

VIRTUAL CITY COUNCIL MEETING
June 2, 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 May 5, 2020

CONSENT CALENDAR

AGENDA

1. COMMUNICATION - Appointment to Danbury Fire Pension Board
2. COMMUNICATION - Ecuadorian Civic Center to Food Pantries
3. COMMUNICATION - Hand Sanitizer from Bedoukian Research to Public Works
4. COMMUNICATION - Bear Mountain License Agreement
5. REPORT - Sewer Extension, 3 Parker Street
6. REPORT - Sewer and Water Extension, Great Plain Rd & Great Meadow Rd
7. REPORT - Water Extension, Osborne St. and Cleveland St.
8. RESOLUTION - NRWIB Youth Employment Program
9. RESOLUTION - Elderly and Demand Responsive Transit Service
10. RESOLUTION - CT DPH Funding Reimbursement Grant, Health Dept.
11. RESOLUTION - United Way EFSP Phase 37 Grant, Health Dept.
12. RESOLUTION - United Way EFSP CARES Grant, Health Dept.
13. REPORT & ORDINANCE - Senior Tax Freeze
14. REPORT & ORDINANCE - Water Rates
15. REPORT & ORDINANCE - Sewer Use Charges
16. REPORT & ORDINANCE - Government Entities, Sect 2-259
17. DEPARTMENT REPORTS - Police, Fire, Health-Housing & Welfare, Public Works, UNIT, Permit Center, Elderly Services, Library

ADJOURNMENT



CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810
www.danbury-ct.gov

MARK D. BOUGHTON
MAYOR

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

May 27, 2020

Honorable Members of the City Council
City of Danbury, Connecticut

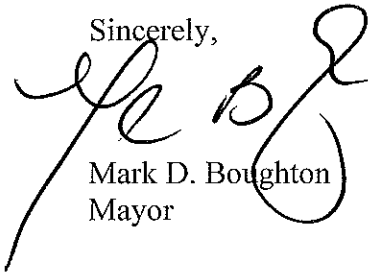
Dear City Council Members:

I hereby submit for your confirmation the appointment of Councilman Warren Levy to serve on the Danbury Fire Pension Board.

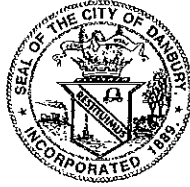
Councilman Levy has served the Danbury community in a number of volunteer capacities. He currently serves as a city councilman, and has served as the former council president. I am confident that Councilman Levy will be a strong asset to this board.

Thank you for your consideration of this appointment.

Sincerely,



Mark D. Boughton
Mayor



CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810
www.danbury-ct.gov

MARK D. BOUGHTON
MAYOR

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

May 27, 2020

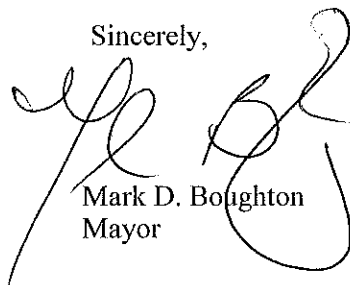
Honorable Members of the City Council
City of Danbury, Connecticut

Dear City Council Members:

I hereby submit for your consideration the approval of a donation of \$5,000 from the Ecuadorian Civic Club. The donation will be evenly split in the amount of \$2,500, and distributed to the Daily Bread Food Pantry and Hillside Food Outreach.

Thank you for your consideration of this generous donation, which will benefit our community greatly.

Sincerely,



Mark D. Boughton
Mayor



CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

HIGHWAY DEPARTMENT
(203) 797-4605

TIMOTHY P. NOLAN
SUPERINTENDENT OF PUBLIC SERVICES

May 15, 2020

To: Mayor Boughton and Members of the City Council

Re: Hand Sanitizer Donation

Mayor and City Council Members;

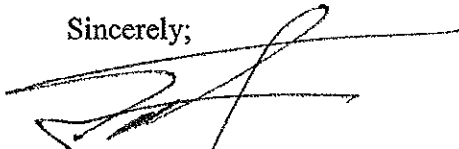
I submit the following for your consideration.

At the onset of the COVID-19 crisis, Robert Bedoukian of Bedoukian Research Inc, located on 6 Commerce Drive, Danbury, offered to make and donate hand sanitizer to the City of Danbury. Over a period of three weeks Mr. Bedoukian produced 90 gallons of hand sanitizer, which was distributed internally to all active City departments that were essential in providing city services during the pandemic.

At the current going average retail price for bulk hand sanitizer of approximately .45 cents per fluid ounce, the total value of this generous donation is \$5,184.00 dollars retail.

At a time of crisis it is great to see that there are industrious neighbors willing to stand up and support their community.

Sincerely;



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



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

SEAN P. HANLEY, SR.
SUPERINTENDENT

Department of Public Buildings
Telephone: (203)797-4584
Facsimile: (203)796-1528

May 19, 2020

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

Subject: Bear Mountain Cottage, Residential License

Dear Mayor and Members of the City Council:

Attached for your review and approval is the proposed residential license for the Cottage at Bear Mountain Park property.

The Cottage is a single family dwelling, of approximately 1200 sq ft. It is the intention to license this facility as a residential according to the terms of the attached agreement.

Please place this on the June agenda for action. Should you have any questions, or require additional information, please do not hesitate to contact me.

Regards,

A handwritten signature in blue ink, appearing to be "Sean P. Hanley".

Sean P. Hanley
Superintendent, Public Buildings Division

Cc: Antonio Iadarola P.E., Lazlo Pinter, Esq., David St. Hilaire

SPH/cag/pubblldg/g/chowhouseleaseapproval

LICENSE AGREEMENT

THIS AGREEMENT is made this _____ day of _____ 2020, by and between the CITY OF DANBURY, 155 Deer Hill Avenue, Danbury, Connecticut (hereinafter "CITY") and SHAUN J. McCOLGAN, of the City of Danbury, County of Fairfield and State of Connecticut, (hereinafter "LICENSEE");

WHEREAS, CITY is owner of a dwelling known as 19 Bear Mountain Road, Bear Mountain Reservation, known and designated as "existing ranger cottage" on a map attached hereto as "Exhibit A";

WHEREAS, the LICENSEE wishes to occupy said existing ranger cottage subject to the terms and conditions provided for herein;

W I T N E S S E T H

THAT CITY hereby grants a license to said LICENSEE to use the existing ranger cottage as above referenced as a personal residence for a period of three (3) years, through June 30, 2023, from the effective date hereof. As consideration for this license, the LICENSEE shall make the following monthly payments to the CITY

7/1/20 – 6/30/21	\$651.13 (plus year 1 CPI)
7/1/21 – 6/30/22	\$651.13 (plus years 1 & 2 CPI)
7/1/22 – 6/30/23	\$651.13 (plus years 1, 2 & 3 CPI)

payable on or before the first of each month of the license period. The LICENSEE shall have a right of first refusal with respect to the license of the ranger cottage, should such a license be offered by the CITY during the 2023 calendar year. Rent is due on or before the first day of each month of the lease period.

AND THE CITY covenants with the said LICENSEE that it has good right to grant a license for said premises in the manner aforesaid and that it will suffer and permit said LICENSEE (he keeping all the covenants on his part, as hereinafter contained) to occupy and enjoy said premises during the term aforesaid, without hindrance or molestation from the CITY.

AND THE SAID LICENSEE covenants with the said CITY to use said premises in the manner aforesaid, and to pay the consideration therefor as hereinbefore agreed, that he will commit no waste, nor suffer the same to be committed thereon, nor injure nor misuse the same; and also that he will not assign this license, nor sublicense a part or the whole of said licensed premises, nor make alterations therein, nor use the same for any purpose but that hereinbefore authorized, without written permission from said CITY but will deliver up the same at the expiration or sooner termination of his license in as good condition as they are now in, ordinary wear, fire and other unavoidable casualties excepted.

PROVIDED, HOWEVER, and it is further agreed that if the said monthly payments for said license shall remain unpaid ten (10) days after the same shall become payable as aforesaid, or if the said LICENSEE shall assign this license, or sublicense the whole or any part of said licensed premises, or use the same for any purpose but that hereinbefore authorized, or make any alteration therein without the consent of the CITY in writing, or shall commit waste or suffer the same to be committed on said premises, or injure or misuse the same, then this license shall thereupon, by virtue of this express stipulation expire and terminate, and the CITY may, at any time thereafter, re-enter said premises and resume the use thereof in the manner prescribed by the statute relating to summary process to the extent that said statute is applicable, it being understood that no demand for license payments, and no re-entry for condition broken, as at common law was applicable to leasehold interests, shall be necessary to enable the CITY to resume the use of the premises pursuant to said statute relating to summary process, if applicable, or any other applicable statute, but that all right to any such demand, or any such re-entry is hereby expressly waived by the said LICENSEE.

AND IT IS FURTHER AGREED between the parties hereto, that whenever this license shall terminate either by lapse of time or by virtue of any of the express stipulations herein, the said LICENSEE hereby waives all right to any notice to quit possession, as prescribed by the statute relating to summary process to the extent that said statute may apply to termination of this license.

AND IT IS FURTHER AGREED that in case the said LICENSEE shall, with the written consent of the said CITY endorsed hereon, or on the duplicate hereof, at any time continue to use the said premises beyond the period above specified as the termination of this license, then the said LICENSEE shall continue the use of said premises upon the same terms, and under the same stipulations and agreements as are in this Instrument contained, and no such continued use by said LICENSEE shall operate to renew this license without such written consent of CITY.

AND IT IS FURTHER AGREED between the parties hereto, that the LICENSEE agrees to comply with and to conform to all the laws of the State of Connecticut, and the by-laws, rules and regulations of the City of Danbury within which the premises hereby licensed are situated, relating to health, nuisance, fire, highways and sidewalks, so far as the premises hereby licensed are or may be concerned; and to save the CITY harmless from all fines, penalties and costs for violation of or non-compliance with the same, and that said premises shall be at all times open to the inspection of said CITY and its agents, and for necessary repairs.

AND IT IS FURTHER AGREED that the said LICENSEE is to pay the water rates, or rent, for all water used and consumed on said licensed premises during the term aforesaid, in addition to the consideration hereinbefore provided for.

AND IT IS FURTHER AGREED between the parties to these presents, that in case the building erected on the premises hereby licensed shall be partially damaged by fire or otherwise, the same shall be repaired as speedily as possible at the expense of the said CITY; that in case the damage shall be so extensive as to render the building or premises unusable, the license payments shall cease until such time as the building shall be put in complete repair; but in the case of the total destruction of the premises, by fire or otherwise, the monthly payments shall be paid up to the time of such destruction and then and from thenceforth this license shall cease and come to an end.

If the whole or any part of the premises shall be acquired or condemned by Eminent Domain for any public or quasi-public use or purpose, then and in that event, the term of this license shall cease and terminate from the date of title vesting in such proceeding and LICENSEE shall have no claim against CITY for the value of any un-expired term of said license.

AND LICENSEE further covenants and agrees that no accumulation of boxes, barrels, packages, waste paper, or other articles shall be permitted in or upon the premises.

AND THE LICENSEE covenants that in the event the CITY is required to employ an attorney in order to enforce a provision of this license, the LICENSEE shall pay a reasonable attorney's fee.

AND THE LICENSEE FURTHER AGREES AS FOLLOWS:

1. To pay a security deposit in the amount of one month's license payment which shall be deposited with CITY as security for LICENSEE'S faithful performance of his obligations hereunder.
2. In the event that LICENSEE'S employment is terminated by CITY, notification to LICENSEE of such termination shall operate as thirty (30) days notice of termination of this agreement.
3. LICENSEE shall be responsible for payment of utilities.
4. In addition to the monthly payments for said license agreed upon in this Instrument, LICENSEE agrees, as a part of the consideration of this license to undertake the duties set forth below:

- (a) Keep the parking lot gates open during all hours in which the facility is open to the public.
- (b) Distribute trail maps and keep pamphlets in the appropriate sign boxes.
- (c) Check parking lot, morning and evening.
- (d) Check the Bear Mountain Reservation property daily, weather permitting, by walking the trails and/or boundaries.
- (e) Report any violations of the rules and regulations to the appropriate enforcement authorities, including police and the Director of the Department of Recreation.
- (f) Call appropriate emergency personnel (fire, ambulance, etc.) as needed to respond to emergency situations.
- (g) Maintain the ranger cottage and surrounding grounds in a neat, orderly condition.
- (h) Contact and act as a liaison with the Parks and Recreation Department to obtain services approved by the CITY, including mowing, snow plowing, etc.
- (i) Provide the Director of the Department of Parks and Recreation with monthly activity reports in the form and content as reasonable requested from time to time by him; attend Parks and Recreation Commission meetings as requested and report on activities at the facility.
- (j) Open gates and maintain parking during special events as may be arranged from time to time by the Department of Parks and Recreation or the Parks and Recreation Commission.
- (k) Perform other duties as mutually agreed to from time to time.
- (l) Notify the Director of the Department of Recreation when the LICENSEE is going to be away for a period of time in excess of seven (7) days.

In performing the above duties, the use of firearms or other weapons of any type is expressly prohibited.

(Signatures on following page)

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, this _____ day of _____, 2020.

Signed, sealed and delivered
in the presence of:

CITY OF DANBURY

Witness

By: _____
Mark D. Boughton, Mayor

LICENSEE

Witness

By: _____
Shaun J. McColgan

STATE OF CONNECTICUT)
) ss: Danbury
COUNTY OF FAIRFIELD)

On this the _____ day of _____ 2020, before me, the undersigned officer, personally appeared Mark D. Boughton, who acknowledged himself to be the Mayor of the City of Danbury, a municipal corporation, and that he as such Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself as Mayor.

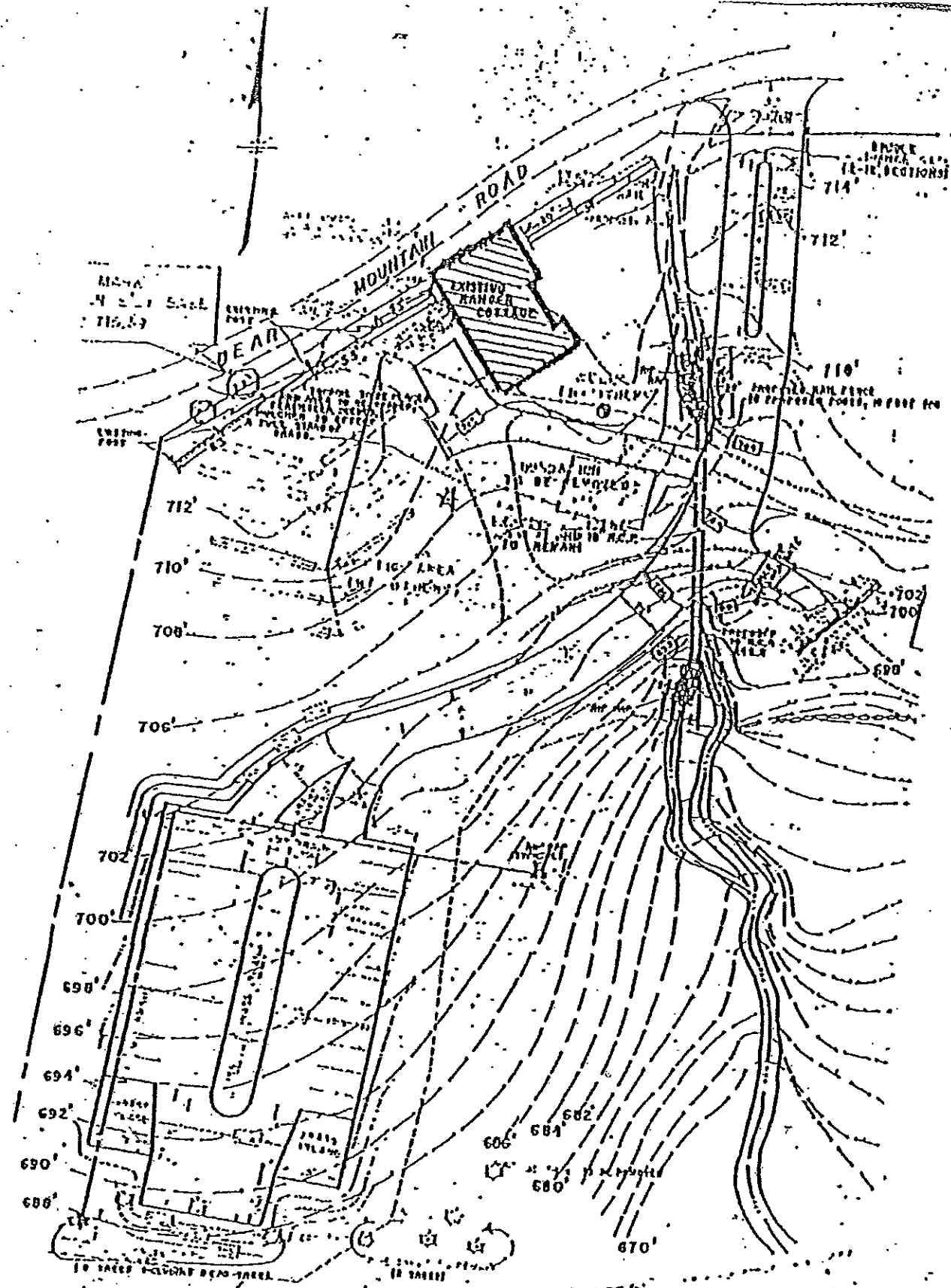
IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public / Commission expires:
Commissioner of the Superior Court

STATE OF CONNECTICUT)
) ss: Danbury
COUNTY OF FAIRFIELD)

On this the _____ day of _____ 2020, before me, the undersigned officer, personally appeared Shaun J. McColgan, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

Notary Public / Commission expires:
Commissioner of the Superior Court





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

April 21, 2020

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

Request for Renewal
Sanitary Sewer Time Extension Approval
3 Parker Street
Tax Assessor's Lot No. H12036

Dear Mayor Boughton and City Council Members:

As per Sec. 48-170 of the Code of Ordinances, at the April 7, 2020 City Council meeting, the March 19, 2020 application from Dainius Virbickas, P.E. on behalf of Ivan Deoliveira, requesting a time extension for the approval previously granted by the City Council for the installation of a sanitary sewer main to serve the above noted property (Tax Assessor's Lot No. H12036) was referred to our division for a report (reference item 6 of the meeting minutes).

An 18 month time extension, related to the approval of the sanitary sewer extension, is acceptable to the Engineering Division of the Public Works Department as per the previously approved plans.

If the City Council approves this time extension, the approval should be subject to the City's standard (8) steps/conditions and conditions of the original June 5, 2018 City Council approval. A copy of the standard eight (8) steps/conditions is on file in the office of the City of Danbury'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: Honorable Mark D. Boughton, Mayor
 Laszlo L. Pinter, Esq.
 Sharon B. Calitro, AICP



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

PLANNING COMMISSION
www.danbury-ct.gov

(203) 797-4525
(203) 797-4586 (FAX)

May 11, 2020

To: Mayor Mark Boughton
Members of City Council

From: Planning Commission

Re: 8-24 Referral - April City Council Agenda Item # 6: Sewer Extension Renewal - 3
Parker Street.

The Planning Commission has received a request from the City Council for a report pursuant to CT General Statutes/Sec 8-24, regarding the above referenced item.

At the May 6, 2020 meeting, the Planning Commission voted to give a **positive** recommendation for the above referenced request with the standard conditions: this is subject to compliance with the standard Public Works/Engineering Dept. requirements for a sewer main extension and all final plans and documents should be approved as to form and content by the Office of the Corporation Counsel prior to acceptance by the City and recording on the Danbury Land Records.

The motion to give a positive recommendation passed unanimously with five AYES (from Mr. Chiochio, Mr. Haas, Mrs. Hoffstaetter, Mr. Salvagne, and Chairman Finaldi).

