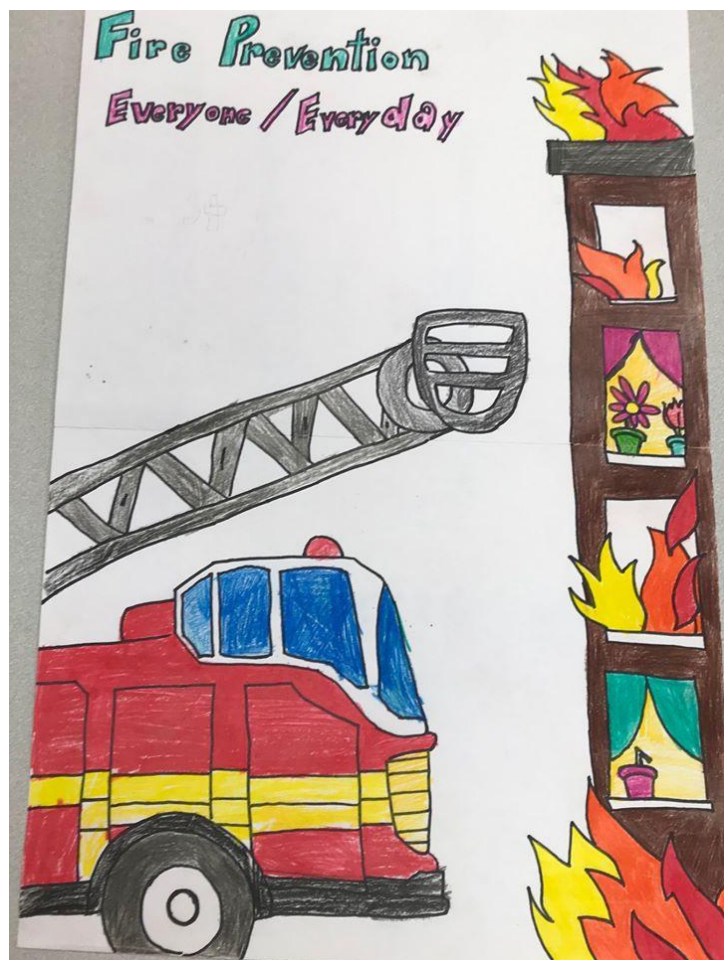
## Training

Prior to continuing education classes being suspended by the State of Connecticut, team members attended a class regarding Youth Fire Setters. Other training events/topics included sexual harassment, CPR recertification, and Coronavirus for First Responders. Computer training included sessions on Telestaff, FireHouse, and Vision software. DFM Anderson has begun her online "prep" work for her upcoming Advanced Fire Investigation class. DFM Anderson and DFM Smith have both completed their course to become a CT State certified Open Burn Officials.

## Special Events

Fire Marshal Timan and Deputy Fire Marshal Anderson joined Chief Wiedl, Asst. Chief Omasta, and Retired Fire Marshal Russell at a dinner to honor the Fire Prevention Poster Contest winners. The dinner was hosted by the Danbury Exchange Club, sponsored by Danbury Professional Fire Fighters, Local 801 and United Alarm. DFM Anderson continued to provide timely information through social media. DFM Smith took over responsibility for all of the OSHA Tier II, Hazardous Material reporting. DFM Bergemann continued inspections of apartment buildings and residential inspections. DFM Rozzi has been kept busy, being assigned to numerous fire investigations.

Below is the winning poster for our fire prevention poster contest, by Hayestown School 4<sup>th</sup> grader Arianna Ramos. Arianna's poster now moves on to the state level contest.





**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**

March 30, 2020

Dear Mayor Boughton and Members of the City Council:

DHHS is working closely with city officials, the State of Connecticut, and community partners to respond to the COVID-19 pandemic. As of March 30th, the State of Connecticut has 2571 positive COVID-19 cases, 517 related hospitalizations and has seen 36 associated deaths. There are 218 positive COVID-19 cases in the City of Danbury. This is a rapidly evolving situation, and the department is continuing to stay up to date with the latest developments in order to contain the spread of the virus throughout our area.

The Governor enacted the Stay Safe Stay Home initiative that went into effect on March 23rd. This executive order suspended all non-essential functions in the State of Connecticut. In addition to this executive order, it was also announced that gatherings should be limited to no more than 5 people. All public schools are closed until at least April 20th, and all bars and restaurants are open for takeout and delivery food service only. As always, you should wash your hands regularly with soap and water for at least 20 seconds, wipe down frequently touched surfaces, and stay home if you are sick. Following State of CT and CDC guidelines is the most effective way that we can all work together to flatten the curve and slow the spread of COVID-19.

While our staff is also following social distancing guidelines and working remotely whenever possible, we are still ensuring that our department is serving all essential functions and needs of our community. Voicemails and emails are being monitored closely in order to provide a prompt response, and our inspectors are available for emergency inspections. We are also working diligently to keep the public informed and up to date on the latest developments and our response to this crisis.

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.

### **February/March 2020 Activity**

The environmental health team has been conducting drive-by inspections and telephone inspections to ensure compliance with state and CDC issued guidelines and requirements for food service establishments. We have also been sending mass email communications to disseminate information more efficiently, given the rapidly changing situation. We are maintaining an open line of communication with our food service establishments, daycares, and body care facilities to address any questions or concerns that may arise and will assist them as needed.

**\*\*Please note that due to the extenuating circumstances of this month because of COVID-19, we were unable to access all of our database software to capture the total scope of inspections conducted in February. If needed, we can provide an amended report when we are back in the office and are able to access our most accurate inspection numbers.**

### **February Results**

<b>Potable Water</b>	
Private Well	
Well Permits	3
<b>Environmental</b>	
Grading Permit Review	5
EIC	4
HazMat	2
Erosion Inspections	12
Complaint Investigation	6
Odor Complaints	
Misc.: (Describe)	
<b>Sewage Disposal</b>	
Plan Review	14