Arnold E. Finaldi Jr.
Chairman

AEF/jr

c: Engineering Dept.
Corporation Counsel



CITY OF DANBURY
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ENGINEERING DIVISION

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

April 21, 2020

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

Request for Sanitary Sewer and Water Extensions Time Extensions
Great Plain Road and Great Meadow Road – Albert J. Salame

Dear Mayor Boughton and City Council Members:

As per Sec. 48-170 and Sec. 48-37 of the Code of Ordinances, at the April 7, 2020 City Council meeting, the March 17, 2020 request by Attorney Neil R. Marcus, on behalf of Albert J. Salame, for time extensions for the previous approvals granted by the City Council for the sanitary sewer and water extensions to serve the above noted areas was referred to our division for a report (reference Item #5 of the meeting minutes).

A time extension for this sanitary sewer extension and the approval of the water extension was last approved by the City Council at its October 2, 2018 meeting (reference Item #10 of the City Council meeting minutes). From an engineering point of view, we have no objections to the approval of this request for another time extension for the sanitary sewer and a request for a time extension for the water.

If the City Council decides to approve this request for time extensions, the approval should be subject to meeting all of the conditions attached to the original sanitary sewer extension approval letter and meeting all of the recommendations and conditions of the water extension approval as approved at the October 2, 2018 City Council Meeting (reference Item #10 of the meeting minutes), copies of which are on file in the City's Legislative Assistant's office.

If you have any questions, please give me a call.

Sincerely,

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

C: Honorable Mark D. Boughton, Mayor
 Laszlo L. Pinter, Esq.
 Sharon B. Calitro, AICP
 David M. Day, P.E.



CITY OF DANBURY
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DANBURY, CONNECTICUT 06810

PLANNING COMMISSION
www.danbury-ct.gov

(203) 797-4525
(203) 797-4586 (FAX)

May 11, 2020

To: Mayor Mark Boughton
Members of City Council

From: Planning Commission

Re: 8-24 Referral - April City Council Agenda Item # 5: Water and Sewer Extension
Renewal - Great Plain Road.

The Planning Commission has received a request from the City Council for a report pursuant to CT General Statutes/Sec 8-24, regarding the above referenced item.

At the May 6, 2020 meeting, the Planning Commission voted to give a **positive** recommendation for the above referenced request with the same density restriction limiting this to sixty-three (63) single-family homes. This recommendation is also subject to the standard Public Works/Engineering Dept. requirements for sewer & water main extensions and all final plans and documents should be approved by Corporation Counsel prior to acceptance and recording.

The motion to give a positive recommendation passed unanimously with five AYES (from Mr. Chiochio, Mr., Haas, Mrs. Hoffstaetter, Mr. Salvagne, and Chairman Finaldi).

Arnold E. Finaldi Jr.
Chairman

AEF/jr

c: Engineering Dept.
Corporation Counsel



CITY OF DANBURY

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ENGINEERING DIVISION

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

April 21, 2020

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

**Request for Renewal
Water Extension Time Extension
Victorian Associates, LLC
120 & 128 Osborne Street, 9 & 17A Cleveland Street**

Dear Mayor Boughton and City Council Members:

As per Sec. 48-37 of the Code of Ordinances, at the April 7, 2020 City Council meeting, the February 26, 2020 application from Robert Botelho, Victorian Associates, LLC, requesting a time extension for the approval previously granted by the City Council for a water main extension to serve the above noted property (Tax Assessor's Lots Nos. J12093, J12093-1, J12115, J12237) was referred to our division for a report (reference item 7 of the meeting minutes).

An 18-month time extension for this water extension, last approved by the City Council at its October 2, 2018 meeting (reference item 12 of the City Council meeting minutes) is acceptable to the Engineering Division of the Public Works Department as per the previously approved plans.

If the City Council decides to approve this request for a time extension, the approval should be subject to the City's standard (8) steps/conditions. A copy of the standard eight (8) steps/conditions is on file in the office of the City of Danbury's Legislative Assistant.

If you have any questions, please give me a call.

Sincerely,

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

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



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DANBURY, CONNECTICUT 06810

PLANNING COMMISSION
www.danbury-ct.gov

(203) 797-4525
(203) 797-4586 (FAX)

May 11, 2020

To: Mayor Mark Boughton
Members of City Council

From: Planning Commission

Re: 8-24 Referral - April City Council Agenda Item # 7: Water Extension Renewal -
120-128 Osborne Street and 9 & 17 Cleveland Street.

The Planning Commission has received a request from the City Council for a report pursuant to CT General Statutes/Sec 8-24, regarding the above referenced item.

At the May 6, 2020 meeting, the Planning Commission voted to give a **positive** recommendation for the above referenced request subject to the standard Public Works/Engineering Dept. requirements for water main extensions and all final plans and documents should be approved by Corporation Counsel prior to acceptance and recording.

The motion to give a positive recommendation passed unanimously with five AYES (from Mr. Chioocchio, Mr. Haas, Mrs. Hoffstaetter, Mr. Salvagne, and Chairman Finaldi).

Arnold E. Finaldi Jr.
Chairman

AEF/jr

c: Engineering Dept.
Corporation Counsel



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

David W. St. Hilaire
Director of Finance

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

MEMORANDUM

TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *D ST*
DATE: 5/21/20
RE: RESOLUTION-NRWIB YOUTH EMPLOYMENT PROGRAM

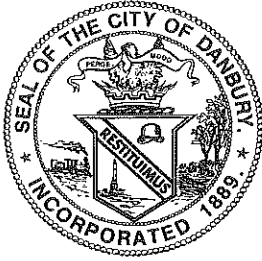
Attached for your review is a resolution that will allow the City of Danbury to apply for and accept funding through the Northwest Regional Workforce Investment Board (NRWIB). This funding is available to municipalities from the State of Connecticut Department of Labor and is passed to agencies coordinating employment for area youth.

The Mayor's Office requests once again to continue to work with Danbury Youth Services to facilitate this program. A funding request in an amount not to exceed \$84,000 will be submitted to NRWIB to fund a youth employment program from 7/1/20-6/30/21.

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

Attach.

DST/sk



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the Northwest Regional Workforce Investment Board has notified the City of Danbury of funding through the State of Connecticut Department of Labor for a Youth Employment Program; and

WHEREAS, funding is available to cover programs from 7/1/20-6/30/21 in an amount not to exceed \$84,000; and

WHEREAS, these funds will be 'passed-through' to Danbury Youth Services to oversee and administer employment programs for the participants.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, is hereby authorized to apply for and accept said funding and to sign any contracts or documents in connection therewith to effectuate the purposes of said grant.



Sue Kaminski <s.kaminski@danbury-ct.gov>

Fw: DYS RFQ Summer Youth Employment Program 2020

Julie Schmitter <julies.dys@snet.net>

Mon, Apr 27, 2020 at 1:02 PM

Reply-To: Julie Schmitter <julies.dys@snet.net>

To: Sue Kaminski <s.kaminski@danbury-ct.gov>

Cc: "ddoling@danburyyouthservices.org" <ddoling@danburyyouthservices.org>

Hi Sue:

We are moving forward with the RFQ for the Summer Youth Employment Program.

I wanted to forward the summary below with the attached RFQ that includes the proposed budget, which will need to be eventually signed by the Mayor.

Let me know if you need me to do anything at this time.

I hope you are well and staying safe:)

Thank you,

Julie

Julie Schmitter
Executive Director
Danbury Youth Services, Inc.
<http://www.danburyyouthservices.org>
 50th Label

----- Forwarded Message -----

From: Julie Schmitter <julies.dys@snet.net>**To:** Bob Coatta <coatta@careerresources.org>; Tammy Mikadze <danburyjrb@gmail.com>**Cc:** ddoling@danburyyouthservices.org <ddoling@danburyyouthservices.org>**Sent:** Monday, April 27, 2020, 12:59:36 PM EDT**Subject:** RE: DYS RFQ Summer Youth Employment Program 2020

April 27, 2020 13738112

DYS will provide the necessary supervision and payroll services to operate a 6-week summer youth employment program from July 6, 2020 - August 14, 2020.

As part of the contract, DYS will supervise approximately twenty five (25) established work-sites throughout the City of Danbury to provide 44 DYS youth workers with job sites to fulfill 120 hours of job related responsibilities. In addition, DYS will collect timesheets and track attendance as part of this contract. DYS will also provide payroll checks every two weeks for the length of the contract.

The staff person providing the coordination of these services has successfully directed DYS youth employment and other youth programs for four (4) years. In addition, one (1) site supervisor will also assist in the supervision of youth at select youth work sites. The Executive Director of DYS

supervises the program coordinator/Project Director and provides fiscal oversight together with the DYS Operations Director.

DYS is a non-profit agency designated as the Youth Services Bureau for the City of Danbury and a licensed psychiatric clinic. DYS has operated for over 50 years providing services to youth and families. DYS mission is to strengthen youth and families by supporting and fostering hope and teaching the skills necessary to lead positive and productive lives.

Please see attached RFQ and required budget and other documentation.

Thank you,

Julie


page1image13738112

Julie Schmitter

Executive Director

Danbury Youth Services, Inc.

<http://www.danburyyouthservices.org>

50th Label



DYS RFQ_PY 20-21 CYEP suburban towns 2020.pdf

987K

NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD
State Youth Employment Program PY 20-21
Cover Page

Organization Name:	City of Danbury/ Danbury Youth Services, Inc.
Mailing Address:	91 West Street. Danbury, CT 06810
Contact Person:	Julie Schmitter
Contact Person's Title:	Executive Director
Telephone:	203-748-2936
Fax Number:	203-797-8568
E-Mail Address:	jschmitter@danburyyouthservices.org

SIGNATURES:

Authorized Signatory: _____

Printed Name of Signatory: Mayor Mark Boughton

Title of Signatory: Mayor, City of Danbury

Date Signed: _____



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: 05/20/20
TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *D ST*
RE: **RESOLUTION – ELDERLY AND DEMAND RESPONSIVE**
TRANSIT SERVICE

Attached for your review is a resolution that will allow the City of Danbury to participate in the enhanced regional municipal 'Elderly and Demand Response Transit Service' matching grant program through the State of Connecticut Department of Transportation.

This resolution allows the City of Danbury to designate HART (Housatonic Area Regional Transit) to make application for this funding for the 2020-2021 fiscal year. The local match is met by the City's annual allocation to HART in the adopted budget.

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

Attach.

DST/sk



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Transportation provides matching grants for the enhanced regional municipal 'Elderly and Demand Responsive Transportation' program; and

WHEREAS, state law requires that participating municipalities make application for said funding through a designated transit district or system; and

WHEREAS, Housatonic Area Regional Transit (HARTransit) will submit said application on behalf of Danbury and other regional towns; and

WHEREAS the local match of 50% will be met through the adopted budget allocation to HARTransit; and

WHEREAS authorization to participate in the regional application for the program is required.

NOW, THEREFORE BE IT RESOLVED THAT, Mayor Mark D. Boughton is hereby authorized to execute all necessary agreements or other documents for said purpose.

Western Connecticut COUNCIL OF GOVERNMENTS



TO: COG, MPO, and TAG Members
 FROM: Kristin Hadjstylianos, Todd Fontanella
 DATE: May 5, 2020
 RE: State Matching Grant Program (MGP) for Elderly and Demand Response
 Transportation

Overview: CTDOT has announced the FY 2021 application process for the MGP, which provides matching funds for transportation of seniors and persons with disabilities to each municipality. Funding is calculated based on the land area and population of those over age 60. The program has been in place since 2006.

The funds cannot replace municipal support for transportation services. If a town or city reduces its funding for senior/disabled transportation, the grant will be proportionally reduced. For your convenience, the application will be available in electronic format and can be found at www.ct.gov/dot.

Required Materials: Municipalities need to submit the required application, certifications, budget information as follows:

- Maintenance of Effort Certification: should be completed and signed by the CFO. Please also include a copy of the budget page for FY 20 that shows the line item for this transportation program.
- Assignability Certification: Those municipalities participating in a coordinated program through a transit district (NTD or HARtransit) should complete this form and have it signed by the municipal CEO assigning the grant to the transit district.
- Program Budget: Please also include a copy of the budget page for FY 2021 that shows the line item for this transportation program. Please mark on the budget page the line item attributable to the dial-a-ride program.

It is recommended that the grant program and sign off for the MGP certifications be placed on the agenda for your municipal boards soon and to avoid any delays.

Submission: required materials are due to WestCOG and CTDOT by June 1, 2020. Materials should be transmitted to the following contacts:

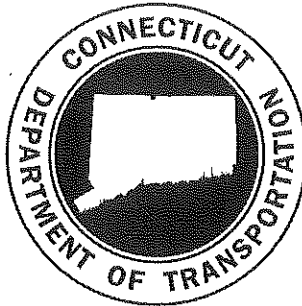
- CTDOT: Aimee Marques, Aimee.Marques@ct.gov
- WestCOG: Todd Fontanella, tfontanella@westcog.org

Assistance - please direct all inquiries to: Todd Fontanella, tfontanella@westcog.org or 475-323-2076

Attachments:

- CTDOT Maintenance of Effort Certification and Assignability Certification
- CTDOT Grant Assignment Certification

STATE MATCHING GRANT PROGRAM APPLICATION
ELDERLY AND DISABLED DEMAND RESPONSIVE TRANSPORTATION
CONNECTICUT GENERAL STATUTES (CGS) 13B-38BB
STATE FISCAL YEAR (SFY) 2020 THRU SFY 2022



MARCH 2019

CONNECTICUT DEPARTMENT OF TRANSPORTATION (CTDOT)

OFFICE OF TRANSIT AND RIDESHARING

ROOM 1137 NE

P.O. BOX 317546

NEWINGTON, CT 06131-7546

CTDOT website

<https://www.ct.gov/dot/site/default.asp>



CITY OF DANBURY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
 155 DEER HILL AVENUE • DANBURY, CONNECTICUT 06810
www.danbury-ct.gov/health • healthdept@danbury-ct.gov
 TEL: 203.797.4625 • FAX: 203.796.1596

Mark D. Boughton
 Mayor

Kara Marie Prunty, MPA
 Acting Director of Health of Health

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

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

DATE: May 21, 2020

RE: Local Health Department Reimbursement for COVID-19

The Danbury Health and Human Services Department has identified a potential funding reimbursement opportunity in the form of a grant available through the State of Connecticut Department of Public Health (CT DPH) in an amount not to exceed \$76,058. CT DPH will be processing reimbursement requests from local health departments for expenses incurred related to COVID-19. There is no funding match required by the City.

Respectfully,

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

Reimbursement Guidance for Local Health Departments and Districts for COVID-19 Response Activities – April 1, 2020 – April 30, 2020

The Department of Public Health, Public Health Preparedness Local Health Section has allocated 2.5 million of Crisis Response Cooperative Agreement funding to support local health department reimbursement for COVID-19 response activities. Below is a listing of some of the common approved items for reimbursement and a listing of items which we cannot reimburse for under this funding source. In addition, a checklist has been included with this guidance to ensure submission of a complete reimbursement request package.

Approved Reimbursement Activities/Purchases:

Local Health Department/District Staff Time

- Overtime for LHD staff
- Increase in hours of part-time staff

Purchase of Services

- Translation Services
- IT services
- Website development
- Hotline/Telephone answering services
- Temporary positions/Consultants

Supplies/Purchases

- Laptops/IPads
- Hand sanitizer/disinfecting supplies/thermometers
- PPE purchases for health department
- Technology services for teleworking (Zoom, etc.)
- Educational materials/Printing services
- Hotline/telephone after hours support services
- Mileage Reimbursement

Unapproved for Reimbursement:

Purchases

- Food, coffee, paper plates, napkins, cups etc.
- Toilet Paper
- Office furniture including desks, tables, chairs and lamps
- Refrigerators and medical supplies for vaccinations
- Clothing including uniforms, vests and jackets

Reimbursement to FEMA for consideration

- PPE purchases for Police, Fire and EMS
- Homeless shelter costs including cots
- Hotels and housing costs associated with relocation of homeless populations

COVID-19 Reimbursement Request Checklist

Reimbursement Requests for the period of April 1 through April 30, 2020 are due May 15, 2020.

- ☐ **Signed DPH Invoice** with your information added to the following boxes:
 - Box (9) FEIN number
 - Box (10) Health Department/District Name and Address
 - Box (14) Authorized signature, telephone, name and title
- ☐ **PO# records:** For each expenditure, copies of Order paperwork from a vendor, this documentation verifies your order and will typically include the following: item name, description, unit price, extended price, shipping, etc.
- ☐ **Paid Invoice records:** For each expenditure, copies of documentation from your organization verifying payment has been made (examples include copies of checks issued, copies of internal Purchase Orders, copies of credit card records)
- ☐ Signed copy of the MS Excel **"Overtime Reimbursement"** tracking sheet with detailed justifications* for expenses.
- ☐ Signed copy of the MS Excel **"Supplies, Purchases and Services"** tracking sheet with detailed justifications* for expenses.

Justifications:

Overtime: shall detail the COVID-19 response activities the employee performed during the reimbursement period

Purchases: shall detail why the purchase was necessary *and* how it is being utilized by the Health Department to support COVID-19 response activities. For lap top/tablet, IT purchases, please identify the individual the purchase is assigned to including their name and title.

Incomplete Reimbursement Request Packets will be returned for completion and resubmission.