Inspections	11
New, Replace, Fail, Plan Review	3
100% Replacement Plan Review	
Soil Testing (List by Appointment Only)	7
Additions	5
Dye Tests (Initial)	
Septic Permits (To Construct)	
<b>Solid Waste</b>	
Garbage Complaint	
Misc. (Describe)	
<b>Pest and Animal Control</b>	
Rodent Complaint	
Insect Complaint	2
Domestic Animal Complaint	
Misc. (Describe)	
<b>Housing</b>	
Residential/Commercial Inspection (Not Indoor Air)	
Housing Complaints	12
Child Day Care Inspection (Initial)	
Child Day Care Plan Review	1
Body Care Inspections	4
Body Care Plan Review	
Body Care Construction Visits	
Massage Establishment Inspections	1
Massage Establishment Plan Review	
Lead Inspection for all Properties	
Lead Abatement Plan Review	4
Certificate of Apartment Occupancy (CAO's)	8
Reinspections	
Healthy Homes	
Hotel/Motel Inspections	
Total # of Hotel/Motel Rooms Inspected	
<b>Food</b>	
Food Service Establishment Inspection (Initial)	5
Construction Visits	
Food Service Walkthrough Inspections	1
Itinerant Vendor Inspections	1

Complaints	
Re-inspection (voluntary)	
Re-inspection (involuntary)	
Plan Review	
Plan Revisions	
Foodborne Illness # of Complaints	1
Temporary Food Service	
Certified Food Protection Manager Courses	1
Food Handler Courses	
<b>Seasonal</b>	
Indoor Pool Inspections	6
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.	2
<b>Other</b>	
Social Services Issues and Referrals	10
Fair Rent Issues	1
FOI Requests	60
Pump Truck Permits	

### **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 February 2020

Tuberculosis patients	39
PPD testing/read	3
QuantiFERON/T-Spot	10
eDOT	39
Hospital Visits	0
Home Visits	1
<b>Total Services:</b>	<b>92</b>

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

1. A total of 6 new persons were evaluated in the Tuberculosis Clinic, these referrals came from:
  - 4 Medical
  - 0 Employment
  - 2 School PE
  - 1 Immigration
  - 1 Contact
2. Continuing case management of approximately 61 cases of latent TB and 3 active pulmonary TB.
3. Continuing TB contact investigation, 2 pulmonary cases.
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.
6. Feb. 24, NuVance; Danbury Hospital Infection Control Committee, active participant.
7. Continuing Education - Coronavirus:
  - Who is at Risk? 0.25 CME
  - Who is at Risk?; 0.25 CME
  - 2019-Coronavirus: What Clinicians Need to Know; 0.25 CME
  - US on High Alert With Coronavirus Outbreak; 0.25 CME
  - The Value of Team-Based Management in a Virus Outbreak; 0.25 CME
  - Is It Coronavirus or Is It the Flu?; 0.25 CME

### Community Health Services:

The community health team has assumed many different roles as we approach the COVID-19 response. Our Epidemiologist and Public Health Nurse have been conducting contact tracing and interviews for positive cases, along with providing guidance to healthcare providers and first responders. They are also responding to general questions and concerns related to COVID-19. Additionally, our team has been

coordinating sheltering and mass feeding operations to protect our most vulnerable populations during this time.

Emergency Preparedness and Response:

- COVID-19 response
  - Zoom trainings on Shelter Staffing basics
  - Shelter operations and mitigation planning - 3/26
  - Staffing procedural meeting - 3/28
  - Covid-19 preparedness meeting at city hall
  - The State's Division of Emergency Management and Homeland Security (DEMHS) is currently in Enhanced Monitoring mode, operating in accordance with the Pre-Activation Framework within the all-hazards State Response Framework.

**CITY OF DANBURY**  
DEPARTMENT OF PUBLIC WORKS



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

**MAYOR**  
Honorable Mark D. Boughton

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

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

Dear Mayor Boughton and Members of the City Council:

***Note from Antonio Iadarola, PE, Director of Public Works/City Engineer, March 30, 2020:***

*We are living in unprecedented times. Public Works is acting altruistically to assure vital city services are fulfilled while keeping our citizens' safety and their needs at the forefront. My team has remained dedicated to serving the greater good for our community during this pandemic and we continue to take steps to limit exposure of the virus to the very best of our ability. This is a challenging time but together I have faith we can help each other persevere. Stay safe and positive - we will get through this. Wishing you and your families all the best - Antonio*

**February 2020:**

I am pleased to present the Public Works Department Report for the month of **February**. During the month of February 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.

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 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 nearly complete with the design /



procurement planning phase of the project. The building drawings, structural steel, anchor bolt and site plans have been uploaded into the Cities Viewpoint Permit System and are presently in the review / approval stage the Building Permit process. 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 submittal process has moved forward and near complete. The design engineer Stantec Engineering is presently reviewing a resubmission of the precast box culvert structure shop drawing, calculations and loading report. We expect the precast box culvert shop drawings and calculations to be approved and the precast structure released to the contractor for manufacturing. The remaining submittals were sent to the designer Stantec for review and comment and have been processed. We are looking at a spring 2020 start the project will be inspected and administrated by Construction Services.

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

The bridge superstructure replacement project was submitted to Conn Dot's Local Bridge Program by the City Engineering Division qualifying us for a 50% reimbursement of our contract costs. The contract has been executed and the Notice to Proceed was issued. The shop drawing review process has been completed. The contractor procured the bridge beams and bridge rail over the winter weather shutdown period. We have discussed with Nagy Brothers their new schedule submission and reviewed with City Engineering. Tom Altermatt City Engineering Department finalized an agreement with Mr. Hawley giving us limited access to the shopping center property on the south side of the bridge structure. Allowing a crane setup for the contractor to remove the existing beams and placement of the new precast bridge beams. The crane setup is restricted to the south side of the bridge structure due to overhead utilities on the Crosby Street side of the bridge structure. The project is scheduled for 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 was completed. We met with The Richter House Authority reviewed the design. The plans, specifications & bid documents were approved by the State of Connecticut Department of Economic Development for bid. A mandatory pre-bid meeting was held on January 14, 2020. The project was let of to bid. The bid opening was extended to Thursday February 27, 2020. There was one bid submitted the bid is presently under review.

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

Construction Services has been working with the City Engineer, City Planner and Martinez & Couch Associates the designer to move this project forward. Construction Services reviewed the bid documents and plans for the phase one constructability. The phase one plans were submitted by the City Engineer, City Planner and designer to for a review to ConnDot. We received several comments back which were addressed and the plans and specification resubmitted to ConnDot Newington. The City Planner, Construction Services and the designer met with ConnDot District IV for a review and comment round table on the Main Street Design Plans (second phase). The designer is currently fine tuning the design for compliance with PROWG (ADA) Guidelines adopted by the State of Connecticut. We continue to work with the City Engineer & City Planner to move this project forward.

#### **Mallory Hat Factory Remediation:**

The project was designed by Arcadis Engineering. Construction Services has been working with the City Engineer and the Engineering Department to move this project forward. The plans, specifications and bid documents were reviewed by the DECD as per the grant requirement. The flood plan management certificate was approved and issued by CTDEEP. The project was let out to bid, Red Technologies was the lowest

qualified bidder and awarded the contract. The contract has been executed. The remediation portion of the project is scheduled for a spring start.

#### **Margerie Dog Park:**

The project was designed in house by Engineering and Construction Services. We broke 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 Public Works team! The parking lot is complete, the fencing contractor completed the fencing installation. The dog park amenities picnic tables, waste cans and bag dispensers have been installed. The yard hydrant was installed, Public Utilities performed the water tap in-house thank you Chris Gardner Public Utilities Foreman and your staff. We now have access to water on premises for public use. We have some ancillary signage to install in both the large dog section and small dog section which is designated by weight over 20 LBS and under 20LBS. The dog park is complete and the public has been enjoying this new park.

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

Construction Services worked the Engineering Department and Finance Andi Gray developing this CDGB grant funded project. The first phase of the project is the replacement of sidewalks and driveway aprons from the northerly railroad right away on Balmforth Avenue to the northerly side of the Balmforth Avenue and Osborne Street intersection. Including the installation of new ADA compliant sidewalk ramps at the intersection. The traffic improvements will include the installation of new pedestrian signals and video traffic signal detection equipment at the intersection of Balmforth Avenue and Osbourne Street. The project has been designed in house by the City Engineering Department. The project was let out to bid. The project pre-bid walkthrough was postponed and the bid opening will be rescheduled by the City Purchasing Agent.

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

Construction Services working with our in house resources and on-call environmental consultant contract developed a scope of work, specifications and bid documents. The project designer and environmental consultant Eagle Environmental submitted the AWP (Alternative Work Practices Plan) to the State of CT Department of Health which was approved for the phase one abatement /disposal of the demolition materials. The Public Services Division cleared and grubbed the site prior to the bid to give access to the castle. The project was let out to bid with a mandatory pre-bid meeting held. The bids were scheduled to be opened on 3/26/20. The bid opening has been postponed will be rescheduled by the City Purchasing Agents all bidders have been notified.

Following the Mayor's Covid -19 Directives and the Director of Public Works direction and guidelines, Construction Services Division is currently working remotely. We have been following the Chain of Command and directives given by the Director of Public Works.

Construction Services has remote electronic access to City Email and Data Files. Highway / ROW Permitting process is continuing as normal as possible through the online View Point Permit System. We also are continuing moving our Capital Projects forward. Construction Services is in communication and working with all the other divisions of the Public Works Department to assist as directed. Following strict Covid-19 Protocol, social distancing, hand washing, hand sanitizing and use of PPE for all field work.

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

#### **Various Bridges:**

Designs of the Triangle Street Bridge improvements, Crosby Street Connector and Middle River Road Bridge have been completed. Bids were received in May and contracts were awarded to the low bidder on each

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

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

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

#### **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. Putnam County has issued a request for proposal/qualifications for consultant services for the feasibility study, due at the end of March, 2020.

#### **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:** **FEBRUARY – 2020**

The Highway Division responded to two winter storm events. 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.

Three cold patch crews were dispatched daily to fill potholes. The Christmas tree pickup program came to an end. Crews picked up a few remaining trees. A crew cut back trees and bushes that covered signs and site lines. Multiple guard rails were repaired due to accidents. Crew members assisted the Forestry Division with tree removals, pruning, and traffic control.

Staff spent several days cleaning catch basins and picking litter along 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: 2
- Precipitation: 0.3 inches
- Emergency Call Outs: 4

#### **Maintenance**

- Catch Basins Replaced: 0
- Guardrail Repairs: 1
- Dredging: 4
- Catch Basin Cleaning: 43
- Roads Paved: 0

#### **Signage**

- New installs: 11
- Replacements: 16
- Repairs: 44

#### **Personnel**

- Total: 44
- Injury: 1
- Restricted Duty: 0
- Retirement: 0
- Seasonal: 7
- Vacancy: 2

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

The Parks Maintenance Division responded and assisted Public Buildings with the clean-up during winter storm events of city parks, sidewalks, and schools. All equipment was washed and maintained throughout the month.

Brush and storm damage was cut and removed from Parks at several locations. Stumps were ground at several locations in the City Parks. Crews worked on the Westerners Field to prepare for the spring baseball season as weather permitted.

Litter was picked up and garbage cans were emptied in various areas throughout the City. The Parks Maintenance building was cleaned and organized. Trashcans were painted for next season. Winter maintenance of the mowing and plowing equipment continued through the month.

#### **Winter Season**

- Winter Storm Events: 2
- Precipitation: 0.3 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:** **FEBRUARY – 2020**

The Forestry Division responded to and assisted Parks Maintenance with the clean-up during winter storm events of city parks, sidewalks, and schools. They also prepped and cleaned the equipment after each storm. Crews removed and pruned several trees around the City. Brush piles and tree debris from storms were also cleaned up for safety.

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

#### **Winter Season**

- Winter Storm Events: 2
- Precipitation: 0.3 inches

#### **Maintenance**

- Removals: 53
- Pruning: 14
- Brush: 6
- Plantings: 0
- Emergency Call Outs: 3

#### **Personnel**

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

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

**City Hall:**

New key and cylinder system as part of ongoing security upgrades completed.

**Danbury Public Schools:**

Waiting on RTU replacement quotes for media area DHS.

UST replacement specs at King St. campus completed, awaiting final budgeting from finance for state.

**Library:**

New drinking fountain installs ongoing, waiting on area abatements.

Remaining painting in basement area completed

New plaza stair railings completed and ramp railings for ADA access started.

**Police:**

New server completed and BMS software update ongoing.

Starting specs for RTU replacements.

**Old Library:**

Awaiting quotes on replacing cooling tower/building controls.

**City Center:**

Investigating building connection between 2 Ives St. and 3 Post Office Way.

**Parks:**

Interior painting of main house started.