Crisis Response Funding Reimbursements to Local Health Departments and Districts

Full Time Health Department	Total
Bethel	\$32,019
Bridgeport	\$100,785
Danbury	\$76,058
Darien	\$31,841
East Hartford	\$42,387
Essex	\$25,570
Fairfield	\$40,071
Glastonbury	\$31,663
Greenwich	\$49,834
Guilford	\$27,815
Hartford	\$66,580
Madison	\$28,420
Manchester	\$37,827
Meriden	\$39,537
Middletown	\$37,257
Milford	\$42,316
Monroe	\$27,815
New Britain	\$43,777
New Canaan	\$30,202
New Fairfield	\$28,563
New Haven	\$85,357
New Milford	\$32,660
Norwalk	\$82,827

DISTRICT/TOWN	Total
Bristol/ Burlington	
Bristol	
Burlington	
<u>Total</u>	\$39,858
Central CT	
Berlin	
Newington	
Rocky Hill	
Wethersfield	
<u>Total</u>	\$51,152
Chatham	
Colchester	
East Haddam	
East Hampton	
Hebron	
Marlborough	
Portland	
<u>Total</u>	\$31,200
Chesprocott	
Cheshire	

Part Time Health Dept.	Total
Brookfield	\$14,846
Cromwell	\$12,708
Durham	\$10,748
Killingworth	\$10,428
Orange	\$13,492
Redding	\$12,138
Sharon	\$10,499
Sherman	\$10,428
Somers	\$12,565
South Windsor	\$13,314
Washington	\$10,641
Easton	\$10,962
<u>Total</u>	\$142,767

Ridgefield	\$31,520
Stamford	\$124,158
Stratford	\$46,022
Trumbull	\$39,145
Wallingford	\$35,083
Waterbury	\$74,668
Westbrook	\$25,570
West Haven	\$52,542
Wilton	\$30,772
Windsor	\$37,007
Total	\$1,537,668

Prospect	
Wolcott	
Total	\$31,200
CT River Area	
Chester	
Clinton	
Deep River	
Haddam	
Old Saybrook	
Total	\$29,311
Eastern Highlands	
Andover	
Ashford	
Bolton	
Chaplin	
Columbia	
Coventry	
Mansfield	
Scotland	
Tolland	
Willington	
Total	\$29,596
East Shore	
Branford	
East Haven	
North Branford	
Total	\$47,732
Farmington Valley	
Avon	

Barkhamsted	
Canton	
Colebrook	
East Granby	
Farmington	
Granby	
Hartland	
New Hartford	
Simsbury	
Total	\$40,107
Ledge Light	
East Lyme	
Groton	
Groton (B)	
Ledyard	
Lyme	
New London	
North Stonington	
Old Lyme	
Stonington	
Stonington (B)	
Waterford	
Total	\$40,463
Naugatuck Valley	
Ansonia	
Beacon Falls	
Derby	
Naugatuck	
Seymour	
Shelton	

Newtown	<u>Total</u>	<u>\$65,119</u>
Bridgewater		
Newtown		
Newtown (B)		
Roxbury		
	<u>Total</u>	<u>\$29,739</u>
North Central		
East Windsor		
Ellington		
Enfield		
Suffield		
Stafford		
Vernon		
Windham		
Windsor Locks		
	<u>Total</u>	<u>\$54,715</u>
Northeast		
Brooklyn		
Canterbury		
Danielson (B)		
Eastford		
Hampton		
Killingly		
Plainfield		
Pomfret		
Putnam		
Sterling		
Thompson		

Union	
Woodstock	
<u>Total</u>	<u>\$29,774</u>
Pomperaug	
Oxford	
Southbury	
Woodbury	
<u>Total</u>	<u>\$33,658</u>
Plainville - Southington	
Middlefield	
Plainville	
Southington	
<u>Total</u>	<u>\$36,117</u>
Quinnipiac Valley	
Bethany	
Hamden	
North Haven	
Woodbridge	
<u>Total</u>	<u>\$59,882</u>
Torrington Area	
Bantam (B)	
Bethlehem	
Canaan	
Cornwall	
Goshen	
Harwinton	
Kent	

Litchfield	
Litchfield (B)	
Middlebury	
Morris	
Norfolk	
North Canaan	
Plymouth	
Salisbury	
Thomaston	
Torrington	
Warren	
Watertown	
Winchester	
Uncas	
Bozrah	
Griswold	
Jewett City (B)	
Lisbon	
Lebanon	
Montville	
Norwich	
Sprague	
Salem	
Voluntown	
Franklin	
Preston	
Westport/Weston	
Weston	
Total	\$51,616
Total	\$31,485

Westport	<u>Total</u>	<u>\$36,223</u>
W. Hartford-Bloomfield		
Bloomfield		
West Hartford	<u>Total</u>	<u>\$47,696</u>
<u>TOTALS</u>		\$816,643



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the Health and Human Services Department (“Health”) has been advised of a potential funding reimbursement from the State of Connecticut Department of Public Health (“CT DPH”) for expenses related to COVID19; and

WHEREAS, some of the reimbursable expenses covered would be for additional supplies, services and overtime of City employees; and

WHEREAS, Health would like to apply for such funds in an amount not to exceed \$76,058.00; and

WHEREAS, this program requires no local match.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, or Kara Marie Prunty, Acting Director of Health, as his designee, is hereby authorized to apply for and accept this funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to effectuate the purposes thereof.



CITY OF DANBURY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
 155 DEER HILL AVENUE • DANBURY, CONNECTICUT 06810
www.danbury-ct.gov/health • healthdept@danbury-ct.gov
 TEL: 203.797.4625 • FAX: 203.796.1596

Mark D. Boughton
 Mayor

Kara Marie Prunty, MPA
 Acting Director of Health of Health

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

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

DATE: May 21, 2020

RE: EFSP Phase 37 Grant

The Danbury Health and Human Services Department has identified a potential funding opportunity in the form of a grant available through the United Way for the Emergency Food & Shelter Program (EFSP) in an amount not to exceed \$50,622. The National Board stipulates that these funds are to be used towards helping the hungry and the homeless by providing funds for feeding and shelter expenses. The Phase 37 spending period is January 1, 2020 and May 31, 2021 and there is no funding match required by the City.

Our department intends to apply for this funding and, if awarded, will utilize the monies to fund the costs associated with shelter operations.

Respectfully,

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

Important Information about the Emergency Food & Shelter Program

Thank you for your interest in applying for Emergency Food and Shelter Program (EFSP) funds.

By completing this application, your organization acknowledges that you agree to follow all program requirements and no organization is guaranteed funding through the program for any reason.

The information below has been compiled to help your organization determine its eligibility for and ability to administer EFSP funds. If you have questions about the program or the application, please feel free to contact Victoria Scofield at (203) 883-6704 or victoria.scofield@uwwesternct.org.

About the EFSP

The Emergency Food and Shelter Program was created in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic (not disaster-related) emergencies. EFSP funding is Federal Funding awarded through the Department of Homeland Security and is open to all organizations helping hungry and homeless people. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering) and rent/mortgage and utility assistance efforts only.

EFSP is governed by a National Board that selects jurisdictions for funding. Local Boards are convened in qualifying jurisdictions to determine the highest need and best use of funds and to select Local Recipient Organizations (LROs) that will provide emergency food and shelter services.

EFSP is a restricted federal grant and there are no guarantees for funding. If funding is awarded, program expenditures are limited to food, meals, shelter, rent/mortgage assistance, and utility assistance. Please note that the total EFSP award amount is \$50,622 for Phase 37, down from \$64,498 for Phase 36. As a result, LROs may be funded below their Phase 36 funding level. The list below provides general descriptions of allowable expenditures.

EFSP National Board breakdown of allowable usage of funds

A. SERVED MEALS – Agencies funded in this category are serving meals to clients. Agencies typically funded in this category are mass feeding providers. Either direct costs or a per meal allowance of \$2.00 as approved by the Local Board are allowable, not both.

B. OTHER FOOD – Agencies funded in this category are providing food for clients to take home and prepare meals for themselves. Agencies typically funded in this category are food pantries and food banks. Expenses include such items as vouchers to grocery stores or restaurants, food bought from food banks or grocery stores, and food transportation costs.

C. MASS SHELTER – Agencies funded in this category are providing sleeping accommodations in their facility for clients. Agencies typically funded in this category operate mass shelters. A per diem allowance of \$12.50 for on-site shelters of five beds or more are allowable. Transportation costs for shelter may be included here as a direct cost.

D. OTHER SHELTER – Agencies funded in this category are sending clients to other facilities for sleeping accommodations. Agencies typically funded in this category either do not operate mass shelters or cannot provide appropriate accommodation for a client. Expenses include motel/hotel expenditures and shelter vouchers.

E. RENT/MORTGAGE – Agencies funded in this category are providing emergency rental assistance to clients. Agencies typically funded in this category operate other rent/mortgage programs. Expenditures include the payment of a client's rent or mortgage for one month.

F. SUPPLIES/EQUIPMENT – Agencies funded in this category are not eligible for the per meal or the per diem allowance. Agencies typically funded in this category are providing mass feeding, mass sheltering, or providing food to clients to prepare themselves. This category also includes the purchase of diapers and feminine hygiene products by agencies and clients.

G. UTILITY ASSISTANCE - Agencies funded in this category are providing emergency utility assistance to clients. Agencies typically funded in this category operate other utility programs. Expenditures include the payment of a client's utility bill for one month (monthly billing cycle) as well as non-metered utilities.

H. BUILDING CODE REPAIRS/ACCESSIBILITY IMPROVEMENTS – Agencies funded in this category must not use EFSP funding for routine maintenance or repairs. Agencies funded in this category must have had an unexpected emergency repair or building code citation that will cause the agency to close or curtail service without the work being done.

NEW FOR PHASE 37: Agencies can use up to 10% of their award to purchase Personal Protective Equipment (PPE) which is specifically intended to prevent or mitigate the transmission of communicable diseases. The PPE must fall within the guidelines of the CDC, FDA, or state and local health requirements. The PPE must be directly distributed to staff and volunteers of the agency to conduct and deliver services and /or to clients in order for them to receive services. These funds cannot be used to purchase PPE for general distribution to the public or for use outside of an agencies mission area.

Organizations administering the Emergency Food and Shelter Program must follow all rules for expenditures allowed within these categories as well as documentation requirements. Local Recipient Organizations (LRO) can find the program manual and other important information online at www.efsp.unitedway.org. If you are considering applying for funds for the first time and would like more information on documentation requirements, please refer to the online program manual or contact the Local Board Chair.

Eligibility:

Local Recipient Organizations must certify that they meet all eligibility requirements. **The following partial list of requirements has been provided to help your organization determine its eligibility for and ability to administer the EFSP:**

- Is a nonprofit or an agency of government with a Federal Employer Identification Number (FEIN)
- Has a Data Universal Number System (DUNS) number issued by Dun & Bradstreet for federal grant tracking
- Is not debarred or suspended from receiving Federal funds
- Demonstrated capability to provide emergency food and shelter services within the guidelines and restrictions of the EFSP
- Will use funds to *supplement and extend existing resources* and not to substitute or reimburse ongoing programs and services
- Has an accounting system and will pay all vendors by LRO check, LRO vendor issued credit card, or LRO debit card and understands that cash payments are not acceptable
- Will conduct an independent annual review/audit if receiving \$25,000 or more in EFSP funds
- Has not received an adverse opinion or no opinion audit
- Practices non discrimination (LROs with a religious affiliation will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds)
- Has a voluntary board if private, not-for-profit
- Will comply with the Responsibilities and Requirements Manual, particularly the Eligible and Ineligible Costs section and will inform appropriate staff and volunteers of EFSP requirements
- Will provide all required reports to the Local Board in a timely manner
- Will expend monies only on eligible costs and keep complete documentation as required by EFSP on all expenditures for a minimum of three years after the end of the program
- Will expend all funds and close-out the program by the jurisdiction's selected end-of-program date and return any unused funds to the National Board
- Has no known EFSP compliance exceptions in this or any other jurisdiction
- A financial management system is in place that provides for
 - Accurate, current, and complete disclosures of the financial results of EFSP
 - Records that identify adequately the source and application of funds for federally supported activities, including information pertaining to Federal awards, authorizations, obligations, un-obligated balances, assets, outlays and incomes.
 - Effective control over and accountability for all funds, property, and other assets
 - Procedures for determining eligibility of costs in accordance with EFSP manual.
 - Accounting records that are supported by source documentation. LROs must maintain and retain a register of cash receipts and disbursements and original supporting documentation such as purchase orders, invoices, canceled checks, sign-in logs and any other documentation necessary to support costs under the program
 - A systematic method to assure timely and appropriate resolution of audit findings and recommendations

EMERGENCY FOOD & SHELTER PROGRAM
Application for Phase 37 Funding (Spending Period January 1, 2020 – May 31, 2021)

Please email this application and all attachments to Victoria Scofield, United Way's Community Impact Coordinator, at victoria.scofield@uwwesternct.org by **Noon on May 29, 2020.**

PART I. APPLICANT ORGANIZATION

Agency Name: _____

Address: _____

Contact/Title: _____

Phone/Extension: _____ Fax: _____ Email: _____

Executive Director: _____

Phone/Extension: _____ Email: _____

Signature: _____ Date: _____

PART II. ELIGIBILITY CRITERIA

Nonprofit status: The agency is a public or private nonprofit organization. (Check one)

- ☐ Government Agency (public entity)
- ☐ Private Nonprofit (501(c) 3 or 501(c) 4): If your agency has not previously received EFSP funds, attach Federal tax exempt letter.

DUNS Information:

☐ List DUNS Number here or indicate need to obtain: _____

Is your organization debarred or suspended from receiving Federal Funds? ☐ Yes ☐ No

Accounting System: The organization has an established accounting system and conducts an independent annual audit.

☐ Yes. Please indicate the CPA firm which conducted the organization's most recent financial audit and the time period covered by the audit: _____

☐ Attach a copy of the organization's most recent audit if your agency has not received EFSP funding in the last 5 years.

☐ No. The organization does not conduct an independent annual audit. Please attach current internal agency budget and year-to-date financial statements

Define the geographical boundaries of the service(s) for which EFSP funds are requested.

ACCESSIBILITY

Is your facility accessible for people with disabilities? (Check one) ☐ Yes ☐ No

PART III. FUNDING REQUEST SUMMARY

Indicate the amount of funds you are requesting for each service category. Pay close attention to the definitions provided in the application packet. Total your requests at the bottom of the chart. **REQUEST ONLY WHOLE DOLLAR AMOUNTS.**

CATEGORY	TYPE OF ASSISTANCE	ESTIMATED UNITS OF SERVICE	AMOUNT REQUESTED
FOOD	A. Served Meals/Mass Feeding	(# of meals served)	\$
	B. Other Food		\$
SHELTER	C. Mass Shelter	(# nights lodging from these funds)	\$
	D. Other Shelter	(# motel/hotel nights)	\$
	E. Rent/Mortgage Assistance*	(# of bills paid from these funds)	\$
SUPPLIES/EQUIPMENT	F. Supplies/Equipment		\$
ENERGY	G. Utility Assistance*	(#bills paid to an individual or family)	\$
EMERGENCY REPAIRS/BUILDING CODE	H. Emergency Repairs/Building Code (to rehabilitate a mass feeding/shelter facility due to a building code citation)		\$
TOTAL REQUESTED			\$

*Coordination needed to avoid duplication of assistance provided to clients

PART IV. UTILIZATION OF EFSP FUNDING

For the following four questions in Part IV, please use 11-point Times New Roman font and maintain 1-inch margins. Word limits are indicated at the end of each question.

1) For each TYPE OF ASSISTANCE funding request, please provide the following information:

- a) a brief description of the services you are currently providing in that category
- b) the target population served
- c) number of individuals served by EFSP funds in each category you are applying for
- d) a description of how EFSP funds will be used to supplement or enhance existing services (refer to explanations of allowable usage provided in the application packet.)

Please keep your response to 600 words or less.

- 2) Describe any changes in the magnitude of current need for these services, compared to last year's request (i.e., number of requests or type of clients seeking services etc.). Please also list how many individuals are on your waitlist (if any), and number of underserved individuals. **Please keep your response to 250 words or less.**

- 3) Give a concise explanation of your agency's ability to coordinate service delivery with other human service providers; specifically state the networks, coalitions, and collaborative arrangements your agency maintains. **Please keep your response to 300 words or less.**

- 4) If applicable, give a brief explanation of how your service(s) will be addressing a gap in existing services available to the community. **Please keep your response to 250 words or less.**

V. FINANCIAL INFORMATION

Budget: Attach a program budget for the service that you are requesting EFSP funding for, please include the amount requested from EFSP funds and other sources of funding. If you are requesting funding for more than one service area, please include a program budget for each. (Applicants may submit an internally prepared budget or can use the EFSP required spreadsheet used for final reporting as the budget format).



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the United Way is offering a grant opportunity for local municipalities from its Emergency Food and Shelter Program (“EFSP”); and

WHEREAS, the Health and Human Services Department (“Health”) wants to further help the hungry and homeless in the City of Danbury; and

WHEREAS, Health would like to apply for funds, in an amount not to exceed \$50,622.00, for operating expenses at the City of Danbury homeless shelter; and

WHEREAS, this funding covers the period January 1, 2020 – May 31, 2021, and requires no local match.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, or Kara Marie Prunty, Acting Director of Health, as his designee, is hereby authorized to apply for and accept this funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to effectuate the purposes thereof.



CITY OF DANBURY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
 155 DEER HILL AVENUE • DANBURY, CONNECTICUT 06810
www.danbury-ct.gov/health • healthdept@danbury-ct.gov
 TEL: 203.797.4625 • FAX: 203.796.1596

Mark D. Boughton
 Mayor

Kara Marie Prunty, MPA
 Acting Director of Health of Health

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

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

DATE: May 21, 2020

RE: EFSP Phase CARES Grant

The Danbury Health and Human Services Department has identified a potential funding opportunity in the form of a grant available through the United Way for the Emergency Food & Shelter Program (EFSP) in an amount not to exceed \$72,173. The National Board stipulates that these funds are to be used towards the prevention and mitigation of COVID-19 transmission in our community. The Phase CARES spending period is January 27, 2020 and May 31, 2021 and there is no funding match required by the City.

Our department intends to apply for this funding and, if awarded, will utilize the monies to fund the costs associated with shelter operations.

Respectfully,

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

Important Information about the Emergency Food & Shelter Program

Thank you for your interest in applying for Emergency Food and Shelter Program (EFSP) funds.

By completing this application, your organization acknowledges that you agree to follow all program requirements and no organization is guaranteed funding through the program for any reason.

The information below has been compiled to help your organization determine its eligibility for and ability to administer EFSP funds. If you have questions about the program or the application, please feel free to contact Victoria Scofield at (203) 883-6704 or victoria.scofield@uwwesternct.org.

About the EFSP

The Emergency Food and Shelter Program was created in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic (not disaster-related) emergencies. EFSP funding is Federal Funding awarded through the Department of Homeland Security and is open to all organizations helping hungry and homeless people. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering) and rent/mortgage and utility assistance efforts only.

EFSP is governed by a National Board that selects jurisdictions for funding. Local Boards are convened in qualifying jurisdictions to determine the highest need and best use of funds and to select Local Recipient Organizations (LROs) that will provide emergency food and shelter services.

EFSP is a restricted federal grant and there are no guarantees for funding. If funding is awarded, program expenditures are limited to food, meals, shelter, rent/mortgage assistance, and utility assistance. Please note that the total EFSP award amount is \$72,173 for Phase CARES. The list below provides general descriptions of allowable expenditures.

EFSP National Board breakdown of allowable usage of funds

A. SERVED MEALS – Agencies funded in this category are serving meals to clients. Agencies typically funded in this category are mass feeding providers. Either direct costs or a per meal allowance of \$2.00 as approved by the Local Board are allowable, not both.

B. OTHER FOOD – Agencies funded in this category are providing food for clients to take home and prepare meals for themselves. Agencies typically funded in this category are food pantries and food banks. Expenses include such items as vouchers to grocery stores or restaurants, food bought from food banks or grocery stores, and food transportation costs.

C. MASS SHELTER – Agencies funded in this category are providing sleeping accommodations in their facility for clients. Agencies typically funded in this category operate mass shelters. A per diem allowance of \$12.50 for on-site shelters of five beds or more are allowable. Transportation costs for shelter may be included here as a direct cost.

D. OTHER SHELTER – Agencies funded in this category are sending clients to other facilities for sleeping accommodations. Agencies typically funded in this category either do not operate mass shelters or cannot provide appropriate accommodation for a client. Expenses include motel/hotel expenditures and shelter vouchers.

E. RENT/MORTGAGE – Agencies funded in this category are providing emergency rental assistance to clients. Agencies typically funded in this category operate other rent/mortgage programs. Expenditures include the payment of a client's rent or mortgage for one month.

F. SUPPLIES/EQUIPMENT – Agencies funded in this category are not eligible for the per meal or the per diem allowance. Agencies typically funded in this category are providing mass feeding, mass sheltering, or providing food to clients to prepare themselves. This category also includes the purchase of diapers and feminine hygiene products by agencies and clients.

G. UTILITY ASSISTANCE - Agencies funded in this category are providing emergency utility assistance to clients. Agencies typically funded in this category operate other utility programs. Expenditures include the payment of a client's utility bill for one month (monthly billing cycle) as well as non-metered utilities.

H. BUILDING CODE REPAIRS/ACCESSIBILITY IMPROVEMENTS – Agencies funded in this category must not use EFSP funding for routine maintenance or repairs. Agencies funded in this category must have had an unexpected emergency repair or building code citation that will cause the agency to close or curtail service without the work being done.

NEW FOR PHASE CARES: Agencies can use up to 10% of their award to purchase Personal Protective Equipment (PPE) which is specifically intended to prevent or mitigate the transmission of communicable diseases. The PPE must fall within the guidelines of the CDC, FDA, or state and local health requirements. The PPE must be directly distributed to staff and volunteers of the agency to conduct and deliver services and /or to clients in order for them to receive services. These funds cannot be used to purchase PPE for general distribution to the public or for use outside of an agencies mission area.

Organizations administering the Emergency Food and Shelter Program must follow all rules for expenditures allowed within these categories as well as documentation requirements. Local Recipient Organizations (LRO) can find the program manual and other important information online at www.efsp.unitedway.org. If you are considering applying for funds for the first time and would like more information on documentation requirements, please refer to the online program manual or contact the Local Board Chair.

Eligibility:

Local Recipient Organizations must certify that they meet all eligibility requirements. **The following partial list of requirements has been provided to help your organization determine its eligibility for and ability to administer the EFSP:**

- Is a nonprofit or an agency of government with a Federal Employer Identification Number (FEIN)
- Has a Data Universal Number System (DUNS) number issued by Dun & Bradstreet for federal grant tracking
- Is not debarred or suspended from receiving Federal funds
- Demonstrated capability to provide emergency food and shelter services within the guidelines and restrictions of the EFSP
- Will use funds to *supplement and extend existing resources* and not to substitute or reimburse ongoing programs and services
- Has an accounting system and will pay all vendors by LRO check, LRO vendor issued credit card, or LRO debit card and understands that cash payments are not acceptable
- Will conduct an independent annual review/audit if receiving \$25,000 or more in EFSP funds
- Has not received an adverse opinion or no opinion audit
- Practices non discrimination (LROs with a religious affiliation will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds)
- Has a voluntary board if private, not-for-profit
- Will comply with the Responsibilities and Requirements Manual, particularly the Eligible and Ineligible Costs section and will inform appropriate staff and volunteers of EFSP requirements
- Will provide all required reports to the Local Board in a timely manner
- Will expend monies only on eligible costs and keep complete documentation as required by EFSP on all expenditures for a minimum of three years after the end of the program
- Will expend all funds and close-out the program by the jurisdiction's selected end-of-program date and return any unused funds to the National Board
- Has no known EFSP compliance exceptions in this or any other jurisdiction
- A financial management system is in place that provides for
 - Accurate, current, and complete disclosures of the financial results of EFSP
 - Records that identify adequately the source and application of funds for federally supported activities, including information pertaining to Federal awards, authorizations, obligations, un-obligated balances, assets, outlays and incomes.
 - Effective control over and accountability for all funds, property, and other assets
 - Procedures for determining eligibility of costs in accordance with EFSP manual.
 - Accounting records that are supported by source documentation. LROs must maintain and retain a register of cash receipts and disbursements and original supporting documentation such as purchase orders, invoices, canceled checks, sign-in logs and any other documentation necessary to support costs under the program
 - A systematic method to assure timely and appropriate resolution of audit findings and recommendations

EMERGENCY FOOD & SHELTER PROGRAM

Application for Phase CARES Funding (Spending Period January 27, 2020 – May 31, 2021)

Please email this application and all attachments to Victoria Scofield, United Way's Community Impact Coordinator, at victoria.scofield@uwwesternct.org by Noon on May 29, 2020.

PART I. APPLICANT ORGANIZATION

Agency Name: _____

Address: _____

Contact/Title: _____

Phone/Extension: _____ Fax: _____ Email: _____

Executive Director: _____

Phone/Extension: _____ Email: _____

Signature: _____ Date: _____

PART II. ELIGIBILITY CRITERIA

Nonprofit status: The agency is a public or private nonprofit organization. (Check one)

- ☐ Government Agency (public entity)
- ☐ Private Nonprofit (501(c) 3 or 501(c) 4): If your agency has not previously received EFSP funds, attach Federal tax exempt letter.

DUNS Information:

☐ List DUNS Number here or indicate need to obtain: _____

Is your organization debarred or suspended from receiving Federal Funds? ☐ Yes ☐ No

Accounting System: The organization has an established accounting system and conducts an independent annual audit.

☐ Yes. Please indicate the CPA firm which conducted the organization's most recent financial audit and the time period covered by the audit: _____

☐ Attach a copy of the organization's most recent audit if your agency has not received EFSP funding in the last 5 years.

☐ No. The organization does not conduct an independent annual audit. Please attach current internal agency budget and year-to-date financial statements

Define the geographical boundaries of the service(s) for which EFSP funds are requested.

ACCESSIBILITY

Is your facility accessible for people with disabilities? (Check one) ☐ Yes ☐ No

PART III. FUNDING REQUEST SUMMARY

Indicate the amount of funds you are requesting for each service category. Pay close attention to the definitions provided in the application packet. Total your requests at the bottom of the chart. **REQUEST ONLY WHOLE DOLLAR AMOUNTS.**

CATEGORY	TYPE OF ASSISTANCE	ESTIMATED UNITS OF SERVICE	AMOUNT REQUESTED
FOOD	A. Served Meals/Mass Feeding	(# of meals served)	\$
	B. Other Food		\$
SHELTER	C. Mass Shelter	(# nights lodging from these funds)	\$
	D. Other Shelter	(# motel/hotel nights)	\$
	E. Rent/Mortgage Assistance*	(# of bills paid from these funds)	\$
SUPPLIES/EQUIPMENT	F. Supplies/Equipment		\$
ENERGY	G. Utility Assistance*	(#bills paid to an individual or family)	\$
EMERGENCY REPAIRS/BUILDING CODE	H. Emergency Repairs/Building Code (to rehabilitate a mass feeding/shelter facility due to a building code citation)		\$
TOTAL REQUESTED			\$

*Coordination needed to avoid duplication of assistance provided to clients

PART IV. UTILIZATION OF EFSP FUNDING

For the following four questions in Part IV, please use 11-point Times New Roman font and maintain 1-inch margins. Word limits are indicated at the end of each question.

1) For each TYPE OF ASSISTANCE funding request, please provide the following information:

- a brief description of the services you are currently providing in that category
- the target population served
- number of individuals served by EFSP funds in each category you are applying for
- a description of how EFSP funds will be used to supplement or enhance existing services (refer to explanations of allowable usage provided in the application packet.)

Please keep your response to 600 words or less.

- 2) Describe any changes in the magnitude of current need for these services, compared to last year's request (i.e., number of requests or type of clients seeking services etc.). Please also list how many individuals are on your waitlist (if any), and number of underserved individuals. **Please keep your response to 250 words or less.**

- 3) Give a concise explanation of your agency's ability to coordinate service delivery with other human service providers; specifically state the networks, coalitions, and collaborative arrangements your agency maintains. **Please keep your response to 300 words or less.**

- 4) If applicable, give a brief explanation of how your service(s) will be addressing a gap in existing services available to the community. **Please keep your response to 250 words or less.**

- 5) How has your service delivery changed because of the COVID-19 crisis? **Please keep your response to 250 words or less.**

V. FINANCIAL INFORMATION

Budget: Attach a program budget for the service that you are requesting EFSP funding for, please include the amount requested from EFSP funds and other sources of funding. If you are requesting funding for more than one service area, please include a program budget for each. (Applicants may submit an internally prepared budget or can use the EFSP required spreadsheet used for final reporting as the budget format).



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the United Way is offering a grant opportunity for local municipalities from its Emergency Food and Shelter Program known as the EFSP Phase CARES Grant; and

WHEREAS, these funds are to be used towards prevention and mitigation of COVID 19 transmission in our community; and

WHEREAS, the Health and Human Services Department would like to apply for such funds, in an amount not to exceed \$72,173.00, for costs associated with operating expenses at the City of Danbury homeless shelter; and

WHEREAS, this funding covers the period January 27, 2020 – May 31, 2021, and requires no local match.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, or Kara Marie Prunty, Acting Director of Health, as his designee, is hereby authorized to apply for and accept this funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to effectuate the purposes thereof.

~AD HOC REPORT~
Senior Tax Freeze Code of Ordinances Section 44-53
Thursday, May 21, 2020

Chairman Joe Cavo called the meeting to order at 6:38 p.m. on Thursday, May 21, 2020, via video conference. Present were Committee Members Irving Fox, and Ben Chianese. Also present were Deputy Corporation Counsel Les Pinter, Director of Finance David St. Hilaire, and Public Relations Coordinator Taylor O'Brien.

Mr. Cavo reviewed the purpose of the meeting to discuss Item 14. from the May City Council Agenda - Senior Tax Freeze. A letter from Mr. St. Hilaire was submitted requesting the Senior Tax Freeze Ordinance be reinstituted.

Mr. St. Hilaire commented on the history of the program and suggested the State's parameters continue to be followed and the program continued as a benefit to seniors.

Ms. O'Brien responded that no new comments have been received since the publishing of the agenda.

Mr. St. Hilaire responded to Committee questions regarding thresholds for participating, the application due date, and the current recommendation. He noted the program was designed for five years, although there was no program to move to after five years. Mr. St. Hilaire recommended reviewing current benefits and finding a simple solution by modifying the basis itself when the new Assessor comes on board.

Mr. Pinter referred to the application period of February 1 to May 15 may have flexibility within the 49 Executive Orders that have been issued.

A motion was made by Councilman Fox, and seconded by Councilman Chianese, to recommend the re-adoption of Code of Ordinances Section 44-53, formerly Section 18-12.1.1, Tax Freeze for Elderly Homeowners to extend the Tax Freeze Program through the filing of the October 1, 2020 grant list. The motion passed unanimously.

A motion was made by Councilman Chianese, and seconded by Councilman Fox, to adjourn. The motion passed unanimously. The meeting adjourned at 6:55 p.m.

Respectfully Submitted,

Joe Cavo, Chairman

Ben Chianese

Irving Fox



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

_____ A.D. 2020

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

Sec. 44-53 Tax freeze for elderly homeowners.

(a) The City of Danbury hereby re-enacts a tax freeze for elderly homeowners, pursuant to §12-129n of the Connecticut General Statutes, for specified, eligible residents of the City of Danbury on the terms and conditions provided herein. This section is enacted for the purpose of assisting elderly homeowners with a portion of the cost of property taxation commencing with the Assessment List of October 1, 2012.

(b) Any person who owns real property in the City of Danbury or is liable for the payment of taxes thereon, pursuant to §12-48 of the Connecticut General Statutes, and who occupies the property as a principal residence may elect to apply for a freeze under which such applicant shall pay the gross tax levied on applicable property calculated for the first year the application is granted (the "freeze amount") and shall be entitled to continue to pay no more than the freeze amount for each subsequent year in which the applicant, or his surviving spouse, continues to meet such qualifications and those as herein set forth.

(1) a. Such person is sixty five (65) years of age or over at the close of the previous calendar year, or his or her spouse is sixty five (65) years of age or over at the close of the previous calendar year and resides with such person, or such person is sixty-five (65) years of age or is over and is the surviving spouse of a taxpayer qualified for tax freeze under this section at the time of his or her death; or

b. Such person is under age sixty five (65) and eligible in accordance with applicable federal regulations to receive permanent total disability benefits under Social Security, or has not been engaged in employment covered by Social Security and accordingly has not qualified for benefits thereunder, but has become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government related teacher's retirement plan, in which requirements with respect to qualifications for such permanent total disability benefits are comparable to such requirements under Social Security.

(2) Such person must have a principal residence located in Danbury and must have paid taxes in Danbury for one (1) year immediately preceding his or her receipt of tax benefits hereunder.

(3) The property for which the freeze is claimed must be the primary legal residence of such person and occupied more than one hundred eighty-three (183) days of each calendar year.

(4) Applications must be filed with the assessor's office between February 1 and May 15 in the year following the list year with respect to which benefits are claimed hereunder, in triplicate, one (1) copy going to the taxpayer, one (1) to the tax collector and one (1) to the assessor. The applicant must reapply every two (2) years in order to continue eligibility for relief hereunder.

(5) No tax freeze shall be provided under this section to any persons who owe delinquent taxes to the City of Danbury. The applicant shall submit a certificate from the tax collector to the effect that no such delinquent taxes are owed.

(6) No property tax relief authorized hereunder, together with any relief received by any such resident under provisions of the Connecticut General Statutes, §§ 12-129b to 12-129d, inclusive, 12-129h, and 12-170aa, shall exceed, in the aggregate, seventy-five (75) per cent of the tax which would, except for said §§ 12-129b to 12-129d, inclusive, 12-129h, 12-170aa and this section, be laid against the taxpayer.

(7) The freeze program will be based on income guidelines and standards as set forth in Section (j) hereunder.

(c) The tax freeze for real property as provided herein shall apply to only the residence itself and the lot on which the residence is located, but shall not apply to more than the minimum lot size permitted by the zoning ordinances of the City of Danbury.

(d) The assessor shall determine whether each applying taxpayer is entitled to tax freeze under this section and shall compute the amount of said freeze to which each qualified taxpayer is entitled and cause a certificate of tax freeze to be issued in such form as to permit the tax collector to reduce the amount of tax levied against the taxpayer. The tax freeze shall be applied proportionately to the tax payments.

(e) The tax freeze shall be allowed for each parcel of land eligible for the freeze under this section. In any case where title to such real property is recorded in the name of the taxpayer or his or her spouse, who are eligible and any other person or persons, the amount shall be prorated to allow a freeze equivalent to the fractional share in the property of such taxpayer or spouse, and if such property is a multiple-family dwelling, such credit shall be prorated to reflect the fractional portion of such property occupied by the taxpayer, as provided by state statutes, as they may be amended. Persons not otherwise eligible shall not receive any tax credit. No tax credit shall be allowed hereunder if such dwelling is used for more than four (4) families.

(f) The tax freeze allowed hereunder shall not apply to any water rent, water use charge, water tax, sewer tax or sewer use charge which may be levied against real property in the City of Danbury.

(g) If a taxpayer has qualified and received tax relief under the provision: of this section and subsequently becomes disqualified for any reason, he or she shall notify the tax assessor on or before February 1 of the year in which he or she becomes disqualified and his or her exemption shall cease for such fiscal year and such disqualification shall continue until he or she becomes eligible again and has filed a new application.

(h) In the event that the applicant shall make improvement to his property resulting in an increase in his assessment, an amount calculated by multiplying the increase in taxpayer's assessment attributable to the improvement by the mill rate in effect in the year such reassessment takes place shall be added to the freeze amount then applicable to obtain a revised freeze amount which will be the freeze amount for subsequent assessments years.

(i) If any person with respect to whom a claim for a tax freeze in accordance with this section has been approved for any assessment year transfers, assigns, grants or otherwise conveys in such assessment year the interest in real property to which such claim for tax freeze is related, regardless of whether such transfer, assignment, grant or conveyance is voluntary or involuntary, the amount of such tax freeze shall be a pro rata portion of the amount otherwise applicable in such assessment year to be determined by a fraction the numerator of which shall be the number of full months from the first day of October in such assessment year to the date of such conveyance and the denominator of which shall be twelve (12). If such conveyance occurs in the month of October, the grantor shall be disqualified for tax credit in such assessment year. The grantee shall be required within a period not exceeding ten (10) days immediately following the date of such conveyance to notify the assessor thereof, whereupon the assessor shall determine the amount of tax credit to which the grantor is entitled for such assessment year with respect to the interest in real property conveyed and notify the tax collector of the reduced amount of tax credit applicable to such interest. Upon receipt of such notice from the assessor, the tax collector shall, if such notice is received after the tax due date in the municipality, within ten (10) days thereafter mail or hand a bill to the grantee stating the additional amount of tax due as determined by the assessor. Such tax shall be due and payable and collectible as other property taxes and subject to the same liens and processes of collection, provided such tax shall be due and payable in an initial or single installment not sooner than thirty (30) days after the date such bill is mailed or handed to the grantee and in equal amounts in any remaining, regular installments as the same are due and payable.

(j) *Income.* The purpose of this article is to provide tax relief based upon the total income available to the applicant(s) in the home without regard to the exclusion of certain income or to certain deductions which might otherwise be allowable by the Internal Revenue Service Code of 1986, as may be amended from time to time. Such person(s) shall have individually, if unmarried, or jointly, if married, qualifying income in an amount not to exceed limits described below for the tax year ending immediately preceding the application for tax relief benefits. Accordingly, qualifying income is defined as set forth below.

(1) Income is the total income in the home shown on line 22 of the current IRS form 1040 [or line 15 of the current IRS form 1040A] plus nontaxable income received from Social Security plus federally tax exempt interest or other income and includes income paid to or given to the applicant or his or her eligible spouse by persons living in the home.

(2) In determining the total income in the home there shall be no allowance for: (a) business losses in excess of business gains [current IRS form 1040 Schedule C or Schedule C-EZ]; (b) losses in excess of gains on current IRS form 1040 Schedule E (page 1 line 17) (rental real estate, royalties, partnerships, S-corps, trusts, etc.); and/or (c) negative income on current IRS form line 21.

(3) The reference to current IRS forms shall include comparable data as contained in any revised IRS forms.

(4) Where an applicant does not file an IRS form, the information used to calculate total income in the home, shall be the information which would have been included on an IRS form, had one been filed, i.e., SSA-1099; 1099-Div.; 1099-Int.; 1099-R; etc.

(5) Each applicant shall sign an affidavit (Town application) and IRS Form 4506, allowing the Town to verify the prior two (2) years' tax returns, certifying that the information provided with respect to such applicants' total income in the home is true and accurate to the best of the knowledge of the applicant.

(6) In the event of a question with respect to income or a claimed exemption of income, or deduction from income, not specifically referred to in this section, the Assessor shall make a determination based upon the purposes of this article. Any dispute on this section, or any other section, may be appealed to the Board of Assessment Appeals.

(7) In any case where title to the real property is recorded in the name of the taxpayer or his spouse and/or any other person or persons, the tax relief granted herein shall be prorated to reflect the fractional share of such taxpayer or spouse; and, furthermore, if such property is occupied as a multiple-family dwelling, such relief shall be prorated to reflect the fractional portion of such property occupied by the taxpayer.

(8) Any person entitled to the tax relief pursuant to this article is required to file biennially for the benefit; however, if the taxpayer's income exceeds or changes under sub-section (j) hereof as set forth, said person shall be required to reapply.

(9) Such person/persons shall not have received qualifying income during the calendar year preceding the fiscal year for which tax relief is claimed in excess of fifty three thousand dollars (\$53,000.00) if single and sixty thousand one hundred dollars (\$60,100.00) if married. The freeze amount will be calculated based on taxes paid for the October 1, 2011 grand list.

(k) *Sunset.* This program is intended to sunset with the filing of the October 1, 2020 Grand List, unless specifically renewed by the adoption of an amended Ordinance Sec. 44-53.

ORDINANCE
CITY COUNCIL

No: _____

Ordinance _____

Adopted by the City Council

Approved by Corporation Counsel:

Certified by Legislative Assistant:

Approved by the Mayor:

Mayor

~AD HOC REPORT~
Water Rates Code of Ordinances Section 48-70 - 48-77
Thursday, May 21, 2020

Chairman Joe Cavo called the meeting to order at 6:00 p.m. on Thursday, May 21, 2020, via video conference. Present were Committee Members Vinny DiGilio, and Paul Rotello. Also present were Deputy Corporation Counsel Les Pinter, Director of Finance David St. Hilaire, Public Works Director/City Engineer Antonio Iadarola, and Public Relations Coordinator Taylor O'Brien.

Mr. Cavo reviewed the purpose of the meeting to discuss Item 10. from the May City Council Agenda - Ordinance for Water Rates.

Mr. St. Hilaire provided a brief overview noting residential usage is down very slightly; commercial usage is down significantly for a total drop of approximately 80,000 MGALs. This has resulted in a significant drop in revenue of approximately \$500,000 and is due to the COVID-19 pandemic. A three percent rate increase is being requested.

Mr. Iadarola responded to questions from the Committee regarding production costs including staffing, noting the only reduced cost related to reduced usage is in the amount of chemicals. He added that water supply and quality are right where they should be.

Mr. St. Hilaire noted it is not known what will happen next year, or if that 3% increase will cover the need, but it will help maintain the fund.

Ms. O'Brien responded to the Chairman that no public comments have been received to date.