**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:**

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

In the month of February we received 311 new work requests and completed 323 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 186.50 person-hours dedicated to this service. The next largest area of concentration was in HVAC repairs, utilizing 146.50 person-hours of labor. Electrical came as the third highest category with 146.00 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 FEBRUARY 2020**

Work Requests received this month	184
Work Requests Completed this month	189

<b>Category</b>	<b>Total Labor Hours</b>
Alarms	0.00
Carpentry	8.00
Electrical	146.00
HVAC	146.50
Locksmith	0.0
Maintenance	24.00
Mechanical	186.50
Plumbing	123.00
Roofing	1.00
Snow Plowing	0.00
<b>Labor Hours City Buildings</b>	<b>311.00</b>
<b>Labor Hours School Buildings</b>	<b>323.00</b>
<b>Overtime</b>	<b>82.25</b>

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

As of March 17, 2020 there are 38 hydrants out of service. I will be happy to review the information with you.

Sincerely,

*David Day*

David Day, P.E.  
Superintendent



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# MEMORANDUM

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**DATE:** March 17, 2020  
**TO:** City of Danbury, City Council  
**FROM:** *David M. Day, P.E.*, Superintendent  
**RE:** Sanitary Sewer Collection System Maintenance—  
FEBRUARY 2020

Complaints:      2 Bypasses      2 Slow Running  
                         6 Loose Manholes      0 Odor Calls

Number Received:      10

Number Completed:      10

Pipe Cleaned:      1,500 LFT

Gallons of Water Used: 7,500 Gal

New Pipe Inspected: 7,200 LFT

Manholes Replaced    0

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COMMENTS:



**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: Feb '20  
**Date:** 3/16/2020

**I. Wastewater Treatment:**

A)	Sewage Processed:	9.1	MGD (Daily Avg)	263.5	Million Gallons Total
B)	Septic Waste Processed:			554,100	Gallons Total
C)	Sludge Pumped To Digesters:			574,378	Pounds Total

**II. Wastewater Quality**

		Influent	Effluent	% Removal	Effluent Limit
A)	BOD (mg/l)	203	4	98	30 mg/l and 85%
B)	Total Suspended Solids (mg/l):	239	5	98	30 mg/l and 85%
C)	Total Phosphorus (mg/l):	5.0	2.4	52	0.6 mg/l
D)	Ammonia (mg/l):	26.0	0.11	100	4.0 mg/l
E)	Total Nitrogen (lbs/Day):	2,906	312	89	442 lbs/day

Note: Phosphorus limits apply April - October.

Nitrogen limit for credit trading only.

**III. Pump Station Operation:**

A)	Beaver Brook:	699.2	Hours Run
B)	Southfield:	34.5	Hours Run
C)	Mill Plain:	20.6	Hours Run
D)	Backus:	106.0	Hours Run
E)	Tarrywile	104.9	Hours Run
F)	Turner Road:	66.5	Hours Run
G)	Ford Avenue:	21.8	Hours Run
H)	Indian Glen:	95.3	Hours Run
I)	Delay Street:	17.4	Hours Run
J)	Hayestown Road:	71.8	Hours Run
K)	Kenosia Avenue:	2.3	Hours Run
L)	Larson Drive:	84.0	Hours Run
M)	Landfill:	171.0	Hours Run
N)	Thrope Street	11.8	Hours Run
O)	Poets Landing	15.5	Hours Run
P)	Rogers Park	60.7	Hours Run
P)	West Side	75.5	Hours Run
Q)	East Franklin Street	159.9	Hours Run

Total Station Alarms:

1

## **MAINTENANCE REPORT - BUILDING # 6**

### **GENERAL FUND**

#### **February-20**

2/3/20	274-DA	CITY HALL	2 TIRES
2/5/20	15-DA	POLICE	DRIVERS DOOR LATCH, SERVICE, ROTATE TIRES, FLUID FILM
2/6/20	255-DA	POLICE	BLOWER MOTOR, PCM
2/7/20	2-DA	POLICE	SERVICE, HEADLIGHT
2/8/20	3DA	POLICE	SERVICE, SERP BELT AND TENSIONER
2/11/20	13DA	POLICE	SERVICE, BATTERY, DRIVERS DOOR LATCH
	7-DA	POLICE	SERVICE, 1 TIRE, REPAIR REAR BUMPER AND PARK SENSOR
	354-DA	POLICE	HEADLIGHT AND PIGTAIL
2/12/20	337-DA	POLICE	THROTTLE BODY, SERVICE
2/13/20	703-YYN	POLICE	SERVICE, AIR FILTER ROTATE TIRES
2/14/20	AL52726	POLICE	SERVICE, ROTATE TIRES
	224-DA	CITY HALL	REPLACE STARTER, REPLACE BRAKE LINES
	424-WLA	POLICE	SERVICE, ROTATE TIRES, WIPER BLADES
2/15/20	108-FRM	POLICE	EVAP CANISTER AND VALVE
2/19/20	261-DA	POLICE	SERVICE, AIR FILTER, FRONT BRAKES, SWAP DRIVERS SEAT
	AE90616	POLICE	SERVICE, ROTATE TIRES, WIPERS
2/20/20	407-DA	POLICE	SERVICE, FRONT BRAKES
	375-DA	POLICE	BATTERY, FUEL FILTER, VALVE COVER GASKETS
2/21/20	CO95283	POLICE	SERVICE, AIR FILTER, ROTATE TIRES, WIPERS
	243-DA	POLICE	LF HEADLIGHT BULB AND SOCKET
2/22/20	AL52687	POLICE	SERVICE, AIR FILTER, ROTATE TIRES, WIPERS
2/24/20	AL52686	POLICE	SERVICE, AIR FILTER, ROTATE TIRES, WIPERS
2/25/20	327-STN	POLICE	BATTERY, EXHAUST REPAIR, AIR FILTER HOUSING, REAR BRAKES
	352-DA	POLICE	SERVICE, REPLACE INTAKE MANIFOLD
2/26/20	AJ58419	POLICE	SERVICE, AIR FILTER, WIPERS, 4 TIRES
	8-DA	POLICE	SERVICE, FRONT BRAKES
	19-DA	POLICE	SWAP OUT TAILGATE
2/27/20	271-DA	POLICE	LF HEADLIGHT BULB AND SOCKET, BATTERY

### **WATER FUND February-20**

NONE

The Equipment Maintenance Division responded to and repaired the following vehicles during the

month of February.