A motion was made by Councilman DiGilio, and seconded by Councilman Rotello, to recommend the adoption of the Water Rate Amendments as set forth in the specified Code of Ordinances Section 48-70 through 48-77 as submitted with the amendment by Councilman Rotello that Finance provide a report back in approximately 90 days. The motion passed unanimously.

A motion was made by Councilman Rotello, and seconded by Councilman DiGilio, to adjourn. The motion passed unanimously. The meeting adjourned at 6:20 p.m.

Respectfully Submitted,

Joe Cavo, Chairman

Vinny DiGilio

Paul Rotello



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

_____ A.D. 2020

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

THAT Subsection (a) of Section 48-70 of the Code of Ordinances of Danbury, Connecticut is hereby amended to read as follows:

Sec. 48-70. Quarterly non-metered rates.

- (a) The following are established as the quarterly non-metered rates for the use of water, which rates shall be in effect for all bills rendered on or after July 1, 2020: three hundred twelve dollars and forty cents (\$312.40)/unit.

ORDINANCE
CITY COUNCIL

No: _____

Ordinance _____

Adopted by the City Council

Approved by the Mayor:

Mayor



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

_____ A.D. 2020

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

THAT Section 48-74 of the Code of Ordinances of Danbury, Connecticut is hereby amended to read as follows:

Sec. 48-74. Meter rates generally.

(a) The following water meter rates shall be charged for those areas served and specified by the Superintendent of Public Utilities. Such rates are for quarterly billings rendered on or after July 1, 2020, and are based on the consumption of thousands of gallons (MG) as follows:

(1) 5/8-inch size meter:

<i>Usage (MG)</i>	
0-1.....	\$ 13.35
2	14.76
3	16.16
4	17.58
5	18.99
6	20.42
7	21.84
8	23.25
9	24.66
10	26.08
11	27.49
12	28.89
13	30.32
14	31.75
15	33.15

(2) 3/4-inch size meter:

<i>Usage (MG)</i>	
0-1.....	\$ 20.75
2	22.15
3	23.58
4	24.99
5	26.41
6	27.81
7	29.24
8	30.55
9	31.94

10	33.47
11	34.88
12	36.31
13	37.71
14	39.14
15	40.54

(3) 1-inch size meter:

Usage (MG)

0-1.....	\$ 43.10
2	44.33
3	45.74
4	47.15
5	48.23
6	49.98
7	51.39
8	52.70
9	54.10
10	55.63
11	57.06
12	58.46
13	59.88
14	61.29
15	62.71

(b) The following water meter rates shall be charged for those areas served and as specified by the Superintendent of Public Utilities. Such rates are for quarterly billings rendered on or after July 1, 2020 and are limited to the first fifteen thousand (15, 000) gallons of consumption and are based on the consumption per thousand gallons (MG) as follows.

Size of Meter
(inches)

1 ½	\$ 196.48
2	288.15
3	638.60
4	1,277.03
6	2,554.08
8	5,108.18
10	10,216.34

(c) For water consumed in excess of fifteen thousand (15,000) gallons and less than thirty thousand gallons (30,000) for any size meter the charge shall be four dollars and 00 cents (\$4.00) per one thousand (1,000) gallons. Such rates are for quarterly billings rendered on or after July 1, 2020.

- (d)
 - (1) For water consumed in excess of thirty thousand (30,000) gallons and less than seventy five thousand (75,000) gallons for any size meter the charge shall be four dollars and sixty two cents (\$4.62) per one thousand (1,000) gallons. Such rates are for quarterly billings rendered on or after July 1, 2020.
 - (2) For water consumed in excess of thirty thousand (30,000) gallons for residential uses for any size meter the charge shall be four dollars and 00 cents (\$4.00) per one thousand (1,000) gallons. Such rates are for quarterly billings rendered on or after July 1, 2020.
- (e) For water consumed in excess of seventy five thousand (75,000) gallons for any size meter the charge shall be five dollars and nineteen cents (\$5.19) per one thousand (1,000) gallons. Such rates are for quarterly billings rendered on or after July 1, 2020.

ORDINANCE
CITY COUNCIL

No: _____

Ordinance _____

Adopted by the City Council

Approved by the Mayor:

Mayor



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

_____ A.D. 2020

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

THAT Section 48-75 of the Code of Ordinances of Danbury, Connecticut is hereby amended to read as follows:

Sec. 48-75. Additional rates and charges for special uses.

In addition to the rates set forth in sections 48-70 and 48-74, the following rates and charges are hereby established for all bills rendered on or after July 1, 2020:

- (1) Hydrant use by contractors: six hundred seventeen dollars and eight cents (617.08) Base Rental Fee, plus an additional three dollars and eight cents (\$3.08) per one hundred (100) gallons:
- (2) The following quarterly rates shall be charged for water service to premises for fire protection purposes:

<i>Size of Connection (inches)</i>	<i>Charge for Three Months</i>
4 and under	\$172.77
6	\$323.95
8	\$475.11
10	\$647.86
12	\$863.83

ORDINANCE
CITY COUNCIL

No: _____

Ordinance _____

Adopted by the City Council

Approved by the Mayor:

Mayor



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

_____ A.D. 2020

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

THAT Section 48-77 of the Code of Ordinances of Danbury, Connecticut is hereby amended to read as follows:

Sec. 48-77. Tank truck loads.

When the Superintendent of Public Utilities determines that water is available for tank truck load sale, water shall be billed at the following rates for all such water purchased on or after July 1, 2020.

	Per truck load
Up to 500 gallons.....	\$ 67.75
from 501 to 1000 gallons.....	\$ 130.31
from 1001 to 3000 gallons.....	\$ 380.49
from 3001 to 5000 gallons.....	\$ 630.69
more than 5000 gallons.....	\$1,261.37

ORDINANCE
CITY COUNCIL

No: _____

Ordinance _____

Adopted by the City Council

Approved by the Mayor:

Mayor

~AD HOC REPORT~
Sewer Rates Code of Ordinances Section 48-234
Thursday, May 21, 2020

Chairman Joe Cavo called the meeting to order at 6:20 p.m. on Thursday, May 21, 2020, via video conference. Present were Committee Members Vinny DiGilio, and Paul Rotello. Also present were Deputy Corporation Counsel Les Pinter, Director of Finance David St. Hilaire, Director of Public Works Director/City Engineer Antonio Iadarola, and Public Relations Coordinator Taylor O'Brien.

Ms. O'Brien responded to the Chairman that no public comments have been received to date.

Mr. St. Hilaire provided a brief overview noting increased residential usage offset decreased usage by commercial/industrial somewhat resulting in an overall decrease of approximately 20,000 units. Revenue is \$30,000 under the same period last year due to the COVID-19 pandemic. Prior to the pandemic revenue was expected to be up due to rate structure changes made previously. A bond was issued in October and that debt service will need to be maintained. Three percent is the floor of what is needed to maintain debt service.

A motion was made by Councilman DiGilio, and seconded by Councilman Rotello, to recommend the adoption of the Sewer Rate Amendments as set forth in the set forth in Code of Ordinances Section 48-234 as submitted with the request by Councilman Rotello that Finance provide a report back in approximately 90 days to be combined with the report from the previous Ad Hoc. The motion passed unanimously.

A motion was made by Councilman Rotello, and seconded by Councilman DiGilio, to adjourn. The motion passed unanimously. The meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Joe Cavo, Chair

Vinny DiGilio

Paul Rotello



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

_____ A.D. 2020

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

THAT Section 48-234 of the Code of Ordinances of Danbury, Connecticut is hereby amended to read as follows:

Section 48-234. Sewer Use Charges.

(a) General sewer use charges established. There are hereby established sewer use charges applicable with respect to all bills rendered on or after July 1, 2020, to all sewer customers. Sewer use charges shall be reflected on the quarterly billing in two (2) components. The first component shall be the sewer use charge for the operation and maintenance (O&M) of the Danbury sewage works (as defined in Section 48-164 hereof) and the second component shall be the sewer use charge for the retirement of debt service relating to system renovations and improvements. Such charges, established in accordance with criteria contained in Section 48-229 of this Code of Ordinances, shall be determined in accordance with the following formulas and values:

(1) Formulas:

When a water meter is used as the basis for billing

- | | | |
|--|---|--|
| a. Quarterly Sewer Use Charge (O&M) | = | $\frac{0.95 \times A \times X}{1,000 \text{ gallons}}$ |
| b. Quarterly Sewer Use Charge (Debt Service) | = | $\frac{0.95 \times A \times Y}{1,000 \text{ gallons}}$ |

When a sewage meter is used as the basis for billing

- | | | |
|--|---|--|
| a. Quarterly Sewer Use Charge (O&M) | = | $\frac{A \times X}{1,000 \text{ gallons}}$ |
| b. Quarterly Sewer Use Charge (Debt Service) | = | $\frac{A \times Y}{1,000 \text{ gallons}}$ |

Where "A" equals the volume of water or sewage, as measured through the customer's water meter or sewage meter, used during the previous billing quarter. Where X and Y are the values with respect to sewer use charges and classes. Notwithstanding the prior provisions of this section, there shall be a minimum quarterly sewer use charge, which shall be established herein.

(2) Values:

- a. For sewer use customers with metered city water service, the following sewer use charge values are hereby established:
 1. O&M value (X) = \$3.10
 2. Debt service values (Y) =

Land Use Code Definition Per CAAO Handbook	Land Use Code (LUC) As Assigned by Tax Assessor	Y
i. Residential *Single family under 5 units *Mobile home parks *Condominiums	100 Series	\$0.51
ii. Commercial	200 Series	\$8.91
iii. Industrial	300 Series	\$8.91
iv. Apartments – 5 or more units	800 Series	\$8.91
v. Apartments – 5 or more units exempt by City Assessor as verifiable non- profit, income restricted and/or 501c(3) organization.	100 Series	\$0.51

- b. The minimum quarterly sewer use charge shall be thirty four dollars and twenty six cents (\$34.26).

(b) For sewer use customers with flat rate city water service the quarterly sewer use charge shall be:

Land Use Code Definition Per CAAO Handbook	Land Use Code (LUC) As Assigned by Tax Assessor	Y
i. Residential *Single family under 5 units *Mobile home parks *Condominiums	100 Series	\$166.74
ii. Commercial	200 Series	\$331.54
iii. Industrial	300 Series	\$331.54
iv. Apartments – 5 or more units	800 Series	\$331.54
v. Apartments – 5 or more units exempt by City Assessor as verifiable non- profit, income restricted and/or 501c(3) organization.	100 Series	\$166.74

(c) For sewer use customers having no city water service the quarterly sewer use charge shall be:

Land Use Code Definition Per CAAO Handbook	Land Use Code (LUC) As Assigned by Tax Assessor	Y
i. Residential *Single family under 5 units *Mobile home parks *Condominiums	100 Series	\$78.18
ii. Commercial	200 Series	\$310.38
iii. Industrial	300 Series	\$310.38
iv. Apartments – 5 or more units	800 Series	\$310.38
v. Apartments – 5 or more units exempt by City Assessor as verifiable non- profit, income restricted and/or 501c(3) organization.	100 Series	\$78.18

For the purposes of subsections (b) and (c) hereof, a sewer unit shall represent the sewer use for a single family dwelling. An additional sewer unit shall be assessed for each additional residence within any residential structure. A fractional sewer unit shall be assessed for a portion of the dwelling which, in the opinion of the Superintendent of Public Utilities, bears, with respect to sewer usage, the same relationship to a whole sewer unit as that portion of the dwelling in question bears to a single family dwelling. All nonresidential flat rate city water customers shall be assessed for sewer units or fractions thereof based on the relationship between the customer's nonresidential use and the use generated by a single family dwelling, in the opinion of the Superintendent of Public Utilities.

(d) For sewer use customers having a sewage meter (regardless of water service) the quarterly sewer use charge shall be:

Land Use Code Definition Per CAAO Handbook	Land Use Code (LUC) As Assigned by Tax Assessor	Y
i. Residential *Single family under 5 units *Mobile home parks *Condominiums	100 Series	\$0.51
ii. Commercial	200 Series	\$8.91
iii. Industrial	300 Series	\$8.91
iv. Apartments – 5 or more units	800 Series	\$8.91
v. Apartments – 5 or more units exempt by City Assessor as verifiable non- profit, income restricted and/or 501c(3) organization.	100 Series	\$0.51

(e) The minimum quarterly sewer use charge shall be thirty four dollars and twenty six cents (\$34.26).

(f) For purposes of this section, sewer use charges imposed upon military veterans' posts and organizations that are exempt from federal taxation under Section 501(c)(19) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, shall be imposed at the residential rates established herein.

(g) Notwithstanding the provisions of sec. 48-232 and 48-233.1 hereof which shall remain valid for those circumstances specifically identified and reserved therein, the superintendent of public utilities or his immediate designee, in consultation with the director of public works and the director of finance may, upon his own determination of necessity or upon written request from any rate payer petitioning under this section 48-234, make administrative determination regarding accuracy and amount of sewer use charges and billing, such decision being final.



CITY OF DANBURY

DANBURY, CONNECTICUT 06810

www.danbury-ct.gov

Public Input was held for the following Ordinance (Government Entities, Section 2-259) via email.

The period to comment was open from May 12, 2020 to May 23, 2020.

There were no comments submitted for this item.

The item and public input instructions were made available on May 12, 2020 on the City of Danbury City Council webpage and in the NewsTimes, both in print and online.



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

_____ A.D. 2020

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

That Sec. 2-259 of the Code of Ordinances of Danbury, Connecticut, is hereby amended to read as follows:

Sec. 2-259. Schedule of termination of government entities.

(a) The following governmental entities are terminated, effective June 30, 2021, unless reestablished in accordance with section 2-267:

- (1) The Commission for Persons with Disabilities.
- (2) The Danbury Aquifer Protection Agency.
- (3) The Fair Rent Commission.
- (4) The Board of Ethics.
- (5) The Charles Ives Authority for the Performing Arts.

(b) The following governmental entities are terminated, effective June 30, 2022, unless reestablished in accordance with section 2-267:

- (1) The Stanley Lasker Richter Memorial Park Authority.
- (2) The Conservation Commission.
- (3) The Environmental Impact Commission.
- (4) The Danbury Museum and Historical Society Authority.
- (5) The Danbury Main Street Partnership.
- (6) The Still River Alliance Commission.

(c) The following governmental entities are terminated, effective June 30, 2023, unless reestablished in accordance with section 2-267:

- (1) The City of Danbury Cultural Commission.
- (2) The Commission on Aging.
- (3) The Parking Authority of the City of Danbury.
- (4) The Danbury Housing Partnership.
- (5) The Lake Kenosia Commission.
- (6) The Flood and Erosion Control Board of the City of Danbury.
- (7) The Youth Commission.

(d) The following governmental entities are terminated, effective June 30, 2025, unless reestablished in accordance with section 2-267:

- (1) The Tarrywile Park Authority.
- (2) The Danbury Parks and Recreation Commission.
- (3) The Aviation Commission.



CITY OF DANBURY

DANBURY, CONNECTICUT 06810

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

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

May 21, 2020

MEMORANDUM

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

From: Patrick A. Ridenhour, Chief of Police

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

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

Personnel

Department Strength:

Sworn Personnel	145
Injury/Extended Leave	4
Light Duty	2
Effective strength (as of 05-20-20)	139

*0 pending retirements

Community Services (See attached)

Training

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

5/5	Impossible Position Webinar – P.O. Galgano
5/14	Diversity & Women in Policing Webinar – P.O. Galgano
May	COLLECT Recertification – Online format – Several Dates/Multiple personnel

Chief's Significant Meetings

4/25	Hord Foundation Scholarship Interviews – Teleconference
4/27	Salute to Heroes Hospital Parade
4/27	COVID-19 Taskforce Briefing – Conference Call
4/28	DPD Staff Meeting
4/28	COVID-19 Taskforce Briefing – Conference Call
4/29	GoToWebinar – Preparing Municipalities for COVID-19 Long-term
4/29	COVID-19 Taskforce Briefing – Conference Call
4/30	Emergency Response Team
5/4	Community Needs Assessment Conference Call – United Way
5/4	Jericho Prayer Call
5/5	City Council Meeting
5/6	Meeting w/Patrol Captain
5/11	CREDCJS Web Meeting
5/12	FFCOP Zoom Meeting
5/13	Board of Awards – Purchasing Zoom Meeting
5/14	District Security & Safety Zoom Meeting
5/18	POG Coalition Zoom Meeting
5/18	COVID-19 Taskforce Briefing – Conference Call
5/19	DPD Command Staff Virtual Meeting
5/19	DHS Graduation
5/19	Grievance Meeting
5/20	COVID-19 Taskforce Briefing – Conference Call
5/20	DHS Graduation Meeting
5/21	COVID-19 Taskforce 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
April 15 – May 15, 2020

Date: May 20, 2020

Community Conditions Unit:

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

(-1 Officer)

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

Community Affairs Unit: No officer assigned

(-1 Officer)

-No report attached

GTF/UNIT:

(P.O. K. Utter)

See attached report - **Sensitive Information**

City Center Liaison: No officer assigned

(-1 Officer)

-No report attached

Police Activities League:

(No police personnel assigned)

No Report

School Based Officers:

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

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

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



CITY OF DANBURY

DANBURY, CONNECTICUT 06810

Department of Police
375 Main Street

Matthew McNally, Lieutenant
Patrol Division

May 21, 2020

MEMORANDUM

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

The month of April usually heralds the annual beginning of our busy season for explorer activities. This year has taken its toll with the COVID-19 Pandemic. The advisors of the program have been working hard to keep our program alive, while mostly shut down. We are engaging our youth through weekly meetings using the Zoom platform. This started off strong with approximately 75% of our members participating every Thursday. We have developed some distance learning presentations and challenges to keep our members as engaged as possible.

We also have spent this time working on protocols to bring the program back in the post-Covid-19 world. As we have/had one of the biggest programs in the country, we are working on protocols that meet the CDC guidelines for groups. As we all know, these guidelines seem to change daily and that keeps causing us to readdress our plans for the return of the program.

The explorer cadets, with the assistance of a few advisors, were able to participate in the Heroes Salute procession on Monday 4/27 to show thanks to healthcare workers and first responders. We had the route worked out in advance and had the explorer cadets report directly to their traffic post assignments from their respective homes. There were 27 explorer cadets and a couple of civilian associate advisors who worked the detail. All wore masks and gloves, and maintained extreme social distancing. The procession was a big success, and we were happy to see that the youth members followed the plan and directives exactly. Besides the community service component, this gave us an opportunity to engage the youth in an activity while being cognizant of the COVID-19 environment. At the conclusion of the event they all went home with little fanfare. Later, when checking our program's social media groups, the event was the highlight of the month for our cadets. The successful and safe deployment of the cadets, showed all that the program can be conducted while in the throes of a pandemic.



We ended the month with 172 Explorer/Cadets registered, having been notified by one youth that they were leaving the program. It should be noted that we had cancelled our scheduled open/house entry time for new cadets in March, and we are still receiving requests to take new youth on. We will revisit that in the Autumn.