Below is a list of services provided:

Date:	Vehicle :	Repair Provided:	Department:
2/1/20	31	L/R MUDFLAP/SERVICE	HWY
^	151-DA	HEATER CORE/EVAP CORE/THERMOSTAT	TREE
^	6	CHECK LIGHTS FLICKERING	HWY
^	HOTBOX	REPAIR AXLE	HWY
^	5	SPREADER CONTROL SEAL KIT	HWY
2/3/20	31	SERVICE	HWY
^	6	CHECK LIGHTS FLICKERING	HWY
^	151-DA	HEATER CORE/EVAP CORE/THERMOSTAT	TREE
^	83-DA	SERVICE	HWY
^	1	PLOW CABLE (SIDE TO SIDE)	HWY
^	67	HYDRAULIC HOSE FOR UP/DOWN FOR BUCKET	HWY
2/4/20	151-DA	HEATER CORE/EVAP CORE/THERMOSTAT	TREE
^	1	PLOW CABLE (SIDE TO SIDE)	HWY
^	67	HYDRAULIC HOSE FOR UP/DOWN FOR BUCKET	HWY
^	26	SPINNER NOT WORKING	HWY
^	34	TRANSMISSION	HWY
^	EXCAVATOR	ALTERNATOR BELTS	HWY
2/5/20	151-DA	HEATER CORE/EVAP CORE/THERMOSTAT	HWY
^	67	HYDRAULIC HOSE FOR UP/DOWN FOR BUCKET	HWY
^	1	PLOW CABLE (SIDE TO SIDE)	HWY
^	34	TRANSMISSION	HWY
^	11	TIGHTEN L/F MIRROR	HWY
^	42-DA	TIGHTEN GRAPPLE	TREE
^	77	CHECK P/S HARD TO TURN	HWY
2/6/20	151-DA	HEATER CORE/EVAP CORE/THERMOSTAT	HWY
^	32	CONVEYER CHAIN	HWY
^	8	LUBERFINER HOUSING	HWY
2/7/20	34	TRANSMISSION	HWY
^	8	LUBERFINER FILTER/HOUSING	HWY
^	32	OIL CHANGE	HWY
^	26	FIX HYDRAULICS FOR SIDE DUMP	HWY
^	41	CHECK PLOW LIGHTS	HWY
^	11	L/F DOOR HINGES	HWY
^	16	CHECK STARTING	HWY
2/8/20	34	TRANSMISSION	HWY
^	HOTBOX	INSTALL AXLE/U-BOLTS/DRUMS/SEALS	HWY
^	26	HYDRAULIC HOSES/FITTING FOR SIDE DUMP	HWY
^	32	SIDE DUMP CYLINDER/OIL CHANGE	HWY
^	16	CHECK STARTING	HWY
2/11/20	34	TRANSMISSION	HWY
^	HOTBOX	INSTALL AXLE/U-BOLTS/DRUMS/SEALS	HWY
^	26	HYDRAULIC HOSES/FITTING FOR SIDE DUMP	HWY
^	16	IGNITION SWITCH	HWY
^	19	TRANS STUCK IN 2ND GEAR	HWY

2/12/20	16	CHECK STARTING	HWY
^	32	CONVEYER CHAIN/SIDE DUMP CYL/OIL CHANGE	HWY
^	34	TRANSMISSION	HWY
^	47	STROBE LIGHTS NOT WORKING	HWY
^	19	TRANS STUCK IN 2ND GEAR	HWY
^	11	CHECK TARP ARMS BENT	HWY
^	31	CHECK THROTTLE PEDAL	HWY
^	3	FIX STROBE LIGHTS	HWY
^	12	CHECK LIGHTS/INSTALL TOOL BOX	HWY
2/13/20	36	BRAKES ARE STICKING	HWY
2/14/20	55-DA	OIL/AIR/FRONT/REAR BRAKES	HWY
^	34	TRANSMISSION	HWY
^	16	IGNITION SWITCH/BRAKE LIGHTS/WIRING	HWY
^	85	SPINNER	HWY
^	77-DA	HOT/COLD MODE MOTOR	HWY
^	191-DA	R/F FLAT REPAIR	HWY
^	32	CONVEYER CHAIN	HWY
2/15/20	34	TRANSMISSION	HWY
^	32	CONVEYER CHAIN	HWY
^	3	OIL PAN/SERVICE	HWY
^	55-DA	FRONT/REAR BRAKES/WIPERS/LUGNUTS	P/B
^	75-DA	BATTERY	BLDG INSP
2/18/20	3	OIL PAN/GASKET	HWY
^	34	TRANSMISSION	HWY
^	32	CONVEYER CHAIN	HWY
^	20-DA	WATERPUMP/SERP BELT/TENSIONER	HWY
^	EXCAVATOR	BATTERIES/CIRCUIT BREAKER	HWY
^	#12	EXHAUST FLEX PIPE	HWY
2/19/20	34	TRANSMISSION	HWY
^	3	OIL PAN	HWY
^	12	EXHAUST FLEX PIPE	HWY
^	54	FUEL INJECTORS/VALVE COVER GASKET	HWY
^	116-DA	NO STEERING	HWY
^	106	PIN FOR SIDE LOADER	HWY
^	SCREENER	BRUSH BEARINGS	HWY
2/20/20	54	FUEL INJECTORS/VALVE COVER GASKET	HWY
^	34	TRANSMISSION	HWY
^	3	OIL PAN	HWY
^	47-DA	R/R TAILLIGHT	PARKS
^	46	SERPENTINE BELT	HWY
^	SCREENER	FIX BENT BRUSHES	HWY
2/21/20	46	SERPENTINE BELT	HWY
^	41	WATERPUMP/SERP BELT	HWY
^	91	REBUILD TOP END	HWY
2/22/20	36	ABS VALVE	HWY
^	116-DA	REBUILD FRONT KNUCKLES/BUSHING/BEARINGS	HWY
2/24/20	91	REBUILD TOP END	HWY
^	41	WATERPUMP/SERP BELT/THERMOSTAT	HWY
^	116-DA	REBUILD FRONT KNUCKLES/BUSHING/BEARINGS	HWY