Respectfully submitted,

Lt. Matthew McNally

Lt. Matthew McNally
Post Advisor/Program Coordinator

2020 UNIFORM CRIME REPORT CITY OF DANBURY

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Homicide	0	0	1	0									1
Forcible Rape	0	0	2	0									2
Robbery	4	3	2	3									12
Assault	4	4	7	2									17
Burglary	6	7	7	3									23
Theft	60	53	38	25									176
Motor Vehicle Theft	3	3	3	7									16
Arson	1	1	0	0									2
Totals	78	71	60	40									249

2019 UNIFORM CRIME REPORT CITY OF DANBURY

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Homicide	0	0	0	0									0
Forcible Rape	0	2	1	1									4
Robbery	2	2	1	2									7
Assault	4	1	2	4									11
Burglary	9	6	4	6									25
Theft	70	65	52	44									231
Motor Vehicle Theft	7	2	4	6									19
Arson	0	0	0	0									0
Totals	92	78	64	63									297

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

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

CALLS FOR SERVICE

2020

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Calls for Service	3,667	3,542	3,275	3,858									14,342

2019

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Calls for Service	3,757	3,892	4,019	4,385									16,053

TRAFFIC ACCIDENTS

2020

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Property Damage	354	281	204	121									960
Personal Injury	41	31	35	18									125
Total Traffic Accidents	395	312	239	139									1,085

2019

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Property Damage	296	291	302	336									1,225
Personal Injury	39	32	40	41									152
Total Traffic Accidents	335	323	342	377									1,377

TRAFFIC ENFORCEMENT

2020

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July*</i>	<i>Aug*</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Verbal Warning	255	224	127	22									628
Written Warning	18	15	10	3									46
Moving Violation	197	173	101	2									473
Total Enforcement Action	470	412	238	27									1,147

2019

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April*</i>	<i>May</i>	<i>June</i>	<i>July*</i>	<i>Aug*</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Verbal Warning	150	164	172	169									655
Written Warning	6	6	3	7									22
Moving Violation	222	295	266	586									1,369
Total Enforcement Action	378	465	441	762									2,046

*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 April 21st, 2020 through May 20th, 2020 and details our activities.

Public Education / Prevention / Public Relations

All companies conducted district review. Rescue-1 has been conducting confined space and advance rope technician training skills. Truck Company has been taking advantage of empty parking lots to practice aerial drills and placement practice at various buildings throughout the city. Rescue trained with Ranger-1 at Bear Mountain Park. Engine 26 set up Truck 2 at the Mall while they were closed and trained. Engine 26 walked the trails at WCSU and the WCSU observatory. Engine 22 conducted high rise training at the fire school. Engine 22 and Truck 1 conducted mayday training. Engine 22 and Truck conducted a roof victim removal at Fire HQ.



Members have participated in numerous celebratory drive-by's. Career companies participated in recognizing the Danbury Hospital employees.



Suppression / Response Activities of Note

Crews are responding to hundreds of COVID related incidents along with the other routine and daily calls that are still occurring.

Personnel assisted with the removal of the mobile hospital tent. Crews responded to an electrical fire in the meat cooler at Whole Foods. A land search was conducted with the DPD and Car-61 for a disturbed individual. Companies extinguished a car fire on White Street. A couple was hiking on the Richter Trails and the wife became ill with a diabetic emergency. A DFD-EMS search and rescue team assembled, found the couple about 4000 feet in tough terrain, made sure her medical issue was addressed and brought them out of the woods safely. A gaggle of baby ducklings were rescued from a storm drain near the town park. A house fire was quickly extinguished on Golden Hill Lane.

Command and Staff Activities

- Volunteer Fire Council meeting
- City Council meeting
- Purchasing Board of Awards
- Council Meeting

- City Cabinet Meeting
- IXP monthly status meeting
- Teaching NVCC class online – Fire Investigation
- Numerous meetings and conference calls with local and state agencies regarding COVID-19
- Virtual City Council meeting
- Multiple Google Hangout Video calls, Zoom meetings, and phone conference calls every day

EMS/HAZMAT – Coordinator Rey Rodriguez

Region 5 HAZMAT

- Monthly Service, calibrate and clean all Four gas Photo Ionization meters
- Monthly 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 Laurus Systems
- Hydrogen Cyanide meter from Car 30 calibrated and back in service

Meetings – Functions – Classes

- Bi-weekly DFD COVID-19 Operational Conference calls
- Phone EMSI conferences, EMS Education Round Table, Joel Demers, Department of Public Health Education Coordinator
- EMS Supervisors Meeting with Nuvance Health Systems
- COVID-19 DPH tele-conference meeting

Administrative activities

- Travel to Bethlehem Fairgrounds for DPH PPE supply drop-off
- Monitoring and maintaining EMS PPE inventory as needed
- Monitoring CME credit hours for the EMTs that will be re-certifying this June
- Preparing certificate of operations for Danbury EMS Division of the DFD
- Preparing the 2019 EMPG grant application

Training – Training Officer Steve Rogers

Volunteer Division

Quarterly

Second quarter training was held via ZOOM and this class was well received.

Bi-monthly video conferences are being held with Chief Omasta, Training Officer Rogers, and Volunteer officers.

Career Division

Crew Training

All crews are completing online COVID-19 related virtual training.

Fire School

Danbury Training School has continued COVID related modifications and continues to host the Rescue Company.

Post Incident Review

Reviewed 9th Ave fire via Google Meets with B Group.

Web-based Training

Students are diligently working on web based Fire – Rescue assignments.

Forcible Entry Training

All crews have commenced training at the Matrix.

Communications – Coordinator Jamie Gagliardo

- This month I responded to a few incidents as the communications officer. Car 61 responded to the following incidents;
 - 1 Royal Road – Structure Fire 2nd Alarm
 - 35 High Ridge Road – Gas main break
 - 97 South Street – Illegal burn
 - 49 Locust Ave – 1st Alarm working Fire
 - 19 Bells Ln – Structure Fire 2nd Alarm
 - 10 Bates Place – Kitchen Fire
- As of March 30th I was temporarily assigned to the Emergency Management Assistant Director's position to assist Emergency Management Director TJ Wiedl during the COVID-19 Pandemic.
- The majority of this month once again has been focused on the COVID-19 event working with the Emergency Management Director alongside the Mayor's Office, Department of Health and Human Services, Fire Department, Police Department, and Public Works. We continue to work as a team to monitor the City's response to the ever changing situation.
- A city-wide personal protective equipment (PPE) inventory and a needs assessment were completed. We are working with the State of Connecticut DEMHS, DPH, and OEMS along with our regular vendors to procure the needed PPE for our staff.
- 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 incidents
- Attended multiple situational briefings from the COVID-19 leadership teams

- Assisting the Emergency Management Office with managing the Emergency Operations Center and communicating with the State of Connecticut and Region 5 EOC's with our daily status reports and resource requests
- Worked with our G.I.S. partners to update some mapping issues for our Computer Aided Dispatch system
- 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.
- Assisted Naugatuck Police Department with setting up a ZelloWork LTE to Land Mobile Radio network similar to the one we have previously set up here in Danbury.
- Responded with the fire department to numerous incidents this month and worked with our partners in the media to blast out press releases.
- Repaired a few portable radios and made a repair to the vehicle repeater in Engine 25.
- Participated in a post incident analysis of the Bells Ln 2nd alarm fire.
- Please keep an eye on our [Facebook](#) and [Twitter](#) pages for information and incidents throughout the month!

Ongoing projects

- UAS (Drone) Program implementation which includes purchasing of equipment, training, along with policies and procedures.
- Radio system infrastructure upgrades (phase 2) with assistance from Northeastern Communications.
- Updates to the computer aided dispatch system are ongoing as information is received.

Apparatus – Provisional Superintendent Ken Gode

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

- Service Car-43, R&R wiper blades, plug leaks in rear tires
- Replaced burned out relay on Truck-1 for under bucket quartz lamp
- Repair 2 Scott AV3000 medium masks as spares
- Replaced burned out headlight on E-26
- Assisted Car-61 with PPE pick up at Oxford airport
- Complete front brake overhaul on Rescue-1, pads, rotors, and chambers replaced
- Replaced worn out K-tool holster on Truck-1
- Replaced damaged 16' roof ladder on Truck-1 with new ladder
- Checked electrical system on Car-55 for long term draw on battery
- Replaced amber side body lamp on E-22

- Replaced broken fog light on Car-42
- Repair Plymovent hose at station 24
- Serviced Car-41
- Replace burned out bulb on 06PD, for side body warning
- Repair right rear lower warning lamp on 06PD
- Free up and exercise foam proportioning valve on E-24
- Reattached pump panel lamp that was falling off E-23
- Diagnosed window issue with E-23, parts ordered
- Repaired broken bed hold down mount on Ranger-1
- Replaced bad battery in Car-51, checked charging system
- Scanned E-26 for fault codes, forced regen
- Reset prognostics for E-23

Community Risk Reduction – Fire Marshal Terence Timan

During this COVID-19 outbreak residential inspections have been suspended. The State of Connecticut has given a 90 day waiver on all licensure inspections. These inspections will resume as soon as they can be accomplished in a safe and non-compromising fashion. All inspections regarding new business, licensures, construction, and permit/certificate of occupancies continue to be performed.

Inspections

The Team at the Fire Marshal's Office commitment to fire safety through inspections and code compliance has been greatly affected. With the absence of inspections and state restrictions the Team conducted 1 food vendor inspection and 2 sprinkler inspections/tests and a commercial construction inspection. Team members rectified 2 complaints regarding an obstructed fire hydrant, 1 potential hoarding and multiple illegal/unapproved burning. Multiple parking summons were issued for Fire Lane violations.

Plan Reviews

The Fire Marshal's team continues to stay committed to the accurate and expeditious review of plans, ensuring that all projects meet the required standards and compliance to CT Fire Safety and Prevention codes. For the period, the Fire Marshal's Office has received and reviewed 32 plan reviews/permits. A total of 20 certificates of occupancy have been issued during the period. Three substantial site plan projects have been received. These projects will greatly support the economic and infrastructure climate and growth within the City.

Fire Investigations

This was an extremely busy period for fire investigations. For the period there were 4 Structure fires, 2 Cooking fires, 1 Chimney fire, 1 Vehicle fire, 2 Brush/Outside fires and 1 Outside Dumpster/Trash fire. All fires were accurately investigated for origin and cause as required.

Training

The State of Connecticut has cancelled all continuing education classes. In the meantime, team members have supplemented their education by earning credits through online, distant learning. Team members have utilized their memberships with the International Association of Arson Investigators to enhance their knowledge, skills and abilities. Staff continue to further enhance their knowledge of View Point software and Fire Rescue online training. DFM Anderson has completed her online “prep” work for her upcoming Advanced Fire Investigation class, which has been rescheduled for September.

Special Events

Deputy Fire Marshal Anderson has been working on her public education program and has been leading the way in providing useful, timely public service announcement through various multimedia outlets. Check her out on the Fire Department Facebook page reading “No Dragons for Tea.” More multimedia efforts are being developed to keep the children of Danbury engaged in fire safety and prevention. A standard for the location, size and marking of Fire Lanes has been developed and will be uniformly applied to all future site plans.

Team members have been doing a great job adapting to the new work environment advising and assisting customers through voice and digital formats. Any available time has utilized to enhance job related skills through in-house and distance learning. Many other projects such as the digital scanning and archiving of records are being performed as well as research of new materials, tools, gear and techniques.

Dispatch Statistical Reports

Public Safety Answering Point

Total 911 calls	2,282
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**CITY OF DANBURY
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

155 DEER HILL AVENUE • DANBURY, CONNECTICUT 06810

www.danbury-ct.gov/health • healthdept@danbury-ct.gov

Mayor
Mark D. Boughton

Acting Director of Health
Kara Prunty, MPA

May 21, 2020

Dear Mayor Boughton and Members of the City Council:

DHHS is continuing to respond to the COVID-19 pandemic and is working closely with city officials, the State of Connecticut, and community partners. As of May 21st, the State of Connecticut has 39,208 positive COVID-19 cases and has seen 3,582 associated deaths. In the City of Danbury, there are 1,668 positive COVID-19 cases and there have been 105 associated deaths. Information and new developments are updated daily, and the department is keeping up with the latest developments in order to contain the spread of the virus throughout our area. We will continue to follow CDC guidelines and directions from the State with the public's health and safety in mind.

The Health Department has been preparing for Phase 1 of Governor Lamont's plan to reopen the State of Connecticut, which began on Wednesday May 20th. The environmental health team has been reviewing applications for outdoor dining permits and assisting establishments while they transition to new safety protocols. We have robustly increased our contact list for salons, food service establishments, and public pools in order to effectively communicate new guidelines and other important information that they will need in order to safely operate.

We have also increased contact tracing capacity in order to better track and contain the spread of COVID-19. This is especially important as businesses and facilities begin to reopen. Contact tracing has always been a widely used public health tool that aims to mitigate infectious diseases, and DHHS has started this large scale process to address COVID-19. We have a team of health department staff and interns that have been trained to State of Connecticut standards who are making many phone calls and identifying individuals who may have been exposed to COVID-19 so they can take the appropriate measures, such as self-isolation.

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

Respectfully yours,

Kara Prunty, MPA

Acting Director of Health and Human Services

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

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

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.

April/May 2020 Activity

The environmental division has been very busy over the last few weeks to prepare for Phase 1 of reopening Connecticut. Inspectors have been reviewing outdoor dining permit applications and conducting inspections to ensure food establishments are complying with the guidelines to be able to reopen while protecting the safety of the public and their employees. Inspectors are also conducting drive-by inspections and telephone inspections to ensure compliance with state and CDC issued guidelines for food service establishments and salons. Complaints regarding food service retail operations are also being handled to enforce proper safety measures. Septic plan reviews are being processed remotely and inspections are being conducted as needed. Mass email communications have been sent out to establishments in order to disseminate information more efficiently, and we have compiled a comprehensive contact list during the tele-inspections. We are maintaining an open line of communication with our food service establishments, daycares, and body care facilities and salons to address any questions or concerns that may arise. Additionally, food service license applications have started to come in and they are being processed to ensure compliance with licensing requirements.

April Results

Potable Water	
Private Well	
Well Permits	4
Environmental	
Grading Permit Review	11
EIC	13
HazMat	2
Erosion Inspections	28
Complaint Investigation	1
Odor Complaints	
Misc.: (Describe)	
Sewage Disposal	
Plan Review	37
Inspections	39
New, Replace, Fail, Plan Review	9
100% Replacement Plan Review	2
Soil Testing (List by Appointment Only)	8
Additions	4
Dye Tests (Initial)	
Septic Permits (To Construct)	2
Solid Waste	

Garbage Complaint	1
Misc. (Describe)	
Pest and Animal Control	
Rodent Complaint	3
Insect Complaint	
Domestic Animal Complaint	
Housing	
Residential/Commercial Inspection (Not Indoor Air)	
Housing Complaints	7
Child Day Care Inspection (Initial)	
Child Day Care Plan Review	
Body Care Inspections	1
Body Care Plan Review	1
Body Care Construction Visits	1
Massage Establishment Inspections	
Massage Establishment Plan Review	
Salon Tele-Inspections	7
Salon Drive By Inspections	13
Lead Inspection for all Properties	1
Lead Abatement Plan Review	1
Certificate of Apartment Occupancy (CAO's)	
Reinspections	
Healthy Homes	
Hotel/Motel Inspections	
Total # of Hotel/Motel Rooms Inspected	
Food	
Food Service Establishment Inspection (Initial)	
Construction Visits	2
Food Service Walkthrough Inspections	
Itinerant Vendor Inspections	3
Complaints	11
Re-inspection (voluntary)	
Re-inspection (involuntary)	2
Plan Review	6
Plan Revisions	1
Foodborne Illness # of Complaints	1
Temporary Food Service	

Certified Food Protection Manager Courses	
Food Handler Courses	
FSE Drive By Inspections	109
FSE Tele-inspections	238
Seasonal	
Indoor Pool Inspections	
Outdoor Pool Inspections	
Indoor Public Pool Water: # of Samples Collected	
Outdoor Public Pool Water: # of Samples Collected	
Public Beaches: # of Samples Collected	
Drinking Water: # of Samples Collected	
Marine Dock Facilities Inspected	
Orders Issued	
Notices of Violation, etc.	
Other	
Social Services Issues and Referrals	67
Fair Rent Issues	
FOI Requests	15
Pump Truck Permits	7
COVID-19 Complaints	18

Community Health Services Division

Fernanda Carvalho, Acting Associate Director of Community Health

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

Community Medicine Section

Prepared by: Maureen Singer, Community Health Coordinator

Patients Seen in April 2020

Tuberculosis patients	
PPD testing/read	
QuantiFERON/T-Spot	
eDOT	42
Hospital Visits	

Home Visits	
Electronic Visits	28
Total Services:	70

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

1. TB clinic is closed to the Public , no new TB patients are being seen. New high risk referrals are being seen in collaboration with PCP & Public Health .
 - 1 Active
2. Continuing case management of approximately 61 cases of latent TB and 4 active cases of TB. 2 pulmonary 1 pulm/extrapulmonary (2 sites) 1 extra pulmonary
3. Continuing TB contact investigation, 2 pulmonary cases. Initiated new TB contact investigation March 31.
4. Ongoing surveillance and epidemiological review of individuals with positive AFB , suspected or confirmed TB.
5. Ongoing communication with health care providers , school nurses, WCHN and various State and Local Public Health Agencies.
6. Providing COVID -19 related issues, such as public inquiries, City Employee Contact Investigation, and Nursing Home outbreak investigations.

Community Health Services & Emergency Preparedness and Response:

Over the last month the community health team has started to ramp up contact tracing to help control the spread of COVID-19 as the economy begins its phases of reopening. Our team of health department staff and interns have been trained to communicate with individuals who have tested positive for COVID-19 in Danbury and identify other people that they may have come into contact with while they were contagious. Staff will then reach out to those individuals to make them aware of their exposure and advise them to take proper precautions, such as self isolation and monitoring for symptoms. The team has also received additional training on HIPAA standards to ensure individual's health information is secure and protected. To assist with case control and contact tracing, the health department has also utilized the Sara Alert system to monitor Danbury residents who were exposed to a lab confirmed COVID-19 positive individual.

Our Community Health division is also answering general questions and concerns related to COVID-19 that come from the community, along with providing guidance to healthcare providers, first responders, and businesses. Additionally, they are providing daily support to nursing homes and long-term care facilities. The team has assisted in distribution of PPE for healthcare facilities and small businesses and has been coordinating sheltering and mass feeding operations to protect our most vulnerable populations at the Super 8 Motel. They are also expediting testing for vulnerable populations and first responders and coordinating with regional and state partners on COVID-19 response. DHHS conducts a daily analysis of COVID-19 positive cases in Danbury, and that data is then used to create and update infographics for social media to keep residents informed about the current situation facing the City of Danbury.

Contact Tracing April 2020

# of Contact Case Calls	93
# of Contacts Identified	136

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 April 2020

Dear Mayor Boughton and Members of the City Council:

April 2020:

I am pleased to present the Public Works Department Report for the month of **April**. During the month of April the Division has remained dedicated and active continuing to keep up with City responsibilities and acute emergency response and detail during the pandemic. We are continuing with necessary drainage improvements, road prep, paving and pothole filling. All Covid-19 Protocol is consistently and strictly adhered to and monitored for the safety of our staff and residents.

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

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

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

Construction Services Report submitted by Thomas Hughes III, Superintendent:

Animal Control Facility:

The Notice to Proceed was issued to Millennium Builders on January 21, 2020. This is a design / build project the Building Permit was issued on April 16, 2020. The contractor mobilized to the site on Monday April 20, 2020, the site sub-contractor broke ground. Structural fill has been imported and compacted in place. The footing has been excavated, formed and poured. The foundation walls are scheduled to be set the first week of June. We are on schedule expecting a fall completion. This project is being administrated and managed in house by the Construction Services Division.

Middle River Road Bridge Replacement:

The Bridge/Culvert was awarded to Hemlock Construction through our CROOG/Gordian Contract. The design engineer Stantec Engineering approved the resubmission of the precast box culvert structure shop drawing,

calculations and loading report. The pre-construction approval submittals / shop drawings have been accepted by Stantec processed. Construction Services deployed two VMS boards on 5/18/2020 alerting the Public of the upcoming bridge / culvert project and road closure June 1st. The contractor has installed the detour and project signage which will be covered till 5/31/2020. We are looking at a September 2020 completion date. 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 contractor procured the bridge beams and bridge rail over the winter weather shutdown period. We have received Nagy Brothers new schedule submission and reviewed. Nagy Brothers mobilized to the bridge site on April 8th. The superstructure removal is complete. The new bridge beams have been set grouted and post tensioned. The bridge parapets, bridge sidewalk and four end blocks have been poured. The project is on schedule and within budget. Weather permitting the bridge semifinal inspection will take place the last week of June with a July completion date. This project is being 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 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. 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. We are currently awaiting ConnDot approval to bid Phase 1 of the project.