^	20	AIR LEAK/CENTER BEARING	HWY
2/25/20	116-DA	REBUILD FRONT KNUCKLES/BUSHING/BEARINGS	HWY
^	41	P/S PUMP	HWY
^	12	EXHAUST FLEX PIPE	HWY
^	20	AIR LEAK/CENTER BEARING	HWY
^	91	REBUILD TOP END	HWY
^	58	LEAKING OIL/OIL FILTER	HWY
^	36	CHECK BRAKES	HWY
2/27/20	91	REBUILD TOP END	HWY
^	90	FRONT SUCTION ELBOW	HWY
^	40	CHECK OVER/BLOWER MOTOR	HWY
^	178-DA	CHECK BLOWER	HWY
^	4	HYDRAULIC PUMP SHAFT/SERVICE	HWY
^	44	LUBE/GREASE/CHECK AUGER CHAIN	HWY
^	22	SERVICE/BATTERIES	HWY
^	67	HYDRAULIC LEAK	HWY
2/28/20	22	SERVICE/BATTERIES	HWY
^	91	REBUILD TOP END	HWY
^	4	HYDRAULIC PUMP SHAFT/SERVICE	HWY
^	#67	HYDRAULIC LEAK	HWY
^	178-DA	GREASE MOWER BLOWER	HWY
^	349-DA	RADIATOR	PARKS
^	181-DA	HYDRAULIC LEAK	HWY
2/29/20	181-DA	HYDRAULIC LEAK/PISTON	HWY
^	22	SERVICE/BATTERIES	HWY
^	4	PUMP DRIVESHAFT/SERVICE	HWY
^	42-DA	SERVICE HYD LEAK	TREE

#### 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: March 30th, 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 February 1<sup>st</sup> to the 29<sup>th</sup> 2020. The report consists of statistical data on applications with their associated permits.

**Sean P. Hearty**



**DIRECTOR**

**David Newland**

**BUILDING OFFICIAL**

# FEBRUARY RESIDENTIAL VALUATIONS

Record #	Record Type	Date Paid	Total Estimated Construction Value
20-205	Detached Garage Application	2/24/2020 16:48	28000
20-329	Permit Project Application (Residential)	2/25/2020 18:36	35742 Residential Alteration
20-330	Permit Project Application (Residential)	2/25/2020 15:56	5000 Residential Alteration
20-292	Permit Project Application (Residential)	2/27/2020 13:08	15000 Residential Alteration
20-263	Permit Project Application (Residential)	2/18/2020 20:11	7500 Residential Alteration
20-252	Permit Project Application (Residential)	2/25/2020 19:15	5000 Residential Alteration
20-242	Permit Project Application (Residential)	2/13/2020 15:21	15719 Residential Alteration
20-238	Permit Project Application (Residential)	2/13/2020 15:24	9929 Residential Alteration
20-222	Permit Project Application (Residential)	2/19/2020 1:11	25000 Residential Alteration
20-201	Permit Project Application (Residential)	2/20/2020 16:03	5000 Residential Alteration
20-194	Permit Project Application (Residential)	2/29/2020 13:37	5000 Residential Alteration
20-200	Permit Project Application (Residential)	2/25/2020 22:03	43000 Residential Alteration
20-198	Permit Project Application (Residential)	2/20/2020 13:37	35000 Residential Alteration
20-192	Permit Project Application (Residential)	2/4/2020 21:18	9856 Residential Alteration
20-217	Permit Project Application (Residential)	2/6/2020 21:31	14000 Residential Alteration
20-144	Permit Project Application (Residential)	2/11/2020 15:29	13000 Residential Alteration
20-142	Permit Project Application (Residential)	2/24/2020 13:35	10000 Residential Alteration
20-170	Permit Project Application (Residential)	2/4/2020 18:15	12000 Residential Alteration
20-125	Permit Project Application (Residential)	2/24/2020 15:04	100 Residential Alteration
20-96	Permit Project Application (Residential)	2/19/2020 18:40	221102 Residential New Construction
20-97	Permit Project Application (Residential)	2/19/2020 18:34	211106 Residential New Construction
20-98	Permit Project Application (Residential)	2/19/2020 18:31	277627 Residential New Construction
20-99	Permit Project Application (Residential)	2/19/2020 18:27	221102 Residential New Construction
20-81	Permit Project Application (Residential)	2/5/2020 15:06	7500 Residential Alteration
20-65	Permit Project Application (Residential)	2/24/2020 16:08	165000 Residential Alteration
20-62	Permit Project Application (Residential)	2/6/2020 18:22	14600 Residential Alteration
20-35	Permit Project Application (Residential)	2/5/2020 14:14	36350 Residential Alteration
20-43	Permit Project Application (Residential)	2/6/2020 21:25	10000 Residential Addition
20-58	Permit Project Application (Residential)	2/3/2020 14:06	20000 Residential Alteration
20-102	Permit Project Application (Residential)	2/13/2020 20:30	15000 Residential Alteration
19-191192	Permit Project Application (Residential)	2/3/2020 17:23	199087 Residential New Construction
19-191191	Permit Project Application (Residential)	2/3/2020 17:22	199087 Residential New Construction
19-191190	Permit Project Application (Residential)	2/3/2020 17:20	199087 Residential New Construction



# FEBRUARY RESIDENTIAL VALUATIONS

19-191188 Permit Project Application (Residential)	2/3/2020 17:18	199087 Residential New Construction
19-191160 Permit Project Application (Residential)	2/3/2020 17:49	60000 Residential Alteration
19-191166 Permit Project Application (Residential)	2/13/2020 15:22	95000 Residential New Construction
19-191167 Permit Project Application (Residential)	2/20/2020 16:27	75000 Residential New Construction
19-191127 Permit Project Application (Residential)	2/11/2020 16:39	39076 Residential Alteration
19-191114 Permit Project Application (Residential)	2/11/2020 16:43	26187 Residential Alteration
19-190982 Permit Project Application (Residential)	2/25/2020 18:35	100000 Residential Addition
19-191074 Permit Project Application (Residential)	2/11/2020 15:56	75000 Residential Alteration
19-190908 Permit Project Application (Residential)	2/13/2020 18:54	60000 Residential Alteration
19-190832 Permit Project Application (Residential)	2/3/2020 22:05	1200 Residential Alteration
10-48049 Permit Project Application (Residential)	2/25/2020 15:42	93000 RES SINGLE FAMILY HOME
06-41793 Permit Project Application (Residential)	2/25/2020 16:32	500 RESIDENTIAL ALTERATION
04-37238 Permit Project Application (Residential)	2/25/2020 21:29	3500 RESIDENTIAL ALTERATION
19-1334 Permit Project Application (Residential)	2/20/2020 14:04	13000 RESIDENTIAL ALTERATION
20-185 Shed Application	2/12/2020 16:33	5000
19-191169 Shed Application	2/13/2020 15:24	2720
19-191168 Shed Application	2/5/2020 18:38	2720
20-290 Finished Basement Application	2/26/2020 21:50	13000
20-143 Finished Basement Application	2/18/2020 20:15	32000
20-129 Finished Basement Application	2/4/2020 20:47	35000
20-101 Finished Basement Application	2/3/2020 21:17	6000
19-190901 Finished Basement Application	2/5/2020 21:44	6500
20-212 Siding Permit	2/6/2020 14:21	8000
20-264 Open Deck Application	2/24/2020 17:30	66350
20-274 Windows Permit	2/20/2020 17:07	2000
20-162 Windows Permit	2/11/2020 19:59	1493
<b>TOTAL</b>		<b>3111827</b>

## Commercial Permit Valuations for February 1 thru 29,2020

Record #	Record Type	Transaction Type	Date Paid	Total Estimated Construction Value	Type of Project
20-285	Permit Project Application (Commercial)	Payment	2/18/2020 17:40	11300	Commercial Alteration
20-285	Permit Project Application (Commercial)	Payment	2/24/2020 14:09	11300	Commercial Alteration
20-269	Permit Project Application (Commercial)	Payment	2/25/2020 13:33	200000	Commercial Alteration
20-269	Permit Project Application (Commercial)	Payment	2/20/2020 13:16	200000	Commercial Alteration
20-275	Permit Project Application (Commercial)	Payment	2/20/2020 18:41	700000	Commercial Alteration
20-310	Permit Project Application (Commercial)	Payment	2/25/2020 12:25	15000	Commercial Alteration
20-160	Permit Project Application (Commercial)	Payment	2/3/2020 22:03	80000	Commercial Alteration
20-186	Permit Project Application (Commercial)	Payment	2/13/2020 19:52	27500	Commercial Site Work Only
20-89	Permit Project Application (Commercial)	Payment	2/13/2020 14:34	500596	Commercial Alteration
20-245	Permit Project Application (Commercial)	Payment	2/11/2020 21:23	2000	Interior Alterations
20-26	Permit Project Application (Commercial)	Payment	2/4/2020 14:54	10000	Commercial Restaurant New Construction
20-130	Permit Project Application (Commercial)	Payment	2/18/2020 16:23	15000	Commercial Alteration
19-191189	Permit Project Application (Commercial)	Payment	2/20/2020 21:23	500000	Commercial Conversion of Existing Space
19-191170	Permit Project Application (Commercial)	Payment	2/3/2020 14:28	281930	Interior Alterations
19-191170	Permit Project Application (Commercial)	Payment	2/3/2020 14:29	281930	Interior Alterations
19-190903	Permit Project Application (Commercial)	Payment	2/24/2020 14:29	12000	Commercial Conversion of Existing Space
15-57687	Permit Project Application (Commercial)	Payment	2/4/2020 20:42	120000	COMMERCIAL ALTERATION
15-57029	Permit Project Application (Commercial)	Payment	2/4/2020 21:11	125000	COMMERCIAL ALTERATION
19-1231	Permit Project Application (Commercial)	Payment	2/18/2020 21:03	100000	COMMERCIAL ALTERATION
19-1338	Permit Project Application (Commercial)	Payment	2/6/2020 20:28	65000	COMMERCIAL ALTERATION
18-62252	Permit Project Application (Commercial)	Payment	2/18/2020 14:30	287281	COMMERCIAL ALTERATION
08-45726	Permit Project Application (Commercial)	Payment	2/4/2020 21:22	95000	COMMERCIAL ALTERATION
08-45244	Permit Project Application (Commercial)	Payment	2/4/2020 21:42	35000	COMMERCIAL ALTERATION
				3675837	



## 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”*

#### March 2020

March 30, 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.

Time Period	Feb 24 – Mar 30, 2020
Number of Quality of Life Issues	85
Year to Date - 2020	190

The top issues addressed by the UNIT were:

- Exterior Blight Order (19)
- Garbage/Debris and Illegal dumping (15)
- Parking violations/Front lawn parking (14)
- Unsafe living/Unpermitted construction (11)
- Abandoned vehicles/Unregistered vehicles (10)

#### **COVID-19 PANDEMIC:**

Due to the global pandemic, our department has been assisting the various city departments in ensuring public safety and organization. While City Hall has been closed, our department is helping oversee the management of the building.

Additionally, the UNIT has been inspecting local businesses to ensure that they are following the federal and state mandates of being closed, or providing limited services such as restaurants.

Our department has primarily been assisting the Health Department in overseeing the coordination of our city homeless shelter. It has transitioned to two different locations. Residents

need to be medically screened; they need to be properly assigned to specific areas of the shelter, fed and put at ease, etc. The UNIT has been assisting to ensure that these responsibilities are getting done, ensuring the safety of the staff and residents. Additionally, we have been working at the shelter, assisting with overseeing the residents, as well as the daily check-ins.

### **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): 19 (YTD): 27**

**1 Shepard Road:** Sent order to property owner to clean up the rear of property; A fence falling apart, a dilapidated tent structure to be removed and various bulky pieces of debris to be removed. Issue has already been cleaned up.

**85 Franklin Street:** Sent order for property owner clean up rear of the property, mostly commercial related debris. Also, to remove commercial equipment and vehicles from the residential property.

**42 New Street:** Sent order to have the property cleaned up as there is garbage, litter and bulky debris around the perimeter of the property, including mattresses and old furniture.

**27 Beechwood Drive:** After neighbor complaints and issuing a couple of warnings, issued order to have the chickens removed from the property. They have now been removed and issue has been closed.

**92, 96A, 100, 102A, 120 Federal Road:** Issued order to car dealership(s) and businesses to remove vehicles from the front yard of the property along Federal Road. All of the dealers have removed the vehicles.

**19 Spring Street:** Sent order to clean up the entire property; remove wood piles, chickens, tarps, garbage, etc. Additionally, unregistered vehicles to be removed.

**8 Prince Street:** Sent order to clean up exterior of the property, mostly piles of garbage/recyclables, bulky discarded furniture, and unregistered vehicles.

**9 Prince Street:** Sent order to clean up exterior of the property, garbage/litter in rear of property, car parts and the removal of unregistered/inoperable vehicles.

**115 and 117 Westville Avenue:** Issued order for the removal of vehicles parked on the front lawn.

**114 Rose Hill Ave:** Issued order for the removal of commercial vehicle and equipment.

**106A Federal Road:** Issued order for the cleanup of the closed restaurant property where continual dumpings are taking place in the rear of the property.