Mallory Hat Factory Remediation:

The project was designed by Arcadis Engineering. Construction Services has been working with the City Engineer and the Engineering Department to move this project forward. The plans, specifications and bid documents were reviewed by the DECD as per the grant application and approved. The project was bid Red Technologies was awarded the contract. The contractor has mobilized to the site and the remediation portion of the project is currently underway we are on schedule.. The project is being administrated and managed in house by Construction Services.

Balmforth Avenue Sidewalk & Traffic Improvements:

Construction Services worked with 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. We are looking to resume the bidding process and reschedule a bid walk following strict Covid-19 protocols.

Hearthstone Castle Abatement Phase I:

Construction Services, working with our in house resources and on-call environmental consultant contract developed a scope of work, specifications and bid documents. The project designer and environmental consultant Eagle Environmental submitted the AWP (Alternative Work Practices Plan) to the State of CT Department of Health which was approved for the phase one abatement /disposal of the demolition materials. The Public Services Division cleared and grubbed the Hearthstone site giving access to the castle designated Phase 1 work zone. The project is out to bid, the mandatory pre-bid meeting was held. The bids were scheduled to be opened on 3/26/20. The bid opening was postponed by the City Purchasing Agent and all bidders were been notified. Working with the City Purchasing Agent, we sent out a Bid Addendum rescheduling the Bid Opening date to Tuesday May 05, 2020. The bids have been opened, Manafort Brothers, Inc is the apparent low bidder. Construction Services & Eagle Environmental the designer performed a scope review of the two bidders. We are recommending awarding the bid to Manafort Brothers, as the lowest qualified bidder, and have placed the award on the Board of Awards agenda.

Construction Services:

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

We also are continuing 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 as per the Mayor's and Director of Public Works directive's and guidelines.

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

Various Bridges:

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

DEEP MS4 General Stormwater Permit:

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

Moss Avenue Sanitary Sewer Replacement:

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

Former Mallory Hat Factory Site Remediation:

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

Balmforth Avenue Sidewalk Replacement:

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

Richter House Expansion:

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

New Animal Shelter:

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

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

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

Southeast, NY to Danbury Link Feasibility/Planning Study:

The Division worked with Putnam County on their grant request for funding of a feasibility study for the possible restoration of passenger service between Danbury and the Southeast, NY connection to the Harlem Line. A \$1,000,000 grant has been received. The Division will continue to work with Putnam County relative to the scope of the study and the selection of a consultant. Putnam County has issued a request for proposal/qualifications for consultant services for the feasibility study, due at the end of March, 2020. The bid opening date has been extended to April 24, 2020.

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: **APRIL – 2020**

This was a very busy month for the Highway Division. The plow repair crew inspected, repaired, and stored all the plows and salt spreaders away for the season. All the equipment was washed, maintained, and readied for the paving and construction season.

Several employees assisted Danbury Hospital with installing a traffic pattern, daily for the Covid – 19 screening. A construction crew repaired catch basins and drainage on Maplewood Dr, Wibling Rd, Spruce Mt, Turner Rd, Logans Way, Regal Rd, Hayestown Rd, Harbor Ridge Rd, South St, Meadow St, Stadley Rough Rd, and Kendell Ter.

Three pothole crews were dispatched daily to fill potholes. Leaf bag and brush removal started during the month. Street sweeping began for the season. Highway Division crew members assisted the Forestry Division with tree removals, pruning, and traffic control.

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

Winter Season

- Winter Storm Events: 0
- Precipitation: 0 inches
- Emergency Call Outs: 1

Maintenance

- Catch Basins Replaced: 17
- Guardrail Repairs: 0
- Dredging: 0
- Catch Basin Cleaning: 71
- Roads Paved: 0

Signage

- New installs: 0
- Replacements: 4
- Repairs: 27

Personnel

- Total: 41
- Injury: 0
- Restricted Duty: 1
- Retirement: 0
- Seasonal: 2
- Vacancy: 1

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

The Parks Maintenance Division continued the spring cleanup of all the city parks, schools, municipal buildings, and other various green space. Winter debris, broken curb and turf damage was cleaned up and repaired at many areas. Brush was cut and removed from fence lines at several locations. The many flower beds were weeded and mulched.

Field maintenance began with the cleanup, mowing and painting of lines. Turf on many ball fields were reseeded and fertilized. The Westerners Field construction continued with the infield being replaced and the irrigation system repaired in many areas. A crew installed the boat ramp dock at Candlewood Park. Litter was picked up and garbage cans were emptied in various areas throughout the city. Trash cans were placed throughout the parks.

The Parks Maintenance building was cleaned and organized. All the winter equipment was cleaned, maintained, and put away for the season. Maintenance of the mowing and plowing equipment continued through the month.

Winter Season

- Winter Storm Events: 0
- Precipitation: 0 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: **APRIL – 2020**

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

The division responded to several dozen tree calls that include inspections, clean ups, and emergency take downs. The crew planted two new trees for Arbor Day at the Public Works Complex and the Old Great Plain School House. 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: 0
- Precipitation: 0 inches

Maintenance

- Removals: 28
- Pruning: 11
- Brush: 27
- Plantings: 2
- Emergency Call Outs: 4

Personnel

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

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

City:

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

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 95% completed.

Police:

New server and BMS software update completed.

Old library:

Awaiting quotes on replacing cooling tower/building controls.

General: The majority of time the Maintenance Mechanics spent this month was associated with School building repairs: specifically Heating, Cooling switch over and starting 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 April 2020.

In the month of April we received 35 new work requests and completed 60 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 Plumbing repairs with a total of 111.00 person-hours dedicated to this service. The next largest area of concentration was in Electrical repairs, utilizing 35.00 person-hours of labor. HVAC came as the third highest category with 23.50 person-hours.

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

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

Work Requests received this month	35
Work Requests Completed this month	60

Category	Total Labor Hours
Alarms	0.00
Carpentry	2.50
Electrical	35.00
HVAC	23.50
Locksmith	0.0
Maintenance	12.50
Mechanical	15.00
Plumbing	111.00
Roofing	0.00
Snow Plowing	0.00

Labor Hours City Buildings	51.00
Labor Hours School Buildings	148.50
Overtime	19.50

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

As of May 19, 2020 there are 40 hydrants out of service. I will be happy to review the information with you.

Sincerely,

David Day

David Day, P.E.

Superintendent

April 2020 Water Pollution Control Plant (WPCP) Upgrade Project Status

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

- Construction of Phase I work (Tertiary Treatment System Upgrade and Stormwater System Improvements) was started. The following activities were performed:
 - CH Nickerson mobilized construction equipment to the site.
 - CH Nickerson began setting up construction and engineering field offices.
 - CH Nickerson set up trade & storage trailers.
 - Site clearing and site prep work was started
 - Wright-Pierce started the final design of the Tertiary Treatment System and of the Stormwater System Improvements.
- Veolia finalized the proposed scope of services for the preliminary (30%) design of a new Headworks Screening & Grit Removal Facility and for a new FOG / Biodiesel Facility.

M E M O R A N D U M

DATE: May 19, 2020
TO: City of Danbury, City Council
FROM: *David M. Day, P.E.*, Superintendent
RE: Sanitary Sewer Collection System Maintenance—
APRIL 2020

Complaints:	0 Bypasses	9 Slow Running
	0 Loose Manholes	1 Odor Calls
Number Received:	10	
Number Completed:	10	
Pipe Cleaned:	600 LFT	
Gallons of Water Used:	1,500 Gal	
New Pipe Inspected:	600 LFT	
Manholes Replaced	0	

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: Apr '20

Date: 5/18/2020

I. Wastewater Treatment:

A)	Sewage Processed:	9.4	MGD (Daily Avg)	281.5	Million Gallons Total
B)	Septic Waste Processed:			1,287,400	Gallons Total
C)	Sludge Pumped To Digesters:			502,394	Pounds Total

II. Wastewater Quality

		Influent	Effluent	% Removal	Effluent Limit
A)	BOD (mg/l)	159	4	97	30 mg/l and 85%
B)	Total Suspended Solids (mg/l):	240	4	98.4	30 mg/l and 85%
C)	Total Phosphorus (mg/l):	4.8	0.54	89	0.6 mg/l
D)	Ammonia (mg/l):	21.2	0.16	99	4.0 mg/l
E)	Total Nitrogen (lbs/Day):	2,907	201	93	442 lbs/day

Note: Phosphorus limits apply April - October.

Nitrogen limit for credit trading only.

III. Pump Station Operation:

A)	Beaver Brook:	714.5	Hours Run
----	---------------	-------	-----------

B) Southfield:	48.0	Hours Run
C) Mill Plain:	19.8	Hours Run
D) Backus:	95.1	Hours Run
E) Tarrywile	104.9	Hours Run
F) Turner Road:	47.1	Hours Run
G) Ford Avenue:	25.5	Hours Run
H) Indian Glen:	118.4	Hours Run
I) Delay Street:	11.6	Hours Run
J) Hayestown Road:	77.3	Hours Run
K) Kenosia Avenue:	1.2	Hours Run
L) Larson Drive:	84.9	Hours Run
M) Landfill:	184.7	Hours Run
N) Thrope Street	13.8	Hours Run
O) Poets Landing	28.0	Hours Run
P) Rogers Park	61.5	Hours Run
P) West Side	82.5	Hours Run
Q) East Franklin Street	24.1	Hours Run
Total Station Alarms:		2

TO : City Council - City of Danbury

FROM : David Day, Superintendent of Public Utilities

DATE : May 18, 2020

RE : WATER DEPARTMENT REPORT: APRIL 2020

I. WATER PRODUCTION:

A) Margerie Water Treatment Facility:	76.3	MG.
B) West Lake Water Treatment Facility:	76.7	MG.
C) Kenosia Well Field:	0	MG.
D) Osborne Street Well Field:	0	MG.
E) Other:	0	MG.
(MG. = Million Gallons)		

II. RAINFALL:

A) Month:	5.1	inches
B) Past 12 Months (running total):	50.0	inches
C) Current Year (Jan.- Current Mo.):	13.8	inches

<u>III. WATER STORAGE:</u>	date:	4/27/20	
		<u>Current Reading</u>	<u>Historical Average</u>
A) East Lake Reservoir:		<u>100.0</u> %	<u>95.0</u> %
B) Margerie Lake Reservoir:		<u>100.0</u> %	<u>95.8</u> %
C) West Lake Reservoir:		<u>93.3</u> %	<u>96.3</u> %
D) Total:		<u>97.0</u> %	<u>95.9</u> %

IV. WATER PUMPED:

A) Park Avenue Pump Station:	<u>0</u>	<u>MG.</u>
B) Padanaram (High School) Pump Station:	<u>3.40</u>	<u>MG.</u>
C) Shelter Rock Pump Station:	<u>1.21</u>	<u>MG.</u>
D) WestConn Pump Station:	<u>0.41</u>	<u>MG.</u>
E) Margerie Pump Station:	<u>1.40</u>	<u>MG.</u>
F) Pleasant Acres:	<u>0.68</u>	<u>MG.</u>
G) Nabby Road:	<u>1.08</u>	<u>MG.</u>
H) Harvest Hill:	<u>1.37</u>	<u>MG.</u>
I) Woodland Road (Reserve):	<u>4.45</u>	<u>MG.</u>
J) West Lake High Service :	<u>32.3</u>	<u>MG.</u>
K) Total Water Pumped (A-I):	<u>46.3</u>	<u>MG.</u>
	(MG. = Million Gallons)	

V. WATER TRANSFERRED:

A) East Lake to Margerie Reservoir:	<u>0.0</u>	<u>MG.</u>
B) Padanaram to Margerie Reservoir:	<u>0.0</u>	<u>MG.</u>
C) Kohanza to West Lake Reservoir:	<u>15.1</u>	<u>MG.</u>
D) Kenosia Diversion to West Lake Reservoir:	<u>0.0</u>	<u>MG.</u>
E) Kenosia Wells to West Lake Reservoir:	<u>0.0</u>	<u>MG.</u>
F) Total Water Transferred (A-E):	<u>15.1</u>	<u>MG.</u>
	(MG. = Million Gallons)	

VI. ALGAE CONTROL:

A) None

B)

VII. SURVEY OF WATER SOURCES:

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

B)

VIII. SUPERINTENDENTS NOTES:

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

Date:	Vehicle :	Repair Provided:	Department:
4/1/2020	90	EGR VALVE/TEMP SENSOR/SERVICE	HWY
^	46	HEAD GASKET/TURBO	HWY
^	37	ELECTRICAL ISSUE/MUFFLER STACK PIPE	HWY
^	67	HYDRAULIC PIPE/HOSE	HWY
^	178-DA	CHECK STARTER/IGNITION SWITCH	HWY
4/2/2020	37	SERVICE/OIL PAN	HWY
^	46	HEAD GASKET/TURBO	HWY
^	67	HYDRAULIC PIPE/HOSE	HWY
^	90	EGR VALVE/TEMP SENSOR/SERVICE	HWY
^	80	R/S SIDE BROOMS	HWY
^	18	REMOVE CONVEYER CHAIN	HWY
^	48-DA	STEERING SHAFT	HWY
4/3/2020	37	SERVICE/OIL PAN	HWY
^	90	EGR VALVE/TEMP SENSOR/SERVICE	HWY
^	178-DA	CHECK STARTER/IGNITION SWITCH	HWY
^	116-DA	CHECK LIGHTS	HWY
^	#16	AUGER DIAL IS FROZEN	HWY
4/4/2020	22	MAIN BROOM/SIDE BROOMS	HWY
^	37	SERVICE/OIL PAN /MUFFLER	HWY
^	178-DA	CHECK STARTER/IGNITION SWITCH	HWY
4/6/2020	22	MAIN BROOM/SIDE BROOMS/TAIL LIGHTS	HWY
^	37	SERVICE/OIL PAN/MUFFLER/FRONT BRAKES	HWY
^	TW3	4 TIRES	HWY
^	HOTBOX	CHECK TIRE PRESSURE	HWY
^	19	FREE UP TAILGATE LEVER	HWY
4/7/2020	40	FIX SPRAYER NOZZLE	HWY
^	83	ROLLER WATERPUMP	HWY
^	26	FUEL TANK	HWY
^	37	SERVICE/OIL PAN/MUFFLER/FRONT BRAKES	HWY
^	180-DA	ACCELERATOR PEDAL	HWY
4/8/2020	83	ROLLER WATERPUMP	HWY
^	26	FUEL TANK	HWY
^	37	SERVICE/OIL PAN/MUFFLER/FRONT BRAKES	HWY

	^	40	JUMP START	HWY
	^	180-DA	ACCELERATOR PEDAL	HWY
4/9/2020		22	FILL AUTO GREASER	HWY
			FUEL TANK/FUEL INJECTOR/SERVICE/COOLANT TEMP	
	^	26	SENSOR	HWY
	^	83	ROLLER WATERPUMP	HWY
	^	37	SERVICE/OIL PAN/MUFFLER/FRONT BRAKES	HWY
4/13/2020		37	SERVICE/OIL PAN/MUFFLER/FRONT BRAKES	HWY
	^	180-DA	ACCELERATOR PEDAL	HWY
	^	90	FIX SPRAYER NOZZLE	HWY
4/14/2020		80	SIDE BROOMS	HWY
	^	40	SIDE BROOMS	HWY
	^	37	SERVICE/OIL PAN/MUFFLER/FRONT BRAKES	HWY
	^	83	ROLLER WATERPUMP	HWY
	^	24	CHECK STROBE LIGHT	HWY
4/15/2020		180-DA	ACCELERATOR PEDAL/FUEL LEAK	HWY
	^	178-DA	FIX SHORT	HWY
	^	83	ROLLER SPRAYER	HWY
	^	17	CHECK AIR LEAK	HWY
	^	100	SERVICE	HWY
4/16/2020		83	ROLLER SPRAYER	HWY
	^	180-DA	ACCELERATOR PEDAL/FUEL LEAK	HWY
	^	20-DA	CHECK OIL	BLDG INSP
	^	40	CHECK SIDE BROOMS	HWY
	^	8	WELD CHUTE ARM	HWY
	^	80	SIDE BROOMS	HWY
4/17/2020		100	SIDE BROOMS	HWY
	^	83	ROLLER SPRAYER	HWY
	^	65-DA	REAR BRAKES	HWY
4/18/2020		100	LEFT SIDE BROOM PIVOT	HWY
	^	83	CONVEYER CHAINS	HWY
	^	254-DA	ADJUST BRAKES/ L/S STROBE LIGHTS	HWY
4/20/2020		326-DA	JUMP START	HWY
	^	HOTBOX	CHECK TIRE PRESSURE	HWY
	^	47-DA	CHECK EXHAUST	HWY
	^	EXCAVATOR	HOSE FOR LOCK/UNLOCK OF BUCKET	HWY
	^	FORKLIFT	FIX CARB MOUNTING STUDS	HWY
4/21/2020		FORKLIFT	FIX CARB MOUNTING STUDS	HWY
	^	47-DA	EXHAUST MANIFOLDS	PARKS
	^	#44	CHECK ENGINE LIGHT	HWY
	^	8	R/F FLAT TIRE	HWY
	^	4	REPLACE AIR FILTER/COVER	HWY
	^	25	CHECK VIBRATION	HWY
4/23/2020		44	COOLANT LEVEL SENSOR IN RESERVOIR	HWY
	^	47-DA	EXHAUST MANIFOLDS	PARKS
	^	42-DA	NO START	TREE
	^	25	CENTER BEARING/DRIVE SHAFT U-JOINTS	HWY
4/24/2020		47-DA	EXHAUST MANIFOLDS	PARKS

	^	25	CENTER BEARING/DRIVE SHAFT U-JOINTS	HWY
	^	42-DA	L/F SPEED SENSOR	TREE
4/25/2020		18	CONVEYER CHAIN	HWY
	^	326-DA	CHECK AIR RIDE CHECK TARP	HWY
4/27/2020		#18	CONVEYER CHAIN	HWY
	^	26	FUEL INJECTOR/COOLANT TEMP SENSOR	HWY
	^	47-DA	EXHAUST MANIFOLDS	PARKS
	^	42-DA	L/F SPEED SENSOR/RESEAL FRONT ENGINE COVER	TREE
	^	37	CHECK BRAKE NOISE	HWY
	^	22	CONVEYER LIFHT CYLINDER	HWY
	^	77	CENTER BEARING	HWY
4/28/2020		77	CENTER BEARING	HWY
	^	26	FUEL INJECTOR/COOLANT TEMP SENSOR	HWY
	^	22	CONVEYER LIFT CYLINDER	HWY
	^	42-DA	RESEAL FRONT ENGINE COVER	HWY
	^	116-DA	L/F TURN SIGNAL	HWY
	^	75-DA	CHECK BRAKES/SERVICE	HWY
	^	12	AIR LEAK	HWY
	^	23	HUB SEAL IS LEAKING	HWY
4/29/2020		40	BROKEN U-JOINT/CHECK OVER	HWY
	^	83	SIDE BROOMS	HWY
	^	23	L/R AXLE SEAL LEAKING	HWY
	^	42-DA	RESEAL FRONT ENGINE COVER	TREE
	^	80	SIDE BROOMS	HWY
	^	187-DA	CHECK BRAKES	PARKS
	^	36	MASTER DISCONNECT SWITCH	HWY
4/30/2020		178-DA	FIX TOOLBOX MOUNT	HWY
	^	40	DRIVESHAFT/GEARBOX	HWY
	^	36	MASTER DISCONNECT SWITCH/BATTERIES	HWY
	^	187-DA	FRONT BRAKE CALIPERS/HOSES	HWY
	^	41	CHECK STALLING	HWY
	^	377-DA	SUMMER TIRES/SERVICE	ENGINEERING