**4 Elizabeth Road:** Issued order for the removal of car carrier trailer routinely being stored on property or the street.

**4 Berkshire Place:** Issued order for the removal of commercial vehicles and equipment.

**13 First Street Ext:** Issued order for the removal of bulky debris around exterior of the property, as well as removal of inoperable boat, and the removal of vehicles from the front lawn.

### **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.

<b>THIS PERIOD:</b>		<b>2020 YTD:</b>
Service Requests created:	168	391
Service Requests closed:	76	251
Percent closed:	45.2%	64.1%

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: March 30, 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: (2/17/20 – 3/13/20)  
COVID19 Response Reporting Period (2/27/20 – 3/30/20)

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## **COVID19 Response:**

The Department of Elderly Services COVID19 response began on February 27. I have made our best effort to document our response during this difficult and ever changing time. I appreciate the support of the Mayor's Office, the City of Danbury Department of Public Health, and all other City departments, in addition to our partners at the state and local level, including the Western CT Area Agency on Aging and our congregate meal provider, CW Resources. I also want to thank the United Way Food Collaborative, the Age Well Community Council, and the area food pantries. My staff is adapting to our new work situation with a very positive attitude. This includes two staff members who now have work cell phones. They are awaiting laptops. Most importantly, I thank our senior community for their understanding, patience, and courage, as we do our best to match them to the resources they need, as and if they are available in our community.

## **Focus on Basic Needs:**

**Food** – Breakfast program and coffee changed from self-serve to served by staff starting on March 12. Congregate meals served up until March 16. Building was closed to the public by COD Health Department at 1:00 pm on March 16. Three grab and go meals offered to the 47 seniors who are congregate meal participants. Seventeen accepted and each received 3 grab and go meals distributed on March 20. On March 23, COD Health Department stated we could no longer offer grab and go meals to seniors who would come out to receive meals due to State of CT recommendation for seniors to stay home. Numerous calls and emails to Mike Hebert,

executive director at Western CT Area Agency on Aging, the agency who funds Meals on Wheels, and CW Resources. The calls and emails exchanged were regarding our request for the WCAAA and CW Resources to possibly provide anywhere from a 5 – 14 day supply of shelf stable meals that this department would deliver. Due to lack of funding and lack of staffing, at the time of this report, they could not make a commitment to proposal. Since March 20 we have been making referrals to Meals on Wheels and Hillside Food Outreach, a food pantry that will deliver food to seniors.

**Resource and Referral** – Our answering machine message was changed to inform seniors that even though our building is closed, we are answering calls and connecting seniors to the resources they need as they are available in the community.

**Friendly Visitor Over the Phone** – We have expanded this program with a focus on senior members who have no transportation. Calls will be placed weekly to seniors. All seniors who call into the senior center for whatever reason are offered this service.

**Rent Rebate** – Outreach had begun on 800 plus Rent Rebate applications processed by this department. We stopped this effort on March 12 per guidance of the COD Department of Health. The state of CT will still begin this program on April 1, but informed us that the end date will most likely be pushed back from October 1. We will proceed with this program obtaining all necessary paperwork and signatures through the mail once we are notified as to how we will receive mail from the Post Office now that the Senior Center is closed.

#### **Reporting Period: (2/17/20 – 3/13/20)**

**Municipal Agent (Benefit and Support Appointments / Resource and Referral)**: 76 seniors / 110 services provided

**Services by Category:** CHOICES (Medicare A, B, D, Advantage, Medigap, Medicare Savings) –41, Housing -3, Rent Rebate -29, Assisted Living/Home Care -3, Veterans Benefits -1, Transportation –3, Nutrition -3, Financial -12, Supportive Counseling -3, Other - 9

**Protective Services for the Elderly:** 0

**“911” Emergency Calls:** 1

**Elmwood Hall Senior Center:** 281 senior members attended, 1,613 regular visits by those members

**Senior Nutrition Hot Lunches Served:** 449

**Front Desk Calls:** 924

**Front Desk In-Person Services:** 60

**New members this month:** 14

**Sunshine Smile Care Calls (Friendly Visitor over the Phone):** 26

**Van Transportation Program:** 336 one way rides

\*No van available due to 1 holiday and 1 COVID19 Day (Cancellation)

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

**Community Outreach:** 226

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	Feb-20	YTD 19-20	YTD 18-19	+/-	%	Comments:
NUMBER OF PEOPLE ENTERING LIBRARY	29,913	29,479	21,407	26,651	24,051	20,408	28,109	25,109	205,127	200,540	4,587	2%	
AVERAGE NUMBER OF PEOPLE PER DAY OPEN	1,151	1,092	765	888	859	704	969	930	7,357	7,306	51	1%	
COMMUNITY ENGAGEMENT	125,503	82,968	51,030	87,184	93,400	76,031	99,904	85,560	701,570	614,115	87,455	14%	
REGISTERED PATRONS WITH ACTIVE LIBRARY CARDS *	27,407	27,679	27,964	28,186	28,305	28,391	28,686	28,946	225,564	204,426	21,138	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	18,103	156,744	168,931	-12,187	-7%	
Total Inter-library loan	1,785	1,941	1,576	1,834	1,697	1,512	1,922	1,747	14,014	14,508	-494	-3%	
Total program number	172	127	78	141	135	134	120	134	1,041	1,210	-169	-14%	
Total program attendance	3,162	1,891	2,348	3,371	2,765	2,471	1,987	2,252	20,247	13,634	6,613	49%	
Meeting room use by outside agencies	48	36	57	64	41	39	55	54	394	288	106	37%	
USE OF LIBRARY MATERIALS & SERVICES - REMOTE & ELECTRONIC										0			
Computer usage	6,393	6,943	6,496	5,812	5,339	4,755	5,065	5,396	46,199	54,747	-8,548	-16%	
Ebook and audiobook circulation from Overdrive	1,032	1,112	918	876	759	858	384	358	6,297	6,310	-13	0%	
iConn ebook and audiobook downloads	83	78	63	63	53	73	52	47	512	588	-76	-13%	
Downloadable content (eSebc, Freegal, Hoopla, Kanopy, Tumblebooks)	6,670	7,046	6,477	6,874	5,512	5,790	6,686	5,870	50,925	42,629	8,296	19%	
* 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			
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		Awaiting City Council approval to	
Ezra Jack Keats Foundation	Children's Programming	\$500								3/31/20			