Personnel

Total:	4
Injury:	0
Restricted	
Duty:	0
Retirement:	0
Seasonal:	0
Vacancy:	1

MAINTENANCE REPORT - BUILDING # 6

GENERAL FUND

April-20

4/1/20	157-DA	POLICE	FLAT TIRE REPAIR
4/6/20	3-DA	POLICE	HEADLIGHT BULB AND HARNESS
	113-DA	POLICE	OIL PRESSURE SWITCH
	19-DA	POLICE	HEADLIGHT BULBS AND SOCKETS
4/7/20	354-DA	POLICE	HEADLIGHT BULB AND HARNESS
4/8/20	7-DA	POLICE	REPLACE TIRE
	225-DA	POLICE	HEADLIGHT BULB, REPLACE TIRE
4/9/20	6-DA	POLICE	REPLACE VALVE SEALS, PLUGS, BATTERY
4/13/20	337-DA	POLICE	SERVICE, HEADLIGHT BULB AND HARNESS
	289-DA	POLICE	LOWER CONTROL ARM, SERVICE
4/14/20	18-DA	POLICE	REBUILD ENGINE, REPLACE TURBOS
	110-DA	POLICE	POWER STEERING RACK
	243-DA	POLICE	SERVICE, FRONT BRAKE PADS AND ROTORS
4/16/20	246-DA	POLICE	ENGINE DIAGNOSTIC, SEND TO DEALER FOR WARRANTY
4/17/20	197-DA	CITY HALL	SERVICE, SWAY BAR END LINKS AND BUSHINGS
4/18/20	270-DA	POLICE	REPLACE FLAT TIRE
4/22/20	106-DA	HIGHWAY	SERVICE, FRONT BRAKE PADS AND ROTORS
4/27/20	181-DA	POLICE	SERVICE
	157-DA	POLICE	REPLACE BATTERY
	354-DA	POLICE	REPLACE HEADLIGHT
	334-DA	POLICE	SERVICE, REPLACE FRONT PADS AND ROTORS, RR TIRE
4/28/20	7-DA	POLICE	SERVICE, DRIVERS DOOR LATCH
4/29/20	36-DA	POLICE	4 TIRES, FRONT PADS AND ROTORS
	18-DA	POLICE	SERVICE, RF HEADLIGHT BULB, 2 TIRES
	17-DA	POLICE	SERVICE, 2 TIRES
			BRAKE LIGHT SWITCH, LF UPPER CONTROL ARM, INTAKE
			MANIFOLD, WATER PUMP,PS PUMP AND HOSE, REPAIR DOOR
4/30/20	149-DA	CITY HALL	WIRING HARNESS

WATER FUND

April-20

4/14/20	184-DA	WATER	SERVICE, SWAY BAR END LINKS
4/24/20	279-DA	WATER	SERVICE, REPLACE AIR FILTER
	101-DA	WATER	SERVICE, REPLACE AIR FILTER
4/28/20	321-DA	WATER	SERVICE, REPLACE AIR FILTER



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”*

May 2020

May 26, 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	April 27 – May 26, 2020
Number of Quality of Life Issues	79
Year to Date - 2020	322

The top issues addressed by the UNIT were:

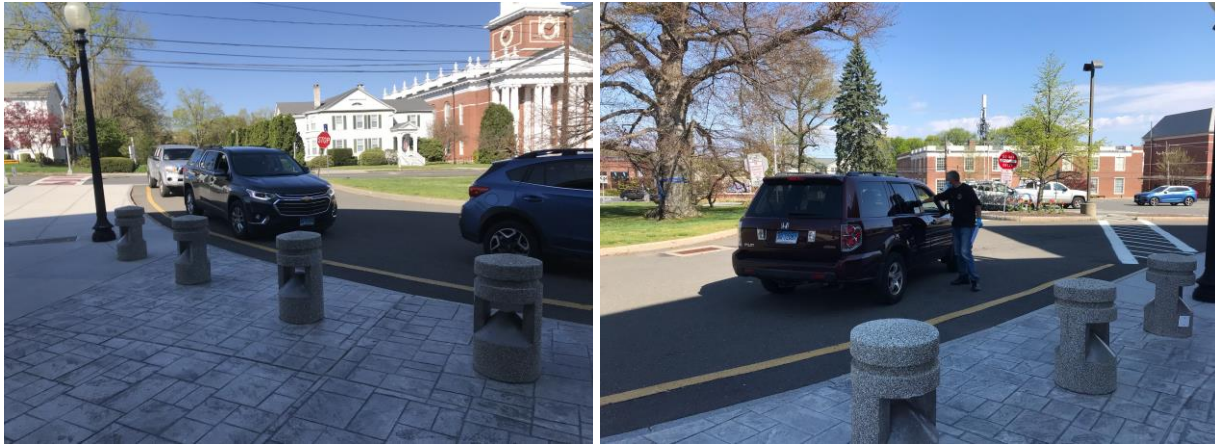
- Garbage/Debris and Illegal dumping (33)
- Miscellaneous (14)
- Abandoned and/or unregistered vehicles (12)
- Parking violations (11)
- Unsafe living/Unpermitted construction (7)

COVID-19 UPDATE: PPE/THERMOMETER DISTRIBUTION

City Hall remains closed, however our department continues to be active and responsive to resident complaints, proactive neighborhood improvements and we are also coordinating the distribution of face masks and now, thermometers, to Danbury businesses.

Over the last month, we have scheduled four (4) distribution pickups for business owners to pull up to city hall and receive curb side service to collect these essential items that have been made available through the State of CT. Mayor Boughton continues to use his social media platform to reach out to residents and business owners encouraging them to register for these items.

Currently, the UNIT has distributed nearly 15,000 masks and almost 400 thermometers.



EXTERIOR AND STRUCTURAL BLIGHT CITATIONS:

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

Orders written by UNIT this month (Includes Notice of Violations): 1
(YTD): 29

114 Federal Road: Sent order to property owner to clean up the exterior of the property, as the dumpsters are overflowing and haven't been emptied behind the Pilgrim Furniture Store, most likely due to the store closing due to the virus.

GRAFITTI CLEANUP:

Over the last few weeks, the UNIT cleaned up a few areas that were sprayed with graffiti. We continue to be vigilant and try to ensure that it is cleaned up and removed as soon as possible. I have repeatedly stated that for one of the largest cities in the state, we have set the standard very high when it comes to eliminating graffiti and other nuisance items around our city.



311 UPDATE: METRICS AND ACTIVITY:

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

THIS PERIOD:		2020 YTD:
Service Requests created:	145	643
Service Requests closed:	68	399
Percent closed:	46.8%	62%

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

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DEPARTMENT OF PERMIT COORDINATION BUILDING DEPARTMENT

DATE: May 26, 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 April 1st to the 30th 2020. The report consists of statistical data on applications with their associated permits.

Report Outline:

Permit type = Type of subject permit.

Valuation = is the cost of construction for permit type.

Issued = Number of permits issued of that permit type

Sean P. Hearty

DIRECTOR

David Newland

BUILDING OFFICIAL

Record #	Record Type	Title	Date Issued	Building Type	Total Estimated Construction Value
19-190995	Permit Project Application (Commercial)	Certificate of Use And Occupancy	4/9/2020 13:33	Hotels(Limited S)	14000
19-190995	Permit Project Application (Commercial)	Certificate of Approval	4/14/2020 12:43	Hotels(Limited S)	14000
19-454	Permit Project Application (Commercial)	Certificate of Approval	4/14/2020 9:51	Hospital	752432
20-687	Permit Project Application (Residential)	Building Permit Card	4/16/2020 13:16		50000
20-700	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/23/2020 18:14		450
20-700	Permit Project Application (Residential)	Certificate of Approval	4/23/2020 18:16		450
20-700	Permit Project Application (Residential)	Building Permit Card	4/10/2020 9:33		450
20-629	Permit Project Application (Residential)	Certificate of Approval	4/13/2020 12:03		30000
20-629	Permit Project Application (Residential)	Building Permit Card	4/8/2020 15:23		30000
20-596	Permit Project Application (Residential)	Building Permit Card	4/21/2020 11:36		202433
20-595	Permit Project Application (Residential)	Building Permit Card	4/21/2020 11:34		202433
20-594	Permit Project Application (Residential)	Building Permit Card	4/21/2020 11:33		202433
20-593	Permit Project Application (Residential)	Building Permit Card	4/21/2020 11:32		202433
20-590	Permit Project Application (Residential)	Building Permit Card	4/21/2020 11:31		202433
20-589	Permit Project Application (Residential)	Building Permit Card	4/21/2020 11:28		1210000
20-539	Permit Project Application (Residential)	Certificate of Approval	5/6/2020 8:51		5500
20-539	Permit Project Application (Residential)	Building Permit Card	4/1/2020 13:17		5500
20-525	Permit Project Application (Residential)	Building Permit Card	4/8/2020 16:29		224818
20-524	Permit Project Application (Residential)	Building Permit Card	4/8/2020 16:26		226512
20-522	Permit Project Application (Residential)	Building Permit Card	4/8/2020 16:23		282656
20-521	Permit Project Application (Residential)	Building Permit Card	4/8/2020 16:20		432575
20-520	Permit Project Application (Residential)	Building Permit Card	4/8/2020 16:12		1166319
20-488	Permit Project Application (Residential)	Building Permit Card	4/14/2020 16:40		2500
20-488	Permit Project Application (Residential)	Certificate of Use And Occupancy	5/21/2020 16:52		2500
20-493	Permit Project Application (Residential)	Building Permit Card	4/14/2020 12:35		35000
20-452	Permit Project Application (Residential)	Building Permit Card	4/21/2020 13:13		330000
20-399	Permit Project Application (Residential)	Building Permit Card	4/23/2020 8:51		95000
20-396	Permit Project Application (Residential)	Building Permit Card	4/14/2020 11:34		70000
20-389	Permit Project Application (Residential)	Building Permit Card	4/21/2020 11:10		95000
20-387	Permit Project Application (Residential)	Building Permit Card	4/21/2020 11:05		95000
20-365	Permit Project Application (Residential)	Building Permit Card	4/21/2020 13:50		70000
20-363	Permit Project Application (Residential)	Building Permit Card	4/21/2020 13:54		95000
20-455	Permit Project Application (Residential)	Building Permit Card	4/8/2020 15:05		10000
20-193	Permit Project Application (Residential)	Building Permit Card	4/1/2020 13:40		50000
20-249	Permit Project Application (Residential)	Building Permit Card	4/23/2020 13:27		41000
20-249	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/30/2020 8:10		41000
20-249	Permit Project Application (Residential)	Certificate of Approval	4/30/2020 8:13		41000
19-191081	Permit Project Application (Residential)	Building Permit Card	4/18/2020 8:58		6000
19-853	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/8/2020 16:36		277865

19-853	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/9/2020 10:25	277865
19-850	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/16/2020 12:35	295596
19-1285	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/29/2020 13:00	199087
19-1284	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/29/2020 12:48	199087
19-1194	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/8/2020 16:40	199087
19-1194	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/9/2020 10:35	199087
19-1196	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/9/2020 8:52	250257
19-1196	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/9/2020 10:42	250257
19-1286	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/21/2020 11:05	199087
19-1282	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/21/2020 10:55	199087
19-1193	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/9/2020 10:31	199087
19-1193	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/8/2020 16:38	199087
19-1195	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/8/2020 16:41	199087
19-1195	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/9/2020 10:38	199087
19-1283	Permit Project Application (Residential)	Certificate of Use And Occupancy	4/21/2020 10:58	199087
19-541	Permit Project Application (Residential)	Certificate of Approval	4/30/2020 8:14	32000
19-1479	Permit Project Application (Residential)	Certificate of Approval	4/23/2020 9:49	8000
20-815	Roof Permit	Certificate of Approval		10200
20-815	Roof Permit	Building Permit Card		10200
20-812	Roof Permit	Building Permit Card		5950
20-792	Roof Permit	Building Permit Card		6000
20-782	Roof Permit	Building Permit Card		8800
20-770	Roof Permit	Building Permit Card		6600
20-765	Roof Permit	Building Permit Card		4800
20-736	Roof Permit	Building Permit Card		75000
20-728	Roof Permit	Building Permit Card		11000
20-657	Roof Permit	Building Permit Card		11500
20-653	Roof Permit	Building Permit Card		16200
20-573	Roof Permit	Building Permit Card		1500
17-60559	Roof Permit	Certificate of Approval		9300
17-60559	Roof Permit	Certificate of Approval		9300
20-758	Solar Permit Application	Building Permit Card		12520
20-743	Solar Permit Application	Building Permit Card		42000
20-715	Solar Permit Application	Building Permit Card		28800
20-703	Solar Permit Application	Building Permit Card		23000
20-691	Solar Permit Application	Building Permit Card		25000
20-681	Solar Permit Application	Building Permit Card		19344
20-681	Solar Permit Application	Certificate of Approval		19344
20-637	Solar Permit Application	Building Permit Card		33000
20-622	Solar Permit Application	Building Permit Card		36000

20-622	Solar Permit Application	Certificate of Approval	36000
20-620	Solar Permit Application	Building Permit Card	23040
20-588	Solar Permit Application	Building Permit Card	44000
20-588	Solar Permit Application	Certificate of Approval	44000
20-585	Solar Permit Application	Building Permit Card	17000
			10708022



CITY OF DANBURY

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

DATE: May 21, 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: (4/20/20 – 5/15/20)

Congregate meal site turned into a meals on wheels delivery program. Through work with CW Resources four meals per week are delivered to the center. Twice during the week, another staff person and myself deliver these meals so seniors can remain in their homes. During this report period we were able to deliver an additional seven shelf stable meals to each participant in this program in addition to the four meal a week delivery.

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

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

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

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

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

Rent Rebate Over the Phone. We process over 800 applications for Rent Rebate each year. Staff member Michelle McNamara who began outreach to our senior housing buildings before we were shut down due to COVID19 leads this effort. Joyce Kuhn joins her to provide support and staff member Jose Fuentes provides translation. Due to this early start, when the program began on April 1, she was able to process over 200 applications from home on a work laptop. She has been calling applicants to inform them of their grant amount and to check in on them at the same time. However, the remaining applications will mostly likely need to be processed over the phone and through the mail. We have received calls from both Meriden and Torrington, via direction from the State of CT, asking that we share our past and current procedures for administering the Rent Rebate Program. We appreciate the confidence that the State of CT - Office of Policy and Management, has expressed to us by choosing us as model for other cities to follow.

Virtual Activities / Wellness Classes. We now have 4 virtual activities posted on-line on our website, www.danburyseniors.org under the "Virtual Classes and Activities." They include Line Dancing, Strength Training, Gentle Flow Yoga, and Zumba Gold. We will continue to expand online program offerings.

Municipal Agent / Resource and Referral: 613 seniors / 713 services provided

Services by Category: **CHOICES** (Connecticut's program for Health insurance assistance, Outreach, Information and referral, Counseling, Eligibility Screening, i.e. Medicare A, B, D, Advantage, Medigap, Medicare Savings) - 14, Housing - 1, Rent Rebate - 508, Food - 83 (Hillside Outreach Food Pantry (Delivery) 34, Meals on Wheels - 31, CCCI Food Shoppers - 2, SNAP - 16), Financial - 19, Tax Preparation - 18, Stimulus Check - 1, Energy Assistance - 1, Masks - 49, Other - 43

Protective Services for the Elderly: 0

"911" Emergency Calls: 0

Senior Nutrition Meal Delivery Program: 582 meals plus 287 shelf stable meals = 869 total meals delivered

Calls for General Information: 309

"Sunshine Smile" Social Wellness Call Program: 354 calls

Van Transportation Program: Suspended on March 13 due to COVID19

Rent Rebate Over the Phone Program: (Program Year 2019) 292 applications processed

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



Gale and Jim McNamara made and donated masks to the Department of Elderly Services so we in turn could mail or deliver them to seniors in Danbury.

Danbury Library Statistics: Circulation, Programs, Services 2019-2020															
	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-20	Jan-20	Feb-20	Mar-20	Apr-20	YTD 19-20	YTD 18-19	+/-	%	Comments:
NUMBER OF PEOPLE ENTERING LIBRARY	29,913	29,479	21,407	26,651	24,051	20,408	28,109	25,109	16,755	0	221,882	273,292	-51,410	-19%	*Library closed to public 3/13/20 due to COVID
AVERAGE NUMBER OF PEOPLE PER DAY OPEN	1,151	1,092	765	888	859	704	969	930	1,396	0	8,754	9,819	-1,065	-11%	
COMMUNITY ENGAGEMENT	125,503	82,968	51,030	87,184	93,400	76,031	99,904	85,560	175,429	189,739	1,066,085	916,359	149,726	16%	
REGISTERED PATRONS WITH ACTIVE LIBRARY CARDS *	27,407	27,679	27,964	28,186	28,305	28,391	28,686	28,946	26,600	26,252	278,416	257,162	21,254	8%	
USE OF LIBRARY MATERIALS & SERVICES - IN LIBRARY															
Total print circulation	25,169	22,465	18,183	18,469	18,083	16,504	19,768	18,103	7,509	1,284	165,537	209,333	-43,796	-21%	
Total Inter-library loan	1,785	1,941	1,576	1,834	1,697	1,512	1,922	1,747	784	236	15,034	18,220	-3,186	-17%	
Total program number	172	127	78	141	135	134	120	134	40	25	1,106	1,569	-463	-30%	
Total program attendance	3,162	1,891	2,348	3,371	2,765	2,471	1,987	2,252	399	355	21,001	18,932	2,069	11%	
Meeting room use by outside agencies	48	36	57	64	41	39	55	54	19	0	413	376	37	10%	
USE OF LIBRARY MATERIALS & SERVICES - REMOTE & ELECTRONIC															
Computer usage	6,393	6,943	6,496	5,812	5,339	4,755	5,065	5,396	2,540	135	48,874	69,781	-20,907	-30%	
Ebook and audiobook circulation from Overdrive	1,032	1,112	918	876	759	858	384	358	1,180	1,673	9,150	7,941	1,209	15%	
iConn ebook and audiobook downloads	83	78	63	63	53	73	52	47	29	40	581	737	-156	-21%	
Downloadable content (eSebco, Freegal, Hoopla, Kanopy, Tumblebooks)	6,670	7,046	6,477	6,874	5,512	5,790	6,686	5,870	7,799	13,045	71,769	62,754	9,015	14%	
* An active card is one that has been used in the past 18 months or owes money.															
Danbury Library Grant Applications and Statues, 2019-2020															
Grant Agency	Program Supported	Grant Amount					Award Amount		Application Due Date		Award Dates		Project Status		
CT State Library Construction Grant	Junior Floor / Children's Programming	\$100,000					\$100,000		8/31/2018		11/2018 - 5/2020		Awarded-Active		
Library Services and Technology Act Literacy Grant	Literacy, Language Services	\$7,500					\$7,500		4/8/2019		7/1/2019- 6/30/2020		Awarded-Active		
Woman's Club of Danbury/New Fairfield Philanthropic Funding	Digital Services	\$500							1/20/2020				Awarded-Active		
Library Services and Technology Act Planning Grant	Marketing	\$5,000							12/1/2019				Received City Council approval to apply		
NASA CT Space Grant Consortium	Teen STEM Programming	\$4,800							Rolling				Applied		
The Awesome Foundation	Junior Floor / Children's Programming	\$1,000							Rolling				Received City Council approval to apply		
Ezra Jack Keats Foundation	Children's Programming	\$500							3/31/2020				Applied		